DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MD 21402-5000

COMDTMIDNINST 1610.13
CONDUCT OFFICER
27 October 2000

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From: Commandant of Midshipmen

Subject: EXTRA MILITARY INSRUCTION

Encl: (1) Extra Military Instruction (EMI) Chit

1. Purpose. To establish a policy and guidelines for administering Extra Military Instruction (EMI) to midshipmen.

2. Objectives. EMI provides a means for corrective instruction for midshipmen who display minor professional development discrepancies. EMI is not a punishment tool, but rather a corrective tool.

3. Background. Professional and military discrepancies must be corrected. EMI provides a means of correcting discrepancies without utilization of the Conduct System. EMI will be given after a midshipman has been counseled by his/her immediate unit commander. Should counseling prove ineffective, midshipmen will be issued an EMI chit.

4. Discussion. An effective extra military instruction system should include the following elements:

a. EMI chits are for correction, not punishment purposes. They are not to be a permanent black mark on a midshipman's record, but merely a correctional tool, as long as the midshipman does not repeat the discrepancy. Once repeated, the midshipman should be handled on a conduct level. The order of action should be as follows:

(1) Counseling

(2) EMI

(3) Conduct

b. EMI should be used when counseling is ineffective, not as a primary means of correction.

4. Time Line. The time frame in which EMI chits can be issued is from 1030-1230 on Saturday mornings.

a. EMI will normally be served on Saturdays, but may be tailored to fit into the awarding authority's and awardee's schedule. The alternative time is Monday thru Friday 1600-1800. If this time still does not fit into the awardees schedule, two consecutive periods from 1250-1320 during the working day may be used.

b. The alternate time frame may be used to not conflict with the following situations:

(1) Home football games

(2) Varsity athletic practices

(3) Movement Orders

c. EMI must be issued and served within a seven-day period of the discovery of the discrepancy.

5. Uses of EMI. EMI chits may be used to correct professional knowledge, uniform discrepancies, room discrepancies, military bearing discrepancies, tardiness, etiquette, and any other military deficiencies. EMI chits will NOT be used for PT.

6. Guidelines for EMI. Assigning authority will fill out an EMI report form (enclosure (1)), detailing in the primary and secondary boxes exactly what type of military instruction will occur in order to correct the deficiency entered in the Description of Assigned EMI box. The EMI chit will then be forwarded to the First Class Training Officer who will review it for approval, and send it to the Company Commander. The Company Commander will review it for approval, sign it to designate approval, and forward it to the Company Officer for approval.

Upon processing, the midshipman being assigned EMI will receive the original and a copy will go to the First Class Training Officer.

7. Issuing of EMI. A midshipman may only be issued an EMI chit by a senior midshipman. The issuing senior must be present during the time in which the awardee is serving the EMI chit. This is to ensure that the awarding senior personally verifies that the EMI has taken place in the manner described on the EMI chit. He/she takes full responsibility for his/her period of instruction in order to remedy the discrepancy. Additionally:

a. EMI will not be issued on the day of the awardee's Sabbath, be it Friday, Saturday or Sunday.

b. EMI will not interfere with any previously scheduled mandatory events

8. Approval Authority. All EMI chits must be approved by both the Company Commander and Company Officer.

N. G. SCHLAICH
Deputy Commandant

EXTRA MILITARY INSTRUCTION (EMI) CHIT

EMI REPORT	EXTRA MILITARY INSTRUCTION FORM

Name of Respondent:	Alpha Code:	Squad Leader:
Primary Reason: (Date/Time)		
Secondary Reasons: (Date/Time)		
Description of Assigned EMI		
Date/Time of EMI		
Signature (Originator)	Alpha Code	Date Reported
Signature (Respondent)	Signature Company Training	
Signature Company Commander	Signature Company Officer	

Enclosure (1)