COMMANDING OFFICER'S MEMORANDUM 1-10

From:  Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: EXTRA MILITARY INSTRUCTION (EMI)

Ref: OPNAVINST 3120.32C

Encl: (1) EMI Chit

1. Purpose. To establish the definition, policy, and authority for administering extra military instruction to NROTC Unit Virginia Tech Midshipmen.

2. Background. EMI provides the commander with a means to correct performance deficiencies after counseling has proven ineffective. EMI is a nonpunitive measure approved by the Manual for Courts-Martial and outlined in the Manual of the Judge Advocate General.

3. Definition. EMI is instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for judicial (court-martial) action or nonjudicial punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.

4. General. For a performance deficiency that a Midshipman may demonstrate, the EMI should give him/her an opportunity to complete a similar task correctly. When a task is given, a superior Midshipman should supervise the delinquent Midshipman to ensure that the task is performed in a timely and accurate manner. When EMI is assigned, it must be in writing using the format in enclosure (1), and it should specifically outline the
purpose, duration, and the task to be completed. It should discuss the do’s and don’ts that pertain to the EMI

5. Implementation.

   a. EMI may be recommended by the Midshipmen chain of command; however, ultimate awarding authority rests with the Midshipman’s Company Advisor, the Executive Officer or the Commanding Officer.

   b. EMI shall be implemented, when required, within the following limitations:

      1) EMI will not be assigned for more than 2 hours per day.

      2) EMI may be assigned at a reasonable time during normal working hours.

      3) EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency.

      4) EMI should not be assigned on a Midshipman’s Sabbath.

      5) EMI will not be used as a method of depriving normal liberty. A Midshipman who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

      6) EMI will not interfere with a Midshipman’s class schedule, nor will it coincide with any previously scheduled important activity, to include any scheduled Virginia Tech Corps of Cadets event.

6. Summary. EMI is a tool to be leveraged when a Midshipman fails to meet developmental milestones in his or her career. Understanding that the EMI program is not a punishment, but, rather a tool to correct deficiencies is critical to its success.

   [Signature]

   D. P. FORNEY

Copy to:
NROTC Unit Staff
VTCC
Extra Military Instruction Assignment

INDIVIDUAL ASSIGNED EMI:

Last, First, M.I. Company

DEFICIENCY TO BE CORRECTED:


DESCRIPTION OF ASSIGNED EMI:


DATE/TIME/LOCATION OF EMI:


NAME OF COMPANY COMMANDER RECOMMENDING EMI:


SIGNATURE OF COMPANY COMMANDER RECOMMENDING EMI


NAME OF COMPANY ADVISOR APPROVING EMI:


SIGNATURE OF COMPANY ADVISOR APPROVING EMI


I HAVE READ AND UNDERSTAND THE CONDITIONS FOR WHICH I HAVE BEEN AWARDED THIS EXTRA MILITARY INSTRUCTION. FURTHERMORE, I AGREE TO AND WILL COMPLY WITH THE TERMS OF THIS ASSIGNMENT.

DATE ___________________ SIGNATURE ___________________