



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 1610.3F
02OPM
12 July 02

NAVDENCEN SOUTHWEST INSTRUCTION 1610.3F

Subj: EXTRA MILITARY INSTRUCTION (EMI)/RECORD OF COUNSELING

Ref: (a) OPNAVINST 3120.32C, Chapter 1

Encl: (1) Naval Dental Center Southwest (NDCSW) Record of Counseling
(2) EMI Notification form NDCSWINST 1610/1 (Rev. 11-98)

1. Purpose. To promulgate command policy concerning counseling and the administration of EMI within the guidelines of reference (a).
2. Cancellation. NAVDENCENS DIEGOINST 1610.3E.
3. Definition. Counseling and EMI are non-punitive measures. EMI is defined as instruction in a phase of military duty in which an individual is deficient. It is intended for, and directed towards, correction of that deficiency.

4. Discussion

a. Counseling can be used as a measure of reinforcing outstanding performance or as a tool to rectify substandard performance. Verbal counseling may be appropriate depending on the reason and seriousness of the deficiency that warranted the counseling. As a rule and depending on the frequency that the person being counseled displays the deficiency, no more than one verbal counseling for the same deficiency should be conducted. To ensure the standardization of written counseling, enclosure (1) is provided and is the only form which will be used within Naval Dental Center Southwest.

b. EMI is a bonafide training technique used within a command or unit to improve the efficiency of an individual through the correction of a 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 non-judicial punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.

5. Policy

a. Authority to assign EMI to be performed during working hours is not limited to any particular rank or rate. It is an inherent part of the authority over subordinates, which is vested in officers and petty officers in conjunction with duties and responsibilities assigned to them.

b. Authority to assign EMI, as delineated below, after working hours is delegated to Senior Enlisted Leaders or Leading Petty Officers in connection with duties and responsibilities assigned to them.

(1) Branch Directors or Headquarters Department Heads must approve all EMI assigned after working hours.

(2) EMI notification and scheduling will be made utilizing enclosure (2).

(3) EMI may be conducted at a reasonable (not to be used for the purpose of depriving the member of normal liberty, to which otherwise entitled) time outside normal working hours. A service member who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

(4) EMI assigned outside normal working hours will be properly supervised.

(5) EMI will not be conducted on the member's day of religious observance.

(6) EMI will not be conducted for more than two hours per day.

(7) The Duty Section should not be given the responsibility of supervising EMI.

(a) The duty section may sign an EMI awardee in or out, but will not be expected to oversee, monitor or supervise EMI performance, nor verify or approve completion.

c. EMI will be related to the deficiency. For example, if the member is being assigned EMI for tardiness, two hours of sweeping decks and polishing brass is not appropriate, as it does not relate to the deficiency. However, having the member write an essay on the burden that tardiness places on co-workers, or mustering early with the LPO would be appropriate EMI.

6. Forms Availability

a. NDCSW 1610/2 (5-00) Record of Counseling, enclosure (1), can be reproduced locally.

b. NDCSW 1610/1 (Rev. 11-98), Extra Military Instruction (EMI) Memorandum, enclosure (2) can be reproduced locally.



J. W. KIRBY

Distribution:
List I, Case, 1, 2

**NAVAL DENTAL CENTER SOUTHWEST
RECORD OF COUNSELING**

PRIVACY ACT STATEMENT

Authority to request the information on this form is derived from 5 United States Code 301, Department Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in their division. The information is used by the Division Officer to manage and administer their personnel, and to take necessary actions regarding satisfactory or unsatisfactory performance. Disclosure of the following items of information is voluntary. The individual being documented has the right to examine and copy this document related to them, have the right to review and discuss issues in order to resolve them; have the right to request amendments to, or modifications of, this document. Any statement made can and may be used against them in a court of law.

SIGNATURE OF INDIVIDUAL BEING COUNSELED

INSTRUCTIONS FOR COMPLETION OF COUNSELING FORM

1. The counseling session will be held in private and will respect the rights of the individual.
2. The statement, upon completion, will be reviewed very carefully to ensure counselee understands all statements.
3. Provide counselee with a copy of this counseling if they so desire.
4. Ensure report is filed in the Division Officer's folder and is kept in a locked desk or safe.
5. Destroy this document upon transfer of counselee.

COUNSELEE'S RIGHTS

1. You have the right to examine and copy this documentation of counseling. _____
2. You have the right to review and discuss differences in order to resolve them. _____
3. You have the right to request amendments or modifications to this document _____
4. This Record of Counseling, and any statement you make, will be maintained in your Division Officer's file. It may be used to substantiate your performance evaluation or other action as appropriate. _____

DATE: _____

COUNSELEE'S RATE/NAME: _____

COUNSELEE'S WORKCENTER: _____

COUNSELOR'S RATE/NAME: _____

REASON FOR COUNSELING

COMMENDATORY _____

PERFORMANCE _____

DEPENDENCY SUPPORT _____

PERSONAL BEHAVIOR _____

INDEBTEDNESS _____

OJT PROGRESS _____

RESPONSIBILITIES _____

WATCHSTANDING _____

APPEARANCE _____

CAREER COUNSELING _____

HUMAN RELATIONS _____

OTHER _____

Is this the first counseling for this reason? Y/N If not, how many prior counselings have occurred? _____

Detailed reason for counseling: (Give facts, specific dates, names, sequence of events, etc) _____

Counselor's comments/recommendations: _____

Plan of corrective action that counselor and individual developed and discussed to overcome the problem(s) and improve present performance: _____

Agencies or personnel individual referred to for assistance: _____

Individual's response to this counseling: _____

Follow-up date: _____

(SIGNATURE OF COUNSELEE)

(SIGNATURE OF COUNSELOR)

Date:

MEMORANDUM

From:

To:

Via: Director, Branch Dental Clinic, xxxx

Subj: EXTRA MILITARY INSTRUCTION (EMI)

1. As a result of deficient performance associated with _____, you are hereby awarded _____ hours of Extra Military Instruction to be completed after normal working hours for _____ days.
2. Your Extra Military Instruction will commence on _____ and will be completed on _____. Your EMI consist of the training detailed on page two.
3. Extra Military Instruction is a non-punitive action to correct your deficiency in the above-related area and is not awarded as a punishment. EMI within the Navy shall be implemented, when required, within the following limitations:
 - a. EMI will not be assigned for more than two hours per day.
 - b. Although EMI may be assigned at reasonable times outside normal working hours, it will not be used to deprive you of normal liberty. You may commence normal liberty upon completion of EMI if you are entitled to such.
 - c. EMI will not be assigned on your day of religious observance.
 - d. The duration of your EMI will be constrained to the period of time required to correct the deficiency.

SEL/LPO Signature

FIRST ENDORSEMENT

1. Contents noted. Approved/disapproved.

Branch Director/Department

Copy to:

NDCSW Legal

NDCSW 1610/1 (Rev. 11-98)

Enclosure (2)