



UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT
686 MINNESOTA AVE
FORT LEONARD WOOD, MISSOURI 65473-8963

IN REPLY REFER TO:

5800

CO

21 Jul 10

DETACHMENT POLICY LETTER 4-10

From: Commanding Officer
To: Distribution List

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) JAGINST 5800.7E
(b) OPNAVINST 3120.32

Encl: (1) Assignment of Extra Military Instruction Form

1. Situation. As described in the references, several non-punitive administrative measures are available to influence Marines' conduct and to maintain good order and discipline. One of those measures is extra military instruction (EMI).

2. Mission. To establish policy regarding the assignment and documentation of EMI in the Detachment.

3. Execution

a. Commander's Intent. My intent is to use the full spectrum of non-punitive administrative measures available to commanders in order to influence Marines' conduct and to maintain good order and discipline within this Detachment. One of these non-punitive measures is EMI. Ideally, EMI and other non-punitive administrative measures will be used in a progressive fashion until the Marine corrects his deficiency, prior to having to dispose of a case through a nonjudicial punishment hearing. Assignment of EMI will be documented and a record kept on file. In all cases, Company Commanders will err on the side of maintaining good order and discipline in their companies when determining the appropriate corrective action to assign an errant Marine.

b. Coordinating Instructions

(1) Company commanders will familiarize themselves with EMI procedures, as described in the reference, and will brief all assigned personnel.

(2) Assigned EMI events will directly relate to the deficiency intended to correct.

(3) EMI will only be supervised by permanent personnel Marines assigned to the Detachment.

(4) EMI will be conducted in a manner that it will be completed in a reasonable number of days and take no longer than two hours each day.

Subj: EXTRA MILITARY INSTRUCTION

(5) EMI will not be conducted on a day of the Marine's Sabbath.

(6) EMI will be conducted in a manner that normal liberty will commence upon completion.

(7) Entries into a Marine's Service Record Book (SRB) or Official Military Personnel File will not be made concerning assigned EMI.

(8) The enclosure will be signed by the Company Commander and kept on file until the Marine graduates or transfers.

4. Administration and Logistics. N/A.

5. Command and Signal

a. Command. This policy letter is applicable to the Marine Corps Active Duty and Reserves while assigned/attached to this Detachment.

b. Signal. This policy letter is effective on the date signed.



N. A. SPRINGER

DISTRIBUTION: A



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XXXXXX COMPANY
MARINE CORPS DETACHMENT
686 MINNESOTA AVE
FORT LEONARD WOOD, MISSOURI 65473-8963

IN REPLY REFER TO:
5800
MarDet

From: Commanding Officer
To: Rank FName MI LName SSN / MOS USMC

Subj: ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) JAGMAN, Sect. 0103
(b) MarDet Policy Letter 4-10 (Extra Military Instruction)

1. In accordance with the references, you are assigned the following duties to correct the below listed deficiencies:

[Blank lines for deficiencies]

2. Your EMI will consist of the following:

a. During the hours of ___ to ___, you will perform these additional duties for a time period of ___ minutes.

[Blank lines for details of item a]

b. EMI will be in effect as of (time/date) ___ and will last for a period of ___ working days.

c. At the end of this period, I expect the following:

[Blank lines for details of item c]

d. The purpose of this additional assignment is to ensure that you perform your duties to the standard expected of one with your rank and experience. The standards and policies that we are required to uphold as Marines are what have made our Corps the greatest and most disciplined military fighting force in the world.

3. Failure to successfully complete this assignment may result in further administrative, judicial, or nonjudicial action.

4. Your EMI will be supervised by Rank LName, FName

Company Commander Signature

Enclosure (1)