



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
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JBPHH HI 96860-5102

JBPHHINST 5800.2A  
JB00

MAR 30 2016

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5800.2A

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: AUTHORITY OF OFFICERS AND CHIEF PETTY OFFICERS TO IMPOSE  
EXTRA MILITARY INSTRUCTION, WITHHOLD PRIVILEGES, AND  
EXTEND WORKING HOURS FOR SUBORDINATES

Ref: (a) JAGMAN Sect. 0103  
(b) JAGMAN Sect. 0104  
(c) R.C.M. 306 (c)(2), Manual for Courts-Martial 2012

Encl: (1) Imposition of Extra Military Instruction

1. Purpose. To implement the policies set forth in references (a) through (c) concerning the authority of Naval Officers and Chief Petty Officers to impose Extra Military Instruction (EMI), administratively withhold privileges, and extend working hours for their subordinates.

2. Cancellation. JBPHHINST 5800.2

3. Background. Positive leadership at the Officer and Chief Petty Officer level is the primary and most important means available to influence the behavior of subordinates and further the efficiency of the command. The need to resort to disciplinary action frequently reflects a failure in leadership. Effective commands have relatively few problems with substandard military behavior. Accordingly, the clarification of authority contained herein is designed to make Officers and Chiefs more competent leaders and to enhance the effective operation of this command.

4. Discussion

a. EMI

(1) Definition. This non-punitive measure is defined as instruction in a phase of military duty in which an individual is deficient. It 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 with 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) or nonjudicial punishment (NJP). It must be logically related to the deficiency in performance for which it was assigned.

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b. Authority

(1) During normal working hours, authority to assign EMI is not limited to any particular grade or rate. It is an inherent part of authority over subordinates vested in officers and noncommissioned/petty officers in connection with duties and responsibilities assigned to them. This authority to assign EMI that is to be performed during normal working hours may be withdrawn by any superior.

(2) After normal working hours, authority to assign EMI is vested in the Joint Base Commander. Such authority is hereby delegated to the Chief Staff Officer (maximum of 40 hours), Disciplinary Review Board (maximum of 20 hours), Department Heads (maximum of 20 hours), Division Officers (maximum of 12 hours), and Chief Petty Officers (maximum of 10 hours).

c. Limitations

(1) EMI will not be conducted for more than two (2) hours per day.

(2) EMI conducted outside normal working hours will be conducted either immediately before or after the member's workday.

(3) EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.

(4) EMI will not be conducted on the member's Sabbath.

(5) EMI will not be used for the purpose of depriving the member of normal liberty to which the member is otherwise entitled. A member who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

d. Administrative Withholding of Privileges

(1) Definition. A privilege is a benefit provided for the convenience or enjoyment of the individual. Temporary withholding of privileges is authorized by references (b) and (c). Examples of privileges are special liberty, 72-hour liberty, exchange of duty, base movies, and base parking.

(2) Delegation. Final authority to withhold a privilege, however temporary, must ultimately rest with the level of authority empowered to grant that privilege. Therefore, authority of all Officers and Chief Petty Officers to withhold privileges is in many cases limited to recommendations via the chain of command to the Joint Base Commander. All Officers and Chief

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Petty Officers are authorized and expected to initiate such action when considered appropriate to remedy minor infractions.

e. Extension of Working Hours

(1) Discussion. Deprivation of normal liberty as punishment, except as specifically authorized under the UCMJ, is illegal. However, it is often necessary for the efficiency of the Naval service that official functions be performed and that certain work is accomplished in a timely manner. It is, therefore, not a punishment when persons in the Navy are to remain on board and be physically present outside of normal working hours for work assignments which should have been completed during normal working hours, for the accomplishment of additional essential work, or for the achievement of the currently required level of operational readiness.

(2) Delegation. All Officers of this command who feel that their assigned duties and responsibilities require the extension of working hours or subordinates in order to complete their duties or to maintain a required level of operational readiness are hereby granted authority to extend working hours past those hours published in the plan of the week. Such extensions of normal working hours may be done on an individual, divisional, or departmental basis.

5. Action. Senior leadership is expected to encourage, inspire, teach, and motivate their subordinates. The actions described in this instruction should only be taken when counseling and normal instruction and training fail to accomplish the necessary objectives. Such actions must be tempered with judicious recognition or exemplary behavior and performance. All Officers and Chief Petty Officers have the authority, and are expected, to publicly commend their subordinates when appropriate and to take initiative to recognize outstanding individuals by:

a. Awarding letters of commendation and appreciation or recommending such for signature of higher authority.

b. Initiating recommendations for personal awards and assignment to training schools.

c. Assigning preferred duties.

d. Initiating recommendation for special recognition such as Warrior of the Month, Sailor of the Quarter, Year, Force, Fleet, and or Navy.

e. Making recommendations for enlistment and reviewing personal performance evaluations.

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6. Reporting. Enclosure (1) will be completed and forwarded by all Officers and Chief Petty Officers who direct EMI that is to be completed after working hours. In addition, Department Heads will be responsible for reporting to the Chief Staff Officer all instances when their department and/or divisions will be working hours which differ from those published in the plan of the week.



S. KEEVE

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[http://www.cnic.navy.mil/regions/cnrh/installations/jb\\_pearl\\_harbor\\_hickam/about/jbphh-instructions.html](http://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html)

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MEMORANDUM

From:

To:

Subj: IMPOSITION OF EXTRA MILITARY INSTRUCTION

Ref: (a) JBP HHINST 5800.2A

1. You are hereby awarded Extra Military Instruction (EMI) for the following deficiency:

\_\_\_\_\_

2. In order to correct this deficiency you have been awarded the following EMI:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Your EMI will begin on the following date and time: \_\_\_\_\_

4. Your EMI will end on the following date and time: \_\_\_\_\_

5. Failure to comply with this imposition of EMI may result in administrative and/or disciplinary action.

\_\_\_\_\_  
Signature

ACKNOWLEDGEMENT OF STATEMENT

I am aware that I have been ordered to perform Extra Military Instruction. I understand all of the provisions of these orders and that any violation thereof may subject me to disciplinary action.

\_\_\_\_\_  
(Witness signature)

\_\_\_\_\_  
(Members signature)

\_\_\_\_\_  
(Date and time)

Copy to: Department Head