



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO  
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NAVCRUITDISTOHIOINST 1050.1P  
011  
21 APR 2014

NAVCRUITDISTOHIO INSTRUCTION 1050.1P

From: Commanding Officer, Navy Recruiting District Ohio

Subj: POLICY AND PROCEDURES CONCERNING WORKING HOURS  
AND EXTRA MILITARY INSTRUCTION

Ref: (a) COMNAVCRUITCOMINST 12000.1  
(b) COMNAVCRUITCOMINST 4350.1C  
(c) JAGINST 5800.7F (JAGMAN 0103)

1. Purpose. To prescribe working hours and Extra Military Instruction policies and procedures for this command.

2. Cancellation. NAVCRUITDISTOHIOINST 1050.1N.

3. Discussion. The health and welfare of this command is the direct responsibility of the Commanding Officer (CO) as stated in the U.S. Navy Regulations, 1990. Periodic respite from the work environment has a positive effect on the health and welfare of individuals and their families, providing benefits to morale and motivation essential to maintaining maximum effectiveness. All personnel are responsible for following and enforcing the policies and procedures that follow.

4. Working Hours Policy

a. **Individual Working Hours.** Per references (a) and (b), civilian employees and contractor working hours are delineated elsewhere; this section does not apply to them. Normal workdays should not exceed nine hours. However, due to unique duty and required flexibility, Division Officers (DIVO) and Division Leading Chief Petty Officers (DLCPO) are authorized to extend working hours by one hour as required. Working hour extensions in excess of one hour require approval as specified in this instruction. DIVOs and DLCPOs are responsible and accountable for working hour management and must manage with the highest moral and ethical standards of leadership.

b. Field Recruiters' hours are set from 0900-1800, Monday through Friday with the following exceptions:

(1) Working hours may be adjusted to support mission requirements.

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(2) The NRS LPO/LCPO may extend working hours by one hour without approval from higher authority.

(3) Working hours extension of two hours require prior approval from the Chief Recruiter (CR)/Officer Assistant Chief Recruiter (OACR)/Enlisted Assistant Chief Recruiter (EACR).

(4) Working hours extension of three hours or greater requires prior approval from the CO/XO/Operations Officer (OPS-O) and must meet Operational Risk Management requirements.

c. NRPS Columbus, NRPS Cleveland, NRPS Louisville, and NRPS Beckley are set from 0530-1700 or until the last applicant leaves MEPS with the following exceptions:

(1) Military personnel will serve as early person and late person as follows:

(a) Early person (0530-1430)

(b) Late person (0800-1700)

(2) The Senior Classifier/Military Liaison Petty Officer (MILPO) may extend working hours by one hour without approval from higher authority, and may do so only to support mission requirements.

(3) Working hours extension of two hours requires approval from the Enlisted Processing Division Supervisor (EPDS).

(4) Working hours extension of three hours or greater require prior approval from the CO/XO/Operations Officer and must meet Operational Risk Management requirements.

d. If a recruiter is required to work on a non-working Saturday, authorization must be approved by the CO via the CR not later than the Thursday prior. There are no exceptions.

e. **Headquarters (HQ) working hours are 0830-1730, Monday through Friday.** When Command Physical Training is scheduled, participating HQ personnel shall adhere to those set times.

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f. **Processing Saturdays are regular workdays.** When deemed necessary by the CO to meet command mission goals, personnel should expect to be open for business on those Saturdays that the MEPS are scheduled to be open for processing. DLCPO's or Department Head's (DH's) may grant special liberty (up to a full day) at their discretion on processing Saturdays. Every effort will be made to ensure that processing Saturdays are scheduled in NAVCRUITDISTOHIONOTE 1133 (Monthly Goaling Notice).

g. Any and all non-command designated working Saturdays, must be approved by the Commanding Officer by close of business the Thursday prior.

h. Individual working hours between 2000 and 0700, or over 12 hours in any 24-hour period, is not authorized without prior CO approval. The OPS-O will assess the mission essential nature of the request, conduct a review of the Division Officer's Operational Risk Management assessment, and ensure the individual receives adequate rest and compensatory time off prior to resuming duties following any 12(+) hour workday, before forwarding the request to the CO for approval.

i. Sundays and Federal Holidays. Federal law determines public holidays; the Chief of Naval Personnel establishes the inclusive dates for holiday observances. Except as noted below, no one shall be required or allowed to work on Sundays, Federal Holidays, or CO designated days off without the CO's specific approval. This authority rests solely with the CO and is not delegated.

(1) On Sundays or Federal Holidays, recruiters may be required to transport applicants or shippers to MEPS, or perform other necessary administrative or processing duties associated with next-day processing. Appropriate compensatory time (hour-for-hour) shall be applied to the individual's activity planner as soon as practicable.

(2) Recruiters may volunteer, or in some cases be detailed to participate in community or recruiting public affairs events on weekends and holidays. For command-directed community relations events, compensatory time shall also be applied.

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5. Extra Military Instruction (EMI)

a. Per reference (c), EMI is defined as 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 Non-Judicial Punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned. Questions as to the appropriateness of proposed EMI will be addressed to the XO via the chain of command.

b. EMI may be assigned to subordinates by the DLCPO, or more senior personnel in the chain of command, during regular working hours only. EMI will not be assigned to deprive a member of normal liberty.

c. EMI will not exceed two hours in duration and must be documented in the member's training record and planning calendar.

d. Department Heads shall report all EMI assigned within their departments to the Executive Officer in their monthly training reports.

e. In no case shall EMI be used as a "tool" for Strength and Weakness/Production Shortfalls Training for recruiters or support personnel.



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