

Suitability Screening

Program Overview

- The Navy's Suitability Screening Program is designed to determine the suitability of Navy and Marine Corps service and family members for overseas or remote duty assignments. Service members also require suitability screening for operational (sea duty) assignments. Suitability screening guidance is contained in:
 - **DOD Instruction 1315.19**, 20 Dec 05, Authorizing Special Needs Family Members Travel Overseas at Government Expense
 - **OPNAV Instruction 1300.14C**, 10 Jan 01, Suitability Screening for Overseas and Remote Duty Assignments
 - **NAVPERS 15560D**, Naval Military Personnel Manual, MILPERSMAN 1300-302, 1300-304 & 1306-140
 - **BUMEDINST 1300.2A**, 23 Jun 06, Suitability Screening, Medical Assignment Screening and Exceptional Family Member Program (EFMP) Identification and Enrollment
- Service and family members who are improperly screened can arrive at overseas, remote duty, or operational assignments with requirements beyond the capability of local medical, dental, educational, or community resources. This may result in increased absences from duty, decreased quality of life, early return from the assignment, billet gaps, and unplanned expenditures of temporary additional duty (TAD) or permanent change of station (PCS) funds. Proper screening reduces costs and ensures a productive tour for the service member, family, and command.
- The **Navy Personnel Command (NAVPERSCOM)** in Millington, TN is the proponent for the Suitability Screening Program. NAVPERSCOM (PERS-451) contact info is: CML 901-874-4142, DSN 882-4142, or e-mail: pers451@navy.mil. NAVPERSCOM is responsible for:
 - Prescribing suitability screening policy.
 - Periodically reviewing the effectiveness of screening procedures.
 - Assessing screening deficiencies and coordinating corrective action.
 - Maintaining the Exceptional Family Member Program.
- Navy suitability screening forms include:
 - **NAVPERS 1300/16** (02-03), Report of Suitability for Overseas Assignment
 - **NAVMED 1300/1** (Rev. 06-06), Medical, Dental and Educational Suitability Screening for Service and Family Members
 - **NAVMED 1300/2** (Rev. 06-06), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet

- The **Commanding Officer of the transferring command or unit** has overall responsibility for the suitability screening process to include:
 - Ensuring each service and family member is screened within 30 days of receipt of transfer orders.
 - Ensuring service and family members report to the suitability screening coordinator at the installation medical treatment facility promptly upon receipt of orders.
 - Conducting a command review to include a review of physical fitness, performance, discipline, financial stability, individual and family characteristics, family advocacy, and drug and alcohol issues.
 - Determining and documenting suitability based on the results of the command review and the medical, dental, and educational suitability recommendation.
 - For the commanding officer of the receiving command, reporting non-compliance with screening procedures using the Suitability Screening Deficiency Report.
 - For the officer in charge of the Personnel Support Detachment (PSD), ensuring expeditious issuance of the transfer documents to the transferring service member and command, and ensuring the completion of all screening requirements before effecting the transfer.
- The **Bureau of Medicine and Surgery (BUMED)** in Washington, DC also has suitability screening responsibilities. BUMED (M32) suitability screening contact info is: CML 202-762-0174, DSN, 762-0174, or e-mail: ltarpley@us.med.navy.mil. BUMED is responsible for:
 - Prescribing procedures for medical, dental and educational suitability screening.
 - Monitoring the execution of these screening procedures.
 - Determining the cause of and correcting medical, dental or educational screening deficiencies.
 - Recommending additions or deletions of locations considered as remote duty assignments to NAVPERSCOM.
- **Navy Military Treatment Facilities (MTF)** are responsible for:
 - Conducting medical, dental and educational screening of Navy and Marine Corps service members and their families.
 - Forwarding suitability inquiries to the gaining MTF.
 - Providing a suitability recommendation to the commanding officer of the transferring command based on medical, dental, or educational findings.
 - Conducting Medical Assignment Screening subsequent to periods of limited duty or the finding of "fit for continued Naval service" by a Physical Evaluation Board.
 - Submitting deficiency reports when a medical, dental or educational deficiency is identified.
 - Identifying family members who are eligible for enrollment in the EFMP.

Suitability Screening Process

→ **30 Day Clock Begins**

Step 1: Orders received - conduct command review & schedule medical, dental & educational screening at supporting MTF

Action: Provide NAVMED 1300/2 (Checklist) to Service Member for suitability screening information and documentation requirements

Responsibility: Transferring Command, Personnel Services Detachment (PSD) and/or Service Member

Step 2: Conduct MTF preliminary review to ensure information and documentation requirements are in place.

Action: Complete NAVMED 1300/2 (Worksheet) for each Service & Family Member & schedule medical, dental & educational screening with appropriate MTF healthcare providers (medical & dental)

Responsibility: MTF Suitability Screening Coordinator (SSC)

Step 3: Conduct medical, dental & educational screening

Action: Complete NAVMED 1300/1, Part I & II for each Service & Family Member

Responsibility: MTF military (or civilian) physician, nurse practitioner, physician assistant or independent duty corpsmen

Step 3a: Special need identified?

Action: Enroll in EFMP

Responsibility: MTF EFMP Coordinator

Step 3b: Suitability inquiry required?

Action: Forward inquiry to gaining MTF

Responsibility: Screening MTF SSC

Step 4: Determine medical, dental & educational suitability

Action: Complete and sign NAVMED 1300/1, Part I & II for each SM & FM

Responsibility: MTF military (or civilian) physician, nurse practitioner, physician assistant or independent duty corpsmen

Step 3c: Suitability inquiry at gaining MTF.

Action: Determine local healthcare, EDIS and/or DoDDS capability & respond to screening MTF within 7 working days

Responsibility: Gaining MTF SSC

Step 5: Make suitability recommendation

Action: Review NAVMED 1300/1, Part I & II and complete & sign NAVPERS 1300/16, Part II

Responsibility: MTF Commanding Officer or Officer in Charge

Step 6: Make suitability determination based on command review and MTF recommendation

Action: Complete & sign NAVPERS 1300/16, Part I

Responsibility: Transferring Command

→ **30 Day Clock Ends**