



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1300.14D
N13
9 Apr 07

OPNAV INSTRUCTION 1300.14D

From: Chief of Naval Operations

Subj: SUITABILITY SCREENING FOR OVERSEAS AND REMOTE DUTY
ASSIGNMENT

Ref: (a) DOD Instruction 1315.18 of 12 Dec 05
(b) DOD Instruction 1315.19 of 20 Dec 05
(c) MILPERSMAN Articles 1300-300 through 316
(d) BUMEDINST 1300.2A
(e) OPNAVINST 1740.4B
(f) SECNAVINST 1000.10A
(g) OPNAVINST 1754.2C
(h) OPNAVINST 6000.1B

1. Purpose. To publish revised Navy policy and guidance for determining suitability of Navy servicemembers and family members for overseas or remote duty assignments per references (a) and (b) and implemented by references (c) and (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1300.14C.

3. Background. The presence of naval servicemembers overseas is vital to the Navy's mission. Proper screening of servicemembers and family members is necessary to ensure a productive tour for servicemembers, family and command. Absence from duty and early return from overseas or remote duty assignments, which cause unplanned expenditures and manning deficiencies, can often be precluded by proper screening.

4. Definitions

a. Overseas Duty. Military duty performed while assigned to a military installation or other activity permanently based outside the 48 contiguous United States (OCONUS). Hawaii and Alaska are overseas areas but are exempt from suitability screening requirements except for remote locations identified by reference (c).

b. Remote Duty. Military duty performed while assigned to a military installation or other activity in the United States for which access to military and civilian medical or dental

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facilities are inadequate to support needs of assigned service-members or their families. Reference (d) defines remote as two hours of driving time to health care services under normal conditions.

c. Suitability for Overseas/Remote Duty. Fitness to meet requirements of overseas/remote assignments. Servicemembers and family members do not possess any performance, disciplinary, financial, educational, psychological, and medical or other physical attributes that would preclude successful completion of an overseas/remote assignment.

d. Screening. Assessment of servicemembers and family members to determine suitability. Screening must be broad enough to detect a wide range of existing and potential problems. Suitability decision is the responsibility of the transferring Commanding Officer (CO) and must be based on all information available, including but not limited to:

- (1) Medical
- (2) Dental
- (3) Educational
- (4) Psychological
- (5) Behavioral
- (6) Financial
- (7) Professional performance factors
- (8) Family stability
- (9) Personal interview

e. Acquired Family Members. Family members acquired while on-station at overseas/remote duty station through marriage, birth or adoption.

5. Policy

a. All Navy servicemembers in receipt of orders to overseas/remote duty assignments and their family members, if

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accompanied, shall be properly screened for suitability. Navy personnel in receipt of unaccompanied orders for tour lengths of 24 months or less are not required to have family members screened for overseas/remote duty assignments.

b. Personnel who are serving unaccompanied tours and desire to convert to accompanied, must have family members screened for overseas/remote duty. References (c) and (d) provide specific requirements for servicemembers and family members screening as well as reporting requirements.

c. Suitability screening for servicemembers and family members shall include screening for status in the following categories. References (b) through (g) refer.

- (1) Medical and dental conditions
- (2) Special educational needs
- (3) HIV testing (member only)
- (4) Mental health/psychiatric disorder
- (5) Past drug abuse
- (6) Current or past alcohol abuse
- (7) Family stability
- (8) Performance record (member only)
- (9) Disciplinary record (member only)
- (10) Legal action pending (civil/criminal)
- (11) Pregnancy (travel and assignment restrictions; see paragraph 5d(4))
- (12) Single parent capability for worldwide assignment (member only)
- (13) Financial stability/responsibility
- (14) Obesity and physical fitness assessment program (member only)

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(15) Other individual and/or family characteristics that would preclude them from completing an overseas/remote tour.

(16) In addition to these requirements, personal characteristics and attitudes are important to the suitability decision. Commanding Officers shall consider servicemembers possessing strong motivation, reliability, and adaptability who are likely to succeed in the face of obstacles and problems. Servicemembers who have shown chronically hostile and negative attitudes or lack of motivation should not be considered for overseas assignment.

d. In addition, the following specific policies and procedures apply:

(1) Family Member Screening. The transferring command is fully accountable for proper screening of servicemembers and family members. Evaluations of present or potential family problems that may adversely affect performance are inherent in the suitability decision. Entry approval will not be granted by overseas commands, nor will command sponsorship be authorized per references (a) and (c), until certification of suitability is established. Servicemembers will be held accountable for any undisclosed family problems under references (c) and (d). When Navy medical or dental treatment facilities are not accessible for screening servicemembers or family members, utilization of other Department of Defense (DOD) facilities or civilian health care providers may be used to screen individuals. Family members who receive part of their medical or dental care from civilian sources may be screened by their regular care provider. Coordination with TRICARE is required to ensure these appointments are covered. Commanding Officers of the transferring command must request assistance of a Naval Medical Treatment Facility (MTF) for final review of screening performed by non-naval MTF's. NAVMED 1300/1, Medical, Dental, and Educational Suitability Screening for servicemembers and family members, parts I and II, and NAVPERS 1300/16, Report of Suitability for Overseas Assignment, part II, shall be completed by naval medical personnel and forwarded to the member's CO to complete part III.

(2) Exceptional Family Member (EFM). Family members with medical conditions or disabilities requiring specialized medical, educational or related services will not be transferred to areas where those needs cannot be met. Family members shall

be enrolled in the EFM program when their conditions or disabilities are first identified; if this occurs during overseas screening per reference (g); do not delay the screening process for EFM category determination. Infants and toddlers with previously identified developmental disabilities shall have their Early Intervention Services Plan (EISP) from their early intervention agency. Pre-school and School-aged children with previously identified educational disabilities shall have their special educational and any related service requirements defined by Individualized Education Plans (IEP) from their schools. Family members will be found unsuitable if services required are not available.

(3) Family Advocacy (FAP). Sponsors and families who are nominated for overseas assignments and are involved in FAP cases that are open or require follow-on action, must complete all screening requirements and coordinate with the gaining command prior to final determination of suitability for overseas duty. Intent of this screening is to ensure families are not placed at risk through assignment to isolated duty or stressful locations. Families identified as substantiated FAP cases are disqualified from overseas assignment while in treatment. Exceptions may be made on a case-by-case basis, based on written recommendation of the family advocacy representative and gaining command's concurrence.

(4) Pregnancy. Determination of pregnancy (verbal inquiry) for active duty servicemembers and family members, during medical screening becomes a critical element of the suitability decision. Pregnancy introduces additional concerns with regard to availability of medical and other facilities at overseas/remote duty stations and timing of transfer. Transferring COs must therefore, comply fully with references (b) through (h) in evaluating all relevant factors. Particular attention must be paid to medical care availability and limitations on travel during pregnancy, as well as other constraints or prohibitions in duty station or type duty assignments, such as availability of affordable housing, childcare, etc.

e. Waivers. Procedures for requesting waivers are provided in reference (c); however, importance of strict adherence to overseas/remote duty assignment screening requirements cannot be overemphasized. For servicemembers with family members residing in foreign countries, the screening MTF will be required to get

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family members medically screened. Waivers for exceptions to this policy are generally not granted. Family members, who require medical screening and reside at designated locations (OCONUS) where TRICARE or DOD medical facilities are unavailable, shall satisfy the medical overseas screening requirements as listed on NAVMED 1300/1 by utilizing a local physician. Completed forms shall be forwarded to the MTF screening command for final disposition. Servicemembers are responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

f. Interviews. A face-to-face interview between the CO or Command Master Chief (CMDCM) of the transferring command with, servicemembers and family members is highly desirable. If this is not feasible, the CO must ensure that an experienced, knowledgeable representative conducts such an interview. It is important that interviews be conducted with sensitivity to the full range of possible family concerns about overseas/remote duty assignments. In all cases, the CO must sign the NAVPERS 1300/16. This authority shall not be delegated except to that officer "Acting" as provided for in reference (c), to Officers-in-Charge (OIC) of isolated detachments, or to Division Directors at training commands (must be O5 or above). If the person being screened is the Commander, CO or OIC, their immediate superior in Command (ISIC) must sign the NAVPERS 1300/16.

g. Urinalysis Screening. Not required.

h. Medical/Dental/Educational Screening. Commanding Officers of transferring commands must ensure that a comprehensive medical/dental/educational screening is conducted per reference (d) and that all related information known to the command has been fully evaluated. Servicemembers reporting to a MTF to arrange screening for themselves and their families should bring their health records and other medical and educational related information. Emphasis must be placed on family health care received from non-military providers of medical, mental health, and dental care not shown in current military health records and in documentation pertaining to disabilities requiring specialized medical, educational or related services. Servicemembers must be cautioned that health care (including mental health care) received by any family member from non-military providers must be brought to the attention of the screening authority, and failure to divulge disqualifying information or failure to notify screening

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authority of possible changes in screening status, may result in disciplinary action under Uniform Code of Military Justice (UCMJ), article 107. Individual identifiable health information is protected under the Health Insurance Portability and Accountability Act (HIPAA) and cannot be divulged by the MTF to the transferring command without the express written consent of the service or family member(s).

i. Screening Validity. Overseas/remote duty suitability screenings will be valid for one year from the date of initial screening completion unless changes in conditions affecting suitability occur; modifications/changes to a different ultimate location require a new screening. Servicemembers and family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability per references (c) and (d).

j. Transferring. Before transfer to an intermediate training assignment in preparation for assignment overseas, an initial overseas screening must be conducted for the service-member and family members (if they will accompany member overseas). If the ultimate duty station is not known until completion of training, suitability for the ultimate location will need to be determined at the conclusion of the intermediate assignment. Initial screening of each individual at the detaching permanent duty station must be as complete as possible to identify any known disqualifications and to enable the intermediate duty station to complete screening with minimum delay.

6. Responsibilities.

a. Navy Personnel Command (NAVPERSCOM) (PERS-45) shall:

(1) Prescribe policy for overseas/remote duty station screening.

(2) Periodically review effectiveness of screening procedures.

(3) Assess situations in which screening deficiencies may have occurred and, upon determination of a serious overseas/remote duty screening deficiency by a detaching command, notify cognizant ISIC, and transferring command. Notify Bureau of Medicine and Surgery (BUMED) of such occurrence if the deficiency is of a medical nature.

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(4) Maintain the central database for Overseas Screening, Overseas Screening Deficiency Reports and Early Return Requests.

(5) Maintain EFM program to coordinate assignment of enrolled service members. Establish procedures for CO consultation with EFM Executive Agent in cases where a question of suitability remains after all screening information has been reviewed.

b. Chief, BUMED will:

(1) Prescribe policy and procedures for medical, dental, and educational suitability screening.

(2) Monitor execution of medical, dental, and educational screening procedures and track delinquent and improper screening of MTFs.

(3) Upon notification of a MTF screening deficiency, determine cause, institute appropriate corrective action and notify NAVPERSCOM (PERS-45) of corrective action.

(4) Make recommendations for the addition/deletion of locations considered as remote/isolated duty stations to NAVPERSCOM (PERS-451).

c. Commanding Officers of transferring commands will:

(1) Ensure servicemembers and family members are screened following guidelines contained in references (b) through (h).

(2) Ensure servicemembers report promptly to the overseas screening coordinator at the installation MTF upon receipt of orders.

(3) Comply with guidelines from references (c) and (d) within 30 days of orders issuance and document servicemember and family member suitability or unsuitability on NAVPERS 1300/16, part II, immediately after completion of servicemember's/family member's overseas/remote assignment suitability screening.

d. Commanding Officers of receiving commands shall report non-compliance with Overseas/Remote duty assignment screening procedures using Overseas/Remote Duty Screening Deficiency Report per reference (c).

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e. Officers in Charge of Personnel Support Detachments (PERSUPPDETs)/Personnel Offices will:

(1) Ensure expeditious issuance of transfer documents to the transferring servicemember and command.

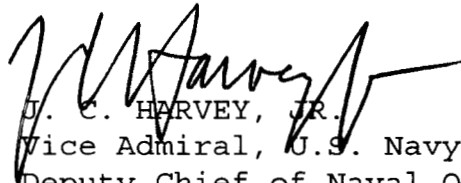
(2) Ensure completion of all screening requirements before affecting the transfer of the servicemember.

7. Point of contact information for Overseas Screening issues is NAVPERSCOM (PERS-451): COMM (901) 874-4142/DSN 882 or E-Mail at Pers451@navy.mil. BUMED: COMM (202) 762-3469/DSN 762-3469.

8. Forms and Reports.

a. NAVPERS 1300/16 (02-03), Report of Suitability for Overseas Assignment is available at <https://forms.daps.dla.mil/>; NAVMED 1300/1 (06-06), Medical, Dental, and Educational Suitability Screening for servicemember and family members and NAVMED 1300/2 (06-06), Medical, Dental and Educational suitability screening Checklist and Worksheet is available at <http://navymedicine.med.navy.mil/>.

b. Reporting requirements are per reference (c).



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