



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1300.14C  
PERS-451/662  
10 Jan 01

OPNAV INSTRUCTION 1300.14C

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps Field addresses  
not having Navy personnel attached)

Subj: SUITABILITY SCREENING FOR OVERSEAS AND REMOTE DUTY  
ASSIGNMENT

Ref: (a) DODD 1315.7 of 9 Jan 87 (NOTAL)  
(b) Officer Transfer Manual, Chapter 4  
(c) Enlisted Transfer Manual, Chapter 4  
(d) BUMEDINST 1300.2  
(e) OPNAVINST 1740.4A  
(f) SECNAVINST 1000.10  
(g) MILPERSMAN Articles 1300-150 through 1300-210  
(h) U.S. Navy Regulations, 1990

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

2. Cancellation. OPNAVINST 1300.14B and BUPERS Report 1300-1.

3. Background. The presence of naval service members overseas is vital to Navy's mission. Proper screening of Navy personnel and family members is necessary to ensure a productive tour for service member, family, and command. Absence from duty and early return from overseas or remote duty assignment, which cause unplanned expenditures and manning deficiencies, can often be precluded by proper screening. Suboptimum performance and increased demands of those service members impose additional burdens to commands and families who are not appropriate for assignment overseas or to a remote duty station impose additional burdens to commands.

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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 exempt from suitability screening requirements except for locations designated as remote).

b. Remote Duty. Military duty performed while assigned to a military installation or other activity in the United States for which military and civilian medical or dental facilities accessible to that installation are inadequate to support needs of assigned naval personnel or their families.

c. Suitability for Overseas/Remote Duty. Fitness to meet requirements of overseas/remote assignment. Service members and family members must not present a history of physical (medical/dental), mental, or behavioral problems, which could be detrimental to successful completion of a tour of duty.

d. Screening. Assessment of a service member 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/dental
- (2) mental
- (3) behavioral
- (4) financial
- (5) professional performance factors
- (6) family stability
- (7) personal interview

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

5. Policy

a. All Navy personnel in receipt of orders to overseas/remote duty and their family members, if 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 (b), (c), and (d) provide specific requirements for service member and family member screening as well as reporting requirements. These screening requirements also apply to family members of sponsors who are serving unaccompanied tours and who want to convert to accompanied. In addition to these requirements, personal characteristics and attitudes are important to suitability decision. Member's CO shall consider that service members possessing strong motivation, reliability, and adaptability are likely to succeed in the face of obstacles and problems. Service members who have shown chronically hostile and negative attitudes or lack of motivation should not be considered for overseas assignment.

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

- (1) Medical and dental conditions
- (2) HIV testing (member only)
- (3) Mental health/psychiatric disorder
- (4) Past drug abuse
- (5) Current or past alcohol abuse
- (6) Family stability
- (7) Performance record (member only)

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(8) Disciplinary record (member only)

(9) Legal action pending (civil/criminal)

(10) Pregnancy (travel and assignment restrictions; see paragraph 5d(4))

(11) Single parent capability for worldwide assignment (member only)

(12) Financial stability/responsibility

(13) Obesity and physical fitness assessment program (member only)

(14) Other individual and/or family characteristics, which would preclude them from completing an overseas/remote, tour.

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

(1) Family Member Screening. Transferring command is fully accountable for proper screening of service member's family members. Evaluation of present or potential family problems which may adversely impact on performance are inherent in the suitability decision. Entry approval will not be granted by overseas commands per reference (f), nor will command sponsorship be authorized per reference (g), until certification of suitability is established. Service member will be held accountable for any undisclosed family problems under references (b) and (c). When Navy medical or dental treatment facilities are not accessible for screening service members or family members, other Department of Defense (DOD) facilities or civilian health care providers may be used to screen individuals. Family members receiving part of their medical or dental care from civilian sources may also be screened by their regular care provider. CO of transferring command shall request assistance of a naval medical treatment facility (MTF) in coordinating, reviewing and completing the medical/dental procedures and forms used, ensuring compliance with references (b), (c), and (d). Naval MTF will normally be the one most accessible to service member's duty station or transferring command. NAVMED 1300/1, Medical and Dental Overseas Screening

Review for Active Duty or Dependents, 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 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 will be enrolled in the EFM program when their conditions or disabilities are first identified; if this occurs during overseas screening, do not delay screening process for EFM category determination per references (b) or (c). School-aged children with previously identified educational disabilities shall have their special educational and any medically related requirements defined by individualized education plans 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 involved in FAP cases which are open or require follow-on action, must complete all screening requirements and coordinate with 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.

(4) Pregnancy. Determination of pregnancy of active duty personnel and family members during medical screening becomes a critical element of the suitability decision, introducing additional concerns with regard to availability of medical and other facilities at overseas/remote duty stations and timing of transfer among others. Transferring COs must therefore, comply fully with references (b) or (c) 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.

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e. Waivers. Procedures for requesting waivers are provided in references (b) and (c); however, importance of strict adherence to overseas/remote duty assignment screening requirements cannot be overemphasized. For service members with family members residing in foreign countries, screening MTF will be required to get family members medically screened. Waivers for exception to this policy are generally not granted. Family members who require a medical screening and reside at a designated location (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 will be forwarded to screening command for final disposition. Service member will be 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 of transferring command, service member, 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 references (b), (c), and (h) or to officers-in-charge (OIC) of isolated detachments. If the person being screened is a commander, CO or OIC, immediate superior in command (ISIC) must sign the NAVPERS 1300/16.

g. Urinalysis Screening. Not required.

h. Medical Screening. COs of transferring commands must ensure that a comprehensive medical screening is conducted per reference (d) and that all medically related information known to the command has been fully evaluated. Service members reporting to a MTF to arrange screening for themselves and their families should bring with them their health records and other medically 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. Service members 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 authority of possible changes in screening status may result in disciplinary action under Uniform Code of Military Justice (UCMJ), article 107, and references (b) and (c).

i. Screening Validity. Overseas/remote duty suitability screening will be valid for 1 year from date of initial screening completion unless changes in conditions affecting suitability occur. Navy personnel/family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability per references (b), (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 a service member and for family members if they will accompany member overseas. If ultimate duty station is not known until completion of training, suitability for ultimate location may need to be determined at conclusion of intermediate assignment. Initial screening of each individual at the detaching permanent duty station must be as complete as possible to identify early any known disqualifications and to enable intermediate duty station to complete screening with a minimum of delay and, generally, in the absence of family members who are to accompany member overseas.

## 6. Responsibilities

a. Navy Personnel Command (NAVPERSCOM) 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 manning control authority (MCA). Notify Bureau of Medicine and Surgery (BUMED) of such occurrence if deficiency is of a medical nature.

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

b. MCAs will

(1) Monitor execution of screening procedures.

(2) Recommend changes to overseas/remote suitability screening policies and procedures.

(3) Upon notification of a transferring command screening deficiency, task cognizant ISIC to determine cause of error and to institute appropriate corrective action. Notify NAVPERSCOM (PERS-662 and PERS-451) of action taken to preclude recurrence.

c. BUMED will

(1) Prescribe procedures for medical and dental evaluations during suitability screening.

(2) Monitor execution of medical/dental screening procedures.

(3) Upon notification of a medical facility screening deficiency, determine cause and institute appropriate corrective action.

(4) Make recommendations for addition/deletion of locations considered as remote/isolated duty stations to NAVPERSCOM (PERS-662 and PERS 451).

d. COs of transferring commands will

(1) Ensure service member and family members are screened following guidelines contained in references (b), (c), and (d).

(2) Ensure service member reports to overseas screening coordinator at installation MTF promptly upon receipt of standard transfer orders.

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

e. COs of receiving commands shall report non-compliance with overseas/remote duty assignment screening procedures using Overseas/Remote Duty Screening Deficiency Report per references (b) and (c).

f. OICs of personnel support activity detachments (PSD)/personnel officers will

(1) Ensure expeditious issuance of transfer documents to transferring service member and command.

(2) Ensure completion of all screening requirements before effecting transfer of service member.

7. Forms. NAVMED 1300/1 and NAVPERS 1300/16 are available within each reference or online at <http://www.bupers.navy.mil/pers4/pers45/index.html> or <http://buperscd.technology.navy.mil/> for medical forms visit <http://navymedicine.med.navy.mil/instructions/external/external.htm>.

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