

MILPERSMAN 1300-302

SUITABILITY FOR OVERSEAS/REMOTE DUTY ASSIGNMENT AND SUITABILITY REPORTING

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|---------------------------|--------------------------|--------|-----|---------------------------------|
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| References | <ul style="list-style-type: none"> (a) OPNAVINST 1300.14D (b) OPNAVINST 1300.20 (c) SECNAVINST 5300.39B (d) BUMEDINST 1300.2B (e) 8 U.S. Code 1430(b) (f) DoD Instruction 1315.18 of 28 October 2015 (g) DoD Instruction 1315.19 of 19 April 2017 (h) OPNAVINST 1752.2C (i) Joint Travel Regulations (j) Uniform Code of Military Justice (k) OPNAVINST 6110.1J (l) SECNAVINST 1740.4A (m) OPNAVINST 1740.5D |
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1. **Policy.** Per references (a) through (f), overseas screening is a requirement for all Service members and all dependents transferring to overseas or remote duty, whether the transfer is from the continental United States (CONUS) to CONUS remote duty, CONUS to overseas outside continental United States (OCONUS), OCONUS to CONUS remote duty, or from OCONUS remote duty (sea/shore) to OCONUS remote duty (sea/shore). Per reference (g), Service members assigned to Hawaii and Alaska with dependent(s) enrolled in the Exceptional Family Member Program (EFMP) will require screening for the EFMP dependent(s) per [MILPERSMAN 1300-700](#).

2. Procedures

a. Commanding Officer (CO) Responsibility.

(1) The responsibility for determining suitability for overseas service rests with the CO of the transferring command.

(2) The CO will ascertain, per references (a) through (f), whether Service members or dependent(s) possess any:

(a) performance,

(b) disciplinary,

(c) financial,

(d) psychological,

(e) medical,

(f) or other attributes which would preclude them from conducting themselves as suitable representatives of the United States (U.S.) in a foreign country.

(3) In all cases, the CO must sign [NAVPERS 1300/16](#) Report of Suitability for Overseas Assignment. This authority will not be delegated, except to the acting CO or to the officer in charge of isolated detachments.

(4) For training commands and flag staffs, division directors, no lower than a commander (O-5), may be delegated as the approving official. Commands exercising this option must provide a memorandum of understanding or delegation to Navy Personnel Command (NAVPERSCOM) Distribution Management Division (PERS-45).

(5) Per reference (d), the CO of the transferring (parent) command must ensure each Service member is screened within 30 days of receipt of transfer orders or overseas screening notification, and each family member is screened within 60 days. Service members and family members will not transfer until satisfactory completion of the suitability screening process and issuance of official area clearance.

(6) If there is a delay or when results of screening are pending, the transferring command will notify NAVPERSCOM

Deployability Assessment and Assignment Branch (PERS-454) via Bureau of Naval Personnel (BUPERS) Online (BOL) within the overseas screening module or via naval message if BOL is not accessible.

b. Determining Suitability. This determination begins with the Service member's selection for assignment to overseas duty and ending with the CO's endorsement of the Service member/dependent(s) suitability for overseas/remote duty with the command's update of status via BOL overseas module. Suitability screening includes reviewing the Service members' service record, evaluating the medical and dental fitness of the Service member and his or her dependent(s) per reference (d), and conducting a review of any potential disqualifying issues. If a disqualifying issue is identified on the [NAVPERS 1300/16](#) and the CO determines a waiver is warranted, an unsuitable report will be submitted via BOL with justification and or amplifying information supporting waiver recommendation in the "Member Comments" section of BOL. The Service member will be considered unsuitable and is not authorized to transfer until a waiver authorization is obtained from appropriate NAVPERSCOM authority as outlined in subparagraphs 10a(2)(a) through 10a(2)(k).

c. Unsuitability Due to Medical Reasons. Any Service member found unsuitable due to medical reasons must be identified via naval message sent to PERS-454 for adjudication and potential action (see exhibit 2). Service members with orders to operational duty will be required to complete the overseas screening and an operational duty screening per [MILPERSMAN 1300-800](#) for information on operational duty suitability.

d. Records Review and Interviews. A face-to-face interview including the CO of the transferring command, the Service member, and dependent(s) is highly desirable. If this is not feasible, the CO must ensure such an interview is conducted by an experienced, knowledgeable representative. For officers, the interviewer should be a senior officer. For enlisted Service members, the interviewer may be a senior enlisted advisor. For enlisted Service members, the command master chief (CMC), chief of the boat, or senior enlisted advisor of the transferring command will endorse the overseas assignment. Upon request of the CO, a skilled interviewer (such as a command career counselor (CCC), CMC, Navy social worker, or specified Fleet and Family Service Center (FFSC) staff member) may also be included

in the interview process to determine overseas suitability. Part 1 of [NAVPERS 1300/16](#) will be completed prior to sending the Service member and or dependent(s) to a medical treatment facility (MTF) for completion of the medical and dental suitability review.

e. Completion of a [NAVPERS 1740/6](#) Department of the Navy Family Care Plan Certificate. Dual-military married couples with dependent(s), single parents, and Service members in a blended family (the Service member has custody of a child or children from a previous relationship) are required to complete a NAVPERS 1740/6 per reference (e). See [MILPERSMANs 1610-015](#), [1910-124](#), and [1300-1000](#) for guidance on Service member's failure to complete a [NAVPERS 1740/6](#).

f. Briefing. Brief Service member and dependent(s) on Standard Installation Topic Exchange Services (SITES) data available at FFSC during command review. Provide Service member with name and number of the FFSC relocation assistance managers (RAM) at FFSC to obtain a SITES data package containing living conditions information about the prospective overseas duty station. Further guidance is available at <https://www.militaryonesource.mil/moving-housing/oconus-moves>.

3. **Suitability Decision Factors.** The CO of the transferring command will ensure the following factors are addressed and used as the basis for the overseas suitability decision.

a. Medical Fitness. The Service member and dependent(s) must have a full medical history screening which includes interviews with a medical screener and thorough medical records review per reference (d). Documented medical conditions which preclude overseas assignment or would be complicated by overseas assignment are disqualifying.

(1) MTFs are required to utilize the following per reference (d):

(a) [NAVMED 1300/1](#) Medical, Dental, and Educational Suitability Screening for Service and Family Members

(b) [NAVMED 1300/2](#) Medical, Dental, and Educational Suitability Screening Checklist and Worksheet

(c) [DD 2807-1](#) Report of Medical History

(d) [DD 2792](#) Family Member Medical Summary (for each family member enrolled in EFMP)

(e) [DD 2792-1](#) Special Education/Early Intervention Summary (for each school-aged dependent child enrolled in the EFMP)

NOTE: Locally-generated forms are not authorized.

(2) Per reference (d), the transferring MTF will make a suitability inquiry with the gaining MTF/operational platform when any shaded block on [NAVMED 1300/1](#) is checked. This is a crucial step in the screening process that requires confirmation that the gaining MTF and operational platform can accept and treat the Service member's medical condition(s). For operational screening, refer to [MILPERSMAN 1300-800](#). It is the Service members' responsibility to report any medical status changes to their screening MTF. **If the medical status changes after screening, but prior to transfer, the Service member or dependent(s) will be re-evaluated for suitability.**

NOTE: If dependent(s) are medically unsuitable, the Service member may be required to serve an unaccompanied tour.

(3) Service members and dependent(s) who use TRICARE network providers for suitability screening must coordinate with the Navy medical cognizance (MEDCOG) MTF's overseas suitability screening coordinator and beneficiary counseling and assistance coordinator, (as listed in the MEDCOG Responsibility Guide in reference (d), enclosure (6)) prior to using a TRICARE provider to ensure TRICARE will cover any costs associated with the screening. [NAVPERS 1300/16 Part II](#) must be signed by the Navy MTF. Final recommendation for suitability of the Service member or dependent(s) by a non-Navy MTF or non-MTF civilian health care provider will not be accepted.

(4) Dependents, who require medical screening and reside where TRICARE or Department of Defense (DoD) medical facilities are unavailable or who utilize third party insurance, will satisfy the medical overseas/remote duty screening requirements listed on [NAVMED 1300/1](#) and are responsible for forwarding completed forms to the Navy MEDCOG MTF listed in reference (d). Service members are responsible for any costs associated with this requirement, if costs are not already covered under current TRICARE medical coverage.

NOTE: An entrance physical meets requirement for medical component of overseas screening 12 months from the time performed to the execution of the overseas orders.

b. Dependent(s) Suitability

(1) All dependent(s) accompanying members will be screened to ensure suitability for overseas/remote duty assignment. Dependent(s) suitability must be determined before dependent(s) can be granted dependent entry approval (DEA). When dependent(s) are not co-located with the Service member, are enrolled in a civilian health care program such as TRICARE, or receive medical care at Army, Air Force, Coast Guard, or public health service, suitability screening may be completed by other than a Navy MTF with the coordination of a Navy MEDCOG MTF listed in reference (d), enclosure (6), for final review. Only a Navy MTF can provide a recommendation regarding the capabilities at a gaining Navy MTF and or operational platform, make overall final recommendation for suitability of Service member and or family members and sign part II of [NAVPERS 1300/16](#).

(2) If Service member's dependent(s) refuse to be screened, refer to paragraph 6 below.

NOTE: Unscreened dependents cannot be provided government-funded travel OCONUS per [MILPERSMAN 1300-210](#).

(3) If, during the overseas screening process, a Service member's dependent(s) is/are identified as having medical or educational needs that require recurring care, the dependent(s) must be enrolled in the EFMP. **The screening process should not be delayed while waiting for an EFMP categorization.** Refer to [MILPERSMAN 1300-700](#) and reference (g) for EFMP guidance.

NOTE: Changes in medical status of dependents after screening may result in an early return (ER) or early return of dependents (ERD) from the overseas location after transfer (see [MILPERSMAN 1300-306](#) for information on ER/ERD).

c. Dental Fitness

(1) When a Service member is assigned dental class 3, the transferring medical/dental treatment facility will ensure any ongoing care or treatment can be provided at the ultimate activity. Class 3 situations will be addressed prior to overseas/remote assignments.

(2) Elective orthodontic treatment may cause an assignment liability and may be disqualifying for overseas assignment.

(3) Service members ordered to the following locations must not have any dental defects which are likely to require extensive or prolonged treatment:

(a) Isolated overseas locations,

(b) Remote CONUS stations with limited dental capabilities listed in paragraph 4 below and reference (d), and

(c) Standing North American Treaty Organization (NATO) Maritime Groups 1 and 2 (unit identification codes 66141 and 3220A).

(4) Dependent(s) dental screening will be obtained from the nearest MTF or military dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist. However, if dependent(s) dental problems disqualify them for transfer to an overseas area, the Service member may be required to serve an unaccompanied tour. Per reference (d), dependent dental examinations may be performed by a non-MTF civilian provider, if current within the past 6 months. However, the dental screening still must be completed at the MTF screening office. Dental care will be available to dependent(s) to the extent that overseas dental capabilities and requirements permit. Overseas dental activities are staffed to a level only to maintain oral health for Service members and dependent(s).

(5) Service members and or dependent(s) with dental braces or implants installed may be ineligible for overseas assignment, if the overseas dental care facility cannot provide dental implant services.

d. Family Advocacy. Service members and families who are nominated for overseas assignments and are involved in Family Advocacy Program (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. The intent of this screening is to ensure families are not placed at risk through assignment to isolated duty or stressful locations. Families identified as having met the criteria for a FAP incident are disqualified from

overseas assignment while in treatment. Exceptions may be made on a case-by-case basis, based on written recommendation of the local family advocacy representative (FAR) or clinical site director and with the gaining command's concurrence. Per reference (h), revocation of command sponsorship or overseas screening, early return of family members, or recommending permanent change of station (PCS) orders for the sponsor Service member may be concluded by the local FAR or MTF healthcare provider. The clinical case staff meeting (CCSM) must make treatment recommendations to the command and forward recommendations to Commander, Navy Installations Command to coordinate with NAVPERSCOM Post Selection Board Matters and Security Branch (PERS-833) or NAVPERSCOM Officer Performance and Separations Branch (PERS-834) to flag the Service member's records to restrict personnel actions and moves until the case is resolved or treatment is completed. An assignment control flag restricting transfers or PCS moves is placed by recommendation of the CCSM on domestic and child abuse incidents for personnel who require a temporary flag and is normally removed within 1 year from the date the flag is set. This flag is not utilized for officers.

e. Physical Fitness. Failure of physical fitness assessment(s) (PFA) may impact suitability determination. See latest PFA guidance and reference (k) for further guidance.

f. Drug-Related Problems. Service members and or dependent(s) with a documented history of drug abuse or drug-related offenses within the last 24 months are unsuitable for overseas duty.

g. Alcohol-Related Problems. Service members and or dependents with a documented history of alcohol abuse or dependency, to include driving under the influence, within the last 24 months are unsuitable. Failure to complete an aftercare program must be reported as unsuitable.

h. Sex Offenses. Per reference (f), Service members or dependent(s) convicted of a sex offense will not be assigned overseas. COs will ensure members are screened using <https://www.nsopw.gov/en/>.

i. Psychiatric Disorders. Service members or dependent(s) who have had one period of inpatient hospitalization or have a history of extensive outpatient psychiatric treatment and have medical documentation demonstrating stability by a behavioral

health provider for a period of 1 year, may be suitable for overseas assignment. Service members or dependent(s) with two or more hospitalizations for psychiatric disorders may be considered unsuitable for overseas assignment. Dependents who require continued mental health care must be enrolled in the EFMP and concurrence from gaining MTF is required per reference (f).

j. Performance. Service members with a history of unsatisfactory or below standard performance (any marks below 3.0, except for PFA-related performance) in the last 24 months will be considered unsuitable for overseas assignment.

k. Disciplinary History. History of courts-martial, non-judicial punishment (NJP), or involvement with civil authorities in the previous 24 months will be considered unsuitable for overseas assignment.

l. Pregnancy. Women (Service member or dependent(s)) who are in their third trimester of pregnancy (7 to 9 months) will not be transferred overseas. Arrival at the overseas ultimate duty station must be prior to the 28th week of pregnancy. Women who will be in the third trimester at time of transfer will be eligible to be screened 6 weeks after delivery of newborn children. Newborn children will also be screened at that time. Pregnant women are not to be transferred, during any stage of pregnancy, to any other location where obstetric and pediatric care is not available. Notification of Service member's pregnancy must be submitted to PERS-454 to include expected date of delivery. Female military members transferring overseas will be screened for pregnancy per reference (d) prior to transfer. Pregnant E-3 and below single Service members are unsuitable for OCONUS assignment per [MILPERSMAN 1300-1306](#). Women who become pregnant overseas may be required to travel on temporary duty to a birthing center.

m. Financial Stability

(1) E-5 and Above. Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last 3 years, may be considered disqualifying (i.e., bankruptcy) per reference (1).

(2) E-4 and below. A debt-to-income ratio will be performed by the command financial specialist or FFSC counselor

per reference (a) to ensure the proposed overseas assignment will not pose an undue hardship on the member's financial circumstances. Based on limited employment opportunities, the spouse's current income cannot be used to determine future debt-to-income ratio unless the spouse can provide proof of employment in the overseas location. If debt-to-income ratio is 30 percent or greater, member is unsuitable for overseas assignment.

n. Service Member and Family Characteristics. Motivation for accepting an overseas assignment, expectations about the duty and the culture, and certain attitudes and attributes are important indicators of successfully completing an overseas tour. In addition to the items already discussed, when conducting the suitability assessment interview with Service member and dependent(s), care must be taken to assess personal and family characteristics and attitudes.

o. Single Mothers Assigned to the Middle East Region. Some Middle Eastern countries have local laws that prohibit the assignment of single mothers and unwed pregnant females to these countries. Verification of local laws must be conducted before approving the assignment of single mothers. Verification can be completed via <https://www.fcg.pentagon.mil/fcg.cfm>.

p. Obligated Service (OBLISERV). Ensure enlisted Service members obtain minimum service requirement or OBLISERV within 30 days of receipt of PCS orders as required by BUPERS transfer orders and per MILPERSMAN 1306-106. [NAVPERS 1070/613](#)
Administrative Remarks in lieu of extensions or reenlistments is not authorized for overseas locations. Officers who execute orders are obligated to the DoD area tour length for overseas shore duty or the prescribed sea tour for sea duty as defined in [MILPERSMAN 1301-110](#). Enlisted Sailors holding selective reenlistment bonus (SRB) awardable skills and or ratings per latest naval administrative (NAVADMIN) message, who must reenlist to meet OBLISERV prior to reaching SRB awardable zone, should contact NAVPERSCOM Active Enlisted Programs Branch (PERS-811) for guidance.

NOTE: Members who request to separate or retire while assigned to overseas tours will be held to the completion of the prescribed tour length.

q. Non-U.S. Citizen Dependents. It is important to inquire regarding U.S. citizenship status for accompanying Service member's dependent(s).

(1) If accompanying dependent(s) is not a U.S. citizen, the Service member and dependent(s) should be informed immediately of reference (e) policy regarding expeditious naturalization for dependents. This law allows military dependents to apply for U.S. citizenship prior to normal eligibility time requirements by waiving physical presence and residence requirements for U.S. citizenship. If a dependent desires naturalization no earlier than 180 days prior to departure abroad, Service members or dependent(s) must submit entry approval for overseas assignment and military travel orders to their personnel support detachment (PSD), customer personnel office staff will complete [DD 1278](#) Certificate of Overseas Assignment to Support Application to File Petition for Naturalization. Applicants for naturalization must submit [DD 1278](#) to U.S. Citizenship and Immigration Services to expedite their naturalization. **This form is the only document that can be used to expedite naturalization.** Further information regarding expeditious naturalization of dependents is available via:

(a), Office of the Judge Advocate General Legal Assistance Policy Branch (Code 16) at (202) 685-4637 or [https://www.jag.navy.mil/organization/code 16 immigration info.htm](https://www.jag.navy.mil/organization/code%2016%20immigration%20info.htm)

(b) U.S. Citizenship and Immigration Services Military Help Line at 1-877-247-4645 or militaryinfo@uscis.dhs.gov.

(2) Service members with dependents who are not U.S. citizens and not authorized a military passport, who desire to travel with the Service member to an OCONUS location will require a valid passport. Passage through an intermediate OCONUS location may also require a valid passport and travel authorization for each country traveled through. The Service member and dependent(s) will have to coordinate with all nations concerned, as well as the nation of citizenship, for required documents.

4. Screening Requirements for Personnel Assigned to Remote CONUS Locations

a. Remote Locations. Based on accessibility of health care services, Bureau of Medicine and Surgery and PERS-45 have designated the following locations in the United States as remote. These locations require an overseas/remote screening per this article and reference (d):

| | |
|---------------|---------------|
| Alaska | Kodiak |
| California | Bridgeport |
| Florida | Key West |
| Hawaii | Barking Sands |
| Nevada | Fallon |
| West Virginia | Sugar Grove |

b. Dental Readiness. Class 3 dental status personnel normally are not suitable for remote assignment due to limited dental capabilities.

5. **Military Member Married to Military Member**. Per [MILPERSMAN 1300-1000](#), regardless of each Service member's paygrade, the tour of duty overseas for a married member whose spouse is also a member of the Military Services will be as follows:

a. Married members accompanied or joined by command-sponsored dependent(s) will serve the accompanied tour length.

b. Married members assigned to or living in the same overseas location or locale will serve the accompanied tour when such a tour length is authorized for the duty station. The lack of concurrent travel, whether a result of personal reasons or operational requirements, may not have an impact on the stipulation that each Service member of a military couple must, at a minimum, serve the accompanied tour length. If one spouse arrives on station later than the other, second arriving spouse's tour will not be cut short in order to match PRDs with the first arriving spouse.

c. Married Service members assigned to different locations will serve the unaccompanied tour length. However, when said Service members establish a joint residence (e.g., reside together), they will serve the accompanied tour length, when such a tour is authorized for the location or locale where they are residing.

d. If a Service member marries another Service member while both are assigned overseas, their original tours will be

maintained. Exceptions to this policy are Service members who voluntarily agree to serve the longer tour.

6. Dependent Considerations

a. Definition. Command-sponsored (authorized) dependent(s) are defined as dependent(s) of entitled Service members of the U.S. Military Services for whom entry approval (from the appropriate military commander) has been received per [MILPERSMAN 1300-150](#) through [1300-210](#).

b. Counseling. COs will ensure Service members are thoroughly counseled regarding the risks involved in formulating premature plans for movement of dependent(s). During this review, Service members should be specifically cautioned that if they desire their dependent(s) to accompany them, the dependent(s) should not move until final disposition of entry approval has been received from the overseas regional commander.

c. Dependent Entry Approval (DEA). Upon completion of overseas screening, the transferring command must submit DEA for members who have elected an accompanied tour. Message format for requesting entry approval, as well as additional guidance, can be found at <https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/>. Additional guidance can be found at <https://www.fcgpentagon.mil/fcg.cfm>.

d. Entry Approval Denied and Family Relocation Desired. Service members whose dependent(s) are denied entry approval and desire to relocate their dependent(s) to a designated place other than the contiguous U.S. should be advised that approval from the Office of Chief of Naval Operations Pay and Allowances Branch (OPNAV (N130)) is required. Contact information is:

Office of Chief of Naval Operations
Military Compensation and
Policy Coordination Branch (N130C)
COMM: (703) 664-5477, 5476, 5474
DSN: 664-5477

e. More than Three Dependents. Service members with more than three dependents may require a waiver from the regional commander for their dependents to be command sponsored at the overseas location. Current exceptions include Japan and Hawaii

(no limit on number of dependents) and Europe (more than four); all other countries require waivers from regional commanders for entry approval.

f. Non-Screened Dependents. Dependents that do not or refuse to screen are not authorized government funded travel per [MILPERSMAN 1300-210](#). In such cases, the following action is required:

(1) [NAVPERS 1300/16](#). Record the results using [NAVPERS 1300/16](#) and interview the member to identify existing conditions that are likely to preclude the member from completing the overseas assignment.

(2) [NAVPERS 1070/613](#). Make the following permanent [NAVPERS 1070/613](#) entry (use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) is mandatory unless not available to the customer command):

"I have indicated all known conditions of the/those dependent member(s) that may interfere with me serving the appropriate tour length. I understand that any pre-existing disqualifying dependent member screening factors cannot serve as the basis for my early return to CONUS from overseas. If later, my dependent member(s) desire to accompany or join me overseas, I understand they must be screened and dependent entry approval granted (where applicable) before they leave CONUS. I understand I will be required to serve the appropriate tour length per Joint Travel Regulations or prescribed Navy sea tour."

Member's Signature

Witnessed: _____

F. Last
CDR, USN, Personnel Officer

(3) Once the [NAVPERS 1070/613](#) has been completed and signed, file one copy with command pay and personnel administrator (CPPA) files and forward the original to the supporting PSD for NSIPS ESR verification.

7. Defense Enrollment Eligibility Reporting System (DEERS) Verification. DEERS verification must be conducted on all dependents being transferred overseas to ensure potential problems are resolved before seeking medical treatment.

8. **Custody Agreements**. Divorce decrees concerning custody and control of dependent child(ren) may impact whether dependent(s) is/are moved at government expense and entitled to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require the member or spouse to obtain court approval, if not stated in the divorce decree, for removal of dependent(s) from CONUS.

a. Forms Completion. Overseas screening cannot be processed until [NAVPERS 1070/602](#) Dependency Application/Record of Emergency Data, parts I and II are completed.

b. Detailed Information Required. The authority to grant dependent(s) entry approval lies with the overseas regional commander. The regional commander may have questions concerning the custody and control of dependent(s); therefore, this information should be detailed in the remarks section of the DEA request.

9. **Overseas Screening Process After Member Arrives at Overseas Permanent Duty Station**. Once a Service member has reported onboard an overseas command and is requesting command sponsorship for acquired dependent(s), or dependent(s) decide to accompany the member at a later date, it is the responsibility of the Service member's command to initiate and approve the screening process per this article.

10. **Screening Requirements Waivers**. While the importance of adherence to overseas/remote screening requirements cannot be over-emphasized, waivers may be granted on a case-by-case basis as conditions warrant.

a. Upon completion of the overseas/remote screening interview, if a member is not qualified for overseas assignment but the CO believes a waiver is in order, submit an unsuitability report via BOL. Provide justification and amplifying information in the member's comments section describing why a waiver is recommended. The member will be considered **unsuitable** and is not authorized to transfer until a waiver authorization is obtained from NAVPERSCOM. If a waiver is approved, the transferring command will update BOL to reflect that the member is suitable and input "waiver approved by (name and title of approver) on (approval date)" in the comments section. See exhibit 4 for a recommended waiver request template.

b. The transferring CO **DOES NOT** have waiver authority. NAVPERSCOM is the final authority for all suitability waivers as outlined below:

(1) Fitness Reports and Evaluations Issues. Waiver request for evaluations and fitness reports issues will be routed via the gaining command CO. Approval authority is appropriate detailing division director.

(2) Legal Related Matters. Waiver request for legal related issues, to include child custody matters, will be routed via the region staff judge advocate (SJA) to the gaining command to ensure compliance with status-of-forces agreement (SOFA). Approval authority is Assistant Commander, NAVPERSCOM Career Management Department (PERS-4).

(a) NJP Related (Drug/Alcohol) Issues. Waiver request for alcohol/drug related issues will be routed via SJA to the gaining command to ensure compliance with SOFA. Member must successfully complete treatment and aftercare program. Approval authority is PERS-4.

(b) NJP Related (Non-Drug/Alcohol) Issues. Waiver request for NJP related issues will be routed via the gaining command CO. Approval authority is the appropriate detailing division director.

(c) Issues for Dependents. Waiver requests for dependent relating to drugs, alcohol, and or criminal matters will be routed via the SJA to gaining command to ensure compliance with SOFA. Approval authority is PERS-4.

(d) PFA Waivers. All PFA waivers must comply with governing NAVADMIN(s) and reference (k). Submit, per reference (k), via the appropriate detailer for routing. Members with obligation to complete the proposed overseas assignment will not require a waiver. All other members will require waivers. Contact detailer before submitting PFA waivers for further guidance.

(e) Financial Related Issues. Financial related issues will be documented per reference (m) and will be routed via the gaining CO. Approval authority is the appropriate detailing division director.

(f) Family Advocacy Related Issues. Waiver request will be routed via the gaining CO and Fleet Family Support Command/Service Center. Approval authority is PERS-4.

(g) All Other Issues. Waiver request will be routed via the gaining CO. Approval authority will be determined on a case-by-case basis at the NAVPERSCOM level.

(h) Pre-Service Moral Waiver. Pre-Service moral waivers are no longer applicable for overseas assignments.

(3) Waiver packages containing personally identifiable information must be protected per the Privacy Act.

11. **Reporting**. The responsibility for properly reporting Service member's (both officer and enlisted) and dependent's suitability for overseas/remote assignment rests with the CO of the transferring command, who will complete the following:

a. Time Requirements. Ensure each Service member and dependent transferring to an overseas/remote location is screened and a status update is submitted within 30 days for Service member and 60 days for dependents upon receipt of the transfer directive (i.e., letter of intent or PCS orders). All report updates and final determination will be posted via BOL. Commands at sea that experience connectivity problems may submit a report via naval message to PERS-454, utilizing the format in exhibit 1.

NOTE: Delaying the reporting of unsuitability creates gaps, do not delay reporting.

b. Overseas Screening Notification Message. Notification messages are released to the transferring command for delivery to the Service member in conjunction with orders. The notification message is issued to begin the overseas/remote screening process and defines the timelines for completing a suitability determination.

12. **Reporting Procedures**

a. Report Suitability

(1) Report pending updates and final suitability determination of overseas/remote screenings via BOL <https://www.bol.navy.mil/>.

(2) Personnel assigned BOL access level of CCC or higher are the only personnel who will have access to the overseas/remote screening application to input the command's suitability determination.

(3) Prior to submitting the final suitability report BOL, the following are required:

(a) [NAVPERS 1300/16](#) must be completed and signed by the Service member's CO.

(b) [NAVPERS 1300/16](#) part II, must be signed by the MTF CO, XO, or OIC.

b. Report Unsuitability. When reporting unsuitability, state the reasons why the Service member is unsuitable.

(1) If unsuitability is for medical reasons, obtain the appropriate International Classification of Diseases (ICD-10) code from the servicing MTF (**Do not include any other medical diagnosis or treatment information**). Include what action has been taken, e.g., limited duty (LIMDU), physical evaluation board (PEB); and state when the Service member will be fit for duty or provide assignment limitations utilizing the format in exhibit 2. **For Service members found unsuitable**, provide the following information:

(a) ICD-10 code(s),

(b) Additional data information from the MTF,

(c) Specific limitations,

(d) Prognosis for improvement,

(e) LIMDU or PEB status,

(f) Provider's name, rank, telephone number, and e-mail address, and

(g) CO's recommendation.

(2) Dependent Suitability Status (if applicable):

(a) If unsuitable provide the reason

(b) If the reason is medical, obtain the appropriate ICD-10 code from the servicing MTF

(c) If found medically unsuitable, enrollment in the EFMP is required

(3) Waiver requests must be submitted by the detaching CO via BOL and cited on [NAVPERS 1300/16](#), part IV. See paragraph 10 of this article for further guidance on waivers.

(4) If submitting a pending report, include the applicable reasons for the delay in the comments block. If the delay is a result of dependents' determination, proceed with the Service member's suitability screening while awaiting the dependents' outcome. Additionally, if waiting for an EFM categorization, do not delay the screening process for the Service member or the dependent(s). Send the medical issue to the gaining MTF and verify if services are available per reference (d). If the services are available and the gaining MTF accepts the condition, do not designate the member unsuitable due to an EFM category.

NOTE: When a Service member's dependent is unsuitable to go overseas, commands will only mark the dependent as unsuitable in BOL and the Service member as suitable as appropriate. The command will put a comment in the Service member's information in BOL that the dependent is unsuitable. The detailee may make a determination whether the Service member will proceed with unaccompanied orders or whether orders may be canceled.

c. Distribution of Completed Overseas/Remote Screening Forms. Once completed and endorsed by the CO, the command will:

(1) File the original and maintain for a minimum of 2 years.

(2) Submit one copy to the supporting CPPA. Final ticketing and or travel advances will not be made by the supporting PSD without receipt of a properly completed [NAVPERS 1300/16](#).

(3) Ensure a copy is attached to the Service member's "Original Orders" and direct the Service member to hand-carry the copy for delivery to his or her ultimate duty station.

d. Limited duty officer (LDO), chief warrant officer (CWO), or commissioning of personnel with active enlisted records. For enlisted personnel who are being commissioned and have orders to an overseas location, submit the overseas/remote screening via BOL and ensure that the LDO/CWO button is selected.

NOTE: Failure to check the LDO/CWO button checkbox for any enlisted member who is pending commissioning as a naval officer of any type may result in an automatic overseas screening deficiency report.

13. **Change of Suitability Determination.** Once a Service member has been successfully screened by the transferring command, if any subsequent information, misconduct, or emergent medical condition renders the Service member or dependent(s) unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance and notify the applicable NAVPERSCOM detailee immediately. Ensure the Service member (and dependent(s)) are aware of their responsibility to report any circumstances that may change their suitability status immediately to avoid disciplinary action under reference (d) and (j).

NOTE: Transferring command and PSD will ensure Service members sign [NAVPERS 1070/613](#) stating no change has occurred with the Service member and or dependent(s) since the original completion of the screening utilizing format in exhibit 3. This will be done during checkout process prior to transfer.

EXHIBIT 1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN
GAINING COMMAND
INFO APPLICABLE COMMANDS FOR WAIVERS
BT
UNCLAS FOUO //N01300//
PASS TO OFFICE CODES:
COMNAVPERSCOM MILLINGTON TN/40/451/454//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY OR PENDING REPORT FOR OVERSEAS
ASSIGNMENT ICO NAME, RATE, OR RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/PCS ORDERS /DATE//
REF/C/TYPE DOC, LTR, GENADMIN/ORIGINATOR/DATE OR DATE-
TIME-GROUP//
NARR/REF A IS MILPERSMAN, REF B IS PCS ORDERS, REF C IS
(CORRESPONDENCE TO GAINING MEDICAL TREATMENT FACILITY FOR
AVAILABILITY OF SERVICE, ETC., IF APPLICABLE.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL: NUMBER// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A
AND B HAS BEEN COMPLETED. MEMBER (AND DEPENDENTS IF APPLICABLE)
IS/ARE SUITABLE OR PENDING REPORT (AS APPLICABLE) FOR OVERSEAS
ASSIGNMENT:
A. COMPLETED NAVPERS 1300/16, REPORT OF SUITABILITY FOR
OVERSEAS ASSIGNMENT WAS FILED IN ELECTRONIC SERVICE RECORD AND
SIGNED BY NAME/RANK/TITLE/DATE.
B. MEMBER HAS SUFFICIENT OBLIGATED SERVICE/RETAINABILITY
(OR WILL INCUR) TO COMPLETE PRESCRIBED TOUR LENGTH.
C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN
ELECTRONIC SERVICE RECORD (INCLUDING DEPENDENTS).
D. (PENDING REPORT ONLY) REASON FOR PENDING REPORT.
2. NUMBER OF DAYS TO COMPLETE SCREENING. (CALCULATE FROM DATE
OF THE ORDERS//
BT

EXHIBIT 2

REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN
GAINING COMMAND
INFO APPLICABLE COMMANDS FOR WAIVERS
BT
UNCLAS //N01300//
PASS TO OFFICE CODES:
COMNAVPERSCOM MILLINGTON TN/40/451/454//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY REPORT FOR OVERSEAS ASSIGNMENT ICO
NAME, RATE, OR RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/PCS ORDERS/DATE//
REF/C/TYPE DOC, LTR, GENADMIN/ORIGINATOR/DATE OR DATE-
TIME-GROUP//
NARR/REF A IS MILPERSMAN, REF B IS PCS ORDERS, REF C IS
(CORRESPONDENCE TO GAINING MEDICAL TREATMENT FACILITY FOR
AVAILABILITY OF SERVICE, ETC., IF APPLICABLE.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A
AND B HAS BEEN COMPLETED. MEMBER IS UNSUITABLE FOR (LIST
SPECIFIC UIC/BILLET).
2. REASON FOR SCREENING: ORDERS TO OVERSEAS ASSIGNMENT
3. REASON FOR UNSUITABILITY: (UTILIZE ICD-10 CODES if
applicable or other reasons if unsuitable for non-medical
reason)
4. ADDITIONAL INFO FROM MTF (PER REF B):
A. SPECIFIC LIMITATIONS.
B. PROGNOSIS FOR IMPROVEMENT.
C. SERVICE MEMBER IS/IS NOT TLD OR PROCESSED FOR PEB.
D. PROVIDER'S NAME, RANK, TELEPHONE NUMBER AND E-MAIL
ADDRESS.
5. TYCOM'S RECOMMENDATION FOR RETENTION:
6. NUMBER OF DAYS TO COMPLETE SCREENING. (CALCULATE FROM DATE
OF THE ORDERS//
BT

EXHIBIT 3

NO CHANGE OF SUITABILITY DETERMINATION PAGE 13 FORMAT EXAMPLE

_____: I have read and understand my [NAVPERS 1300/16](#)) Report of Suitability for Overseas Assignment (that relates to the suitability of member(s) and their dependent(s) as stated in paragraph 5 of [OPNAVINST 1300.14](#)(series). Neither I nor my family member(s) possess any physical or mental deviations except as indicated, which might result in a determination that we are disqualified for such duty.

_____: I do not have a family member(s).

_____: I do have family member(s). I am aware that failure to divulge disqualifying information may ultimately result in disciplinary action punishable under the Uniform Code of Military Justice, or the requirement that I complete my tour in an unaccompanied status, should existing abnormalities result in an early return of dependents from the overseas area.

_____: I understand that I must report all medical emergencies and concerns or changes to my oversea suitability (including the suitability of my dependents) to my detaching command, gaining command, and my detailee while I am on transfer leave or prior to being gained by my gaining command.

Member's Signature /Date

Witnessed: _____
F. Last
CDR, USN, Personnel Officer

EXHIBIT 4

RECOMMENDED WAIVER REQUEST TEMPLATE

COMMAND LETTERHEAD

1306
Ser XX/
DD MMM YY

From: Commanding Officer, [Detaching Command]
To: Commander, Navy Personnel Command (PERS-4)

Subj: **OVERSEAS [NJP/LEGAL/FINANCIAL/FAP] WAIVER REQUEST ICO**
[RANK FIRST NAME LAST NAME], USN

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)

1. Per reference (a), MILPERSMAN 1300-302, overseas screening waiver is requested for [NJP/Legal/Financial/FAP] for [Rank] [First Name] [Middle Initial] [Last Name].

2. Reason for waiver: [Provide justification synopsis, along with expected date of completion if applicable].

3. My point of contact for this matter is [Rank] [Name], [Phone number], [e-mail address].

// Signed //
[DETACHING CO]

Copy to:

ISIC

TYCOM

DIVISION DIRECTOR

BRANCH HEAD

NAVPERSCOM (PERS- applicable detailer

NAVPERSCOM (PERS- applicable placement office)