

MILPERSMAN 1300-304

SUITABILITY FOR OVERSEAS ASSIGNMENT SCREENING AND REPORTING

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.14D (b) BUMEDINST 1300.2A (c) DoD Foreign Clearance Guide (d) Joint Federal Travel Regulations (JFTR) (e) Uniform Code of Military Justice (UCMJ) (f) OPNAVINST 6110.1H
-------------------	---

1. **Procedures**. The responsibility for determining suitability for overseas service rests with the commanding officer (CO) of the transferring command who shall complete the following:

a. **Time Requirements**. Ensure that each member and family member being assigned overseas is screened and an update is submitted within 15 days after receipt of the transfer directive. The goal is to have all overseas screening requirements completed within 30 days. Report update and final determination via BUPERS ONLINE (BOL). Underway units that experience connectivity problems may submit via Naval Message using format in Exhibit 1.

b. **Command Review**. Conduct command review per this article, references (a) and (b), and record finding on NAVPERS 1300/16 (**Rev. 11-09**), Report of Suitability for Overseas Assignment to determine if the member and dependent(s) (if any) meet the eligibility requirements and additional criteria of MILPERSMAN 1300-302. Complete NAVPERS 1300/16, Part I, prior to sending member and dependent(s) to medical. Obtain approval from approving authority for all waivers prior to sending member and dependents to medical. **NOTE: NAVPERS 1300/16 (04-09) no longer meets current policy and all copies should be destroyed. The new NAVPERS 1300/16 (Rev. 11-09) can be found at**

<http://www.npc.navy.mil/ReferenceLibrary/>, or on the BUPERS CD reference library under FORMS.

c. **Medical Screening.** Ensure medical screening is conducted per reference (b). Instruction and forms are available at [Navy Medicine Online Portal](#).

d. **Briefing.** Brief member and dependent(s) on Standard Installation Topic Exchange Services (SITES) data available at Fleet and Family Service Centers (FFSCs) during command review. Provide member with name and number of Relocation Assistance Managers (RAM) at FFSC to obtain a SITES data package containing living conditions information about the new overseas duty station. For members who are assigned and have elected an accompanied tour, ensure member is familiar with MILPERSMAN 1300-150 through 1300-210 concerning command sponsorship of dependents. Foreign clearance/dependent entry requests are required for certain overseas locations. The following Web site provides guidance: [Dependent Entry Request](#). It has hyperlinks to reference (c).

e. **Suitability/Unsuitability Determination.** Determine suitability/unsuitability based on medical status, command review of suitability decision factor per MILPERSMAN 1300-302, and any other reliable information (chain of command, chaplain, family advocacy representative, command financial specialist, etc.). These factors are critical in determining member's suitability for overseas assignment.

f. **Obligated Service (OBLISERV).** Ensure all enlisted members have sufficient OBLISERV to complete appropriate accompanied/unaccompanied Department of Defense (DoD) area tour per reference (d), Appendix Q. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entries for OBLISERV are not authorized for transfer overseas. For enlisted Selective Reenlistment Bonus (SRB) issues, refer to the latest NAVADMIN, and when obligation would cause members to lose SRB, refer to MILPERSMAN 1306-106. Officers ordered to overseas locations will be obligated to the appropriate overseas tour per reference (d), Appendix Q.

2. **Reporting Procedures**

a. **Message.** Concurrent with the release of overseas orders, transferring commands will receive a naval message from Navy Personnel Command (NAVPERSCOM), Career Management

Department (PERS-4) that will direct a 15-day mandatory update of the screening status. If required, readdress this message to the servicing medical treatment facility (MTF).

b. **Screening.** Initiate the overseas screening process immediately.

c. **Report Suitability.** Report pending and final suitability determination of overseas screenings via BUPERS ONLINE (BOL) [BOL Public](#). For ships/submarines with internet connectivity issues, submit a Naval Message utilizing Exhibit 1.

(1) Personnel assigned an access level on BOL as the Command Career Counselor (CCC) or above will be the only personnel that will have access to the overseas screening application to input the command's suitability determination.

(2) Prior to submitting the final suitability report into BOL, the following are needed:

(a) NAVPERS 1300/16 signed by the CO.

(b) Member status: Suitable or unsuitable. If unsuitable, a stated reason why the member is unsuitable. If the reason is medical, obtain the appropriate International Classification of Diseases (ICD 9) code from the servicing MTF. If medical, what action has been taken, i.e., limited duty (LIMDU), Physical Evaluation Board (PEB); and state when the member will be fit for duty, or provide assignment limitations.

(3) All waiver requests must be submitted using the member comment block. See paragraph 5 of this article for further guidance.

(a) Dependents Status (if applicable):

- Suitable or unsuitable; if unsuitable provide the reason.
- If the reason is medical, obtain the appropriate ICD 9 code from the servicing MTF.
- If medical, what action has been taken (i.e., enrolled in the Exceptional Family Member (EFM) program) and assignment limitations.

(b) Obligated Service. If an enlisted member has not obligated for the orders, the command will have to justify the reason for delay. NAVPERS 1070/613s are not authorized for transfer overseas. Officers select N/A.

(c) Anti-Terrorism Training is Completed. If not completed justify the reason for delay.

(d) Number of Days to Complete Screening: This is based on the date the orders are issued. If the command took more than 30 days to complete the screening, justification for the delay is required.

(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 servicemember's suitability screening while awaiting the dependents' outcome. Additionally, if waiting for an EFM categorization, do not delay the screening process for the servicemember or the dependents; send the medical issue to the gaining MTF and verify if services are available per reference (b). If the services are available and the gaining MTF accepts the condition, do not designate the member unsuitable due to an EFM category of 3 or 4. Pending reports must be resubmitted every 30 days, otherwise distribution systems will continue to generate delinquency reports.

d. **Copy of Enlisted/Officer Screening.** In all cases, a copy of NAVPERS 1300/16 will be included in the transfer package and filed in the electronic service record.

e. **Limited Duty Officer (LDO)/Chief Warrant Officer (CWO), or commissioning of personnel with active enlisted records.** Enlisted personnel that are being commissioned and have orders to an overseas location, submit the overseas screening via BOL and ensure that the LDO/CWO button is selected. Failure to select the LDO/CWO button will result in the command receiving an Overseas Screening Delinquency Report.

3. Screening Requirements for Personnel Assigned to Remote Continental United States (CONUS) Locations

a. **Remote Locations.** Based on accessibility of health care services, Bureau of Medicine and Surgery (BUMED) and NAVPERSCOM, Distribution Management Division (PERS-45) have designated the following locations in the United States as remote. They

require an overseas screening per this article, MILPERSMAN 1300-302, and reference (b):

Alaska	Kodiak
California	Bridgeport, San Clemente Island, San Nicholas Island
Florida	Key West
Hawaii	Barking Sands
Nevada	Fallon
West Virginia	Sugar Grove

b. **Members not Suitable.** Class III dental status personnel normally are not suitable for assignment due to limited dental capabilities.

4. **Change of Suitability Determination.** Once a member has been successfully screened by the transferring command, if any subsequent information, misconduct, or emergent medical condition renders member unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance, and notify the NAVPERSCOM applicable detailee immediately. Ensure the 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 (e), article 107 for failing to do so.

5. **Waivers of Screening Requirements**

a. **CO Determination/Actions.** While the importance of adherence to overseas screening requirements cannot be over-emphasized, waivers may be granted on a case-by-case basis as conditions warrant. Individual COs are the best source of local/recent knowledge and judgment concerning the qualifications and potential of each member.

(1) Upon completion of the overseas screening interview, if a member is not qualified for overseas assignment, but the CO believes a waiver is in order, submit an unsuitable report via BOL and provide justification/amplifying information why a waiver is recommended, in the member's comments section of BOL. The member will be considered **unsuitable**, and is not authorized to transfer until a waiver authorization is obtained from NAVPERSCOM. Waiver will be included in the transfer package and filed in the electronic service record.

(2) Waiver requests require different levels of approval based on the type of waiver needed. Waivers for evaluation (EVAL)/fitness report (FITREP) are handled at the detailee level. Waivers for legal issues and child custody issues should be forwarded to the local Staff Judge Advocate (SJA). Initial accessions with pre-service conduct waivers (drug, alcohol, or criminal) identified in Block 18F or Section VI remarks of DD 1966 (3-07), Record of Military Processing, will be considered unsuitable for overseas assignment. Waivers for dependent(s) drugs, alcohol, or criminal issues will require coordination with the gaining SJA to ensure the Navy does not violate any Status of Forces Agreements (SOFA). All Physical Fitness Assessment (PFA) waivers must comply with governing NAVADMIN(s) and reference (f).

b. Divorced Personnel

- For divorced personnel whose children are in legal custody of the ex-spouse, or
- for the family member(s) of a member separated from the spouse where the spouse has custody of any dependent children, or
- if a spouse/ex-spouse refuses to cooperate in family member overseas screening,

the participation of those family member(s) in the overseas screening process may be waived by the CO. CO waivers for legal custody do not require NAVPERSCOM endorsement. In all such cases the following actions are required:

(1) 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) Make the following entry on NAVPERS 1070/613:

"I understand that dependent overseas screening has been waived due to refusal of my family member(s) to participate in the screening process. I have indicated all known conditions of those family member(s) that may interfere with my serving the appropriate tour length. I understand that any pre-existing disqualifying family member screening factors cannot serve as the basis for my early return to CONUS from overseas. If later

my family member(s) desire to accompany or join me overseas, I understand they must be screened and family member entry approval granted (where applicable) before they leave CONUS. I understand I will be required to serve the appropriate tour length per Joint Federal Travel Regulations (JFTR), Appendix Q."

Member's Signature

Witnessed: _____

L. Kimble
CDR, USN, Personnel Officer

In cases where family member(s) refuse screening in other than a divorce/separation situation, request a waiver as outlined above. Member should sign the same NAVPERS 1070/613 entry as above if waiver is granted. Family member(s) will not accompany or join member overseas unless they have been properly screened, determined to be suitable, and dependent entry approval is granted (if applicable).

EXHIBIT 1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-451//
BT
UNCLAS //N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY or UNSUITABILITY or INTERIM REPORT
FOR OVERSEAS ASSIGNMENT ICO NAME, RATE, or RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/CNPC ORDER/DATE//
REF/C/type i.e., DOC, LTR, GENADMIN/originator/DATE or Date-
Time-Group//
NARR/REF A IS MILPERSMAN, REF B IS ORDERS, REF C IS (i.e.,
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. SNM (AND DEPENDENTS if applicable)
ARE SUITABLE or UNSUITABLE OR INTERIM REPORT (as applicable) FOR
OVERSEAS ASSIGNMENT:
A. COMPLETED NAVPERS 1300/16 (REV. 11-09), REPORT OF
SUITABILITY FOR OVERSEAS ASSIGNMENT WAS FILED IN ELECTRONIC
SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.
B. SNM HAS SUFFICIENT OBLISERV (OR WILL INCUR) TO COMPLETE
DOD AREA TOUR LENGTH.
C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN
ELECTRONIC SERVICE RECORD (INCLUDING DEPENDENTS).
D. (unsuitable OR INTERIM REPORT only) REASON FOR
UNSUITABILITY OR DELAY (use ICD 9 codes if you identify medical
issues) and or waiver requests.
2. __ NUMBER OF DAYS TO COMPLETE SCREENING. (calculate from
date of the orders)//
BT

NOTE: If you have E-Mail connectivity, E-Mail the message to
PERS451@navy.mil after the date time group is assigned and the
message is released.