

MILPERSMAN 1300-302

SUITABILITY AND SELECTION FOR OVERSEAS SERVICE

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4142
			COM	(901) 874-4142
			FAX	882-2693

References	OPNAVINST 1740.4A OPNAVINST 1754.2A BUMEDINST 1300.2 COMNAVCRUITCOMINST 1130.8F NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR)
-------------------	---

1. Policy.

a. Overseas screening is a requirement of all transferring commands whether transfer is from continental United States (CONUS) to overseas, or from overseas (sea/shore) to overseas (sea/shore) which are defined as consecutive overseas tours (COT).

b. Members in paygrades E-3 and below with family member(s), will not be assigned to duty in an overseas area, including Hawaii. Additionally, members in paygrades E-3 and below who are pregnant will not be assigned in an overseas area, including Hawaii. Members may be assigned unaccompanied, based on readiness needs.

2. Procedures

a. **Commanding Officer (CO) Responsibility.** The responsibility for determining suitability for overseas service rests with the CO of the transferring command. The CO shall ascertain whether the member or family member(s) possess any performance, disciplinary, financial, psychological, medical or other physical attributes, which would preclude them from conducting themselves as worthy representatives of the United States in a foreign country.

b. **Determining Suitability.** This determination must be based on a series of steps beginning with a detailee at Navy

Personnel Command (NAVPERSCOM) or Enlisted Placement Management Center (EPMAC) (for non-designated SN/AN/FN) nominating the member for overseas duty, and ending with a message (see MILPERSMAN 1300-304) to NAVPERSCOM or EPMAC (for non-designated SN/AN/FN) from the CO indicating the suitability of the member and family member(s) for overseas duty. Suitability screening includes reviewing the member's service record, physical readiness status, checking medical and dental fitness of members and their family members, and conducting a command review (see MILPERSMAN 1300-304) to determine suitability.

c. **Records Review/Interviews.** During accession training and service school environments, the training school command is responsible for scrutinizing the training records of members as well as interviewing them to determine their overall suitability for overseas duty. A face-to-face interview between the CO of the transferring command, the member, and family member(s) is highly desirable. If this is not feasible, the CO must ensure such an interview is conducted by an experienced, knowledgeable representative. For enlisted members, the command master chief (CMC), chief of the boat (COB), or senior enlisted advisor (SEA) of the transferring command will endorse the overseas assignment. In all cases, the CO must sign NAVPERS 1300/16 (Rev. 01/01), Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the CO "Acting," or to the officer in charge (OIC) of isolated detachments. Upon request of the CO, a skilled interviewer (such as a chaplain, command career counselor, CMC, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability.

d. **Single Parents/Military Couples with Family Member(s).** The unique situation of members, with family member(s), who are single parents; or military members married to other military members; does not in itself disqualify them for overseas duty. In these cases, this fact should be pointed out to NAVPERSCOM or EPMAC (for non-designated SN/AN/FN) upon submission of certification of screening. Members married to other military members, with family member(s), and single parents being considered for overseas assignment will be required to complete NAVPERS 1740/6 (Rev. 4/96), Family Care Plan Certificate per OPNAVINST 1740.4A.

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

a. **Medical Fitness.** Both the member and family member(s) must have a full medical history screening which includes face-to-face interviews with a medical screener and thorough medical records review. Any documented medical problem which precludes overseas assignment, or one which would be complicated by overseas assignment such that medical evacuation or early return would be necessary, is disqualifying. If only the family member(s) are medically unsuitable, the urgency of the requirement may require the member serve an unaccompanied tour. If the medical status changes after screening, but prior to transfer, the individual shall be re-evaluated for suitability. Contact with the gaining command/medical treatment facility (MTF) is required for medical problems. Use BUMED 1300/1 (Rev. 6-00), Medical, Dental, and Educational Suitability Screening for Service and Family Members, and BUMEDINST 1300.2 for guidance which are available on <http://navymedicine.med.navy.mil/instructions/directives/>.

(1) Members and family members who use TRICARE network providers to conduct medical, dental, and educational suitability screening for overseas or remote duty assignments must coordinate with the MTF overseas suitability screening coordinator and beneficiary counseling and assistance coordinators prior to using a TRICARE provider to ensure TRICARE will cover any costs associated with the screening.

(2) Foreign National spouses, who require a medical screening and reside at locations where TRICARE or Department of Defense (DOD) medical facilities are unavailable, shall satisfy the medical screening requirements listed on BUMED 1300/1 by utilizing a local physician. The completed BUMED 1300/1 will be forwarded to the screening MTF for final disposition. The member will be responsible for any costs associated with this requirement if costs are not already covered under current entitlements.

b. **Family Member Suitability.** All family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months (**except Diego Garcia and Souda Bay Crete**). Family member suitability must be determined before family members can be granted entry approval. When family member(s) are not collocated with the member, the CO of the transferring command shall request assistance from the nearest naval activity. If Navy facilities are not readily available for screening family member(s), assistance shall be

requested from other military facilities or appropriate civilian practitioners. Other service MTFs and civilian practitioners will complete BUMED 1300/1 and forward it to the transferring command's MTF for review and signature.

(1) If member's family member(s) refuse to be screened, refer to MILPERSMAN 1300-304.

(2) When issues of custody pertain to a member's/family member's suitability, refer to MILPERSMAN 1300-304.

(3) Exceptional Family Member (EFM) Program. If, during overseas screening process, a member's family member is identified as a possible EFM, comply with OPNAVINST 1754.2A. Information pertaining to the EFM program is contained in MILPERSMAN 1300-700. Submit these completed NAVPERS forms to NAVPERSCOM, Personal and Family Readiness Branch (PERS-662). EFMs are described as handicapped or exceptional family members who require special medical care/special education. Should the member initially select an "all others" tour, it will be the responsibility of the detaching command to accomplish the screening, if not previously accomplished. Refer to MILPERSMAN 1300-700 for EFM program guidance. The following also apply:

(a) Members with a known EFM will not be transferred overseas without NAVPERSCOM, Distribution Department (PERS-4), NAVPERSCOM (PERS-662), and gaining MTF approval.

(b) Members with an EFM shall be transferred only to overseas locations that can provide necessary educational/medically related services to support the special needs of the EFM family member. Only when there is a clear and substantial adverse effect on the military mission or on the member's career if **not** assigned overseas, will a member be proposed for overseas assignment to a location where requisite EFM services are not provided.

(c) Laws and instructions require the following:

1. EFMs be identified before execution of overseas assignments of active duty members.

2. EFMs' medical and educational needs be considered during selection of overseas assignment.

3. Enrollment in the EFM program is **mandatory**. Application forms outlined in MILPERSMAN 1300-700 must be completed and submitted to NAVPERSCOM (PERS-662).

c. **Dental Fitness.** Dental conditions will not normally preclude overseas assignment except in those extreme cases where members are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure any needed care/treatment can be provided at the ultimate activity.

(1) Elective orthodontic treatment will not cause an assignment liability and is not disqualifying for overseas assignment.

(2) Members ordered to the following locations should have no dental defects which are likely to require extensive or prolonged treatment.

(a) Remote isolated overseas locations.

(b) Remote isolated CONUS stations with limited dental capabilities.

(c) Commander, Standing Naval Force Atlantic (COMSTANAVFORLANT) (staff).

(3) Members in Class 3 Dental status should not be transferred to remote isolated locations or units listed above.

(4) Family member(s) dental screening examination shall be obtained from the nearest dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist; however, if family member(s) dental problems disqualify them for transfer to an overseas area, the urgency of the requirement may require the member serve an unaccompanied tour. Dental care will be available to family member(s) to the extent that active duty requirements permit.

(5) Overseas dental activities are manned to a level only to maintain family members' oral health.

d. **Family Advocacy.** Members involved in open family advocacy cases are disqualified for overseas assignment. Once a member has successfully demonstrated any allegations to be

unfounded, or completed any punitive measures, or successfully completed any prescribed treatment, or otherwise had the case adjudicated "closed," member will be eligible for duty overseas.

e. **Physical Fitness.** Failure of Physical Fitness Assessment (PFA) (formally Physical Readiness Test (PRT)) will not limit assignment except when a member cannot obligate for the minimum sufficient obligated service (OBLISERV) to complete the prescribed overseas assignment.

f. **Drug-Related Problems.** Members/family members with documented drug abuse or drug-related offenses within last 24 months are unsuitable for overseas duty.

g. **Alcohol-Related Problems.** Members with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions.

(1) Members who have completed an education or early intervention program because of an alcohol-related incident have no specific restrictions for an overseas assignment.

(2) Members who have completed treatment and have been released from the continuing care portion of treatment are considered suitable for overseas assignment.

(3) Members assigned to or receiving the continuing care portion of treatment, usually in an outpatient setting, may be eligible for overseas assignment, provided the overseas assignment is to a geographical location where treatment services can be provided (Counseling and Assistance Centers (CAACs)).

h. **Psychiatric Disorders.** Members/family member(s) who have had one period of inpatient hospitalization or have a history of extensive outpatient psychiatric treatment, but have had no further psychiatric treatment (inpatient or outpatient) for a period greater than 1 year, may be judged suitable for overseas duty. Members/family members with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty.

i. **Performance.** Members with a history of unsatisfactory or below standard performance (any marks below 3.0) in the last 2 years will be considered unsuitable for overseas assignment.

j. **Disciplinary History.** History of courts-martial, non-judicial punishment (NJP), or involvement with civil authorities in the previous 2 years will be considered unsuitable for overseas assignment.

k. **Pre-Service Waivers (enlisted only).** Initial accessions with pre-service moral waivers (drug, alcohol, or criminal) identified in Block 18E or section VI of DD 1966/1 (1 Jan 2003), Record of Military Processing, will be considered unsuitable for overseas assignment. COMNAVCRUITCOMINST 1130.8F refers.

l. **Pregnancy.** Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th month). Arrival at the ultimate duty station must be prior to the 29th week of pregnancy. Women who will be in the 3rd trimester at time of transfer will be screened 6 weeks after delivery of newborn. Newborn 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. NAVPERSCOM must receive notification upon submission of verification of screening, and that notification should include expected date of delivery. Female military members transferring to **overseas duty including sea duty** type 2 and 4 will be screened for pregnancy per BUMEDINST 1300.2 prior to transfer.

m. **Financial Stability**

(1) **E5 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).

(2) **E1-E4.** A debt-to-income ratio shall be performed by the command financial specialist or Family Service Center counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member's financial circumstances. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

n. **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 questions included in MILPERSMAN 1300-304, when conducting the suitability assessment interview

with member/family, care must be taken to assess personal and family characteristics and attitudes.

o. **OBLISERV.** Ensure member obtains minimum service requirement/OBLISERV, as required by BUPERS transfer orders, within 30 days

4. **Military Member Married to Military Member.** Regardless of member's paygrade, the tour of duty overseas for a married member whose spouse is also a member of a military service will be as follows:

a. Married members **accompanied or joined** by command-sponsored family member(s) shall serve the **"accompanied-by-family member(s)" tour.**

b. Married members **assigned to or living in the same overseas location or locale** shall serve the **"accompanied-by-family member(s)" 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 member of a military couple must, at a minimum, serve the "accompanied-by-family member(s)" tour. If one spouse arrives on station later than the other, second arriving spouse's tour shall not be cut short in order to match projected rotation dates (PRDs) with the first arriving spouse.

c. Married members assigned to **different locations** shall serve the **"all others" tour**; however, when said members establish a joint residence (that is, reside together), they shall serve the **"accompanied" tour**, when such a tour is authorized for the location or locale where they are residing.

5. **Dependency Considerations**

a. **Definition.** Command-sponsored (authorized) family members are defined as family members of entitled members of the U.S. Armed Forces for whom entry approval (from the appropriate military commander) has been received. (See MILPERSMAN 1300-150 through 1300-210.)

b. **Counseling.** COs shall ensure members are thoroughly counseled regarding the risks involved in formulating premature plans for movement of family member(s). This counseling will be conducted jointly with the command review required by MILPERSMAN

1300-304. During this review, members should be specifically cautioned that if they desire their family member(s) to accompany them, the family member(s) should not move until final disposition of entry approval has been received from the overseas area commander.

c. Entry Approval Denied/Family Relocation Desired.

Members who are denied entry approval and desire to relocate their family member(s) to a designated place other than the contiguous United States should be advised that approval from NAVPERSCOM, Pass Program Management Branch (PERS-331) is required. The message format for requesting family entry approval as well as additional information can be found in MILPERSMAN 1300-316. Point of contact is as follows:

Chief of Naval Operations
Military Compensation and
Policy Coordination Branch (N130E)
COMM: (703) 614-5635
DSN: 224-5635

d. More than Three Family Members. Enlisted members with more than three family members will not normally be assigned to accompanied overseas duty including Alaska and Hawaii unless an urgent requirement exists and a conscious decision is made, based upon a thorough review of living conditions, availability of adequate housing, and other pertinent information which may be peculiar to a specific location.

6. Defense Enrollment Eligibility Reporting System (DEERS) Check. DEERS checks must be conducted on families of all members being transferred overseas to ensure that potential problems will be resolved before they seek medical treatment/CHAMPUS reimbursement.

7. Custody Agreements. Divorce decrees concerning custody and control of family member(s) can impact on whether family member(s) can be moved at government expense, and on entitlement to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require the member/spouse obtain court approval, if not stated in divorce decree, for removal of family member(s) from CONUS.

a. Forms Completion. Overseas screening cannot be processed until NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data, Parts I and II are

completed per the Defense Joint Military Pay System Procedures Training Guide (DJMSPTG)/Navy Standard Integrated Personnel System (NSIPS). The member should bring in a copy of the divorce decree for review. NAVSO-P-6034-1, volume 1, chapter 7, para. U5203, item 18 contains further guidance.

b. **Dependency Status Approved.** Once dependency status is approved by Navy Family Allowance Activity, overseas screening can be processed and, if appropriate, family member(s) entry approval can be requested.

c. **Detailed Information Required.** The authority to grant family member(s) entry approval lies with the overseas area commander. The area commander may have questions concerning the custody and control of family member(s); therefore, this information should be detailed in the family member(s) entry approval request.

d. **Screening Refusal.** Refer to MILPERSMAN 1300-304 for screening waivers when ex-spouse or separated spouse has custody of any family member(s) and refuses screening of family member(s).

8. **Waiver Requests.** Upon completion of the overseas screening interview, if a member is not qualified for overseas assignment, but the CO determines a waiver is in order, follow procedures outlined in MILPERSMAN 1300-304.