

DEPARTMENT OF THE NAVY  
Bureau of Naval Personnel  
Washington DC 20370-5000

OPNAVINST 1300.14B  
Pers-662  
25 July 1995

OPNAV INSTRUCTION 1300.14B

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

**Subj:** SUITABILITY SCREENING FOR OVERSEAS AND REMOTE DUTY ASSIGNMENT

**Ref:** (a) DOD Directive 1315.7 of 9 Jan 87 (NOTAL)  
(b) Officer Transfer Manual, Chapter 3  
(c) Enlisted Transfer Manual, Chapter 4  
(d) NAVMEDINST 1300.1C  
(e) OPNAVINST 1740.4  
(f) SECNAVINST 1000.10  
(g) MILPERSMAN 6810105  
(h) U.S. Navy Regulations, 1990  
(i) SECNAVINST 1754.4  
(j) NAVMEDCOMINST 6320.22 (NOTAL)

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

**2. Cancellation.** OPNAVINST 1300.14A.

**3. Background.** The presence of naval service members overseas is vital to the Navy's mission. Proper screening of Navy personnel and family members is necessary to ensure a productive tour for the service member, the family, and the 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. Additional burdens to commands are imposed by the suboptimum performance and increased demands of those service members and family members who are not appropriate for assignment overseas or to a remote duty station.

**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. (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 the military and civilian medical or dental facilities accessible to that installation are inadequate to support needs of assigned naval personnel and/or their families.

**c. Suitability for Overseas/Remote Duty.** Fitness to meet the requirements of overseas/remote assignment. Service members and family members must not present a history of physical (medical/dental) problems, mental problems, 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. The suitability decision is the responsibility of the transferring commanding officer and must be based on all information available, including but not limited to: medical, dental, mental, behavioral, financial, professional performance factors, family stability and personal interview.

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

**5. Policy.** 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 less than 24 months are not required to have family members screened for overseas/remote duty assignments.

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Personnel who are serving unaccompanied tours and desire to convert to accompanied, must have family members screened for overseas/remote duty. Family members acquired while overseas or at the remote duty station are not required to be screened for suitability. References (b) through (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 the suitability decision. The member's commanding officer 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.

a. 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).
- (8) Disciplinary record (member only).
- (9) Legal action pending (civil/criminal).
- (10) Pregnancy (travel and assignment restrictions; see paragraph 5b(4)).

(11) Single parent capability for worldwide assignability (member only).

(12) Financial stability/responsibility.

(13) Obesity and Physical Readiness Test (PRT) performance (member only).

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

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

(1) **Family Member Screening.** The transferring command is fully accountable for the 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. The 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 facilities or civilian health care providers may be used to screen the individuals. Family members receiving part of their medical or dental care from civilian sources may also be screened by their regular care provider. The commanding officer of the transferring command shall request the 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) through (d). The naval MTF will normally be the one most accessible to the service member's duty station or transferring command. The Report of Suitability, BUPERS 1300-1, Parts I and II, shall be completed by naval medical personnel and forwarded to the member's commanding officer 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 these 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, their transfer shall be held in abeyance until their enrollment applications have been processed (per references (b), (c) and (i)). 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 the services required are not available.

**(3) Family Advocacy.** Sponsors and families involved in Family Advocacy Program cases who are nominated for overseas assignments to determine 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 (per reference (j)). 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 the written recommendation of the FAR.

**(4) Pregnancy.** The 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 the transfer, among others. Transferring commanding officers must, therefore, comply fully with reference (b) or (c) in evaluating all relevant factors, paying particular attention to medical care availability and limitations on travel during pregnancy, as well as other constraints or prohibitions in duty station and/or type duty assignments, such as availability of affordable housing, child care, etc.

**c. Waivers.** Procedures for requesting waivers are provided in references (b) and (c); however, the importance of strict adherence to overseas/remote

duty assignment screening requirements cannot be overemphasized.

**d. Interviews.** A face-to-face interview between the commanding officer of the transferring command, the service member, and family members is highly desirable. If this is not feasible, the commanding officer must ensure that such interview is conducted by an experienced, knowledgeable representative. 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 commanding officer must sign the NAVPERS 1300/16, Report of Suitability for Overseas Assignment. This authority shall not be delegated except to that officer "acting" as provided for in reference (b), (c) and (h) or to officers in charge of isolated detachments. If the person being screened is a commander, commanding officer, or officer in charge, the NAVPERS 1300/16 must be signed by the immediate superior in command.

**e. Urinalysis screening is not required.**

**f. Medical Screening.** Commanding officers 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 medical facility 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 which is 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 that failure to divulge disqualifying information or failure to notify the screening authority of possible changes in screening status may result in disciplinary action punishable under article 107 of the Uniform Code of Military Justice under references (b) and (c).

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**g. Screening Validity.** Overseas/remote duty suitability screening will be valid for 1 year from the date of initial screening completion unless changes in conditions affecting suitability occur. Navy personnel and/or family members whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for reevaluation for suitability in accordance with references (b) through (d).

**h. 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 the member overseas. If the ultimate duty station is not known until completion of the training, suitability for the ultimate location may need to be determined at the conclusion of the intermediate assignment. The 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 the intermediate duty station to complete the screening with a minimum of delay and, generally, in the absence of family members who are to accompany the member overseas.

**6. Responsibilities.** The following organizational responsibilities are assigned for implementation of this policy:

**a. Chief of Naval Personnel shall:**

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

(2) Periodically review the 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 the cognizant Manning Control authority. Notify the Chief, Bureau of Medicine and Surgery of such occurrence if the deficiency is of a medical nature.

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

**b. Manning Control Authorities shall:**

(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 the cognizant immediate superior in command (via action message/letter) to determine the cause of the error and to institute appropriate corrective action. Notify Bureau of Naval Personnel (BUPERS) (Pers-662) of action taken to preclude recurrence.

**c. Chief, Bureau of Medicine and Surgery shall:**

(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 the cause and institute appropriate corrective action.

(4) Make recommendations for addition/deletion of locations considered as remote duty stations to BUPERS (Pers-6).

**d. Commanding officers of transferring commands shall:**

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

(2) Ensure service member reports to the overseas screening coordinator at the installation

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medical treatment facility promptly upon receipt of standard transfer orders.

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

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

f. Officers in charge of Personnel Support Activity Detachments/personnel officers shall:

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

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

#### **7. Form and Report**

a. **Form.** The following form is available in the Navy supply System using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publication and Forms:

NAVPERS 1300-1 (Rev. 12-90), Report of Suitability for Overseas Assignment, S/N 0106-LF-012-1500.

b. **Report.** Symbol BUPERS 1300-1 has been assigned to the report in para 5b(1), and is approved for 3 years from the date of this directive.

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