

MILPERSMAN 1300-302

SUITABILITY AND SELECTION FOR OVERSEAS SERVICE

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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References	<ul style="list-style-type: none"> (a) OPNAVINST 1300.14D (b) BUMEDINST 1300.2A (c) OPNAVINST 1740.4C (d) OPNAVINST 1754.2C (e) OPNAVINST 6110.1H (f) NAVADMIN 277/08, Physical Readiness Program (PRP) Accountability (g) NAVADMIN 073/09, Physical Readiness Program (h) Commandant Marine Corps/Chief of Naval Operations Memorandum, October 7, 2008 (NOTAL) (i) Immigration and Nationality Act, 319(b) (j) 8 U.S.C. 1430(b) (k) DoD Foreign Clearance Guide
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Forms	<ul style="list-style-type: none"> 1. NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment 2. NAVMED 1300/1 (6-06), Medical, Dental and Educational Suitability Screening For Service and Family Members 3. NAVMED 1300/2 (6-06), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet 4. DD 1966 (3-07), Record of Military Processing - Armed Forces of the United States 5. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks 6. DD 1278 (5-00), Certificate of Overseas Assignment to Support Application to File Petition for Naturalization 8. NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data
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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) per reference (a).

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

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, per reference (a), 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 suitable representatives of the United States (U.S.) in a foreign country. In all cases, the CO must sign NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment. This authority shall not be delegated except to the "acting" CO, or to the officer in charge (OIC) of isolated detachments. For Training commands, an O-5 division director may be delegated as the approving official.

b. Determining Suitability. This determination must be based on a series of steps beginning with a detailer at Navy Personnel Command (NAVPERSCOM) designating the member for overseas duty, and ending with a report of suitability status (see MILPERSMAN 1300-304) to NAVPERSCOM 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, evaluating medical and dental fitness, per reference (b), of members and their family members, and conducting a command review (see MILPERSMAN 1300-304) to determine suitability.

c. Records Review/Interviews. 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. Upon request of the CO, a skilled interviewer (such as a chaplain, command career counsel or CMC, Navy social worker, or specified Family Service Center staff member) may also be included to determine overseas suitability. Complete NAVPERS 1300/16, Part I (Exhibit (2) of MILPERSMAN 1300-304) prior to sending member and/or family member(s) to medical. If the CO will endorse a waiver, obtain approval for the waiver from NAVPERSCOM prior to sending member/ dependent(s) to medical.

d. 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 when reporting suitability determination. Members married to other military members, with family member(s), and single parents being considered for overseas assignment will be required to complete a Family Care Plan Certificate per reference (c).

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 per reference (b). 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. Medical Treatment Facilities (MTFs) are required to utilize

- reference (b);
- NAVMED 1300/1 (Rev. 6-06), Medical, Dental and Educational Suitability Screening for Service and Family Members; and
- NAVMED 1300/2 (Rev. 6-06), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet.

Locally generated forms are not authorized. Reference (b) requires the transferring MTF to contact the gaining MTF when any shaded block on NAVMED 1300/1 is marked "YES". This is a crucial step in the screening process that requires confirmation that the gaining MTF can accept and treat the condition. If only the family member(s) are medically unsuitable, the urgency of the requirement may require the member to 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/MTF is required for medical problems. Screening requirements for medical, dental, and educational guidance is available at <http://navymedicine.med.navy.mil/Files/Media/directives/1300.2A.pdf>.

(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 NAVMED 1300/1 by utilizing a local physician. The completed NAVMED 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 NAVMED 1300/1 and forward it to the transferring command's MTF for review and signature.

(1) If servicemember's dependents refuse to be screened, refer to MILPERSMAN 1300-304, paragraph 5.

(2) If, during the overseas screening process, a dependent family member is identified as having a medical or educational need that requires reoccurring care per reference (d), the member must be enrolled in the Exceptional Family Member (EFM) program. Information pertaining to the EFM program is contained in MILPERSMAN 1300-700. 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, Career Management Department Career Management (PERS-4), NAVPERSCOM, EFM Program Manager (PERS-451X), 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. 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 an unaccompanied overseas assignment to a location where requisite EFM services are not provided.

(c) Laws and instructions require the following:

1. EFMs 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-451X).

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) Isolated overseas locations.

(b) Remote CONUS stations with limited dental capabilities listed in MILPERSMAN 1300-304.

(c) Standing North American Treaty Organization (NATO) Maritime Groups and Standing NATO Mine Counter Measure Groups.

(3) Members in Class 3 Dental status should not be transferred to remote or isolated locations or units listed in MILPERSMAN 1300-304.

(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 to 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 and/or dependents involved in open family advocacy cases are disqualified for overseas assignment. If the allegations are determined to be unfounded, or all treatments and legal proceedings/stipulations are completed then the member may be eligible for duty overseas. Case determination can be obtained from the local Fleet and Family Support Center or Commander, Navy Installations Command, Millington Detachment, Commercial (901) 874-4361, DSN: 882-4361, FAX: (901) 874-2690.

e. Physical Fitness. Failure of multiple Physical Fitness Assessments (PFA) impacts suitability determination. See references (e), (f), and (g) for details.

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.

h. Sex Offenses. Per reference (h), any active duty member convicted of a sex offense or personnel whose sponsored family members are sex offenders shall not be assigned overseas. Convictions for sex offenses have no time limit. Information regarding whether a person is an offender who, in most cases, have been convicted of sexually violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors, can be found at <http://www.nsopw.gov/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1>.

i. 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 member(s) with two or more hospitalizations for psychiatric disorders will be considered unsuitable for overseas duty. Dependents that require continued care must be enrolled in EFM program and concurrence from gaining MTF is required per reference (b).

j. 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.

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

l. Pre-Service Waivers. Initial accessions with pre-service moral waivers (drug, alcohol, or criminal) identified in section VI remarks of DD 1966 (3-07), Record of Military Processing - Armed Forces of the United States, are unsuitable.

m. Pregnancy. Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th months). 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 sea duty type 4 will be screened for pregnancy per reference (b) prior to transfer.

n. 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).

(2) E-1 - E-4. 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. Based on limited employment opportunities, the spouse's current income cannot be used to determine future debt-to-income unless the spouse can provide proof of employment in the overseas location. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

o. 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.

p. 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 these individuals.

q. Obligated Service (OBLISERV). Ensure member obtains minimum service requirement/OBLISERV, as required by Bureau of Naval Personnel (BUPERS) transfer orders, within 30 days. NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks in lieu of extensions or reenlistments is not authorized for overseas locations.

r. Non-U.S. Citizen Dependents. It is important that each servicemember assigned overseas with accompanying family members be asked if those family members are U.S. citizens. If an accompanying family member is not a U.S. citizen, the family member should be informed immediately of references (i) and (j), regarding expeditious naturalization for family members. This law allows military family members to apply for U.S. citizenship before they would otherwise be eligible by waiving physical presence and residence requirements for U.S. citizenship. If a family member desires naturalization, no earlier than 180 days prior to departure abroad, the servicemember or family member must submit entry approval for overseas assignment, **and** military travel orders to their Personnel Support Activity Detachment (PERSUPPDET) or Personnel Office. The PERSUPPDET or Personnel Office staff will complete DD 1278 (5-00), Certificate of Overseas Assignment to Support Application to File Petition for Naturalization. The applicant 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 family members is available by calling

- Legal Assistance Policy Branch, Office of the Judge Advocate General, Code 16, at (202) 685-4643; **or**
- USCIS Military Help Line at 1-(877) CIS-4MIL.

s. Members with dependents who are not U.S. **citizens**, and not authorized a military passport, who travel with a servicemember to an outside continental United States (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 servicemember and dependent will have to coordinate with all nations concerned, as well as the nation of citizenship, for required documents.

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 tour.

b. Married members assigned to or living in the same overseas location or locale shall 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 member of a military couple must, at a minimum, serve the accompanied 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 unaccompanied 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.

d. If a member marries another member while both are assigned overseas their original tours shall be maintained. Exceptions to this policy are members who voluntarily agree to serve the longer tour.

5. **Dependent 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 U.S. should be advised that approval from Office of Chief of Naval Operations (OPNAV (N130)) is required. Contact information is:

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

(1) Message format for requesting family entry approval as well as additional information can be found in MILPERSMAN 1300-316.

d. More than Three Family Members. Members with more than three family members will not normally be assigned to accompanied overseas duty including Alaska and Hawaii, unless a waiver is approved by the Regional Commander of the gaining command.

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/TRICARE reimbursement.

7. **Custody Agreements.** Divorce decrees concerning custody and control of family member(s) can impact 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. For dependent children covered under a divorce decree reference (d), paragraph 2f, contains further guidance.

b. **Dependency Status Approved.** Once dependency status is confirmed by the NAVPERS 1070/602 or approved by Navy Family Allowance Activity, overseas screening can be processed, and once completed, family member(s) entry approval can be requested as required by reference (k) or [Dependent Entry Approval](#) Web site as applicable.

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. **Overseas Screening Process to Determine Command Sponsorship.** Overseas commands that are directing overseas screening to determine command sponsorship for acquired dependents after the servicemember is diaried onboard, are responsible for the screening process.

9. **Waiver Requests.** Once a disqualifying issue is identified on the NAVPERS 1300/16, but the CO determines a waiver is in order, follow procedures outlined in MILPERSMAN 1300-304.