The Navy's Suitability Screening Program is designed to determine the suitability of Navy and Marine Corps service and family members for overseas or remote duty assignments. Service members also require suitability screening for operational (sea duty) assignments. Suitability screening guidance is contained in:

- **OPNAV Instruction 1300.14C**, 10 Jan 01, Suitability Screening for Overseas and Remote Duty Assignments
- **NAVPERS 15909F**, Enlisted Transfer Manual, Chapter 4 (updated quarterly)
- **NAVPERS 15559B**, Officer Transfer Manual, Chapter 4 (updated quarterly)
- **BUMED Instruction 1300.2**, 17 Feb 00, Medical, Dental, and Educational Suitability Screening and Exceptional Family Member Program Enrollment w/ Change Transmittal 1, 8 Aug 00

Service and family members who are improperly screened can arrive at overseas, remote duty, or operational assignments with requirements beyond the capability of local medical, dental, educational, or community resources. This may result in increased absences from duty, decreased quality of life, early return from the assignment, billet gaps, and unplanned expenditures of temporary additional duty (TAD) or permanent change of station (PCS) funds. Proper screening reduces costs and ensures a productive tour for the service member, family, and command.

The **Navy Personnel Command (NAVPERSCOM)** in Millington, TN is the proponent for the Suitability Screening Program. Contact the program manager (PERS-451) at telephone: (901) 874-4143, DSN 882-4141, or e-mail: p451c2@persnet.navy.mil (for officer assignments) or telephone: (901) 874-4142, DSN 882-4142, or e-mail: p451c3@persnet.navy.mil (for enlisted assignments). NAVPERSCOM is responsible for:

- Prescribing suitability screening policy.
- Periodically reviewing the effectiveness of screening procedures.
- Assessing screening deficiencies and coordinating corrective action.
- Maintaining the Exceptional Family Member Program.

Navy suitability screening forms include:

- **NAVPERS 1300/16** (Rev. 1-01), Report of Suitability for Overseas Assignment
- **NAVMED 1300/2** (Rev. 06-00), Medical, Dental, and Educational Suitability Screening Checklist and Worksheet
- **NAVMED 1300/1** (Rev. 6-00), Medical, Dental and Educational Suitability Screening for Service and Family Members
• The **commanding officer of the transferring command or unit** has overall responsibility for the suitability screening process to include:
  
  – Ensuring each service and family member is screened within 30 days of receipt of transfer orders.
  
  – Ensuring service and family members report to the suitability screening coordinator at the installation medical treatment facility promptly upon receipt of orders.
  
  – Conducting a command review to include a review if physical fitness, performance, discipline, financial stability, individual and family characteristics, family advocacy, and drug and alcohol issues.
  
  – Determining and documenting suitability based the results of the command review and the medical, dental, and educational suitability recommendation.
  
  – For the commanding officer of the receiving command, reporting non-compliance with screening procedures using the Suitability Screening Deficiency Report.
  
  – For the officer in charge of the Personnel Support Detachment (PSD), ensuring expeditious issuance of the transfer documents to the transferring service member and command, and ensuring the completion of all screening requirements before effecting the transfer.

• The **Bureau of Medicine and Surgery (BUMED)** in Washington, DC also has suitability screening responsibilities. Contact BUMED’s Suitability Screening Program Manager (MED-31 BAS) at telephone: (202) 762-3107 or e-mail: tlmarko@us.med.navy.mil. BUMED is responsible for:
  
  – Prescribing procedures for medical, dental and educational suitability screening.
  
  – Monitoring the execution of these screening procedures.
  
  – Determining the cause of and correcting medical, dental or educational screening deficiencies.
  
  – Recommending additions or deletions of locations considered as remote duty assignments to NAVPERSCOM.

• **Navy Military Treatment Facilities (MTF) and Dental Treatment Facilities (DTF)** are responsible for:
  
  – Conducting medical, dental and educational screening of Navy and Marine Corps service members and their families.
  
  – Forwarding suitability inquiries to the gaining MTF.
  
  – Providing a suitability recommendation to the commanding officer of the transferring command based on medical, dental, or educational findings.
  
  – Determining medical and dental suitability for world-wide operational assignments subsequent to periods of limited duty or the finding of “fit for continued Naval service” by a Physical Evaluation Board.
  
  – Submitting deficiency reports when a medical, dental or educational deficiency is identified.
  
  – Identifying family members who are eligible for enrollment in the EFMP.
Suitability Screening Process

→ 30 Day Clock Begins

**Step 1:** Orders received - schedule medical, dental & educational screening  
*Action:* Provide NAVMED 1300/2 (Checklist) to ADSM for information and documentation requirements  
*Responsibility:* Transferring command, PSD or ADSM

**Step 2:** Conduct preliminary administrative screening  
*Action:* Complete NAVMED 1300/2 (Worksheet) for each ADSM & ADFM & schedule medical, dental and educational screening with MTF/DTF provider  
*Responsibility:* MTF Suitability Screening Coordinator (SSC) & ADSM

**Step 3:** Conduct medical, dental & educational screening  
*Action:* Complete NAVMED 1300/1, Part I & II for each ADSM & ADFM  
*Responsibility:* MTF/DTF provider & SSC

**Step 3a:** Special need identified?  
*Action:* Enroll in EFMP  
*Responsibility:* MTF EFMP Coordinator

**Step 3b:** Suitability inquiry required?  
*Action:* Forward inquiry to gaining MTF  
*Responsibility:* SSC

**Step 3c:** Gaining MTF suitability determination  
*Action:* Determine suitability and respond to screening MTF within 7 working days  
*Responsibility:* Gaining MTF/DTF provider & SSC

**Step 4:** Determine medical, dental or educational suitability  
*Action:* Complete and sign NAVMED 1300/1, Part I & II for each ADSM & ADFM  
*Responsibility:* MTF/DTF provider & SSC

**Step 5:** Make suitability recommendation  
*Action:* Review NAVMED 1300/1, Part I & II and complete & sign NAVPERS 1300/16, Part II  
*Responsibility:* MTF CO or OIC

**Step 6:** Make suitability determination based on command review and MTF/DTF recommendation  
*Action:* Complete & sign NAVPERS 1300/16, Part I  
*Responsibility:* Transferring Command

→ 30 Day Clock Ends