

(6) The probable risk and consequences if the condition becomes exacerbated.

c. For infants and toddlers receiving or eligible to receive EIS, forward the IFSP and supporting documents to the local EDIS program for a suitability determination.

d. For preschool and school-age children receiving or eligible to receive special education, to include related services or MRS, forward the IEP to the local DDESS or DoDDS special education coordinator and to the local EDIS program for a suitability determination. Enclosure (4) lists DoDDS regional special education coordinators.

e. Contact the screening MTF/DTF by the fastest means available, normally e-mail, if additional information is needed. The assessment of risk may require one-on-one communication between medical and dental staff at the gaining and screening MTF/DTF. The gaining MTF/DTF is most knowledgeable about its resources and should make the final determination. However, if the gaining and screening MTF/DTF disagree over suitability, obtain further expert advice which may include an additional specialty consultation. If the issue remains unresolved, the following will review for suitability:

(1) The medical consultant to the type commander for operational assignments.

(2) BUMED (MED-02) for special duty assignments.

(3) BUMED (MED-31) for overseas or remote duty assignments or EFMP issues.

f. Although service and family members should be afforded every courtesy, exercise caution when offering information outside of regular channels. Such information can be misconstrued or interpreted to meet preconceptions or personal objectives. Suitability determinations are conveyed between SSCs at the screening and gaining MTFs and not through the service member, family member, or personal contact.

g. Ensure health records of newly arrived service and family members are reviewed to determine if they were properly screened and that services to address special needs are available.

h. Per references (d) and (e), promptly report screening deficiencies as outlined in paragraph 20 of this enclosure.

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13. Special Cases: Environmental Concerns and Risk Assessment

a. Certain locations require the communication of potential environmental exposures and the assessment of risk for possible health effects. Where required, SSC and MTF personnel will ensure full disclosure of potential environmental concerns and possible health risks are communicated to service and family members.

b. Enclosure (9) contains a Health and Environmental Fact Sheet and a SF 600 overprint for Naval Air Facility (NAF) Atsugi, Japan. The following procedure applies when the transfer orders indicate an assignment to NAF Atsugi:

(1) The SSC will provide a copy of the fact sheet to each service and family member 18 years of age or older with orders to NAF Atsugi.

(2) The MTF provider will communicate and discuss potential environmental exposures and possible health effects, and document the full disclosure on the SF 600 overprint. Complete a SF 600 overprint for each service and family member 18 years of age or older.

14. Special Cases: Intermediate Duty Assignments

a. Conduct an initial suitability screening for service and family members when a service member is assigned to intermediate duty before final transfer to an overseas, remote duty, or operational assignment. The initial screening is valid for 12 months.

b. The initial suitability screening must be as complete as possible even though the location of the final assignment is not known. Annotate the screening form to indicate incomplete or pending items.

c. Inform the service member of their responsibility to inform his or her command and the SSC at the intermediate MTF of any change in special needs status. Changes include pregnancy, illness or injury requiring treatment or rehabilitation for longer than 90 days, additions or changes to medication, or any other situation or condition which might alter the initial screening.

d. The commanding officer or officer in charge of the screening MTF signs NAVPERS 1300/16, Part II, so the transfer process can continue.

e. Results of each service and family member screening are included in the medical record before the transfer to the intermediate assignment. The MTF conducting the initial screening retains a copy of the screening forms. The service member brings the originals to the intermediate duty assignment.

f. The SSC supporting the intermediate duty assignment completes suitability screening, to include conducting suitability inquiries with the gaining MTF when the final location becomes known. Additional screening is required for new family members or when a change in special needs status occurs.

15. Special Cases: Consecutive Assignments

a. Normally, suitability screening is not required when commands are serviced by the same MTF. However, the unit commanding officer may request suitability screening when a service member receives orders for an in place consecutive assignment. The commanding officer or officer in charge of the MTF serving the duty station will provide a suitability recommendation when requested.

b. Suitability screening occurs when service and family members receive orders to another overseas, remote duty, or operational assignment.

c. Consecutive assignments for service members, who have children with disabilities who were born or identified at the overseas or remote duty location, require particular attention. Special need requirements may exceed the capabilities of the current duty station. Close coordination is required with DoDDS and the local EDIS program.

16. Special Cases: Family Members Joining Service Members at Overseas or Remote Duty Assignments

a. Unaccompanied service members may request a change to an accompanied tour and command sponsorship for family members. NAVPERSCOM approval is required for Navy personnel.

b. If command sponsorship is granted, suitability screening is required for each family member. Screening within the past 12 months meets this requirement, provided the service member signed a statement in their service record indicating they will notify their command and SSC of any change in special needs status. Changes include pregnancy, illness or injury requiring treatment, or rehabilitation for longer than 90 days, additions or changes to medication, or any other situation or condition which might alter the initial suitability recommendation.

c. Per reference (a), screening is not required for family members acquired overseas or at the remote duty station.

17. Special Cases: Non-Navy MTF/DTF or Civilian Providers

a. The following situations may result in suitability screening by other than a Navy MTF/DTF:

- (1) Family members do not reside with sponsor.
- (2) Service member is deployed.
- (3) Service member is screened separately by battalion or flight surgeon to save duty time.
- (4) Family members are enrolled in a civilian health care program such as TRICARE.
- (5) Service or family members are not located near a Navy MTF/DTF.
- (6) Family member is in college or residential facility.
- (7) Children reside with separated or divorced spouse.
- (8) Family members were not initially screened before an intermediate duty assignment.

b. Service and family members may be screened at a non-Navy MTF/DTF which includes Army, Air Force, Coast Guard, or public health service facilities.

c. The following requirements apply when service and family members are screened by a non-Navy MTF/DTF or civilian provider:

- (1) The transferring command should contact the nearest Navy MTF to coordinate suitability screening.
- (2) The SSC at the Navy MTF:
 - (a) Coordinates the screening process.
 - (b) Provides the required forms to include NAVMED 1300/2, NAVMED 1300/1, SF 93, and SF 603 or SF 603A.
 - (c) Provides a telephone and telefax number, e-mail address, and duty hours to answer inquiries from the service and family member or screener.

(d) Provides guidance to the non-Navy MTF/DTF or civilian provider on requirements and procedures addressed in this instruction.

(e) Completes EFMP enrollment forms for family members who meet enrollment criteria.

d. Civilian providers are required to:

(1) Possess a medical or dental license and communicate effectively in English.

(2) Provide supplemental information, when appropriate, such as narrative summaries, lab results, radiology results, dental records, etc.

(3) Complete and legibly sign the forms and enter his or her name, telephone number, and address.

(4) Return completed forms and supporting documents for each service and family member to the SSC for review and determination of suitability.

e. Sponsors are responsible for civilian provider costs to screen family members, to include related care such as tests, referrals, examinations, immunizations, etc., except when TRICARE covers part or all of the cost.

18. Special Cases: Deployed Service Members

a. Suitability screening can be completed at sea or in the field if no specialized consults, tests, or procedures are required.

b. Family members are screened by a fixed MTF/DTF.

19. Special Cases: Air Facility and Field Activity Assignments

a. At a command's convenience, service members may be screened by battalion or flight surgeons assigned to the organic medical or dental facility. Screening personnel must have knowledge of screening guidelines and procedures and access to required forms.

b. Family members are screened at a fixed Navy MTF/DTF when feasible.

c. The commanding officer or officer in charge of the Navy MTF reviews the service and family members screening forms and makes the final suitability recommendation.

20. Suitability Screening Deficiency Reports

a. To identify and correct failures in the suitability screening process, the commanding officer or officer in charge of the gaining MTF or medical representative of an operational command will report deficiencies when they occur.

b. A deficiency report is submitted when:

(1) The deficiency pertains to a special need.

(2) Service or family members arrive without medical, dental, or educational screening.

(3) The screening MTF identified a special need and made a suitability determination without coordinating with the gaining MTF.

(4) The service member did not report a special need to the screening MTF/DTF before transfer.

(5) Medical, dental, or educational screening records are incomplete, missing, or do not contain required signatures.

c. References (d) and (e) contain guidelines and sample deficiency reports. Deficiency reports are submitted in message format and require enough detail to enable an assessment of the nature of the deficiency and where and when it occurred.

d. Forward a copy of the deficiency report to:

(1) For Navy personnel: NAVPERSCOM, Code NPC-451 and the Enlisted Personnel Management Center, New Orleans (for non-designated SN/FN/AN).

(2) For Marine Corps personnel: Headquarters, Marine Corps, CMC, Washington DC, Codes MMIA and MMEA (enlisted) or MMOA (officer).

(3) BUMED (MED-31).

(4) The transferring command.

(5) The type commander, when applicable.

e. NAVPERSCOM or Headquarters, Marine Corps, in coordination with BUMED, will research the report and recommend corrective action.

21. Early Returns

a. If the commanding officer or officer in charge of the gaining MTF or unit commander, on the advice of a senior medical representative, determines that a special need can not be met, an early return request (humanitarian reassignment for Marines) is initiated.

b. The gaining MTF or senior medical department representative forwards a written report to the service member's current command, providing sufficient information to justify the early return. If the reason is due to a possible screening deficiency, the early return and deficiency reports are combined. References (d) and (e) contain additional guidance.

REMOTE DUTY LOCATIONS IN THE UNITED STATES

Based on the accessibility of health care services, the Bureau of Medicine and Surgery and the Navy Personnel Command determined the following locations in the United States are remote and require suitability screening for service and family members before transfer:

STATE	LOCATION
Alaska	Adak Juneau Kodiak
California	Bridgeport San Clemente Island San Nicolas Island
Florida	Key West
Hawaii	Barking Sands
Maine	Cutler Winter Harbor
Nevada	Fallon
West Virginia	Sugar Grove

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)
SPECIAL EDUCATION COORDINATORS**

<p><u>Headquarters:</u></p> <p>Department of Defense Educational Activity (DoDEA) 4040 North Fairfax Drive Arlington, VA 22203-1635</p>	<p>Voice: (703) 696-4492 Extension: 1947/1951/1940 Telefax: (703) 696-8924</p>
<p><u>Europe Area Office</u> (Primary point of contact):</p> <p>DoDDS - Europe Area Office CMR 443, Box 125 APO AE 09096</p>	<p>Voice: 011-49-611-380-7662 Telefax: 011-49-611-380-7565</p>
<p><u>Europe</u> (Secondary points of contact):</p> <p>DoDDS - Brussels District PSC 79, Box 3 APO AE 09724</p> <p>DoDDS - Heidelberg District Unit 29237 APO AE 09102</p> <p>DoDDS - Hessen District Unit 7565, Box 29 APO AE 09050-0029</p> <p>DoDDS - Italy District Unit 31401, Box 11 APO AE 09630-0005</p> <p>DoDDS - Kaiserslautern District Unit 3405 APO AE 09094</p> <p>DoDDS - Turkey District PSC 94, Box 3148 APO AE 09824</p> <p>DoDDS - United Kingdom District Unit 5185, Box 470 APO AE 09461-5470</p> <p>DoDDS - Wuerzburg District 417 BSB, Unit 26124 APO AE 09031</p>	<p>Voice: 011-322-720-7105 Telefax: 011-322-721-2822</p> <p>Voice: 011-49-6221-768081 Telefax: 011-49-6221-761883</p> <p>Voice: 011-49-69-695-80324/ 80312 Telefax: 011-49-69-693258</p> <p>Voice: 011-39-444-51-8457 Telefax: 011-39-444-30-2541</p> <p>Voice: 011-49-631-351370 Telefax: 011-49-631-98762</p> <p>Voice: 011-90-322-346-2203/ 2183 Telefax: 011-90-322-346-1939</p> <p>Voice: 011-44-1638-52-7252 Telefax: 011-44-1638-52-7243</p> <p>Voice: 011-49-9321-30063 Telefax: 011-49-9321-37815</p>

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DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS) SPECIAL EDUCATION COORDINATORS (CONTINUED)	
<p><u>PACIFIC AREA OFFICE</u> (Primary point of contact):</p> <p>DoDDS - Pacific Area Office Unit 35007 FPO AP 96373-5007</p>	<p>Voice: 011-81-98-876-0279 Telefax: 011-81-98-876-4263</p>
<p><u>PACIFIC</u> (Secondary points of contact):</p> <p>DoDDS - Japan District Unit 5072 APO AP 96328-5072</p> <p>DoDDS - Korea District Unit 15549, Box 115 APO AP 96205</p> <p>DoDDS - Okinawa District Unit 5166 APO AP 96368-5166</p>	<p>Voice: 011-81-311-755-7763 Telefax: 011-81-311-755-3952/ 2811</p> <p>Voice: 011-82-2-7918-5197 Telefax: 011-82-2-7918-4280</p> <p>Voice: 011-81-611-734-5575 Telefax: 011-81-611-732-8752</p>
<p><u>CARIBBEAN</u> (Primary point of contact):</p> <p>DoDDS - Panama District Unit 0925 APO AA 34002</p>	<p>Voice: 011-507-285-4345 Telefax: 011-507-285-6697</p>

FORM REFERENCE GUIDE

As indicated, use the following forms when conducting medical, dental, and educational suitability screening, or EFMP enrollment:

1. Overseas Duty Screening

NAVMED 1300/2 (enclosure (7))
NAVMED 1300/1 (enclosure (8))
SF 93 (Rev. 6-96)
NAVPERS 1754/4 (for preschool and school-age family members)
SF 600 Overprint and Fact Sheet (enclosure (9))
NAVPERS 1300/16, Part II

2. Remote Duty Screening

NAVMED 1300/2 (enclosure (7))
NAVMED 1300/1 (enclosure (8))
SF 93 (Rev. 6-96)
NAVPERS 1754/4 (for preschool and school-age family members)
NAVPERS 1300/16, Part II

3. Operational (Sea Duty) Screening

NAVMED 1300/2 (enclosure (7))
NAVMED 1300/1 (enclosure (8))
SF 93 (Rev. 6-96)
NAVPERS 1300/16, Part II

4. Dental Screening

NAVMED 1300/1, Part II, (enclosure (8))
SF 603 or SF 603A
EZ 603.1 (trial) or EZ 603A (trial)

5. Exceptional Family Member Program Enrollment

NAVPERS 1754/1 (Rev. 8-92)
NAVPERS 1754/3 (Rev. 8-92)
NAVPERS 1754/4 (Rev. 8-92)

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6. Forms Authorized for Use

SF 88 (Rev. 3-89) and SF 88 (Rev. 10-94)
SF 93 (Rev. 6-96)

7. Form Not Authorized for Use

SF 93 (10-74)

SUMMARY OF REQUIREMENTS FOR
MEDICAL, DENTAL, AND EDUCATIONAL SUITABILITY SCREENING

REQUIREMENT	SERVICE MEMBER	FAMILY MEMBER ADULT	FAMILY MEMBER CHILD
Medical Record Review (military and civilian)	R	R	R
Medical History (SF 93)	R	R	R
Routine physical, aviation, submarine, radiation, asbestos or other type of screening or examination as required	1,2	2	2
Hearing examination (audiogram)	1,2	N	N
Vision examination	1,2	N	N
HIV test	1	4	4
Blood type	1	N	N
G-6-PD test	1	N	N
PPD test	1	2	2
Sickle Cell trait test	1	N	N
DNA testing	1	N	N
Immunizations	5	5	5
Annual health maintenance examination for females (Pap smear, pelvic & breast exam, blood pressure measurement)	1,2	4,2	N
Mammogram	1,2	4,2	N
Pregnancy screen (verbal inquiry)	R	4	7
Environmental concerns and possible health effects communicated and documented	8	8	N
Individualized Family Service Plan (IFSP)	N	N	9
Individualized Education Program (IEP)	N	N	10
Dental examination	R	R	R

Legend:

- R - Required.
- N - Not required.
- 1 - Required if routinely due by transfer date or if not previously documented in health record.
- 2 - Required if indicated by screening interview or review of military or civilian medical records, medical history (SF 93), or CHCS data.
- 3 - Recommended if routinely due by transfer date.
- 4 - Recommended but not required.
- 5 - Required if due or if specified for the destination country.
- 6 - Standard requirements for newborn at 8 weeks of age.
- 7 - Recommended if 18 years or older or if sexually active.
- 8 - Required for certain assignment locations, e.g., NAF Atsugi, Japan.
- 9 - Required if receiving early intervention services.
- 10 - Required if receiving special education and related services.

Enclosure (6)

**MEDICAL, DENTAL, AND EDUCATIONAL SUITABILITY SCREENING
CHECKLIST AND WORKSHEET**

SERVICE MEMBER NAME	GRADE / RATE	SSN
CURRENT UNIT	TELEPHONE NUMBER	
NEXT DUTY STATION LOCATION	NEXT UNIT IDENTIFICATION CODE (UIC)	
FAMILY MEMBER NAME	FAMILY MEMBER PREFIX	

The following information and documents, as applicable, are required to conduct suitability screening for an overseas, remote duty, or operational assignment. Complete and current information may preclude family member presence for suitability screening. Missing or incomplete information may delay the screening process, result in orders held in abeyance until completion of suitability screening, or affect the amount of leave in transit. The Suitability Screening Coordinator (SSC) at the military treatment facility (MTF) can assist in obtaining and completing the required information and documents.

Suitability screening is valid for 12 months from the date of completion if there were no significant changes in the medical, dental, or educational status of the service or family member. The service member must notify his or her commanding officer or officer in charge of a change in status (including pregnancy).

Per BUMEDINST 1300.2, the SSC at the screening MTF will complete a copy of this form for each service and family member and verify that information and documentation requirements are complete and current. A copy of the completed form will be filed in the service or family member's military health record.

	SSC Review		
	Yes	No	N/A
FOR SERVICE MEMBERS:			
<input type="checkbox"/> Legible copy of orders. (For operational assignments, orders should indicate the platform to which assigned and a description of the duty assignment.)			
<input type="checkbox"/> Each family member name, family member prefix, social security number, and address and telephone number, if other than the service member's.			
Military health record to include:			
<input type="checkbox"/> Routine physical, aviation, submarine, radiation, asbestos, or other type of examination or screening as required.			
<input type="checkbox"/> Current medical history (SF 93).			
<input type="checkbox"/> Hearing (audiogram).			
<input type="checkbox"/> Vision examination.			
<input type="checkbox"/> G-6-PD test.			
<input type="checkbox"/> PPD test.			
<input type="checkbox"/> Sickle Cell trait test.			
<input type="checkbox"/> Negative HIV results current to 1 year of transfer. <i>Date Drawn: Roster Number:</i>			
<input type="checkbox"/> Blood type.			
<input type="checkbox"/> DNA testing.			
<input type="checkbox"/> Required immunizations (assignment specific).			
<input type="checkbox"/> Military dental records			

NAVMED 1300/2 (Rev. 02-00)

Enclosure (7)

FOR SERVICE MEMBERS: (Continued)	SSC Review		
	Yes	No	N/A
<input type="checkbox"/> Copies of civilian medical, dental, or mental health care records to include narrative summaries of any inpatient admissions in civilian facilities.			
<input type="checkbox"/> Other:			
FOR WOMEN: (required for service members and recommended for family members 18 years or older and/or if sexually active):			
<input type="checkbox"/> Results of annual health maintenance examination (pap smear, pelvic and breast examination, and blood pressure measurement).			
<input type="checkbox"/> Baseline and current screening mammogram, if age 40 (age 35 with risk factors) or older.			
<input type="checkbox"/> Pregnancy screen (verbal inquiry).			
FOR FAMILY MEMBERS:			
<input type="checkbox"/> Military health record			
<input type="checkbox"/> Military dental record			
<input type="checkbox"/> Copies of civilian medical, dental, or mental health care records to include narrative summaries of any inpatient admissions in civilian facilities.			
FOR INFANTS AND TODDLERS (birth through age 2) receiving or eligible to receive Early Intervention Services:			
<input type="checkbox"/> Copy of the current Individualized Family Service Plan (IFSP) and, if available, developmental assessments or evaluations.			
FOR EACH CHILD ENROLLED IN PRESCHOOL OR SCHOOL (age 3 to 21 inclusive):			
<input type="checkbox"/> Copy of Special Education Worksheet, NAVPERS 1754/4, completed by the school.			
FOR PRESCHOOL OR SCHOOL-AGE CHILDREN (age 3-21 inclusive) receiving or eligible to receive Special Education to include related services:			
<input type="checkbox"/> Copy of the current Individualized Education Plan (IEP) and, if available, educational assessments or evaluations			
FOR EACH FAMILY MEMBER ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP):			
<input type="checkbox"/> Copy of the enrollment application and any EFMP correspondence.			
FOR SSC USE ONLY			
Date suitability screening conducted:			
If applicable to the assignment location, were potential environmental concerns and possible health effects communicated and documented? () Yes () No () N/A			
If suitability determination is required:			
Date and time group of inquiry:		Originator:	
Date and time group of reply:		Originator:	
Suitability Screening Coordinator (signature, printed name, and date):			

NAVMED 1300/2 (Rev. 02-00) BACK