



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 5300.39B
ASN (M&RA)
26 Feb 2020

SECNAV INSTRUCTION 5300.39B

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY OVERSEAS SCREENING PROGRAM

Ref: (a) DoD Instruction 1315.18 of 28 October 2015
(b) DoD Instruction 1315.19 of 19 April 2017
(c) DoD Instruction 1400.25, Volume 1230 of 26 July 2012
(d) SECNAVINST 1754.5C
(e) SECNAVINST 5200.35G
(f) BUMEDINST 1300.2B
(g) SECNAV M-5214.1

1. Purpose

a. To establish policy and assign responsibilities regarding overseas screening within the Department of the Navy (DON).

b. When this instruction differs from references (a) through (f), those documents shall govern.

2. Cancellation. SECNAVINST 5300.39A.

3. Definitions

a. Overseas screening. The process of identifying military Service Member and family member fitness for overseas or remote duty assignment based on conditions that may require special health care, facility, or education services. For the purposes of this policy, overseas screening does not apply to Alaska and Hawaii, with the exception of DON family members enrolled in the Exceptional Family Member Program, and for the locations designated as remote in reference (f).

b. Overseas processing. The process of providing accurate information to prospective civilian employees/selectees about the overseas area for which they are being considered and the type of facilities and services that will be available to them

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and their accompanying dependents, in order to make an informed decision about assignment.

4. Applicability. This instruction applies to the Offices of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps, and civilian personnel within the DON identified for overseas assignment.

5. Policy

a. Consideration in assigning Navy or Marine Corps Service Members for overseas assignment shall be based, at a minimum, on the policy in references (a) through (f) and include:

(1) Coordination with the appropriate regional medical office to verify if required medical services are in place and have the capacity to accept additional patients.

(2) Coordination with the designated Department of Defense Education Agency (DoDEA) regional office, when applicable, to:

(a) Ensure educational intervention services or special education is available as required.

(b) Ensure individual education plans for family members of military and civilian personnel are forwarded to the DoDEA regional office for processing as required.

b. Navy and Marine Corps Service Members permanently assigned to overseas duty shall complete overseas screening prior to executing the assignment. The transferring command and the local military treatment facility shall retain records of overseas screening of military personnel for a period of two years.

c. Processing civilian personnel for DON overseas assignment shall be based, at a minimum, on the policy in references (b) through (f).

(1) DON civilian personnel who accept overseas assignment shall complete overseas processing.

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(2) Servicing Human Resources Offices shall retain records of overseas civilian processing for a period of two years.

d. Overseas screening and processing shall be included as an assessable unit in all local managers' internal control programs in accordance with reference (e). The goal of the overseas screening program is to minimize early returns from assignments and the unplanned dollar expenditures associated. Measures of effectiveness shall be consistent with this goal.

6. Responsibilities

a. The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) shall:

(1) Ensure the Navy and Marine Corps have policies and procedures that implement overseas screening and processing programs.

(2) Develop measures of effectiveness, monitor, and evaluate implementation of Navy and Marine Corps military overseas screening and civilian processing programs.

(3) Ensure the Office of Civilian Human Resources (OCHR) has policies and procedures that implement an overseas processing program for civilian employees and selectees.

b. The CNO and the CMC shall:

(1) Develop policies and procedures that implement the overseas screening program.

(2) Develop and provide formalized training and guidance to personnel charged to conduct overseas screening of military personnel and their families.

(3) To ensure compliance with this instruction, Services shall submit an audit memorandum to ASN (M&RA) annually by 30 November certifying the effectiveness of the respective overseas screening programs, specific to the following measures of effectiveness:

(a) The number of military personnel and their family members who return from overseas duty earlier than their assigned date, and classify these returns as medical, educational, administrative (security clearance), conduct, personal, or other (noting specific reason).

(b) The number of military personnel and family members who returned early as a result of improper screening.

(c) The magnitude of the unplanned dollar expenditures and a statement on the impact of early returns of military personnel and families.

c. OCHR shall:

(1) Develop policies and procedures that implement the overseas processing of civilian personnel.

(2) Develop and provide formalized guidance to personnel charged to conduct overseas processing of civilian personnel.

(3) To ensure compliance, submit an audit memorandum to ASN (M&RA) annually by 30 November certifying the effectiveness of the respective overseas processing program. The audit memorandum shall include, at a minimum the results of the Manager's Internal Control Program concerning the civilian overseas processing.

d. Chief, Bureau of Medicine and Surgery shall:

(1) Develop guidance and procedures that implement the DON's medical and dental overseas screening and processing programs.

(2) Develop and provide formalized training and guidance to medical personnel charged to conduct overseas screening of military personnel and their families.

(3) Ensure medical and dental services are in place to support the overseas screening and processing programs.

(4) In coordination with Headquarters Marine Corps (Health Services and Deputy Commandant, Manpower & Reserve

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Affairs) and Naval Personnel Command, provide updates to enclosure (9) of reference (f).

e. The Naval Inspector General and the Marine Corps Inspector General shall assess compliance with the overseas screening and processing programs through Command Inspections and Area Visits.

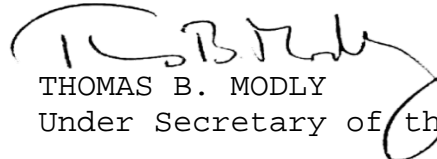
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Information Management Control. The reporting requirements contained in paragraphs 6(b)3 and 6(c)3 are exempt from information collection control, per reference (g), Part IV, paragraph 7n.


THOMAS B. MODLY
Under Secretary of the Navy

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