



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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ASN (M&RA)
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SECNAV INSTRUCTION 5300.39

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY MILITARY OVERSEAS SUITABILITY
SCREENING AND CIVILIAN OVERSEAS PROCESSING PROGRAM

Ref: (a) DoD Directive 1315.07 of 12 Jan 2005
(b) DoD Instruction 1315.18 of 12 Jan 2005
(c) DoD Instruction 1315.19 of 20 Dec 2005
(d) SECNAVINST 1754.5B
(e) 42 U.S.C. §12101 et seq
(f) 29 U.S.C. §791-794f
(g) SECNAVINST 5200.35E
(h) 29 CFR 1630
(i) 5 CFR 339.301
(j) DoD Directive 1400.6 of 15 Feb 1980

Encl: (1) Statement of Living and Working Conditions for
Overseas Duty Location Template

1. Purpose

a. To establish an overarching policy for the overseas suitability screening process for military personnel and their family members and for processing civilian personnel for overseas employment.

b. To provide guidance, assign responsibilities, and prescribe procedures for authorizing family member travel at government expense for Navy and Marine Corps Service members who are selected for overseas assignment and for processing Department of the Navy (DON) civilian personnel and their family members for an overseas assignment.

2. Scope and Applicability. This instruction applies to all military and civilian DON personnel. Existing law, regulation, and agreements may impact assignment of civilian personnel to overseas positions. Status of forces agreements (SOFA) with host nations may preclude individuals with dual American-host

nation citizenship and Americans already resident in the country from being employed in positions designated for American employees. Service sex offender policy could limit military member, civilian, and family member assignment overseas. Other factors including legal custody of minors and failure to successfully complete a previous outside the Continental United States (OCONUS) assignment may limit assignment of civilian and military personnel overseas.

3. Background. The DON Military Overseas Suitability Screening and Civilian Overseas Processing Program implements references (a) through (j) to ensure Navy and Marine Corps Service members and DON civilians perform the mission and meet their career obligations while providing a steady and seamless continuum of support for their family members.

4. Policy

a. Consideration in reassigning Navy or Marine Corps Service members shall be based, at a minimum, on the policy in references (a) through (d).

(1) Navy and Marine Corps military personnel will provide accurate information for overseas screening as required by law, this instruction, references (a) through (d), and other applicable regulations when requested to do so by authorized Navy and Marine Corps officials.

(2) Knowingly providing false information or concealing information may be the basis for disciplinary or administrative action and may preclude successful processing of an application for family travel at government expense or for command sponsorship.

(3) The transferring command and the local military treatment facility (MTF) that reviewed the medical screening shall retain records of overseas screening of military personnel for a period of 2 years. Overseas screening will be included as an assessable unit in all local managers internal control programs.

(4) Service personnel commands (military) and the Office of Civilian Human Resources (OCHR) (civilian) shall assess the effectiveness of their programs. The assessment shall review,

at a minimum, the number of properly and improperly screened early returns (military), the reason for the early return, and the number of improperly screened military personnel and dependents with the reason for the improper screening.

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

(1) Applicants for employment shall not be queried regarding their medical condition or possible disability or the status of their family member(s) unless or until an offer of employment is made.

(2) DON civilian personnel who accept an overseas assignment shall complete overseas processing. The results of such overseas processing shall be used to ensure the selectee has the most up to date information on the services available at the overseas location and that the receiving command coordinates appropriate accommodation. Civilians do not pass nor fail overseas processing. The process may only be used to obtain information about the status of the employee and their family and to provide the employee information as to the services available at the gaining command. Disability-related inquiries or medical examinations conducted prior to an offer of employment shall not be used to deny assignment to an overseas position or to deny family members transportation to the duty assignment OCONUS at Government expense. Post-offer pre-employment inquiries and medical exams must be made following references (e) through (g), and may only be used to revoke an offer of employment when shown to be job-related and consistent with business necessity. An employee or applicant for overseas civilian employment may be determined unsuitable for employment and an offer of employment withheld or withdrawn for any of the reasons set out in paragraph 2 of this instruction (including SOFA agreements, DON sex offender policy, matters relating to custody of minors, criminal history or probation status, current illegal drug use, bankruptcy, previous employment history, and other factors unrelated to disability).

(3) Documents used to recruit DON civilian personnel for overseas assignments must include information on living and working conditions, such as medical and educational services available at the location of the overseas assignment or have an

electronic link that takes the applicant to the appropriate site for obtaining such information. The statement of living and working conditions (SLWC) (enclosure (1)) is intended to assist candidates and selectees in making informed decisions regarding overseas relocation decisions for themselves and their family members.

(4) Servicing human resource service centers (HRSC) shall retain records of overseas civilian processing (enclosure (1)) within employee official personnel file(s). Overseas civilian processing will be included as an assessable unit for all HRSCs. OCHR shall assess the effectiveness of the civilian overseas processing program.

5. Responsibilities

a. ASN (M&RA) shall monitor the Overseas Suitability Screening and Civilian Overseas Processing Program to ensure that DON activities and commands comply with applicable laws and regulations and the policy and procedures in this instruction.

(1) The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)) and OCHR shall ensure that SLWCs (enclosure (1)), as defined in paragraph 5c(7)(c), are current and are included in civilian overseas vacancy announcements or have an electronic link that takes the applicant to the appropriate site for obtaining such information.

(2) DASN (CHR) shall review Navy and Marine Corps overseas screening program data from each service's manager's internal control program, identify areas for improvement, and incorporate required changes into a program of continuous process improvement.

b. The Naval Inspector General shall ensure that compliance with the Military Overseas Suitability Screening and Civilian Overseas Processing Program is included in the conduct of area visits.

c. DASN (CHR), OCHR, the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) shall establish policies, procedures, and performance measures to:

(1) Provide service level guidance to ensure that commands and organizations with Navy and Marine Corps personnel comply with laws, this instruction, and other applicable regulations regarding overseas screening of military members and overseas processing of civilian employees.

(2) Ensure no DON civilian employee or candidate is denied an overseas assignment in violation of references (e), (f) and (h), or as a result of the medical condition or disability of a family member, and ensure that availability of medical and educational services, including a point of contact for applicants to query about specific special needs, is contained in documents used for recruitment for overseas civilian positions.

(3) Develop and provide formalized guidance to personnel charged to conduct overseas screening of military personnel and their families and overseas processing of civilian personnel. This training will, at a minimum, familiarize personnel with existing overseas screening and overseas processing procedures and organizational resources available to assist.

(4) Hold the transferring command commanding officers accountable for the proper screening and processing of military personnel executing orders to overseas locations.

(5) Ensure that Navy and Marine Corps military personnel provide accurate information as required by law, this instruction, and other applicable regulations regarding overseas screening.

(6) Ensure that Navy and Marine Corps military personnel understand that knowingly providing false information or concealing information may be the basis for denying their family members transportation to the duty assignment OCONUS at Government expense and may be the basis for disciplinary action, or in the event a relocation move has been executed, the Service member may be required to reimburse the Government for associated expenses.

(7) Assign an office at the regional level to coordinate all applications for family member travel at Government expense

for Navy and Marine Corps Service members executing an accompanied tour and for DON civilians who are selected for an overseas assignment. This office should:

(a) Coordinate with the appropriate regional medical overseas screening office to verify if required medical services are in place and have the capacity to accept additional patients.

(b) Coordinate with the designated Department of Defense Education Agency (DoDEA) regional office to:

1. Ensure that DoDEA is aware that educational intervention services or special education may be required;

2. Ensure required documents for military personnel with family members having individual education plans are forwarded to the DoDEA regional office for processing; and

3. Ensure family members of civilian personnel with individual education plans have those plans forwarded for processing.

(c) Develop and annually update an SLWC (enclosure (1)) for all DON overseas activities, to be included in all relevant overseas vacancy announcements and provided to all civilians selected for such overseas positions, in order that they make informed decisions concerning their acceptance of overseas employment. An SLWC template is contained in enclosure (1).

(8) Implement procedures to ensure that overseas processing is completed for all DON civilians who have accepted overseas positions.

(a) Per reference (i), a selected employee will not be subjected to a physical examination, unless the job for which the employee is selected has identified physical requirements and all entering employees in such jobs are similarly subjected to such an examination, regardless of disability. Prior to recruitment efforts, such physical requirements should be included in vacancy announcements and position descriptions. Information relating to living and working conditions will be provided in the employee's tentative job offer letter. While

the Americans with Disabilities Act covers American facilities, personnel must be made aware that most countries do not have these requirements. Finding adequate overseas housing and utilizing the local facilities may present challenges.

(b) Any information obtained regarding the medical condition or medical history of the applicant must be treated as a confidential medical record, except that:

1. Supervisors and managers may be informed regarding accommodations and or limitations with regards to the performance of the duties of the position;

2. First aid and safety personnel may be informed, when appropriate, if the medical condition might require emergency treatment; and

3. Government officials investigating compliance with this chapter shall be provided relevant information on request and used only under references (e), (f) and (h).

(9) Identify overseas military suitability screening and civilian processing as an assessable unit within the DON Managers' Internal Control Program, reference (g), to:

(a) Track and assess the timeliness and accuracy of information provided to civilian employees in the SLWC (enclosure (1)).

(b) Track the number of Navy and Marine Corps military personnel and their family members who return from overseas duty earlier than their assigned date of return, and classify these returns as medical, educational, administrative (security clearance), conduct, personal, or other (noting specific reason for early return).

(c) Determine how many early returns of military personnel and family members were a result of improper screening.

(10) Assess the magnitude and impact of early returns of military personnel, and create policy to minimize financial loss and decreases in productivity due to duplicated training and

gapped billets. When only the family members execute an early return, cost will reflect related household goods move, transportation, and per diem. When the Service member and the family execute an early return, cost will reflect full permanent change of station move and gapped billet. Report the results of the DON Manager's Internal Control Program on overseas military screening and civilian processing outlined in paragraph 5c(5) to ASN (M&RA) by 30 November annually. The first report will be due the year after publication of this directive.

(11) Track the number of improperly completed overseas screenings and determine common causes of improper screening of military personnel.

(12) Ensure data described in OPNAV 1500/57 Navy Credentialing Program Professional Certification and Licensing Voucher Request is collected for all cases of improper screening and or early returns of military personnel.

(13) Ensure all medically related return data for military personnel is provided to Chief, Bureau of Medicine and Surgery (BUMED) responsible offices for analysis and corrective action(s).

d. BUMED shall:

(1) Provide formal and standardized training to all designated military overseas suitability screening offices, medical departments, and MTFs to ensure screeners understand their roles and responsibilities and the techniques and procedures in the medical and educational screening process.

(2) Provide a trained reviewer to review medical and dental screening forms in cases where military dependents are screened by a civilian provider, e.g., TRICARE.

(3) Designate an office within each medical region as the regional BUMED overseas screening office to process overseas screening documents and Armed Forces Health Longitudinal Technology Application(s).

(4) Ensure regional BUMED overseas screening offices maintain current data on the availability of services provided at each overseas location and whose capacity to accept additional clients at each location.

(5) Ensure MTFs enroll the military member and dependent(s) into the DON Exceptional Family Member (EFM) Program when the dependent is diagnosed with a chronic condition.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed and maintained per Secretary of the Navy (SECNAV) Manual 5210.1 of November 2007.

7. Reports Control and Forms

a. The reporting requirement contained in paragraph 4a(4) is assigned SECNAV Report Control Symbol 5700-2 and is in effect for 3 years.

b. OPNAV 1500/57 Navy Credentialing Program Professional Certification and Licensing Voucher Request is available for download from Naval Forms Online at <https://navalforms.daps.dla.mil/web/public/home>.



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Under Secretary of the Navy

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**STATEMENT OF LIVING AND WORKING CONDITIONS
FOR
[OVERSEAS DUTY LOCATION]**

This information shall be used as a guideline for information to be provided to all prospective civilian employees undergoing overseas processing in order that they make informed decisions concerning their acceptance of overseas employment. Include appropriate contact information for each topic area (i.e., Web links, email, mailing address, phone numbers).

- INSTALLATION MISSION AND ORGANIZATION
- INSTALLATION FACILITIES AND SERVICES
 - Navy Exchange
 - Commissary Store
 - Family Services Center
 - Morale, Welfare and Recreation Activities
 - Education Support
 - DoDEA Schools or local English-speaking schools
 - Off duty education
 - Library Facilities
- GEOGRAPHY AND CLIMATE
- PASSPORT AND VISA REQUIREMENTS
- CUSTOMS
- COST OF LIVING
- ALLOWANCES AND DIFFERENTIALS
 - Living Quarters Allowance (LQA)
 - Post Differential
 - Premium Pay
 - Imminent Danger Pay
 - Post Allowance
 - Separate Maintenance Allowance
 - Educational Travel
 - Home Leave
 - Environmental and Morale Leave (EML)

- TOUR OF DUTY
 - Initial Tour
 - 5-Year Overseas Limitation
 - Renewal Agreement Travel
- RETURN RIGHTS/RETURN PLACEMENT
- AVAILABILITY OF MEDICAL AND DENTAL SERVICE (ON-BASE SPACE AVAILABLE AND OFF BASE)
- SCHOOLS AND CHURCHES
- PUBLIC TRANSPORTATION
- BANKING FACILITIES
- MAIL SERVICE
- SECURITY CONSIDERATIONS
- RECREATION
- PRE-PROCESSING FOR OVERSEAS POSITIONS
- SPONSOR PROGRAM
- PET POLICY AND REGULATIONS
- HOUSEHOLD GOODS
 - Advance Shipment
 - Nontemporary Storage
- ELECTRICAL APPLICANCES
- CLOTHING
- PRIVATELY OWNED VEHICLES (REGISTRATION REQUIREMENTS, FEES, ETC.)
- FIREARMS POLICY AND REGULATIONS

PAY

- Advance Pay
- Payroll Procedures
- Income Tax Deductions
- Locality Pay

ARRIVAL OVERSEAS

- In-processing
- Temporary Lodging After Arrival

HOUSING

- Government Quarters
- Bachelor Quarters
- Private Rentals

EMPLOYMENT OPPORTUNITIES FOR DEPENDENTS

STANDARDS OF CONDUCT

Japan Example: Each American overseas has the important task and privilege of being a goodwill ambassador of the United States. The individual behavior of each American is the primary basis on which host nationals form their opinions of Americans. Their opinions of Americans, in turn, have a direct bearing on what they will do at the polls to back up their government's pro-American foreign policy. Your behavior, and that of your family, is the subject of critical scrutiny. To be an "unofficial goodwill ambassador" to our hosts requires sincerity, cordiality, discretion, tact and understanding. When a U.S. citizen employee's conduct, or that of his or her family, whether on or off duty, would be inimical to their continued presence in the country, or when the foreign government advises that the presence of a U.S. citizen in the country is not desired, the employee may be reassigned to an appropriate position in the United States under procedures applicable to the specific circumstances of the case.

- Conduct of Minor (unmarried) Dependents

Japan Example: Parents are solely responsible for the indoctrination, care, supervision, and conduct of their children. Parents are to ensure that their children obey all local Navy regulations and instructions in addition to host nation laws. Sponsors may be held responsible for restitution

in cases where their dependents have caused personal injury or property damage. A copy of the local instruction governing conduct of minor dependents will be provided in your "Welcome Aboard" packet.

- SOFA, Legal Jurisdiction, and Prohibited Activities
- Intercultural Relations Workshop
- Working with Host Nation Nationals

SAMPLE