

Suitability Screening Process

30/60-Day Timeline Begins

Step 1: Orders or OSN received - conduct command review & initiate medical, dental & educational screening at supporting MTF immediately.

Action: Complete NAVPERS 1300/16 Part I; Provide one NAVMED 1300/2 (Checklist) and DD Form 2807-1 per Service member and family member for suitability screening information and documentation requirements

Responsibility: Transferring Command and Service member



Step 2: Conduct MTF preliminary reviews to ensure information and documentation requirements are in place.

Action: Collect paperwork to include DD Form 2807-1 and NAVMED 1300/2 (Worksheet) for each Service member & family member, DD Form 2792-1 for all dependent children to age 22 or high school graduation, review military and civilian medical records, and schedule medical, dental and educational screening with appointed medical and dental screeners

Responsibility: Screening MTF SSC



Step 3: Conduct medical, dental and educational screening

Action: Review NAVMED 1300/2, medical/civilian health record. Complete NAVMED 1300/1, Part I & II for each Service member & family member (shaded areas require inquiry)

Responsibility: Screening MTF's dental screener (dentist) and medical screener (military or civilian physician, nurse practitioner, physician assistant or independent duty corpsman (active duty only)).

Step 3a: Special medical and/or educational need identified? (Includes early intervention)

Action: Initiate EFMP enrollment (do not stop suitability screening process/inquiry) (DD Form 2792)

Responsibility: MTF EFMP coordinator

Step 3b: Suitability inquiry required?

Action: Forward inquiry documents to gaining MTF and DoDEA overseas screening coordinator (IEP & DD Form 2792-1)

Responsibility: Screening MTF SSC



Step 4: Determine medical, dental & educational suitability based on capabilities at gaining location

Action: Complete and sign NAVMED 1300/1, Part I & II for each Service and family member

Responsibility: MTF medical and dental screener.
NOTE: if the NAVMED 1300/1 is completed by a non-Navy MTF civilian, it must be reviewed and countersigned by an MTF screener.

Step 3c: Suitability inquiry at gaining MTF/Operational Platform/TRICARE/DoDEA

Action: Determine local healthcare, EDIS and/or DoDEA capability & respond to screening MTF within 7 working days

Responsibility: Gaining MTF SSC who coordinates with: Operational Platform SSC/ TRICARE Area Office/ EDIS/DoDEA



Step 5: Make medical suitability recommendation

Action: Review NAVMED 1300/1, Part I & II and complete & sign NAVPERS 1300/16, Part II; Forward completed 1300/16 to Transferring Command; File suitability forms in medical record and maintain archive

Responsibility: MTF CO



Step 6: Make suitability determination based on command review and MTF recommendation

Action: Complete & sign NAVPERS 1300/16, Part IV

Responsibility: Transferring CO

30/60-Day Timeline Ends