

# **SUITABILITY SCREENING FACT SHEET**

## **WHAT IS SUITABILITY SCREENING?**

Administrative and Medical review of the medical history for active duty personnel and their family members with Permanent Change of Station orders to overseas, sea/shore duty, special assignments, and isolated duty locations local records checks (for security clearances) and returning to duty following disposition of medical board. An administrative and medical review is a review of the medical history for active duty personnel to ascertain whether the service member is medically fit to handle secure information and worldwide deployable.

Initial integration into the Health Care System for active duty personnel and their family members (with special needs) transferring to MCB Quantico with Humanitarian Reassignment or Permanent Change of Station orders. These family members are required to be in the Exceptional Family Member Program (EFMP). The EFMP is a mandatory program mandated by the four military services.

## **WHAT IS THE AUTHORITY GOVERNING SUITABILITY SCREENING?**

The medical review, coordination and determinations are made in accordance with:

SECNAV INST 1850.4E	BUMED INST 1300.2A
SECNAV INST 1754.5A	Manual of Medicine
OPNAV INSTR 1300.14	MCO P1300.8R
OPNAV INST 1754.2B	MCO P 1754.4A
OPNAV INST 1754.2C	

## **WHO IS AUTHORIZED TO CONDUCT THESE SCREENINGS?**

There is two staff members in the Suitability Screening Division in the Patient Administration Department authorized to conduct the initial interview (Administrative Review) and monitor the process. There are three Military Medical Corps Officers authorized to conduct clinical suitability screenings (Medical Reviews and Exams). There are currently three medical officers at the Naval Health Clinic and one medical officer at Ray Hall (The Basic School Branch Clinic of the Naval Health Clinic).

The Suitability Screening Coordinator is responsible for the medical administrative tasks associated with the preparation of medical records for Permanent Change of Station (PCS) screenings, Sea duty, and Special Assignment, and those associated with the return to duty disposition of medical boards that the Suitability Screening Physician will review. Once all of the necessary information is placed in the medical treatment record the Credentialed Medical Provider will review the information to determine the disposition of the screening.

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The Suitability Screening Coordinator receives the initial medical information for the incoming special needs family member with Humanitarian Assignments. The information is collected and prepared in a packet for review by the Physician to determine the level of care required when the appropriate medical documentation is not available. If the family member has completed Exceptional Family Member Program documentation medical care is coordinated accordingly. The Coordinator will assist in the coordination of the Primary Care Manager (PCM), with the standard of care, according to the needs to the family member.

### **WHEN SHOULD I START MY SUITABILITY SCREENING WHEN EXECUTING PERMANENT CHANGE OF STATION ORDERS?**

Contact should be made with a staff member of the Suitability Screening Division immediately upon notification of your upcoming PCS. Suitability Screenings are conducted on an appointment basis. Appointments are limited because there are only two staff members in this Division serving all prime patients and those personnel assigned to commands aboard MCB Quantico. This includes those personnel within the Metropolitan District of Washington to include those attending schools outside this area and who are assigned to the Marine Corps Recruiting Command. Personnel from other agencies in the Metropolitan District of Washington also receive screening at this facility. The Suitability Screening can be completed up to one year prior to the execution or report no earlier than date (NET) of your orders. Keep in mind it takes a minimum of seven working days to complete the process; if all requirements are in the health records at the time of the administrative review.

If you are in a TRICARE Remote location the Suitability Screening can be completed by your TRICARE Remote Primary Care Manager.

### **WHEN SHOULD I START MY SUITABILITY SCREENING AFTER MY MEDICAL BOARD DISPOSITION?**

Contact should be made with a staff member of the Suitability Screening Division immediately upon notification of the disposition of your medical board for an appointment. Appointments are limited.

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### **WHAT ARE THE HOURS OF OPERATION?**

The core hours of operation are: Monday through Friday from 0730 through 1600. These core hours include time for the administrative and research task required. Therefore the appointments times vary from the core hours. Core hours reflect time that someone is available in the Division. Due to the tasks involved in the screening process time is allotted in the staff schedules for both patient interviews (appointments and walk-ins) and administrative details. Appointments are scheduled for patient interviews. Patients may walk-in to schedule appointments and drop off information (related to their screening requirements).

### **WHAT WILL HAPPEN IF THE SERVICE MEMBER OR FAMILY MEMBER REFUSES TO OBTAIN THE MEDICAL REQUIREMENTS?**

The person or adult parent or guardian will be required to sign an Against Medical Advice statement stating they are refusing the appropriate and necessary care.

### **WHO SHOULD I CONTACT FOR AN APPOINTMENT OR CONCERNS? WHERE ARE THEY LOCATED?**

The staff of Suitability Screening Division is located in Hallway 1CC1 (next to Medical Records. They are:

Suitability Screening Coordinators: Mrs. Cathy Chapman  
Room 1C12  
Telephone (703) 784-1540  
Email: [Cathy.Chapman2@med.navy.mil](mailto:Cathy.Chapman2@med.navy.mil)  
Mrs. Helen Williams  
Room 1C11  
Telephone (703) 784-1734  
Email: [Helen.Williams@med.navy.mil](mailto:Helen.Williams@med.navy.mil)  
Ms. Denise Pastella  
Room  
(703) 784-1531  
Email: [DeniseLourdes.Pastella@med.navy.mil](mailto:DeniseLourdes.Pastella@med.navy.mil)  
Head of Patient Administration Department: LTJG Maya Richards  
Telephone: (703) 784-1544  
Assistant Head of Patient Administration Department: Ms. Mary Moore  
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