

Overseas Screening Process MCAS Iwakuni, Japan

****PROVIDE THIS SHEET TO YOUR OVERSEAS SCREENING AND COMMAND PERSONNEL OFFICE****

NO dependent is authorized to execute orders to OCONUS unless an Area Clearance is approved by MCAS IWAKUNI. This approval is based upon the transferring (your current) Commander's determination of your family's fitness for OCONUS assignment. Your transferring command will send an Area Clearance request to PLAD: **MCAS IWAKUNI JA** that includes the **NAVPERS 1300-16** verifying that you and your dependents are professionally and medically fit to be stationed at MCAS Iwakuni, Japan. Once verified by MCAS Iwakuni overseas clearance office and Yokosuka Naval base medical screeners, MCAS Iwakuni will issue an area clearance for you and your family via naval message.

Requirements of the Local Commands, Member and Military Treatment Facilities (MTF's) prior to dependents being assigned

Step 1: Provide Active Duty member with all required documents to complete overseas screening and initiate the screening process.

Action: Any accompanied orders which require a dependent move/relocation to/within OCONUS needs immediate attention to obtain area clearance from the Gaining Command to allow PCS planning and permanent assignment CONUS/OCONUS. See additional links to the right to enable rapid overseas processing for MCAS Iwakuni.

Responsibility: Transferring Command/MTF in coordination with the gaining command's MTF.

Step 2: Facilitate the required medical screening with the local Military Treatment Facility for the member and each dependent intending to transfer OCONUS.

Actions: Member is required to review all required documents and links to the right, and contact the local MTF to schedule a comprehensive review of the medical history for the member and all dependents intending to transfer OCONUS.

Responsibility: SNM/SNO

Step 3: Determine medical suitability in coordination with the gaining Military Treatment Facility.

Actions:

- Conduct the medical screening per BUMEDINST and conduct a comprehensive review of all required medical documents provided by the member for the member and their dependents.
- Collect all required documents documenting the comprehensive medical review by a certified healthcare provider to support the medical suitability/non-suitability recommendation for the member and each dependent.
- For suitability guidance, review the following link (<http://www.med.navy.mil/sites/nhyoko/Pages/Iwakuni.aspx>) and contact USNH Yokosuka (NHYokosuka-OverseasScreening@med.navy.mil) to ensure that identified medical matters can be supported aboard MCAS Iwakuni Japan. See helpful links.
- Report suitability recommendation to the Transferring Commander

Responsibility: Transferring Military Treatment Facility

Required Documents:

- WEB Orders
- NAVMED 1300/1 (For each Service & Family Member)
- NAVMED 1300/2
- NAVPERS 1300/16
- DD Form 2807
- DD Form 2792 - EFMP
- DD Form 2792-1 (Only for school aged children between the ages of

Helpful Links:

1. USNH Yokosuka Overseas Suitability Screening Website:
<http://www.med.navy.mil/sites/nhyoko/Pages/OverseasScreening.aspx>
2. Medical Conditions that will result in automatic denial for overseas screening assignment:
<http://www.med.navy.mil/sites/nhyoko/Pages/ossedisapproval.aspx>
3. Medical conditions that may result in disapproval for overseas screening assignment:
<http://www.med.navy.mil/sites/nhyoko/Pages/ossconditions.aspx>



Step 4: Complete the overseas screening process and submit the overseas area clearance request via AMHS/OIX message board to our PLAD: MCAS IWAKUNI JA with supporting documents to the Gaining Command.

Actions:

- Ensure the NAVPERS Form 1300/16, all 4 pages has been completed, endorsed and signed by member's SgtMaj/CMC and Commanding Officer/OIC, and a CO/OIC from the transferring MTF.
- Scan and send ONLY NAVPERS Form 1300/16, to the Gaining Command via e-mail and naval message (see POC's listed in Additional Notes).
- Per the BUMED instructions, any medical case associated with the Exceptional Family Member Program (EFMP) requires submission of the above "required documents" to the Gaining MTF via the following email:

NHYokosuka-OverseasScreening@med.navy.mil.

***Note:** Due to the HIPAA Act, only a medical treatment facility can forward documents containing protected health information, with the exception of NAVMED form 1300/16, which does not contain information governed under the HIPAA Act.

Responsibility: Transferring Commander (with transferring MTF recommendation).



Step 5: Issue the Overseas Clearance determination message

Actions: Once all requirements of the above procedures are met, Manpower/S1 will release an overseas clearance message for the member and all dependents, advising the member and transferring command of approval or disapproval of the overseas clearance request. Once approved, the member may make travel arrangements and begin coordination of services required at the gaining command (medical, dental, postal, housing, TLF/billeting, etc).

Responsibility: Gaining Commander (MCAS IWAKUNI)

If the Transferring Command fails to comply with the BUMED instructions, the gaining Commander, the gaining command will report the improper screening procedures via the Overseas Screening Deficiency Report (OSDR), which is sent to BUMED AND HQMC. This may hold the transferring command accountable for all costs associated with an improperly executed Oconus PCS move.

References:

- DOD INST 1315.18
- DOD INST 1315.19
- MCO 1000.6
- MCO 1300.8
- MCO P4600.7
- BUMEDINST 1300.2A
- MCO 1000.6G
- MCO 4650.30
- MCO 5512.4
- BUMEDINST 6230.1
- COMNAVFORJAPANINST 1300.1V

Additional Notes:

- *Ensure Household goods, tickets and port calls for DEPENDENTS, are NOT completed prior to member being approved for area clearance.
- *Member is required to execute orders if area clearance is not approved, unless an extension of orders/OrdMod is approved by MMEA/MMOA, via WEB Orders.
- *Requests for area clearance should be submitted only after there has been a determination made by the local MTF on overseas suitability (NAVPERS 1300/16).
- *Request does not constitute approval. DO NOT detach, TMO or join future command without the Area Clearance approval.

***POC's at the Gaining Command MCAS Iwakuni:**

[\(IWAKUNI.S1MANPOWER@USMC.MIL\)](mailto:IWAKUNI.S1MANPOWER@USMC.MIL)

DSN 315-253-6745; OR 315-253-5149

Definitions:

Transferring Command: Your parent command

Gaining Command: Command to which you are being transferred (MCAS Iwakuni)

Military Treatment Facility: Military Hospital or Clinic from which the SNM/SNO receives medical care or the closest military hospital to current duty station.

PRINT NAME

SIGNATURE

TITLE

TRANSFERRING OVERSEAS SCREENER AT MILITARY TREATMENT FACILITY

PRINT NAME

SIGNATURE

TITLE

PERSO AT TRANSFERRING COMMAND