

U.S. Department of  
Homeland Security

United States  
Coast Guard



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PSCINST 1300

JAN - 5 2017

## COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1300

Subj: SCREENING FOR OVERSEAS DUTY

- Ref:
- (a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (b) Military Separations, COMDTINST M1000.4 (series)
  - (c) Joint Travel Regulations
  - (d) Coast Guard Supplement to the Joint Federal Travel Regulations (JFTR), COMDTINST M4600.17 (series)
  - (e) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
  - (f) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (g) Special Needs Program, COMDTINST 1754.7 (series)
  - (h) Medical Manual, COMDTINST M6000.1(series)
  - (i) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)

1. **PURPOSE.** This instruction provides guidance to all Coast Guard commands and individual members on the requirements for assignment of personnel to units located overseas or outside the continental United States (OCONUS).
2. **ACTION.** All personnel shall ensure compliance with the provisions listed in this instruction and adherence to the posted timelines here or in annual published messages, as needed.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** All supervisors are responsible to ensure the readiness and well-being of military personnel assigned under their office (authority) or command. Serving at an overseas/OCONUS unit presents unique challenges not seen at other locations. Lessons learned dictated a more complete screening of personnel was required in order to determine their and their family's situation to live, and be supported by the Coast Guard, at these units.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to impose legally-binding requirements on any party outside the Coast Guard.
6. **ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.
7. **DISTRIBUTION.** No paper distribution will be made of this instruction. An electronic version will be located on the Personnel Service Center web and Portal pages.

8. PROCEDURES. Screening shall be conducted for all assignments involving overseas units, regardless of whether the current and new duty stations are in the same geographic area. Members shall complete a screening before they submit their e-resume to ensure they, and their family, are eligible to compete for overseas units. Once PSC-epm-2/opm-2 issue orders, the screening shall be updated and submitted to the designated Entry Approval Point for processing. Prompt adherence to the posted submission dates is critical to maintain overall unit readiness and member benefits. All members with orders to any overseas unit require inclusion of Overseas Order Notes and counseling of OCONUS/overseas travel benefits and entitlements.

While DoD no longer screens members assigned to units on the island of Oahu, HI, the Coast Guard will continue to screen our members and review for future adjustments. Screening for assignment to other CG functions (e.g., National Strike Force, Deployable Specialized Forces, Polar Icebreakers, etc.) are contained in reference (a).

9. FORMS/REPORTS. The forms referenced in this instruction, CG-1300, CG-1300A, and CG-1300B, are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/> and the CG Portal: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>. Additional DD or other CG forms may be required.



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Enclosure: (1) Definitions  
(2) Screening Procedures

## Definitions

**Command Sponsored Dependent.** (per JTR) A dependent residing with a member at an OCONUS location at which an “accompanied by dependents” tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

**CONUS.** (per JTR) Continental United States which consists of the 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**Early Return of Dependent (ERD).** An authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to issuance of a PCS order. References (c) and (d) provide the circumstances that must be met and additional guidance when requesting an ERD.

**Entry Approval/Denial.** Decision made by Entry Approval Point upon review and determination of member and dependent information. Command sponsorship of each dependent can only occur when each dependent has been granted entry approval.

**Health Insurance Portability and Accountability Act (HIPPA).** Information covered under HIPPA includes PII and protected health information such as medical test results, immunization data, pharmacological and x-ray data.

**OCONUS.** (per JTR) Locations outside the continental United States (CONUS). This term is interchangeable with “overseas.”

**OCONUS Service.** Military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States and the District of Columbia.

**Personally Identifiable Information (PII).** Any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, criminal or employment history, and information which can be used to distinguish or trace an individual's identity, such as their name, social security number (ssn), date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.

**Special Needs.** (per CI 1754.7) This term refers to a professionally diagnosed physical, psychological, medical or educational condition of a family member that meets the criteria set forth in this Instruction and impacts or limits the AD member's availability for worldwide assignment. Equivalent to the DoD Exceptional Family Member Program.

## Screening Procedures

1. General Information.
  - a. Members shall meet provisions of 10 U.S.C. § 671 before assignment OCONUS.
  - b. Screening shall be conducted for all members unless specifically exempted.
  - c. Benefits and entitlements counseling shall be conducted for all members.
2. Active Duty Member and Dependent Entry Approval and Command Sponsorship.
  - a. Any member with or without dependents desiring or in receipt of orders to an overseas location shall be screened by their departing unit and receive entry approval from the designated Entry Approval Point. This applies to active duty, cadets, direct commission, return from temporary separation, or members from other sources.
  - b. Non-rated members with dependents graduating from recruit training shall complete the screening process and receive entry approval determination from the designated Entry Approval Point. Non-rated members without dependents, graduating from recruit training shall complete the screening process and receive entry approval determination by TRACEN Cape May.
  - c. Any member, to include new accessions, who acquires or plans to acquire dependents shall complete a "with dependents" screening process. Member who acquire dependents (other than by birth) after the effective date of their orders while enroute to their new overseas unit are not authorized to relocate these dependents at government expense and are not granted dependent entry approval or command sponsorship. Members who acquire dependents by marriage solely for the purpose of increased allowances and not for dependent support may be subject to UCMJ action for fraudulent marriage.
  - d. The departing unit, to include all training commands and recruiting offices, initiates a request for entry approval. Table 1 lists Entry Approval Points for overseas units requiring entry approval for travel, shipment of household goods, and shipment of privately owned vehicles. Command sponsorship includes both authorized entry and approval of dependents which is required prior to entitlement of dependent transportation to and/or from the overseas unit and any station allowance that may be payable for the area. Command sponsorship is effective from the date of entry approval determination.
  - e. A member's dependent(s) may be granted entry approval and command sponsorship once they have completed the screening process and are determined to not have any actual or potential issues that result in withholding approval/sponsorship.
  - f. Per paragraphs 5076D and 5088A of reference (c), a member who does not have 12 months remaining in their tour of duty will not be granted command sponsorship and is NOT entitled to station allowances and dependent travel. Member becomes eligible for dependent travel on the next PCS assignment for the port of entry to the new duty station.

3. Determining Member and Dependent Suitability for Overseas Unit Duty.

a. Overview:

- (1) The purpose of a screening is to determine the suitability of a member, current dependents, and/or dependents to be acquired en route, and if they understand and are fully prepared for PCS travel to and living at an overseas unit.
- (2) Two screenings will normally be conducted: One before a member submits their e-resume; a second upon receipt of PCS orders. Additional screenings may be required depending on the specific PCS location.
- (3) Three primary forms will be used: Form CG-1300, Report of Suitability for Overseas Assignment; Form CG-1300A, Debt to Income Ratio Calculator; and Form CG-1300B, Active Duty Dependents Overseas Screening. Additional forms may be required for medical or special needs cases.
- (4) Timeliness and adherence to posted due dates is crucial. Missing a submission date may have detrimental effects on the member and readiness of receiving unit.

b. Responsibilities:

(1) Member:

- (a) **Per reference (g), identification of, and enrollment into, Special Needs Program is mandatory to ensure dependents are not placed in a location where services are not available.**
- (b) (For e-resume) Prior to submission of an e-resume, conduct research into the potential job to see if requirements for the position can be met. Included is review of information in this instruction, forms CG-1300, CG-1300A and CG-1300B (for each dependent), and contacting the position incumbent to gain a firsthand understanding of the job, unit, and realistic view of living conditions. Retain/update form CG-1300 if PCS orders are received.
- (c) (For PCS orders) Upon receipt of PCS orders, all parts of form CG-1300 shall be completed.
- (d) Contact HSWL representative to arrange review (for e-resume) or completion (for PCS orders) of form CG-1300 Part II, to include all related medical forms or records (e.g., CG-6100, CG-1300B, NAVMED 1300/1, DD-2792/-1, work-life case files, etc.) and arrange appointments, as needed.
- (e) Schedule interview with command and bring form CG-1300A or a FICO score.
- (f) (For e-resume) If positive command endorsement is received in form CG-1300 Part IV, the following statement must be entered into the comment section of a member's e-resume:

“I, along with my family (if applicable), have reviewed form CG-1300 Parts I-III, meet the criteria for overseas unit assignment as outlined in PSCINST 1300 (series), and received a positive command endorsement.”

- (g) (For PCS orders) Upon receipt of decision from Entry Approval Point, sign form CG-1300 Part VI and return to Entry Approval Point within two (2) calendar days.
  - (h) Ensure no PII or HIPAA information is included on form CG-1300.
  - (i) Entry Approval Point shall be immediately notified on any changes in medical status.
- (2) Departing Unit:
- (a) Designate a command representative to conduct interview who, preferably:
    - 1) Is an E7 to CWO4 or O3 and above,
    - 2) Is a member of the departing unit or higher chain,
    - 3) Is senior to the member,
    - 4) Has previously been assigned in the unit/area the member is interested in transferring to/has orders to or who has been assigned overseas.
  - (b) Command representative shall contact the departing servicing Base Personnel Department designee to review the member's PDR. A copy of the PDR will not be sent but relevant items shall be provided, e.g., explanation of positive or negative CG-3307, weight issues, alcohol incidents, UCMJ, NJP, etc.
  - (c) Receive recommendation from departing HSWL on form CG-1300 Part II.
  - (d) Conduct interview of member, if possible with representatives from the Entry Approval Point and receiving unit, to include review of form CG-1300 Parts I-III and form CG-1300A. The interviewer should contact the Entry Approval Point for any questions on conducting the interview or resultant answers.
  - (e) (For e-resume) Complete form CG-1300 Part IV blocks 1-3. For positive endorsement, recommend member place unit on e-resume. For negative endorsement, provide member feedback regarding why they are not recommended and what they can do to attain a positive endorsement.
  - (f) (For PCS orders) Complete form CG-1300 Part IV and submit to designated Entry Approval Point within 15 calendar days after receipt of PCS orders. Due to physical exam requirements for PATFORSWA, submit completed CG-1300 no more than six months prior to estimated PCS report date.

- (g) (For PCS orders) Complete Administrative Remarks, CG-3307, per reference (e) and submit to departing Base SPO.
- (3) Departing Base, TRACEN or Academy:
- (a) Personnel Support Department designee will conduct a review of SPO record and advise departing unit representative. Copies of PDR will normally not be made but relevant information shall be passed to the Command representative.
  - (b) HSWL Department Head/Regional Practice Manager shall designate in writing a clinic E7 or above to review/complete form CG-1300 Part II. This includes consultation between respective departing/receiving Family Resource Specialist, Family Advocacy Specialist, Employee Assistance Program Coordinator, and/or Sexual Assault Response Coordinators, as needed. Form CG-1300B shall be completed by an Independent Duty Corpsman or higher or DoD equivalent.
  - (c) (For PCS Orders) If dependents' medical/dental/special needs information is not available in the 15 days, do not delay completion of form CG-1300B and CG-1300 Part II. Recommendation shall be designated "No" and submitted to the Command. Resubmission can be completed as needed.
  - (d) (For PCS orders) Receive and enter CG-1300 into SPO PDR/EIPDR. SPO shall not sign PCS orders without a completed CG-1300 and CG-3307.
- (4) Receiving Unit:
- (a) Designate Command representative to participate in interview (form CG-1300 Part III) of member, if available.
  - (b) (For PCS orders) Consult with Entry Approval Point, as needed.
  - (c) (For PCS orders) Assign sponsor in accordance with current directives.
- (5) Entry Approval Point:
- (a) Personnel Support Department Head/Special Mission Training Center – Deployment Training Detachment (SMTC-DTD), or designee will participate in interview (form CG-1300 Part III) of member, if available.
  - (b) (For e-resume) HSWL designated member will coordinate with departing counterpart a review of form CG-1300 Part II and form(s) CG-1300B.
  - (c) (For PCS orders) Review form CG-1300 upon receipt and route for decision.
  - (d) (For PCS orders) Senior Medical Officer or designee will coordinate a decision with departing counterpart for medical status on form CG-1300 Part V.

- (e) (For PCS orders) Senior Dental Officer or designee will coordinate a decision with departing counterpart for dental status on form CG-1300 Part V.
  - (f) (For PCS orders) HSWL Department Head will coordinate a decision with departing counterpart for Work Life status on form CG-1300 Part V.
  - (g) (For PCS orders) Personnel Support Department/SMTC-DTD staff will coordinate discussion with departing counterpart, departing command, receiving command, and consult to PSC-epm-2/opm-2 as needed. Personnel Support Department Head/SMTC-DTD (or acting) shall make final decision on form CG-1300 Part V and return to departing command within five (5) calendar days of receipt. For PATFORSWA, CG-1300 Part V will be completed and returned within five (5) calendar days once all CENTCOM requirements are met.
  - (h) Entry Approval Point Base CO/XO will normally not be directly involved in the decision process.
- (6) PSC-epm-2/opm-2:
- (a) Review eligible applicants for overseas assignments.
  - (b) Contact departing Base HSWL for advice on members with Special Needs considerations based on categorization of special need.
  - (c) Issue PCS order authorizations. If member and/or dependents are denied entry, consult with Entry Approval Point for field recommendations.
- c. Entry Points: The locations noted in Table 1 are the authorized Entry Approval Points to grant Coast Guard members and dependents entry for the respective locations. Individual units are not authorized to approve an overseas entry package. Locations and units will coordinate command sponsorship details with their respective Entry Approval Point.

**Table 1**

<b>Entry Approval Points</b>	
Entry Approval Point	Units/Location
Base Ketchikan	All SE Alaska Units/Locations
Base Kodiak	All Central and SW Alaska Units/Locations
Base Portsmouth	All Europe/Africa/SW Asia
Base Miami	All Caribbean/Central and South America
Base Honolulu	Guam/SE Asia/HI units
Special Missions Training Center – Deployment Training Detachment (SMTC-DTD)	PATFORSWA

- d. Denied Entry. Every effort will be made to approve a member and all dependents for the duration of the tour at the overseas unit. Limited or lack of medical, dental, work-life, family, or education services at some overseas locations would place an undue burden on the member, dependent(s), unit, and Coast Guard. Each entry package shall be carefully reviewed to ensure adequate services are available to address a member and their dependents' situation. If the Coast Guard determines services are inadequate or the situation is not stable enough, the member and/or dependents are denied entry. Needs of the service may dictate decisions.

Bringing dependent(s) without entry approval could result in their return to CONUS (or other adequate location) at personal expense, may place the dependent(s) in a location where necessary care or services are not available, and may result in disciplinary action against the member for violation of the UCMJ.

4. Suitability Decision Factors. A review of form CG-1300 shall be conducted using the factors noted below and on the form. The experience of the command designated interviewer, Entry Approval Point, and receiving unit representatives are crucial to ensure the member and dependent(s) understand the ramifications and challenges of working and living in a foreign or overseas location. Unit/location specific questions should be asked to evaluate housing eligibility, climate, isolation, language, OCONUS pay/allowances, driving abilities, passports, travel or household goods entitlements, and other factors.
  - a. Previous Early Return of Member/Dependents. If member and/or dependent(s) were reassigned prior to normal tour completion due to unsuitability, they may be ineligible.
  - b. Service Length. Enlisted shall have sufficient obligated service to complete a tour and officers should review time remaining on contract or when in-zone for selection.
  - c. Weight Standard. History of two or more failed weigh-ins in the past 36 months may be disqualifying or currently on probation.
  - d. Performance. Member must have no marks less than a four (4) on the enlisted or officer evaluation and no unsatisfactory conduct in the previous 36 months.
  - e. Discipline. History of courts-martial, non-judicial punishment, or involvement with civil authorities in the previous 36 months may be disqualifying. A one-time major offense (e.g., a felony) in the current enlistment or contract disqualifies the member.
  - f. Sexual or other criminal offense. Certain foreign locations are very strict in allowing anyone with a prior offense enter their country. Members or dependents with a record of any criminal offense (civil or military) within the last 24 months may be disqualified.
  - g. Drug or Alcohol. Members or dependents with a documented history in the past 10 years of unresolved drug or alcohol abuse are considered unsuitable. Successful completion of a rehabilitation program and no involvement for one year after completing the program may be judged suitable. Those who complete rehabilitation while assigned OCONUS may return to their permanent OCONUS unit unless the rehabilitation facility indicates

such return would jeopardize full recovery. Members or dependents must be made aware of possible limited treatment and counseling facilities at projected unit.

- h. Government Travel Credit Card (GTCC). Members should have a valid GTCC in good standing with no default on payments within the past 36 months.
- i. Security Clearance and Training. DoD has established specific requirements for each foreign country regarding antiterrorism force protection training based on the current threat level. Member's security clearance may need to be upgraded based on the specific position and/or location or duty. Member shall be denied entry if they are ineligible for the required security clearance level.
- j. Dependent Screening. Members and their dependents shall be enrolled in Defense Enrollment Eligibility Reporting System (DEERS). Every dependent who will accompany a member to the overseas duty station shall be screened. Entry Approval Point will consider dependent entry upon receipt of all forms. If only dependents are disqualified for medical or any other reasons, service needs may require the member to serve an unaccompanied tour.
- k. Acquiring Dependents. An active duty service member getting married, adopting, or pregnant does not disqualify a member or dependent. However pending medical approval, transferring pregnant members or dependents will be done on a voluntary basis for the period prior to and extending to six months after delivery. Pregnant dependents may have their travel dates altered until medically determined suitable for travel.
- l. Medical. Any documented medical problem that would preclude assignment to an overseas unit, or which assignment would complicate to the extent medical evaluation or early return would be necessary, is considered disqualifying. This policy should not be interpreted as an opportunity to turn down PCS orders to an overseas unit.
- m. Dental. Members shall have no dental defects likely to require extensive, prolonged treatment. Only in extreme cases where members are unable to perform assigned duties due to dental conditions will they be considered unsuitable. Dependent dental problems do not usually disqualify a member in determining suitability where Tricare Dental Plan (TDP) providers exist. A dependent dental screening may be required to determine if a dependent's dental condition is disqualifying.
- n. Special Needs/Exceptional Family Member Program. Per reference (g), early and proper identification, enrollment, and categorization of special needs is mandatory. Additional forms and enrollment have to be completed with appropriate Work-Life representatives. Once PSC-epm-2/opm-2 issue orders, discovery of special needs which cannot be met at the new location may require member to complete an unaccompanied tour.
- o. Spouse prior service. If a member's spouse was previously a member of the Armed Services and the separation was other than honorable, this may be disqualifying as the spouse may not be eligible for certain benefits at OCONUS or foreign locations.

- p. Single Parents. Single parent with dependents is not disqualifying. However, there are challenges if a suitable family support arrangement does not exist.
  - q. Child Custody. Member shall ensure any dependents covered under child custody are reviewed to ensure violations of state laws are not encountered, appropriate legal paperwork is completed, and/or the member will be able to continue child support payments, as required.
  - r. Foreign Nationals. Spouse/family members who are foreign nationals need to be addressed on a case-by-case basis. Review references (e) and (i), for non-citizen dependent requirements.
  - s. Indebtedness. Providing a FICO credit score or completion of form CG-1300A is required by all members to assess financial status and ability to live at an overseas unit. Members with financial problems, indebtedness, or delinquent lien payments which have not been resolved with the creditor(s) or interested parties will be considered unsuitable.
  - t. Unsuitability for Duty. When for any reason a commanding officer or designated representative considers a member or any dependent(s) unsuitable for duty, they will immediately report the circumstances in sufficient detail to the Entry Approval Point and PSC-epm-2/opm-2 to withhold entry approval and to enable proper disposition. If long-term in nature, member non-availability for worldwide assignment may be grounds for separation.
5. Process. Two screenings will normally be conducted: One before a member submits their e-resume; a second upon receipt of PCS orders. Additional reviews or forms may be required depending on the specific PCS location and member/family situation.
- a. Screening Prior to E-Resume Submission. Table 2.
    - (1) The first screening shall be done prior to submitting an e-resume.
    - (2) Complete form CG-1300 Part I, review medical, dental, and Work Life status with a HSWL designee (Part II), and arrange an interview with a command representative (Part III). While dependent medical and dental screenings are not mandated at this point, completion of form CG-1300B and full openness with the HSWL designee as to current conditions will expedite the review.
    - (3) Departing command conduct the interview, to include a representative from the Entry Approval Point and the potential receiving command if possible, and complete form CG-1300 Part III. Do not attempt to contact PATFORSWA units.
    - (4) Departing command make a recommendation for inclusion of billet on the member's e-resume (form CG-1300 Part IV).

**Table 2, Suitability for Overseas Process (E-resume Screening)**

E-Resume Screening	Participants/Responsible Party						
	Current Location				Projected Location*		
What							
Research location/billet requirements	Mbr						
Determine if qualified for position	Mbr	Cmd					
Review form CG-1300	Mbr						
Determine if administratively compliant	Mbr						
Complete form CG-1300 Part I, CG-1300A	Mbr						
Request command interview	Mbr	Cmd					
Review forms CG-6100, CG-1300 Part II, CG-1300B for member/dependents needs	Mbr		HSWL				
Enroll in Special Needs (if needed)	Mbr		HSWL				
Determine if new location can support Med/Dental/Special Need			HSWL			HSWL	
Conduct review of record		Cmd		Base P			
Conduct Interview, form CG-1300 Part III	Mbr	Cmd			(Base P)		(Cmd)
Complete form CG-1300 Part IV	Mbr	Cmd					
Submit e-resume before posted deadline	Mbr						

\* SMTC-DTD serves as Projected Location Cmd and Base P for PATFORSWA

b. Screening Upon Receipt of PCS Orders. Table 3.

- (1) Screening shall be completed upon receipt of PSC-epm-2/opm-2 PCS orders, complete forms CG-1300, 1300A, and 1300B, and request interview.
- (2) Departing command shall conduct the interview, to include a representative from the Entry Approval Point and the potential receiving command if possible, and complete form CG-1300 Parts III and IV.
- (3) Entry Approval Point shall review form CG-1300, render decision (Part V), and return to member for acknowledgement within five (5) calendar days. For PATFORSWA, CG-1300 Part V will be completed and returned within five (5) calendar days once all CENTCOM requirements are met.
- (4) Member completes acknowledgement, form CG-1300 Part VI, and returns to Entry Approval Point within two (2) calendar days.
- (5) If any member participating in the screening process has any doubts about suitability, they shall bring it to the attention of the member's current command.

**Table 3, Suitability for Overseas Process (PCS Orders Screening)**

PCS Orders Screening	Participants/Responsible Party						
	Current Location				Projected Location*		
What	Mbr	Cmd		Base P	Base P		Cmd
Receive PCS Orders	Mbr	Cmd		Base P	Base P		Cmd
Complete form CG-1300 Part I, CG-1300A	Mbr						
Request command interview	Mbr	Cmd					
Arrange Medical/Dental Appts	Mbr		HSWL				
Complete forms CG-6100 and CG-1300B for member/dependents needs	Mbr		HSWL				
Enroll in Special Needs (if needed)	Mbr		HSWL				
Determine if new location can support Med/Dental/Special Need			HSWL			HSWL	
Complete form CG-1300 Part II	Mbr		HSWL				
Conduct review of record		Cmd		Base P			
Conduct Interview, form CG-1300 Part III	Mbr	Cmd			(Base P)		(Cmd)
Complete form CG-1300 Part IV; submit w/in 15 calendar days of PCS Order issuance		Cmd			Base P		
Complete form CG-1300 Part V; submit w/in 5 calendar days of receipt					Base P	HSWL	
Complete form CG-1300 Part VI; submit w/in 2 calendar days of receipt	Mbr						
Complete form CG-3307	Mbr	Cmd		Base P			
Include Overseas Order Notes				Base P	Base P		

\* SMTC-DTD serves as Projected Location Cmd and Base P for PATFORSWA

#### 6. Member's/Dependent's Early Return (OCONUS only).

- a. Reassigning Member Before Tour Completion. Transfer is not a substitute for appropriate disciplinary or administrative action. Reassignment is restricted to specific cases for which transfer is the only feasible solution. When the commanding officer of any overseas unit considers it necessary to reassign a member for suitability reasons prior to tour completion, they should submit a request to PSC-epm-2/opm-2 stating their reasons and all associated factors. If a member requests reassignment, the request must be based on a hardship and the request must conform to reference (a).
- b. Early Return of Dependent (ERD). An ERD must be employed judiciously and as a last resort. The circumstances that must be met before requesting an ERD are contained in paragraph 5096 of reference (c). It must be shown there is a valid need for the move, the situation occurred after arrival at the OCONUS unit, and local resources cannot resolve the problem. Assistance from the servicing Work/Life office is required and member is to be counseled on the impact to their allowances per reference (f). Request for ERD, form CG-2026, should be sent with notification to the servicing Base Personnel Department.

#### 7. Selecting Members for Overseas Duty.

- a. OCONUS Obligated Service Requirements. Enlisted personnel selected for transfer OCONUS must have sufficient obligated active duty service as of date of departure from

CONUS. Failure to obligate may affect entitlement to command sponsorship for dependent travel OCONUS and payment of overseas station allowances that may be authorized.

- (1) Personnel must have required service to complete the prescribed tour, reenlist, or extend enlistment, unless PSC-epm authorizes otherwise. Refer to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).
  - (2) The Commandant may direct members with 18 months remaining to non-restricted duty or 13.5 months remaining to restricted duty.
- b. Family Size Guideline. Commands will advise all personnel that adequate housing at reasonable costs may be in short supply or non-existent at overseas units for large families. To avoid hardships, Table 4 should be used as guidance but is not a final determining factor:

**Table 4**

<b>Pay Grade</b>	<b>Number of Dependents</b>
E-7 to E-9, W-2 to W-4, O-4 & above	4
E-6, O-1 to O-3	3
E-1 to E-5	2

Assignment officers make every effort to avoid ordering members with large families to overseas units. Departing commands of members potentially ineligible should report it immediately to PSC-epm-2/opm-2. Only the Entry Approval Point can grant a waiver to a member based on their screening and the needs of the unit.

8. Preparing Members for Transfer. Before transferring members, commanding officers will ensure the following are completed.

a. General:

- (1) Members and dependents are, in all aspects, qualified for overseas duty.
- (2) Members and their dependents have valid military identification cards.
- (3) Members are medically screened in accordance with references (g) and (h).
- (4) Arrangements have been made to obtain passports, if required per reference (i).
- (5) Before detachment, members with dependents assigned to duty from a station OCONUS to a dependent-restricted or unaccompanied tour may be authorized to receive station allowances if the dependents remain at the old duty station or any other designated location OCONUS authorized by Commandant (CG-133). Members with dependents who are assigned to duty from a CONUS station to a dependent-restricted or unaccompanied tour OCONUS may be paid station

allowances if they elect and Commandant (CG-133) authorizes moving dependents to a designated place in accordance with provisions of reference (c).

- (6) Members with school-aged dependents must follow the provisions of reference (i) and comply with DoD guidelines and regulations pertaining to overseas dependent schooling and tuition. This is not to be confused with OCONUS locations; see the reference for the definition of an overseas location.

b. Physical Examination for Duty OCONUS

- (1) The member will complete a physical examination before transfer when required in accordance with reference (h) and may be administered up to six months before scheduled reporting. Completing the exam early will avoid for cancellation of order requests. If initial information indicates a member is unqualified, the departing unit will promptly notify the Entry Approval Point and PSC-epm-2/opm-2. Due to physical exam requirements for PATFORSWA, submit completed CG-1300 no more than six months prior to estimated PCS report date.
- (2) Complete all necessary preventive immunizations.
- (3) Complete all essential dental treatment.
- (4) A duplicate pair of eyeglasses will be issued to members requiring glasses to correct refractive errors whose uncorrected distant visual acuity is worse than 20/40.

c. OCONUS Orders

- (1) OCONUS Orders will be issued as early as possible to allow sufficient time for processing of household goods, shipment of privately owned vehicles, etc.
- (2) Prepare OCONUS travel orders using standardized overseas orders notes.
- (3) If required, prepare NATO supplemental orders per reference (e).

9. Transporting Dependents to/from an OCONUS Unit.

- a. To be eligible for dependent travel from CONUS, dependency must exist on the effective date of orders and the member must meet the greater of this required obligated service:
  - (1) Have sufficient service remaining to complete the "with dependent" tour effective on dependents' arrival and computed from the date the member began their tour for the area unless PSC-epm grants an exception, or
  - (2) Have a minimum of 12 months of their "with dependent" tour remaining after dependents' arrival. In no event will a member's dependent(s) be transported OCONUS at government expense unless at least 12 months remain on the applicable OCONUS tour after the date the dependent(s) arrive OCONUS.

- b. A member who is not entitled to dependents' transportation at government expense and who is not authorized to have dependents present in the vicinity of the OCONUS duty station will not be furnished space-available transportation for their dependents incident to travel to the OCONUS duty station.
- c. Dependents not approved to be present in the area may be transported on a space-available basis in conjunction with the member's PCS from the OCONUS area provided the member complies with command regulations pertaining to their acquisition, and the dependents meet any applicable requirements for entry into the United States
- d. For assistance in coordination of efforts if a dependent encounters a medical or other emergency while in transit, the member shall immediately contact the Entry Approval Point when transiting to OCONUS or the receiving unit when transiting from OCONUS.