Overseas and Operational Suitability Screening DOD SAFE Guide

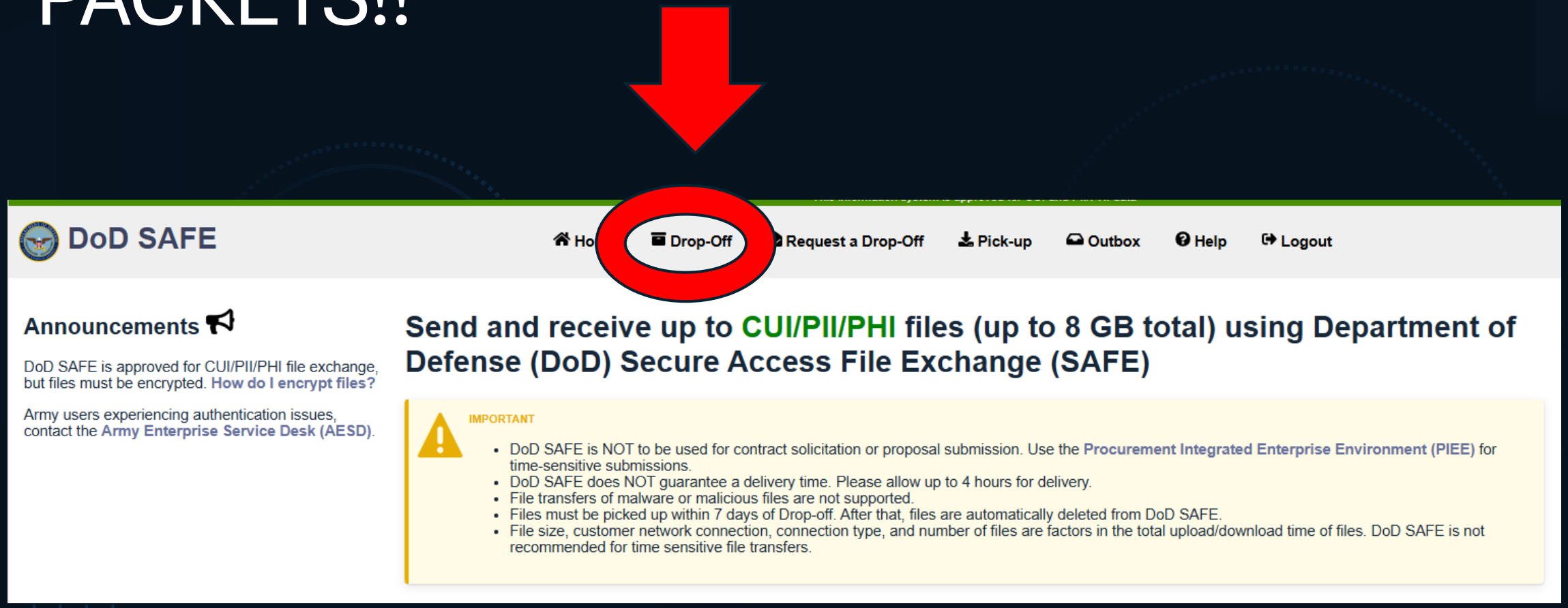
Go To DoD Safe Website

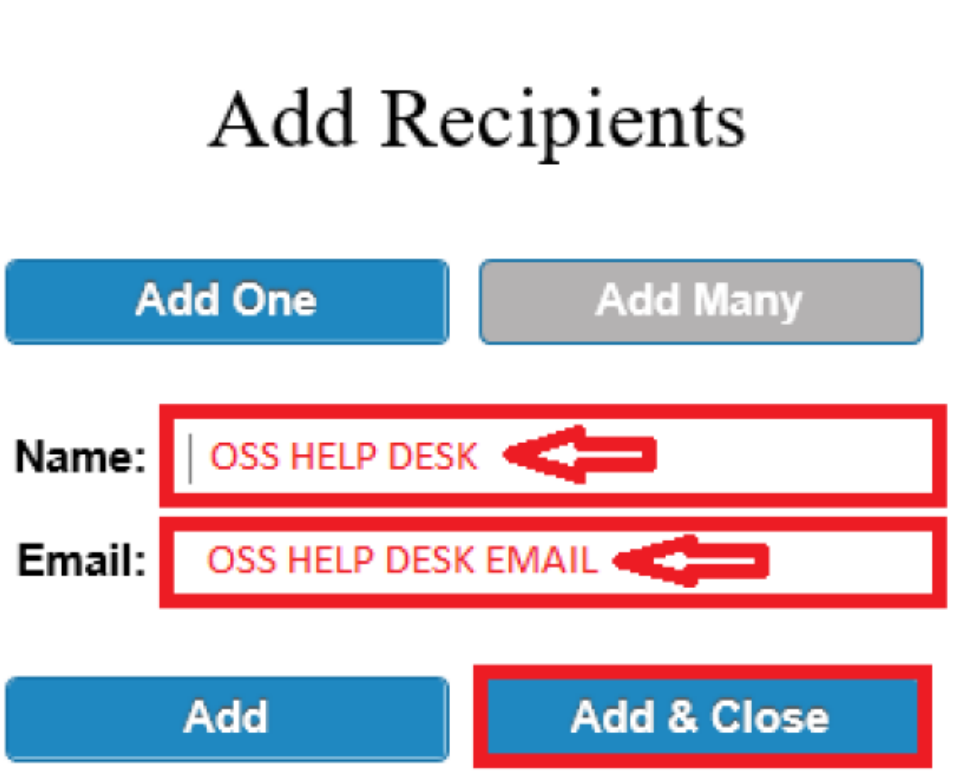
- Access DOD SAFE Site
- https://safe.apps.mil/
- If you do not have CAC access message our Distro and we will request packets from the email you send to us with.
- Our Distro

dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil

DROP-OFF & UPLOADING YOUR PACKETS!!

FROM THIS PAGE, YOU WILL CLICK ‘’Drop-Off’’, as shown below.





ADDING RECIPIENTS

- From this page, add the OSS help desk as the name and place the email address below.
- Click “Add & Close”.

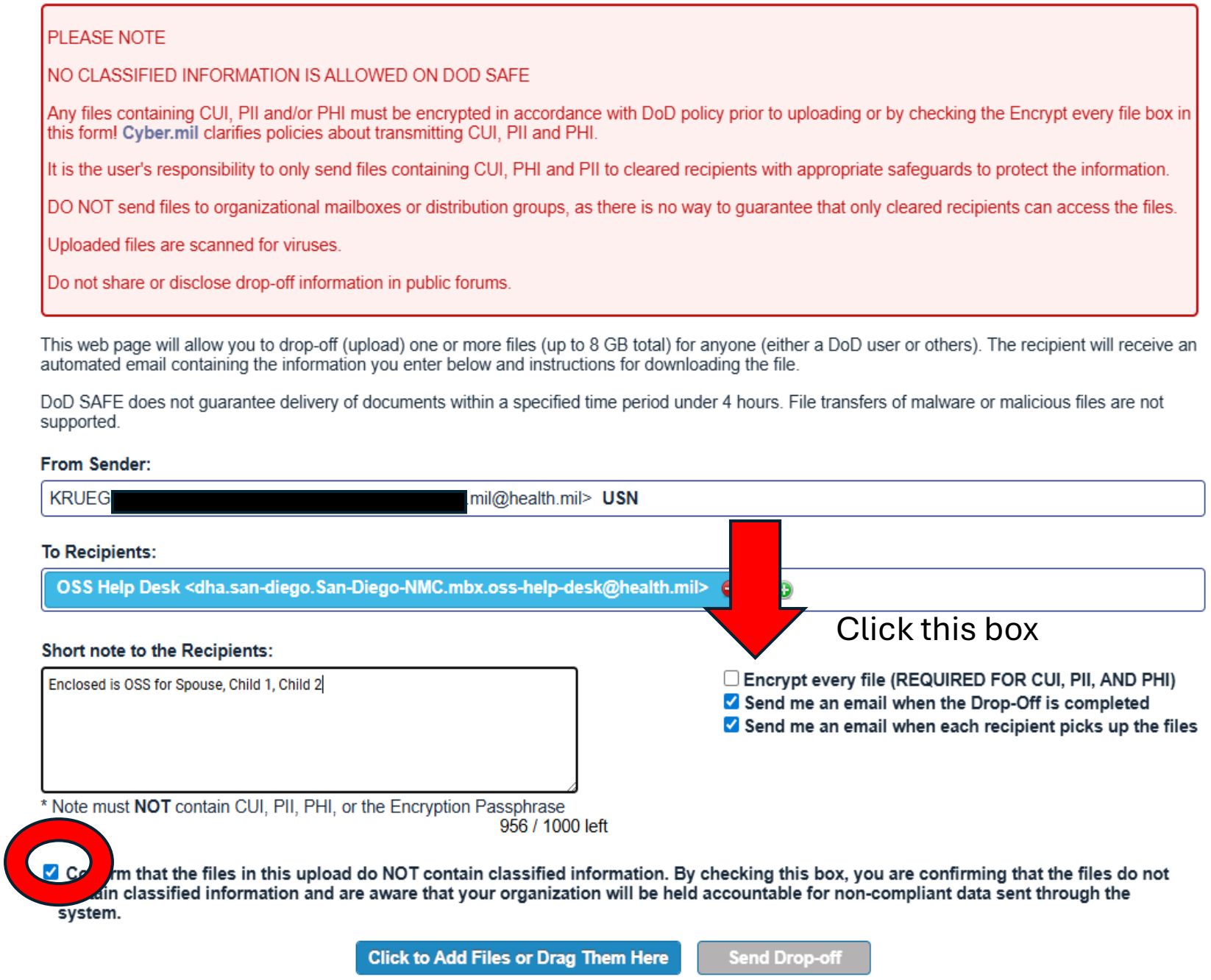
- OSS Help Desk Email:
- dha.san-diego.San-Diego-NMC.mbx.oss-help-desk@health.mil

ADDING NOTES AND ENCRYPTING

From this page:

- Add any pertinent information that staff need to know.
- Add other contact information, such as phone numbers.

After the note, please click “Encrypt every file” and proceed to the next slide.



COMMONLY MISSED INFORMATION FOR DEPENDENTS

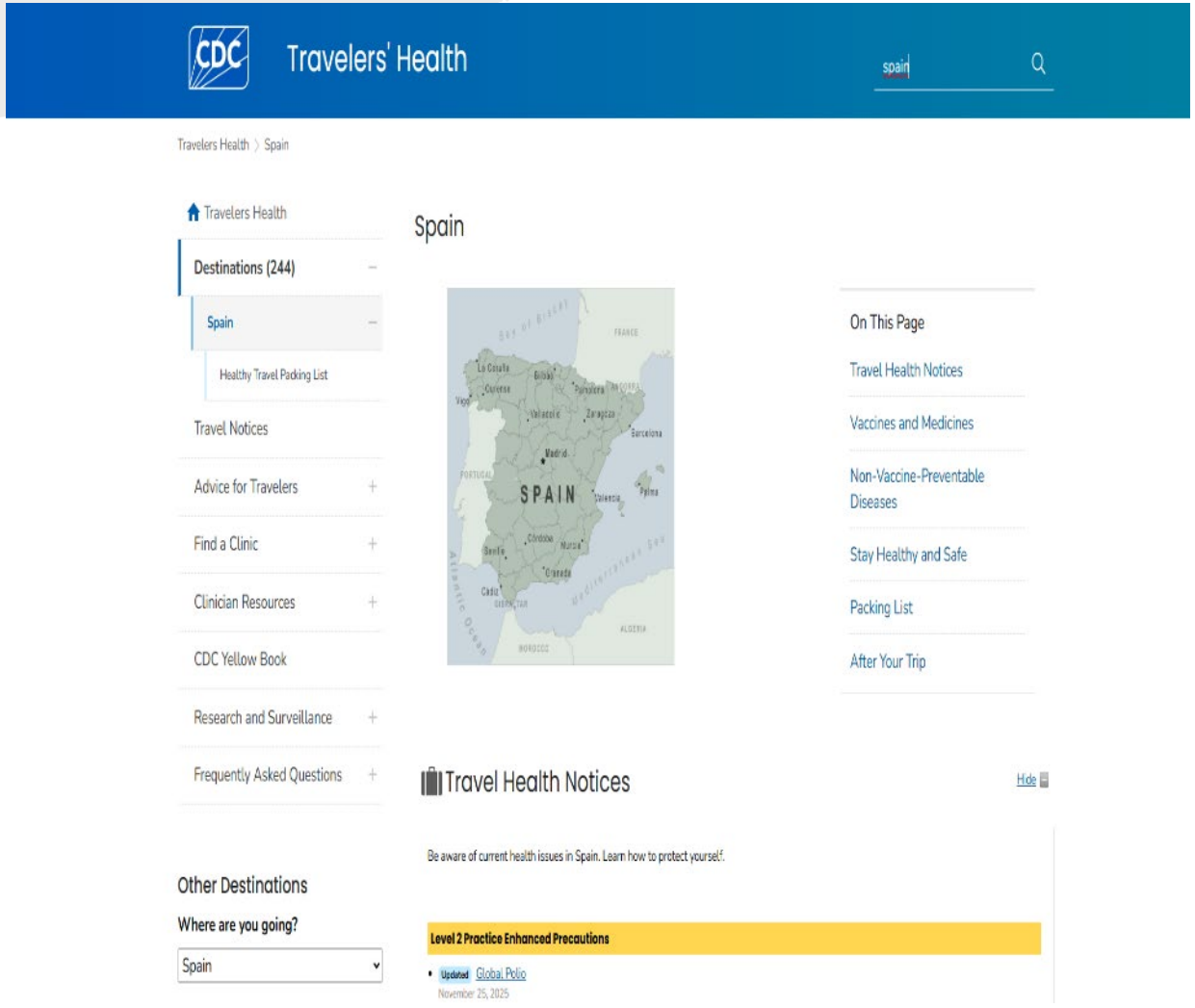
USPSTF website is used for recommendation guidance –utilize top right search for topic.

https://www.uspreventiveservicestaskforce.org/uspstf/recommendation-topics

- Physical- Full physical exam to include clear Review of Systems. Printed exam required if seen by a non-military treatment facility for medical, (a visit summary will not suffice).
- Enroll in genesis if never seen at Military Treatment Facilities. Call 619-532-8366
- Mammogram- annual for females over 40
- Pap Smear- every 3 years for women under 30 with normal results; every 5 years for women over 30 with normal results (Pap with HPV).
- Colonoscopy- required for Male and Females Over 45
- Dental- Dental signs the 1300/1 Dental Page and a co-sign from a Military Treatment Facility dental officer. If seen by a civilian dentist, a dental physical should be completed within past 12 months and visit notes with X-Rays will need to be with package and provided to a MTF Dental for dental co-sign on 1300/1.

Immunizations

- Immunizations are recommended for all dependents but not required; however, not getting immunizations will require an inquiry to the gaining command. The gaining command may disqualify you for this reason. Due to need for inquiry, please expect more time to complete the suitability packet.
- For questions about immunizations and requirements, please utilize military orders and https://www.cdc.gov. The search engine in the top right can be used to research the country vaccine requirements on the respective Traveler's health page or individual vaccine information.
- JEV (Japanese Encephalitis Vaccine), typhoid, anthrax and other travel vaccines will only be provided to members and dependents with approved suitability packages, when needed.
- If there isn't access to current vaccination records, blood titers can be completed at a Military Treatment Facility Laboratory. This test can be ordered from an immunization clinic or Primary Care office.



Example Email's

Two emails will be received for the initial process, examples provided on this slide. The first email will confirm drop-off. The second email will confirm the team has "picked up" your packet.

Please note, DoD Safe Drop Offs expire after 6 days.

Please contact the help desk via phone or email if the packet is not processed within 5 days.
*It is possible the packet may not have been received or an error has occurred.

[DoD SAFE] Confirmation of Completed Drop-off oGeBgeSDfswUueAF

N NoReplyTo@mail.mil
To Krueger, Brandon Steven PO1 USN BRHLTHCLINNTC SAN CA (USA)

*** DO NOT FORWARD ***

This is an automated message sent to you by the DoD SAFE service.

This is a confirmation that the Drop-off you recently submitted has been successfully sent to the recipient.

Drop-off Details:/

Drop-off Submitted: 2025-12-05 22:13:41 UTC
Drop-off Completed: 2025-12-05 22:13:50 UTC
Claim ID: oGeBgeSDfswUueAF
Claim Passcode: 6VnALhPRkOa3UsrT

** This drop-off is encrypted. **

For recipients to be able to access the Drop-off files, you must provide them with the passphrase that is known only to you.

— Sender —
Name: KRUEGER.BRANDON.STEVEN
Organization: USN
Email Address: brandon.s.krueger2.mil@health.mil
— Recipient —
Name: oss
Email: dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil
Recipient URL: https://safe.apps.mil/pickup.php?claimID=oGeBgeSDfswUueAF&recipCode=QhZoVx
— File —

[DoD SAFE] KRUEGER.BRANDON.STEVEN has picked up your drop-off!

N NoReplyTo@mail.mil
To Krueger, Brandon Steven PO1 USN BRHLTHCLINNTC SAN CA (USA)

This is an automated message sent to you by the DoD SAFE service.

The drop-off you made (claim ID: oGeBgeSDfswUueAF) has been picked-up.

The file, SASS User Guide.pdf, was picked up by you, the sender.

You will not be notified about any further pick-ups of files in this drop-off by this recipient.

If this was a large drop-off (more than 200MB) and it has been picked up by all recipients, please consider deleti
on the "Outbox" tab, click on the ClaimID of the desired drop-off, and click the Delete button.

Full information about the drop-off:

Claim ID: oGeBgeSDfswUueAF
Drop-off Submitted: 2025-12-05 22:13:41 UTC
Drop-off Completed: 2025-12-05 22:13:50 UTC
— Sender —
Name: KRUEGER.BRANDON.STEVEN
Organization: USN
Email Address: brandon.s.krueger2.mil@health.mil
— File —
Name: SASS User Guide.pdf
Description:
Size: 1.2 MB
SHA-256 Checksum: 74193D85CB8928D4F6440EC2193E4436FAED18C903990EA731C3DC029C826205
Content Type: application/pdf

ADDING PASSPHRASE PROTECTION

- From this page, a passphrase will need to be created. It must contain at least 10 characters. This passphrase will not be known to the recipient.

- Once created, this passphrase will need to be sent to the suitability screening team so that your packet can be accessed.

- Sending the passphrase can be done in two ways:

1. Send via email: dha.san-diego.San-Diego-NMC.mbx.oss-help-desk@health.mil

-OR-

2. *Preferred method*

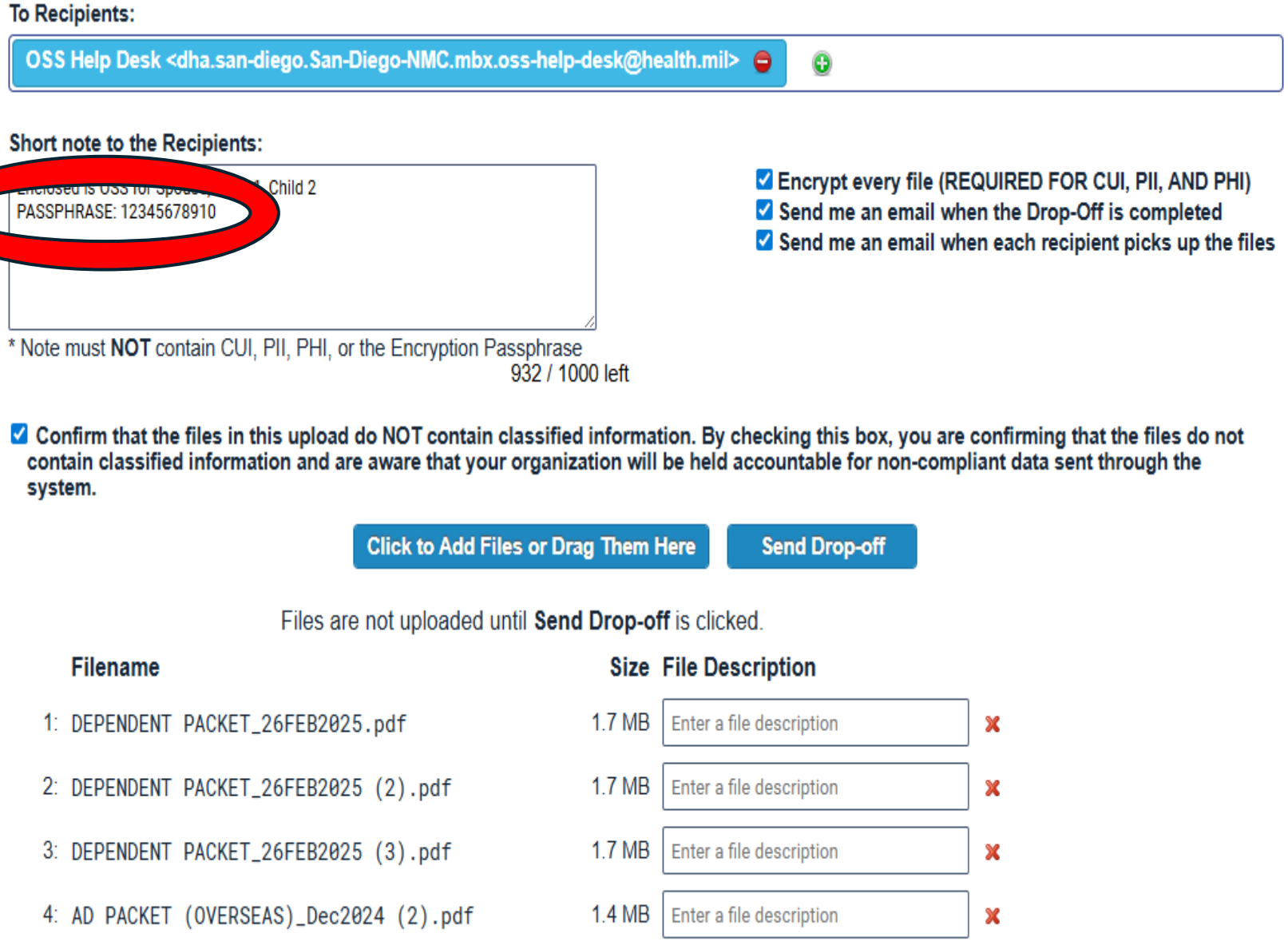
Include in the “short note to recipients” box. (instruction on next page).

ALMOST FINISHED!

Preferred method for sharing Passphrase with team

Include passphrase into the “Short note to the Recipients” section.

Once this is completed, please click the box “Click to Add Files or Drag Them Here” and proceed to the next slide.



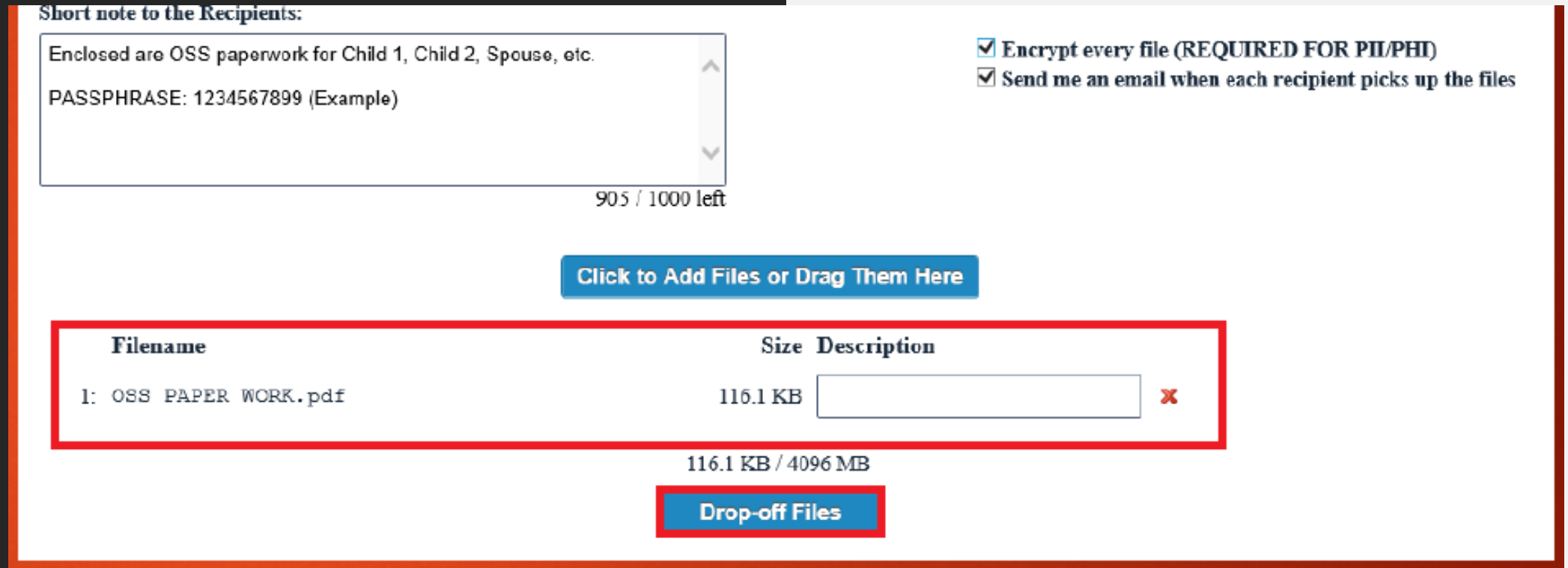
SEND THE PACKET

On this page, all attachments will be listed.

Please scan each packet separately to avoid packet mix-up.

Once packets are uploaded, click “Drop-off Files”. The files will get scanned and encrypted.

An email will be sent to the suitability screening email address. An email notification will be received to confirm packet has been sent and when packet has been opened/received by suitability screening staff.



Alaska	Kodiak
California	Bridgeport, China Lake, San Clemente Island, San Nicolas Island
Florida	Key West
Hawaii	Barking Sands
Nevada	Fallon
West Virginia	Sugar Grove

b. Dental Readiness. Class 3 dental status personnel are not normally suitable for remote assignment due to limited dental capabilities.

- Hawaii and Alaska count as CONUS. A screening is not required unless going to remote duty locations as outlined above or an operational command that has a suitability screening as a requirement.

- Dependents will not need OSS for CONUS locations unless being stationed at a remote duty location outlined in the chart.

- For example: Kodiak, Alaska.

BUMEDINST 1300.2B
27 Jul 2016

SUMMARY OF REQUIREMENTS FOR
MEDICAL, DENTAL, AND EDUCATIONAL SUITABILITY SCREENING

REQUIREMENT	SERVICE MEMBER	FAMILY MEMBER ADULT	FAMILY MEMBER CHILD
Medical Record Review (military and civilian)	R	R	R
Medical History (DD Form 2807-1)	R	R	R
Dental examination	R	R	9
Exceptional Family Member Special Education/Early Intervention Summary (DD Form 2792-1)	N	N	R
Routine physical, aviation, submarine, radiation, asbestos or other type of screening or examination as required	1, 2	2	2
PHA	1	N	N
Hearing examination (audiogram)	1, 2	N	N
Vision examination	1, 2	N	N
HIV test	1	3	3
Blood type	1	N	N
G6PD test	1	N	N
PPD test	1	2	2
Sickle Cell trait test	1	N	N
DNA testing	1	N	N
Immunizations	4	5	5
Annual health maintenance examination for Servicewomen	1, 2	N	N
USPSTF Screening Tests	N	3	3
Pregnancy screen	R	6	6
IFSP	N	N	7
IEP	N	N	8

Legend:
R - Required.
N - Not required.
1 - Required if routinely due by transfer date or if not previously documented in medical record.
2 - Required if indicated by screening interview or review of military or civilian medical records, medical history, or CHCS data.
3 - Recommended but not required.
4 - Required if due or if specified for the destination country/location.
5 - Required if specified for the destination country/location; highly encouraged ACIP recommendations by age
6 - Recommended for females of reproductive age.
7 - Required if receiving early intervention services.
8 - Required if receiving special education and/or related services.
9 Required if child is 6 months or older.

Enclosure (11)

Summary of Requirements for Medical, Dental, and Educational Suitability Screening.

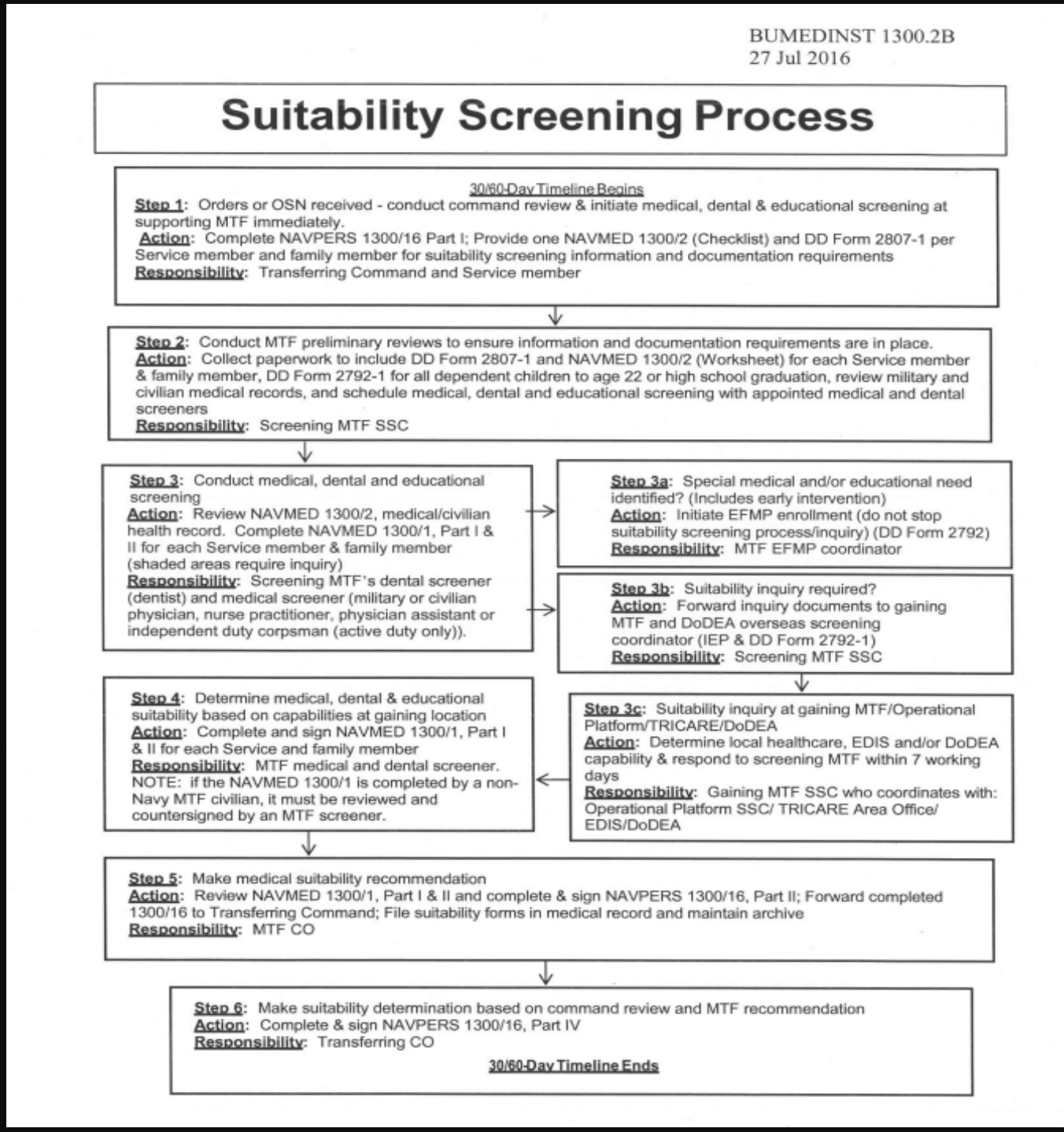
All requirements are categorized in this chart but we have simplified every

SCREENING PROCESS OVERVIEW:

If you have any questions, please ask the team!

dha.san-diego.San-Diego-NMC.mbx.oss-help-desk@health.mil

Added this block for emphasis as members sometimes have a hard time with the contact us section



BUMEDINST 1300.2B
27 Jul 2016

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 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 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 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

References

1. BUMEDINST 1300.2B
2. BUMEDNOTE 1300, 27 Aug 2025
3. DoDI 1315.18
4. DoDI 1315.19
5. DoDI 6000.20
6. SECNAVINST 5300.39B
7. SECNAVINST 1754.5C
8. OPNAVINST 1300.14E
9. OPNAVINST 1300.20A
10. BUMEDINST 1300.2B
11. BUMEDINST 6320.104
12. MARADMIN 702/19
13. MCO 1300.8
14. MILPERSMAN (MPM) 1300-302
15. MPM 1300-304
16. MPM 1300- 306
17. MPM 1300-500
18. MPM 1300-800
19. DoDI 1315.18
20. DoDI 1315.19
21. DoDI 6000.20
22. NAVPERS 1300/16
23. NAVMED 1300/1
24. NAVMED 1300/2
25. SECNAVINST 5300.39B
26. SECNAVINST 1754.5C
27. OPNAVINST 1300.14E
28. OPNAVINST 1300.20A
29. BUMEDINST 1300.2B
30. BUMEDINST 6320.104
31. MARADMIN 702/19
32. MCO 1300.8
33. MILPERSMAN (MPM) 1300-302
34. MPM 1300-304
35. MPM 1300- 306
36. MPM 1300-500
37. MPM 1300-800
38. Theatre Entry Standards for Combatant Commands (COCOM)