DEPARTMENT OF THE ARMY
CENTER FOR PROFESSIONAL EDUCATION AND TRAINING
2450 Stanley Road, Building 146, Room 204
JBSA FORT SAM HOUSTON, TEXAS 78234

REPLY TO
ATTENTION OF

MCCS-HPD

15 JULY 2015

19 JUL 15

MEMORANDUM THRU MG Thomas R. Tempel, Jr., Chief, US Army Dental Corps, 3360 Stanley Road, Room 281, JBSA Fort Sam Houston, Texas 78234-6100

FOR All Active Duty (AD) US Army Dental Corps Officers, Health Professions Scholarship Program (HPSP) Senior Dental Students and Those Otherwise Previously Obligated to the Active Component US Army Dental Corps

SUBJECT: Dental Corps Long Term Health Education and Training Announcement for the Fiscal Year (FY) 2016 Selection Board

1. **References:**

a. AR 351-3, Professional Education and Training Programs of the Army Medical Department, 15 October 2007.

b. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 23 October 2012.

c. AR 600-9, The Army Body Composition Program, 28 June 2013.

d. AR 40-68, Clinical Quality Management, Rapid Action Revision, 22 May 2009.

e. AR 600-8-24, Officer Transfers and Discharge, 12 April 2006.

f. Department of Defense Instruction 6000.13, 30 June 1997.

g. Educational Service Agreements (ESA) or Medical Training Agreements, as applicable.

h. Memorandum, Assistant Secretary of Defense (Health Affairs), 6 August 2001, Subject: Request for Exception to Policy Change to Active Duty Service Obligation for Endodontic and Orthodontic Residency Training.

i. DENCOM Policy Letter 2-2, 6 January 2015, Subject: Student Training and Training Affiliations.

j. DENCOM Policy Letter 2-5, 6 January 2015, Subject: Dental Licensure.

k. Corps Chief Policy Letter, 19 November 2013, Subject: Declination of Training Notification.

l. Dental Corps Executive Committee (DCEC) Corps Chief's Decision Memorandum, 9 February 2015.

2. **Purpose:** To announce the convening of the Dental Corps Long Term Health Education and Training (LTHET) Selection Board o/a **7 December 2015** to select qualified Dental Corps officers for post-professional dental education and training beginning o/a 1 July 2017, based upon needs as determined by the Chief, US Army Dental Corps.

3. **Scope:** This memorandum applies to all Active Duty (AD) Dental Officers (63A) seeking first–time specialty training within the military, and AD Dental Officers seeking second (dual) specialty training, Health Professions Scholarship Program (HPSP) senior dental students, and other obligated senior dental students (e.g., ROTC Scholarship students on an Educational Delay to attend dental school) entering Active Duty in **2016**. This memorandum does NOT apply to Dental Officers in the Reserve Components (US Army Reserve and US Army National Guard); those officers are NOT eligible to apply for graduate training through the Army Dental Corps Long Term Health Education and Training Board. The Board will select officers for training to begin in 2017. **All resident starts are subject to availability of funding.** Number of selectees are indicated below:

63B, Comprehensive Dentistry (Advanced Education Program in General Dentistry – 2 Year)	20[a]
63D, Periodontics	4[a]
63E, Endodontics	8[a]
63F, Prosthodontics	4[a]
63K, Pediatric Dentistry	2[b]
63M, Orthodontics	3[c]
63N, Oral and Maxillofacial Surgery	13[d]
63P, Oral and Maxillofacial Pathology	1[f]
Oral and Maxillofacial Surgery Fellowship	1[e]

Oral and Maxillofacial Prosthodontic Fellowship	1[f]
Orofacial Pain Fellowship	1[f]
US Army-Baylor MHA/MBA or ECL	2
PhD	1[b]
Dental Informatics	1[b]

[a] Resident will participate in the master's-level program from the Uniformed Services University of the Health Sciences. Graduates may earn a Master of Science in Oral Biology Degree upon successful completion of course requirements.

[b] Resident trained in civilian program. Location is dependent upon consultant recommendation and acceptance by the civilian school. NOTE: The Active Duty Service Obligation (ADSO) for training in civilian institutions is **CONSECUTIVE** to all other service obligations.

[c] One resident may be trained in civilian program based on consultant recommendation and availability of a civilian training site. NOTE: The Active Duty Service Obligation (ADSO) for training in civilian institutions is **CONSECUTIVE** to all other service obligations.

[d] Up to two (2) candidates will be selected for a 6-year, integrated dual-degree Oral and Maxillofacial Surgery/MD program. Applicants for oral and maxillofacial surgery must take the National Board of Medical Examiners Comprehensive Basic Science Examination (NBME CBSE) if they do NOT have a numerical score for Part I of the National Board Dental Examinations.

[e] Selection and location of OMFS Fellowship must be approved by the OMFS Consultant and meet the needs of the Army Dental Corps.

[f] Selection dependent on other federal service training site availability or alternate civilian training program. NOTE: The Active Duty Service Obligation (ADSO) for training in civilian institutions is **CONSECUTIVE** to all other service obligations.

4. **Eligibility.**

a. HPSP senior dental students and other previously obligated senior dental students entering AD in 2016 (ROTC, residual USMA obligation, etc.) are eligible to apply for postgraduate training in the following specialties: Comprehensive Dentistry

(Advanced Education in General Dentistry – Two Year), Periodontics, Endodontics, Prosthodontics, Orthodontics, and Oral and Maxillofacial Surgery.

b. All officers must be branch qualified, having completed the AMEDD Basic Officer Leader Course, prior to starting a postgraduate residency program.

c. Officers applying to Pediatric Dentistry must be on AD as a general dentist before making application.

d. Officers applying to the Orofacial Pain Fellowship must have already completed a residency program, be board certified, served five (5) years in their specialty before the start of training, and have less than 14 years of active federal service. This Fellowship is open to all dental specialties that meet the requirements.

e. Officers applying for PhD programs must be specialty trained in any dental discipline. Application may be made in the final year of specialty training, with the possibility of entering into a PhD program immediately upon graduation. PhD training will occur in civilian institutions, with the additional incurred ADSO served CONSECUTIVELY to other training obligations.

f. Specialists in any discipline may seek a second (dual) specialty. Final decision on eligibility for dual trained specialists is at the discretion of the Corps Chief. Requirements for dual training:

(1) Achieved board certification by the respective discipline's specialty board.

(2) Served for a period of five (5) years in the active component of the US Army Dental Corps as a fully qualified specialist before starting secondary specialty training.

(3) Begin training within ten (10) years of specialty program completion.

g. Officers applying to Dental Informatics must have already completed specialty training and achieved board certification. Resident will be assigned to Joint Base Lewis-McChord. The program is conducted through distance learning at the Oregon Health Sciences University with periodic on-location training.

h. Officers who have already completed a fellowship are <u>not</u> eligible to apply for a second fellowship.

i. Officers who were involuntarily removed/terminated from training are <u>not</u> eligible to reapply for training.

j. Officers who have voluntarily withdrawn from a training program can regain

eligibility to apply for another program. However, the officer must wait one academic year after the year of their withdrawal, provided they satisfy other eligibility requirements.

k. Officers previously selected for residency training, and subsequently formally declined training through Graduate Dental Education prior to the start of the program, are eligible to reapply for training. Declination within six (6) months of the projected start of the training program will be considered a withdrawal as defined in AR 351-3 (see paragraph 4.j. above).

l. Officers in non-select for promotion status may be eligible to apply for and enter into long term postgraduate specialty training programs. Officers in this status must obtain an approved waiver prior to the convening date of the selection board, or by 1 January of the year entering training. Officers who become non-select for promotion after 1 January of the year scheduled to enter training must submit a waiver request within 30 days of the release of the promotion board results, and if approved, may enter into training. Officers who become non-select for promotion while in training will not require a waiver to continue training.

m. Officers must be able to complete the training program and all subsequent training ADSOs before reaching mandatory retirement guidelines established in AR 600-8-24; the Mandatory Removal Date (MRD) is either upon achieving a maximum 62 years of age or having reached the maximum commissioned service (30 years for Colonel, 28 years for Lieutenant Colonel). The mandatory retirement requirements are NOT waiverable.

n. There are two (2) options for officers applying to the US Army-Baylor program: the Master of Health Administration/Master of Business Administration (MHA/MBA) program, and the Executive Clinical Leadership (ECL) track. The ECL track only awards a Master of Health Administration (MHA) degree. Dental Corps officers will be selected by the Dental Corps LTHET Board for either option. Up to two (2) selected residents may begin the program in June 2016, depending on PCS availability. Officers applying for either the MHA/MBA or the ECL Track must have completed residency training, Intermediate Level Education (ILE) and have no more than 17 years Active Federal Service at the time the class convenes. Additional information on each program is available at http://www.baylor.edu/graduate/mha.

(1) The MHA/MBA option is a two-year program. Applications for the MBA/MHA Baylor program will include the following information:

(a) Online training application.

(b) Completed the Graduate Record Examination (GRE) (see www.ets.org) or Graduate Management Admission Test (GMAT) (see www.mba.com) within five (5) years of the application. For the MHA program, the minimum score for the GRE is 300, and GMAT minimum is 525. For the joint MHA/MBA degree option, the minimum acceptable GRE score is 310, and GMAT minimum is 575. The GRE/GMAT requirement is waiverable for the ECL track.

(c) Official undergraduate, graduate (if applicable) and dental school transcripts. The applicant must request a letter from the school stating his/her class standing and GPA if it does not appear on the transcript. A 3.2 cumulative undergraduate or graduate (dental school) GPA is the minimum standard.

(d) Letter of Intent.

(e) Commander's Memorandum of Recommendation, as per guidance in paragraph 7c.

(f) Memorandum of Recommendation from the officer's respective Regional Dental Commander.

(2) Officers applying for the ECL Track must have a minimum 3.2 undergraduate GPA, combined score of 310 for verbal and quantitative components in the GRE, or 575 GMAT score (waiverable), and minimum ten (10) years experience as a commissioned officer in the medical field with a DMD or DDS degree. Officers must have completed ILE. This 54-week program will require a Graduate Management Project (Thesis), a one hour oral examination at the end of the didactic year and a 30-45 minute oral examination defending a single integrated project. The application requirements are as above for the MHA/MBA program, with the exceptions as indicated.

5. **Waivers.** Officers may request waivers for any of the above requirements, except mandatory retirement, to include time in service requirements. The officer should submit a memorandum to their commander which identifies the specific condition(s) to be waived with detailed reason(s) for the waiver request. The commander will prepare a memorandum of endorsement (concur/nonconcur) and forward through the Chief, Graduate Dental Education for decision by the Chief, US Army Dental Corps. The waiver must be granted prior to the submitting the complete application for residency training.

6. **Selection board process.** All officers entering specialty and postgraduate training must be selected by the Dental Corps LTHET Board. The Board conducted in December 2015 will select officers to begin residency training **1 July 2017**. Officers selected for BOTH an Advanced Education Program in General Dentistry-One Year (AEGD-1) AND for specialty training must choose to participate in one or the other

program. They may not do an AEGD-1 immediately followed by specialty training, and no AEGD-1 program will be curtailed to accommodate starting specialty training. Officers who are selected for BOTH an AEGD-1Program and specialty training, who opt to attend the AEGD-1YR program, will forfeit selection to specialty training, requiring re-application to a future specialty training selection board. Officers who will be trained in civilian institutions may be required to meet additional selection criteria, to include acceptance by the civilian institution through a separate interview/selection process. Selectees may be eligible to train in US Navy or US Air Force programs, depending on the needs of the Service. Officers may **not** apply for the National Residency Matching Program for postgraduate training in civilian programs prior to selection by the Dental Corps LTHET Board. The Army Dental Corps does not grant educational deferments from active duty. Early activation for training for Academic Year 2016 (1 July 2016 start) may occur based on unplanned vacancies or the needs of the service. Officers selected for early activation of training will be determined by the selection board order of merit list and Human Resources Command time-on-station criteria. Selection for residency training will be based on an applicant's military service record, education, training, performance and recommendations, as well as academic achievement.

7. **Application procedures.**

a. Online application. Available for authorized Common Access Card (CAC) users on the Army Dentistry Portal/Communities/ Graduate Dental Education/LTHET (Residencies) site available at <https://info.dencom.army.mil/SitePages/Home.aspx>. Candidates may also request an application form from Graduate Dental Education via usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil or calling (210) 221-0079 (DSN 471) or (210) 295-9604 (DSN 421). Each senior HPSP student will receive an individual email with the application and this Memorandum of Instruction.

b. Applicant's Memorandum of Intent (**one page**, 11- or 12-point Arial font, no enclosures or endorsements). The Memorandum of Intent should be written in an articulate and well organized manner, provide the board with pertinent information not present in the official military record, clearly state why the applicant seeks training in a particular specialty, and will bear the applicant's signature. The Memorandum should include information on professional activities such as specialty rotations, research, table clinics, papers, and lectures demonstrating experience, expertise, and interest in the specialty field. The Memorandum provides an opportunity to address specific personal issues. Senior dental students with prior military service are responsible for documenting previous military experience in their Memorandum of Intent, as they will not have an Officer Record Brief (ORB) for the board.

c. Commander's Memorandum of Recommendation (**one page**). AD officers within six (6) months of Permanent Change of Station (PCS), or whose commander recently changed, may submit a recommendation from their former commander, upon approval

from the current commander. An email or memorandum from the current commander to the Chief, Graduate Education will suffice as evidence of coordination. Officers assigned to units commanded by other than a Dental Corps officer may submit a recommendation from their unit commander IN ADDITION TO a letter from the DENTAC Commander. Dental students in their senior year may submit a letter of recommendation from the school Dean, or Faculty Advisor. Officers within six (6) months of entry onto AD may submit a letter from the Dean or Faculty Advisor in lieu of the Commander's Memorandum of Recommendation, upon approval from their current commander.

d. Memorandum of Recommendation (one page) from a specialist on AD in the specialty of the applicant's choice for training. The memorandum may be from specialists at previous assignments or from other military/federal services. Senior dental students or officers within six (6) months of entry onto AD may submit a recommendation from a specialist on the dental school faculty in lieu of an AD specialist. If there is no specialist on active duty located at the same duty station as the officer applying for training in a particular specialty, the source of the specialty letter of recommendation will be at the discretion of the appropriate specialty Consultant. If applying for a fellowship, a recommendation from the Consultant in the respective specialty is required. PhD candidates will require a recommendation from the Commander of the Dental Trauma and Research Detachment (COL Richard Williams, <richard.l.williams81.mil@mail.mil>, telephone: (210) 416-4611). Dental Informatics candidates will include a recommendation by the Dental Directorate Director for Information Management, (LTC Constance Sedon, <constance.l.sedon.mil@mail.mil>, telephone: (210) 221-7884).

e. OPTIONAL: One additional letter/memorandum of recommendation may be included. This optional letter can be from any dentist of the applicant's choosing: civilian, retired military, AD military, or Reserve Component dental officer. If more than one optional letter of recommendation is received, the letter with the earliest submission date will be presented to the board.

NOTE: All recommendations should be **no more** than one page and should not include endorsements or enclosures. The recommendations must be sent directly to the board at the address listed in paragraph 7j, should not be reviewed by the applicant prior to sending to Graduate Dental Education, will not be accepted from the applicant him/herself, nor returned following the Board. All recommendations must be signed by the author. Email messages are not considered acceptable letters of recommendation.

f. Certified dental school transcripts. Transcripts must include overall GPA and class ranking, if applicable. If the dental school does not issue GPA or class ranking, a letter from the dental school is required stating their grading/ranking policy.

g. Evidence of taking and passing Part I and Part II (if applicable) of the National Board Dental Examinations. Applicants for oral and maxillofacial surgery must provide results of the National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination (CBSE) in addition to the National Boards if they do NOT have a numerical score for Part I of the National Board Dental Examinations. This is a web-based examination scheduled through the American Association of Oral and Maxillofacial Surgeons (AAOMS). For more information, see the website at www.aaoms.org/nbme.php. It is OPTIONAL for applicants in any other specialty program to take the NBME CBSE examination and/or the Graduate Record Examination (GRE) (see www.ets.org) as additional information for their board packet. All examinations are taken at the applicant's own expense.

h. Telephonic Interview. Candidates in all specialties will have a telephonic interview by a board of specialists in each discipline, selected by the respective consultants. Interviews will be conducted **12-20 November 2015,** and will be scheduled by Graduate Dental Education. Results of the interview are part of the Board file.

i. Official Department of the Army (DA) photograph and official military personnel files will be provided to the Board. Active Duty applicants should ensure a current official photo is on file. All OERs will be appropriately processed through Human Resources Command. The Board will not accept Officer Evaluation Reports (OERs) submitted by the applicant. Senior HPSP and other obligated dental student applicants may submit a passport-type photograph as a substitute for the official photograph.

j. Forward supporting documentation directly to Academy of Health Sciences, Center for Professional Education and Training; ATTN: MCCS-HPD; 2450 Stanley Road, Bldg 146, Room 204; Joint Base San Antonio-Fort Sam Houston, TX 78234. Documents must arrive **no later than 6 November 2015.**

8. **Licensure.** Prior to starting an advanced postgraduate training program, officers must be possess a current, active, valid and unrestricted dental license issued by one of the states or territories of the United States. Unlicensed dental officers will not be allowed to start an advanced postgraduate training program. Proof of licensure must be provided not later than 14 days prior to the start of the residency program. Unlicensed officers will lose their training slot, will be required to reapply for selection, and are subject to reassignment.

9. **Physical Standards and Flag Actions.** Officers suspended from favorable personnel action (flagged) on or after **1 March** of the year starting training will not be permitted to attend training, IAW AR 600-8-2 and at the discretion of the Corps Chief. Officers must be in compliance with Army weight control and physical fitness standards in accordance with AR 600-9, or are subject to flagging action by their commander as

per AR 600-8-2. Flagged officers must resubmit an application in its entirety to a subsequent Board. Exceptions must be petitioned through the Corps Chief.

10. **Deferments/Declinations.**

a. Deferments/declinations for training are considered on a case-by-case basis, and are highly discouraged. If selected, an officer is expected to continue and complete postgraduate dental residency education. Declinations within six (6) months of the start of the training program will be considered a withdrawal, requiring waiting one full academic year prior to making reapplication to the Board. Exceptions must be petitioned through the Corps Chief.

b. Current Human Resources Command guidelines recommend minimum 24 months time-on-station for Outside Continental United States (OCONUS) assignments, and 18 months time-on-station for CONUS assignments prior to Permanent Change of Station (PCS) move. Officers selected for training, but not meeting PCS guidelines, will be granted an automatic deferral for training, and enrolled in the first class after PCS eligibility, provided that they meet criteria in paragraph 9. Their records will be revalidated at the next selection board. Exceptions will be handled on a case-by-case basis.

c. Officers selected for training and requesting deferments for reasons other than time-on-station must initiate their request in writing by 1 October 2016 following the process outlined in paragraph 5, Waivers.

11. **Active Duty Service Obligations (ADSOs).** ALL officers will incur an ADSO for all long term training in accordance with documents in AR 351-3, Department of Defense Instruction 6000.13, and Memorandum, Assistant Secretary of Defense (Health Affairs), 6 August 2001, Subject: Request for Exception to Policy Change to Active Duty Service Obligation for Endodontic and Orthodontic Residency Training. A minimum two (2) year ADSO is incurred when the officer <u>begins</u> residency training.

a. ADSOs incurred for training in a military facility are repaid **CONCURRENTLY** with an existing Active Duty Obligation previously incurred for professional education and training. ADSOs incurred for training are CONSECUTIVE to any loan repayment contract and ROTC obligations.

b. ADSOs incurred for training in a civilian institution are repaid **CONSECUTIVELY** with <u>any</u> existing Active Duty Obligation, regardless of origin of commitment.

c. ADSO for the US Army-Baylor MHA/MBA Program is four (4) years which begins at the end of the 12-month didactic phase, and served **CONCURRENTLY** with an existing multi-year retention bonus contract obligation or residual ADSO from previous

training. ADSO for the ECL option is two-and-a half (2.5) years and will be served CONCURRENTLY with an existing multi-year retention bonus contract or residual ADSO from previous training.

d. The Master of Science in Oral Biology degree program for Comprehensive Dentistry, Endodontics, Periodontics and Prosthodontics is inherent in the curriculum for the residency and does not incur any additional ADSO.

12. **Travel and interview expenses.** Budget constraints prevent the Center for Professional Education and Training from reimbursing individuals selected for long term training in civilian institutions for travel and interview expenses. This cost must be borne by the applicant.

13. **Residents in non-Army training programs.** Officers training in non-Army facilities will be assigned to the 32nd Medical Brigade, 187th Medical Battalion, Student Detachment at Joint Base San Antonio-Fort Sam Houston, Texas. The Student Detachment will monitor academic progress and provide routine administrative and oversight functions. Additionally, the Student Detachment will ensure that attached officers comply with Army regulations for weight control and physical fitness standards. Officers not in compliance will be flagged IAW AR 600-8-2.

14. Points of contact for additional information or questions regarding the application process are Ms. Anne Parchman, (210) 221-0079, or the Chief, Graduate Dental Education, (210) 295-9604. An Applicant Checklist is posted on the Army Dentistry Portal (https://info.dencom.army.mil/SitePages/Home.aspx) for authorized CAC users, and on the Dental Directorate internet at www.dencom.army.mil/Dental Agencies/Graduate Dental Education. Direct email inquiries to: usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil.

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