



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

ATMC-DTT

1 August 2019

MEMORANDUM THRU BG Shan K. Bagby, 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 (LTHET) Announcement for the Fiscal Year (FY) 2020 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), 11 May 2016.
- 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, 3 May 2016.
- 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. OTSG/MEDCOM Policy Memo 17-045, 26 July 2017, Subject: Student Training and Training Affiliations (Dental).
- j. Army Dental Care System (ADCS) Information Paper, 27 March 2018, Subject: Dental Licensure.

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

2. Purpose: To announce the convening of the Dental Corps Long Term Health Education and Training (LTHET) Selection Panel o/a 2 December 2019 to select qualified Dental Corps officers for post-professional dental education and training beginning o/a 1 July 2021, 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 2020. 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 Selection Panel. The Panel will select officers for training to begin in 2021. 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	6 ^a
63F Prosthodontics	4 ^a
63F Maxillofacial Prosthodontics Fellowship	1 ^b
63K Pediatric Dentistry	1 ^c
63M Orthodontics	2
63N Oral and Maxillofacial Surgery	11
63N Oral and Maxillofacial Surgery Fellowship	1 ^d
US Army-Baylor MHA/MBA or ECL	1
Training With Industry (TWI): The Joint Commission (TJC)	1 ^e

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

^b Training location is Lackland Air Force Base in San Antonio, TX or Walter Reed National Military Medical Center in Bethesda, MB.

^c Training location is Texas A&M University in Dallas, TX. NOTE: The Active Duty Service Obligation (ADSO) for training in civilian institutions is CONSECUTIVE to all other service obligations.

^d Selection dependent on 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.

^e See separate Memorandum of Instruction for application procedures for the Training with Industry(TWI) The Joint Commission (TJC) Fellowship

4. Eligibility

a. HPSP senior dental students and other previously obligated senior dental students entering AD in 2020 (ROTC, residual USMA obligation, etc.) are eligible to apply for postgraduate training in the following specialties: Comprehensive Dentistry (Advanced Education in General Dentistry 2-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 (BOLC), prior to starting a postgraduate residency program

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

d. 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. Specialty Consultant input will be obtained prior to any final decision. Area of Concentration (AOC) density will weigh heavily in any decision for dual specialty training.
Requirements for dual training:

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

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(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.

e. Officers who were involuntarily removed/terminated from training are **not** eligible to reapply for training.

f. 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.

g. 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).

h. 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 panel, 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.

i. 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 waivable.

j. 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. One (1) Dental Corps Officer will be selected by the panel to begin the program in June 2021, 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

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than 17 years Active Federal Service at the time the class convenes. Additional information on each program is available at <https://www.baylor.edu/graduate/mha>.

(1) The MHA/MBA or MHA option is a two-year program. Applications for the two-year 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 and ECL 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 waivable 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 3.0 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 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.

(3) 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

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waiver must be granted prior to the submitting the complete application for residency training.

5. Selection panel process: All officers entering specialty and postgraduate training must be selected by the Dental Corps LTHET Panel. The Panel conducted in December 2019 will select officers to begin residency training 1 July 2021. Officers selected for BOTH an Advanced Education Program in General Dentistry 1-Year Program (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-1 program and specialty training, who opt to attend the AEGD-1 program, will forfeit selection to specialty training, requiring re-application to a future specialty training selection panel. 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 2020 (1 July 2020 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 panel 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.

6. 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://dencom.srmc-portal.amedd.army.mil/CMT/GDE/default.aspx>>. Candidates may also request an application form from Graduate Dental Education (GDE) via usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil or calling (210) 221-9716 (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 panel 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

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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 e-mail 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.

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 panel.

NOTE: All recommendations should be no more than one page and should not include endorsements or enclosures. The recommendations must be sent/e-mailed 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 panel. All recommendations must be signed by the author. E-mail messages are not considered acceptable letters of recommendation.

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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. This is a web-based examination scheduled through the American Association of Oral and Maxillofacial Surgeons (AAOMS). For more information, see the website at <https://www.aaoms.org/education-research/dental-students/nbme-for-oms-applicants>. It is OPTIONAL for applicants in any other specialty program to take the Advanced Dental Admissions Test for inclusion in the application packet (see <https://www.ada.org/en/education-careers/advanced-dental-admission-test>). Additionally, the NBME CBSE examination and/or the Graduate Record Examination (GRE) (see www.ets.org) are also optional but will be included if the applicant submits their scores. 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 4-8 November 2019, 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 panel. Active Duty applicants should ensure a current official photo is on file. ***All Academic Evaluation Reports (AERs) and Officer Evaluation Reports (OERs) will be appropriately processed through Human Resources Command. The Active Duty officer is required to e-mail up to the last five (5) AERs and OERs for submission to GDE for the 2020 Panel.*** Senior HPSP and other obligated dental student applicants may submit a professional photograph from the waist up as a substitute for the official photograph.

j. Forward/**E-Mail** supporting documentation directly to Academy of Health Sciences, Professional Education and Training Department MCCS-HPD; 2450 Stanley Road, BLDG 146, Room 204; Joint Base San Antonio-Fort Sam Houston, TX 78234. Documents must arrive **no later than 4 October 2019**. E-mail address: usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil.

7. Licensure: Prior to starting an advanced postgraduate training program, officers must 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

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officers will lose their training slot, will be required to reapply for selection, and are subject to reassignment.

8. 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 Body Composition Program 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.

9. 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 reapplying. Exceptions must be petitioned through the Corps Chief.

b. Current Human Resources Command guidelines recommend minimum 24 months time-on-station 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 2020 following the process outlined in paragraph 5, Waivers.

10. Active Duty Service Obligations (ADSOs). ALL officers will incur an ADSO for all Long Term Health Education and Training (LTHET) 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 begins 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 Health Professions

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Loan Repayment Program (HPLRP) ADSO, Health Professions Officer Accession Bonus (HPOAB) ADSO, and ROTC obligations.

b. ADSOs incurred for training in a civilian institution are repaid CONSECUTIVELY with any 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 second year of training, and served CONCURRENTLY with an existing ADSO. ADSO for the ECL option is three-and-a half (3.5) years and will be served CONCURRENTLY with an existing ADSO.

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.

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

12. Residents in non-Army training programs: Officers training in non-Army facilities will be assigned to the AMEDD Student Detachment at Joint Base San Antonio-Fort Sam Houston, TX. 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.

13. Points of contact for additional information or questions regarding the application process are Ms. Edith Fields (210) 221-9716 or the Chief, Graduate Dental Education, (210) 295-9604. An Applicant Checklist is posted on the Army Dentistry Portal, (<https://dencom.srmc-portal.amedd.army.mil/CMT/GDE/default.aspx>) for authorized CAC users, and on the Dental Directorate internet at <http://armydentalcorps.amedd.army.mil>. Direct all email inquiries to: usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil.

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