



DENTAL CATEGORY

OF THE UNITED STATES PUBLIC HEALTH SERVICE

USPHS Dental Category

2021 Dental Category Resource Manual

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I. INTRODUCTION

As dental officers in the U.S. Public Health Service, each of us is committed to providing high quality oral health services in our respective agencies whether that is direct clinical care to vulnerable and underserved populations such as in the BOP, IHS, and IHSC, ensuring readiness of our service members such as in the USCG, or program management such as seen in all of our agencies. Each of you has an important role in protecting, promoting, and advancing the health and safety of our Nation.

This Dental Resource Manual, which continues to grow each year, is the product of the USPHS Dental Professional Advisory Committee (DePAC). It is designed to provide dental officers with some of the basics of being a Commissioned Corps Dental Officer. It doesn't provide all of the answers to every career question a dental officer may have, but it does provide a wealth of information in 20 pages. I encourage all dental officers to print a copy or save it on the computer desktop and refer to it often in their careers. It can be useful to you in helping recruit dental officers, in developing your own career, and in mentoring your fellow officers. It may also be helpful to share this with your supervisor and could be an adjunct to the recently published Supervisors Guide for Supervisors of Dental Officers, also an excellent work product of the DePAC.

If you have suggestions to improve this manual, please send them to your DePAC chair and/or vice-chair. I hope you'll find this manual useful as a supplement to the many Corps policies and standards outlined on the CCMIS website. Thank you to all of those who played a role through the years, and especially this year, in developing this manual.

In Officio Salutis,
RADM Tim Ricks
USPHS Chief Dental Officer/Assistant Surgeon General

Mission of the Commissioned Corps of the U.S. Public Health Service

“Protecting, promoting and advancing the health and safety of the Nation.”

As America's uniformed service of public health professionals, the Corps achieves this mission through:

- Rapid and effective response to public health needs;
- Leadership and excellence in public health practices; and
- The advancement of public health science.

II. History

A. Background and History of the Corps

The Commissioned Corps of the U.S. Public Health Service (Corps) is an essential component of the largest public health program in the world, the Department of Health and Human Services (HHS). The Corps is one of the seven uniformed services of the United States, composed of approximately 6,500 Officers from 11 distinct professional categories. The Dental category is comprised of over 150 Officers that are assigned to Federal, State, and local agencies as well as international organizations.

The origins of the Public Health Service can be traced to the passage of an act in 1798 that provided for the care and relief of sick and injured merchant seamen. The earliest marine hospitals were created to care for the seamen and were located along the East Coast. Reorganization in 1870 converted the loose network of locally controlled hospitals into a centrally controlled Marine Hospital Service, with its headquarters in Washington, D.C. In 1871 John Maynard Woodworth was appointed as the first Supervising Surgeon. This position was created to administer the Service and was eventually re-titled The Surgeon General of the United States. Reform included adopting a military model for the medical staff, instituting examinations for applicants and putting physicians in uniform. This cadre of mobile, career service physicians could be assigned to marine hospitals or Navy cutters. The commissioned officer corps, established by legislation in 1889, is now known as the Commissioned Corps of the U.S. Public Health Service.

Initially the corps was comprised of physicians; however, over the course of the twentieth century the Corps expanded to include dentists, physician assistants, sanitary engineers, pharmacists, nurses, sanitarians, scientists, and other health professionals. Increased personnel enabled the expansion of services to include infectious disease management and quarantine of immigrants. The Marine Hospital Service provided valuable services at Ellis Island, New York.

In 1912 the Public Health and Marine Hospital Service shortened its name to the Public Health Service. The Public Health Service was instrumental in controlling the spread of contagious diseases such as smallpox and yellow fever, conducting important biomedical research, regulating the food and drug supply, providing health care to underserved groups, supplying medical assistance in the aftermath of disasters, and in numerous other ways.

Modernization of the Corps created a new mission: "Protecting, promoting, and advancing the health and safety of our Nation."

B. Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs) of the Department of Health and Human Services (HHS)

The Corps offers robust careers to health professionals prepared to serve their country. Opportunities exist for leadership and excellence in clinical care, public health practices, and the advancement of public health science.

Positions exist for Dental Officers within a multitude of HHS OPDIVs and STAFFDIVs. For a better understanding of HHS hierarchy, the organization chart can be viewed at the following link:

<http://www.hhs.gov/about/orgchart.html>

Dental Officers may apply to positions throughout the HHS, and certain non-HHS organizations that offer exciting professional opportunities for mobility, flexibility, and career advancement in diverse work settings. Opportunities exist in areas of disease control and prevention; biomedical research; regulation of food, drugs, and medical devices; mental health and drug abuse; health care delivery; and international health.

A list of such organizations can be viewed on the following page:

<https://dcp.psc.gov/osg/dentist/agencies.aspx>

Officers must maintain a current e-mail address in RedDOG. Commissioned Corps messages, including position vacancies, are regularly posted to the Listserv. Officers may sign up for the Listserv at <https://dcp.psc.gov/OSG/dentist/listserv.aspx>

It is recommended that officers contact the Corps liaison at the respective organization and review USAjobs.gov for additional information regarding job opportunities.

The career system is designed to provide officers with experiences allowing for professional growth while working in a multitude of positions. This enables the Corps to maximize an Officer's skill-set to accomplish missions for critical public health needs.

Commissioned Corps messages, including position vacancies, are regularly posted to the Listserv. It is recommended that officers contact the Corps liaison at the respective organization and review USAjobs.gov for additional information regarding job opportunities.

C. Career Tracks

The following Career Tracks are available:

1. Clinical and Clinical Management

Officers provide clinical dental services, clinical management, consultation, or training. Assignments should increase in responsibility throughout one's career. Agencies providing employment include, but are not limited to, the Indian Health Service (IHS), the Federal Bureau of Prisons (BOP), the U.S. Coast Guard (USCG), Immigration and Customs Enforcement (ICE), Health Services Corps (IHSC), and the Health Resources and Services Administration (HRSA).

2. Program Management

Officers are responsible for managing large programs and providing guidance on policy legislation or clinical management. The following agencies often provide billets: HHS, BOP, USCG, the Centers Control and Prevention (CDC), the National Institutes of Health (NIH), the Food and Drug Administration (FDA), HRSA, and IHS.

3. Epidemiology/Public Health

Officers serve in a variety of assignments categorized as Epidemiology/Public Health. Duties encompass epidemiologic practice/research, health promotion, scientific information development, and study design/data collection. Duty sites are available with the CDC, National Center for Health Statistics, NIH, and HRSA. IHS – IHS has several DPH positions at IHS DOH HQ.

4. Research

Officers participate in research and formal training, or administration. The two agencies which primarily employ these dentists are the NIH and CDC.

5. Regulatory Affairs

Officers serve as regulatory affairs officers for the Food and Drug Administration (FDA), Center for Devices and Radiologic Health (CDRH), and Center for Drug Evaluation and Research (CDER). Dentists review medication, devices, and radiographic equipment for efficacy and safety.

Additional information can be obtained by contacting agency liaisons or by accessing this document found on the CCMIS site under Commissioned Corps Leadership, Groups, and Associations accessible at: https://dcp.psc.gov/ccmis/RESOURCES_leadership_m.aspx.

D. Organizational Structure of the Dental Category

1. Chief Professional Officer (CPO)

Provides guidance to the Office of the Surgeon General (OSG), HHS and clinical dentists on subjects to include policy, oral health programs and administration of Officers. Additionally, advice and guidance are provided to the Surgeon General and the Dental Professional Advisory Committee (DePAC) on matters to include recruitment/retention, career development, and readiness. The incumbent also serves as chair of the PHS Oral Health Coordinating Committee (OHCC); a department wide committee that addresses programs of relevance to all agencies such as oral disease prevention, oral health promotion, and oral health care policy.

Information about the Dental Category CPO can be accessed be at the following link:

<https://dcp.psc.gov/osg/dentist/chiefdentalofficer.aspx>

2. Dental Professional Advisory Committee (DePAC)

The Dental Professional Advisory Committee (DePAC) provides advice and consultation to the Surgeon General of the U.S. Public Health Service on issues related to oral health programs and professional practices of Corps dentists. The DePAC provides similar assistance to the CPO and, upon request, to Corps dental program directors. The DePAC is composed of various subcommittees. Officers are encouraged to familiarize themselves with DePAC. Additional information may be accessed at the following link:

<https://dcp.psc.gov/osg/dentist/dentistpac.aspx>

III. General Information for All Commissioned Corps Dentists

A. Accessing Commissioned Corps Management Information System (CCMIS)

1. Electronic Official Personnel Folder (eOPF)

Officers should access their electronic Official Personnel Folder (eOPF) via the HHS Access Management System utilizing the following link: <https://ams.hhs.gov/amsLogin/SimpleLogin.jsp>

The Authentication Certificate on the Common Access Card (CAC) should be utilized to log into the system. Additionally, Officers may elect to utilize AMS credentials if no card reader is available. AMS credentials are enabled by selecting “First-time AMS user?” Enter the appropriate information to locate your profile. An authentication error may result when the login ID and password are entered. Selecting a “One time password” may resolve this error. A code will be forwarded to your registered mobile device. Please note, that a change in cell

phone provider requires a change in your profile. A card reader will be required to accomplish this.

Successful login will reveal the CCMIS Officer Secure Area (OSA) Dashboard which contains information pertinent to promotion and readiness. Officers should review their eOPFs often to assure monthly readiness. Readiness data is forecast for 30, 60 and 90 days. Deployment status is also posted. The left side of the OSA dashboard provides access to the eCMCS Messaging center, RedDOG Self Service and eOPF document access.

The Commissioned Corps Management Information System (CCMIS) website provides information regarding departments and divisions, contacts, and benefits. A listing of policy development and postings which impact all of the Corps may be accessed at: <http://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>

For additional information regarding the eOPF visit the FAQ page at: https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx

2. Personal Information Management

Officers should review their eOPF for accuracy. The Promotion Information Report (PIR) provides a “snapshot” of an Officer’s career. The information contained within the PIR can affect promotion, eligibility status, and pay.

Instruction for resolving errors may be accessed on the Commissioned Corps electronic file room page at: http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx

3. Permanent Change of Station

Professional credentials must be obtained at each Permanent Change of Station (PCS). Additionally, Officers must maintain accurate continuing education (CE) documentation. Records of CE courses should be summarized and submitted annually in the eOPF.

4. Orientation

Officers will receive orientations specific to the program to which they are assigned.

5. Officer Basic Course

The Officer Basic Course (OBC) is mandatory for all officers called to extended active duty. The following link provides information for this and officer development training: https://dcp.psc.gov/ccmis/training/TRAINING_courses_m.aspx

Newly accessioned Officers will be assigned to an OBC course. Completion of OBC must be within 90 days of reporting to the first duty station unless waived by the Surgeon General (SG) for a period not to exceed 180 days.

A current list of the dental program Liaisons can be found at the following link: <https://dcp.psc.gov/osg/dentist/recruitment.aspx>

OBC provides Officers with an introduction to the Corps, Military bearing/courtesy, deployments/RedDOG readiness, career development, promotions, leave, compensation, awards, and resource utilization. Successful completion qualifies Officers for the Commissioned Corps Training Ribbon (CCTR). Details of the award program are addressed in the following document: https://dcp.psc.gov/ccmis/training/TRAINING_Ribbon_m.aspx

6. Officer Readiness

Officers are required to maintain Readiness standards to facilitate world-wide deployability.

Essentials of deployment readiness are provided in the Readiness: Down to Basics guide accessible at:

https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx

The USPHS Readiness and Deployment Operations Group (RedDOG) requires that all officers enter readiness information, to include vaccinations, immunizations, physical fitness test results, weight verification, licensure information and Basic Life Support, in the CCMIS RedDOG Self Service application.

7. Periodic Health Update

Officers must submit an annual Periodic Health Update (PHU) between the first day of the month prior to the officer's birth month through the last day of the month after the officer's birth month (3 month window). Documentation explaining the Periodic Health Update and PHU FAQs links are enclosed within the Medical Affairs tab on the CCMIS website.

https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_Periodic_Health_Update.aspx

The PHU consists of five required forms:

1. Report of Medical History (form DD-2807-1)
2. Report of Medical Examination (form DD-2808)
3. Behavioral Health Survey (form PHS-7083)
4. Dental Examination (form DD-2813)
5. Disclosure Form

Completed forms must be uploaded through eDOC-U.

8. Corps LISTSERVs

The Commissioned Corps Headquarters (CCHQ) maintains an internet subscription mailing list (LISTSERV) for distribution of important messages from the Office of the Surgeon General of the United States and the Division of Commissioned Corps Personnel and Readiness (DCCPR). Officers must ensure their correct e-mail address(s) are listed in Direct Access in order to receive announcements from CCHQ.

Dental Officers are also encouraged to subscribe to Dental Category LISTSERV which can be found at: <https://dcp.psc.gov/osg/dentist/listserv.aspx>

Please note, strict email etiquette should be observed when reviewing these postings as they will be disseminated throughout the Corps at *all* levels. Officers should not reply to these postings as these replies, personal or otherwise, will be disseminated to the entire LISTSERV membership. A new email instance should be created with the intended recipients' addresses rather than replying to the LISTSERV message unless one intends to email a response to the entire list.

B. The Officer Image

Numerous resources provide information on Officership:

Commissioned Officer Handbook: https://dcp.psc.gov/ccmis/PDF_docs/CCPM_P62.pdf

C. Military Customs and Courtesies

The sites below provide a good overview of military customs and courtesies, which will also be taught during OBC.

<http://usmilitary.about.com/od/theorderlyroom/l/blenlrank.htm>

<http://www.unl.edu/armyrotc/HandbookChapters/Chapter5.pdf>

D. Benefits Summary

The Corps provides a wide array of benefits to all Officers. Below is a summary of current Dental Officer benefits:

https://dcp.psc.gov/ccmis/Compensation/active_duty_pay.aspx

Health insurance and dental coverage for officers including a provider locator can be found on the Tricare site:

<http://www.mytricare.com>

<https://feds.deltadentalins.com/phsaddp/>

Servicemembers' Group Life Insurance (SGLI) is a low-cost life insurance plan available to officers with riders available for families:

https://dcp.psc.gov/ccmis/PDF_docs/SGLIPremiumChangeJune2006_3_2_.pdf

Disability plans, life insurance plans, auto and home insurance, etc. can be obtained through non-governmental organizations that provide services to officers and their families:

<http://www.usaa.com>

<http://www.roa.org>

<http://www.coausphs.org/>

Educational Benefits are available. More information can be found at www.va.gov

E. Commissioned Officer Regulations

1. Travel and Moving Allowances

Rules pertaining to Permanent Change of Station (PCS) reimbursements can be accessed at the following link:

https://dcp.psc.gov/ccmis/travel/ASSIGNMENTS_travel_relocate_m.aspx

Further inquiries or questions can be addressed by sending an e-mail to phstravel@hhs.gov or by contacting one's immediate supervisor or Commissioned Corps Liaison.

Note: The Joint Federal Travel Regulations (JFTR) is subject to change and are updated regularly.

2. Pay and Allowances

Health Professions Special Pays (HPSP) are available for dental officers and are based on level of training and contractual period of obligated service. For eligible officers, HPSP includes Incentive Pay (IP), Retention Bonus (RB) or Accession Bonus (AB), and Board-Certified Incentive Pay (BCIP). For additional details on HPSP, including forms and eligibility requirements for each pay, log on to <https://dcp.psc.gov/ccmis/HPSP/HPSP.aspx>.

HPSP Rates:

https://dcp.psc.gov/ccmis/PDF_docs/2019%20HPSP%20Pay%20Tables.pdf

Health Professions Special Pays (HPSP) Personnel Operations Memorandum 821.70:

https://dcp.psc.gov/ccmis/ccis/documents/POM_821.70.pdf.

IP is a special pay of \$20,000 to \$75,000, dependent on level of training and contractual period of obligated service (1 year or in conjunction with 2, 3, or 4-year RB). IP is paid prorated monthly.

RB is a special pay of \$13,000 to \$52,000, dependent on level of training and contractual period of obligated service (2, 3, or 4 years). RB is paid annually as a lump sum.

BCIP is a special pay of \$6,000 annually for recognized dental boards. For additional details please visit

https://dcp.psc.gov/ccmis/PDF_docs/2019%20Board%20Certifications%20Sponsors'%20List.pdf

AB is a bonus of \$150,000 to \$300,000, dependent on level of training. The contractual agreement must be signed within 60 days of the officer's call to active duty (CAD) and requires 4 years of obligated service. Officers are not eligible for RB during AB period of obligated service.

Please contact the respective Commissioned Corps Liaison for information pertaining to pay inquiries. **Officers are advised to monitor the CCMIS regularly for postings of any new policies affecting pays and pay rates.**

Some agencies offer loan repayment programs. Information can be found at the link below; however, Inquiries regarding opportunities can be submitted to each agency liaison as well.

<http://www.ihs.gov/careeropps/loanrepayment/>

<http://nhsc.hrsa.gov/loanrepayment/>

<http://www.ibrinfo.org/>

3. Practice Hours

Starting January 1, 2020 for IP and RB, proof of 80 clinical hours in the previous year is required. There are two types of practice hours: Public Health and Clinical. Public Health practice hours can only be completed by Corps officers in the following health care professions: Preventive Medicine, Dental Public Health and Veterinary Preventive Medicine if they are authorized to receive Health Professional Special Pay (HPSP) (Incentive Pay (IP) and/or Retention Bonus (RB)). Clinical practice hours can be completed by officers in health care professions if they are authorized to receive HPSP (IP or RB) or officers who are deploying in clinical roles. Clinical practice hours include any time providing a direct service to a patient or animal, supervising those providing direct services to a patient or animal, or supporting those who provide the direct service. Officers should define the direct service to a patient or animal on PHS Form 7047.

PHS 7047 must be submitted:

- For Public Health practice hours - Officers in the following health care professions, Preventive Medicine, Dental Public Health, and Veterinary Preventive Medicine, must complete 80 Public Health practice hours annually if they want to receive HPSP (IP or RB). They will obtain their Public Health practice hours by documenting the hours they already spend on official duty activities in their current position/billet.
- For Clinical practice hours - Officers in health care professions must complete 80 clinical practice hours annually if they want to receive HPSP (IP or RB).
- For Clinical practice hours - Officers deploying in a primary clinical role must perform a minimum of 80 clinical practice hours annually in their clinical discipline or specialty.
- Officers not receiving IP or RB must submit their clinical hours each year by 31 December using Form PHS-7047 "Practice Hours." (e.g., social worker, dietitian, therapist).

On the anniversary date of their IP agreement, officers receiving IP must document 80 practice hours within the previous 12 months.

For Official Duty Activity clinical practice hours - Officers whose official duties include practicing medicine, nursing, dentistry, veterinary medicine etc. will obtain their practice hours by documenting the hours they already spend on official duty activities in their current position/billet (Office of Personnel Management (OPM) Job Code 81, which OPM defines as "clinical practice, counseling, and ancillary medical services" with the provision of direct clinical and related services to patients and clients including examining, testing, diagnosis, treatment, therapy, casework, counseling, disability evaluation, and related patient care). Also, clinical practice while on approved deployments will qualify. They can perform clinical practice hours during their regular duty hours through additional official duty activities added to their billet through completion of Form PHS 7085 "Position/Billet Addendum" (such as working at a federal clinic) or through non-official duty activities at a federal facility or outside organization.

For Non-Official Duty Activity clinical practice hours - Officers whose position/billet with the Corps is non-clinical will need to obtain their clinical practice hours in other ways. These clinical practice hours can be performed after scheduled duty work hours, or on weekends and/ or on

annual leave through completion of Form HHS 520 "Request for Approval of Outside Activity." An officer can accumulate practice hours through activities for an outside organization even if he or she is paid for this work.

Officers not receiving IP or RB must submit their clinical hours each year by 31 December using Form PHS-7047 "Practice Hours." (e.g., social worker, dietitian, therapist).

Refer to section 821.70 POM, "Certification of Practice Hours" section 5. B for further information.

https://dcp.psc.gov/ccmis/forms/FORMS_practice_hours_m.aspx

F. Uniforms of the Corps

1. Regulations

The following Instructions contain regulations governing officers' uniforms and appearance:

Commissioned Corps Instruction: Uniforms and Appearance

https://dcp.psc.gov/ccmis/POLICY_phs_mil_spec_m.aspx

Commissioned Corps Instruction: Uniforms for Male Officers

https://dcp.psc.gov/ccmis/ccis/documents/CC421_01.pdf

Commissioned Corps Instruction: Uniforms for Female Officers

https://dcp.psc.gov/ccmis/ccis/documents/CC421_02.pdf

Commissioned Corps Instruction: Special Uniform Situations

https://dcp.psc.gov/ccmis/ccis/documents/CC413_01.pdf

Officers assigned to the US Coast Guard must refer to the latest Commandant Instructions for uniform regulations.

It is important to monitor the CCMIS website <http://dcp.psc.gov> for periodic changes to uniform regulations. Officers are encouraged to read the frequently asked questions located at the top of the page next to the search function.

Please note: Uniform questions can be sent electronically to phsccuniform@hhs.gov

2. Uniform Purchase

Officers registered for OBC will receive information about uniform purchasing in the course information packet. Additional uniforms and supplies can be obtained through the following sources, or through nearby military base exchanges.

<https://www.mynavyexchange.com>

<http://www.marlowwhite.com/>

<http://www.lighthouseuniform.com/>

<http://www.vanguardmil.com/>

<http://www.ultrathin.com/>

Instructions for ordering the ODU online can be found at the following link:

[https://dcp.psc.gov/CCMIS/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20\(3\).pdf](https://dcp.psc.gov/CCMIS/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20(3).pdf)

Caution must be exercised when ordering online as uniform specifications may not be correct.

3. Uniform Allowance

A one-time uniform allowance is permitted for all newly commissioned officers. A request for payment of uniform allowance may be submitted. A sample memo can be found at the following link:

https://dcp.psc.gov/CCMIS/PDF_docs/uniform_allowance.pdf

G. Leave

Leave must be requested via the Electronic Commissioned Officers Resourcing Processing System (eCORPS).

Access is available at: <https://phsleave.lyceum.com/Agreement.aspx>

Please visit the Officer Leave and Absence Request FAQs for the latest developments:

https://dcp.psc.gov/ccmis/DCCPR_officer_leave_FAQ_m.aspx

H. USPHS Dental Mentoring Program

Participation provides Junior Officers with the opportunity to engage with Senior Officers of a similar background. Senior Officers may provide insight into the essentials of uniform wear, military courtesy, and work-life balance. Additional information may be obtained on the Dental Professional Advisory Committee's (DePAC) Mentoring webpage at:

<https://dcp.psc.gov/osg/dentist/mentoring.aspx>

I. Curriculum Vitae

A CV that conforms to the specified DePAC format should be uploaded into the eOPF. The current CV format may be accessed at:

<https://dcp.psc.gov/osg/dentist/cv.aspx>

J. Billets

The billet is a term utilized to describe the assignment you encumber. It entails a billet ID number (BDN), a billet title, and a billet grade rating (Lieutenant (O3), Lieutenant Commander (O4), Commander (O5), etc.)

Review the Assignment History located within the Promotion Information Report (PIR) to confirm that it is correct. Ideally, Officers should occupy a billet at least one level higher than current rank. The Dental Category's benchmarks should be reviewed when considering assignments.

K. Performance Evaluation Reports: The Commissioned Officers' Effectiveness Report (COER)

Officers must complete a COER annually. A Personnel Operations Memorandum (POM) regarding the Annual COER is posted on the **CCMIS** web page accessible at:
https://dcp.psc.gov/ccmis/ccis/documents/POM19_001.pdf.

Additional COER information may be located at:

https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx

Officers should check important [COER dates](#) in September of each year.

L. Non-competitive Promotion for Newly Commissioned Dental Officers

New dental officers may be eligible for the non-competitive promotion process as determined by their Training and Experience Credit (T&E Credit). Eligibility is established during the accession process as described in the following documents on temporary and permanent grade promotions:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_non_competitive_m.aspx

Officers immediately eligible for non-competitive promotion upon commissioning receive an exemption of 1 year. This enables compliance with force readiness standards. Questions related to promotion should be forwarded to the Commissioned Corps Liaison. Officers should ensure that promotion benchmarks and all requirements are completed and submitted prior to the deadline date.

M. Awards

A description of awards available to officers, their requirements, and FAQ's can be found here at the following sites:

https://dcp.psc.gov/CCMIS/COAP/COAP_award_criteria_m.aspx

https://dcp.psc.gov/CCMIS/COAP/COAP_hints_m.aspx

https://dcp.psc.gov/CCMIS/PDF_docs/OPDIV%20Coordinators%20List%20-%20landscape.pdf

https://dcp.psc.gov/CCMIS/COAP/COAP_frequently_asked_questions_m.aspx

Questions related to Corps awards should be addressed with the officer's liaison or the DePAC Chair. Guidance for Commissioned Corps Awards as well as DePAC award Nominations can be reviewed at the links below:

<https://dcp.psc.gov/osg/dentist/awards.aspx>

https://dcp.psc.gov/CCMIS/COAP/COAP_index_m.aspx

N. Career Development Support

Information regarding career development may be accessed at:

Dental Category Webpage:

<https://dcp.psc.gov/osg/dentist/>

Division of Commissioned Corps Personnel and Readiness (DCCPR):

<https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>

O. Job Search Tools

Commissioned Corps dental positions may also be found through the following pages:

USA Jobs:

<http://www.usajobs.gov/>

Indian Health Service:

<https://www.ihs.gov/dentistry/>

Federal Bureau of Prisons:

<http://www.bop.gov/jobs/positions/?p=Dentist>

US Coast Guard Dental:

<https://www.uscg.mil/>

Division of Immigration Health:

<http://www.ice.gov/about/offices/enforcement-removal-operations/ihs/>

Officers wishing to be considered for a detail to a non-HHS organization (e.g. a Department of Defense Service) should carefully review the following information:

https://dcp.psc.gov/ccmis/ASSIGNMENTS_detailing_officers_m.aspx

PHS Dental Vacancy List:

<https://dcp.psc.gov/OSG/dentist/recruitment-vacancylists2.aspx>

P. Official US Government Publications and Websites of Interest

Official Commissioned Corps Publications:

<https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>

E-Bulletin:

https://dcp.psc.gov/ccmis/bulletin/BULLETIN_archives_m.aspx

The Surgeon General's Report on Oral Health:

<http://profiles.nlm.nih.gov/ps/access/NNBBJT.pdf>

Executive summary of the first U.S. Surgeon General's Report on oral health, published in July 2000.

<http://nidcr.nih.gov/DataStatistics/SurgeonGeneral/Report/ExecutiveSummary.htm>

National Call to Action to Promote Oral Health:

<http://www.nidcr.nih.gov/datastatistics/surgeongeneral/nationalcalltoaction/nationalcalltoaction.htm> (Its same website as above)

Other OSG Reports:

<https://www.hhs.gov/surgeongeneral/reports-and-publications/publichealthreports/index.html>

Q. Continuing Education Course Links

Officers are encouraged to review web pages listed below:

Indian Health Service:

<http://www.ihs.gov/MedicalPrograms/DentalCDE/>

National Postgraduate Dental School, Bethesda, MD:

<http://www.wrnmmc.capmed.mil/ResearchEducation/NPDS/SitePages/home.aspx>

<https://tricare.mil/mtf/Walterreed>

US Army, Defense Medical Readiness Training Institute:

<https://medcoe.army.mil/>

Naval Medical Center San Diego, CA:

<https://www.med.navy.mil/sites/nmcscd/Pages/Staff/Training/GME-DentalContinuingEducation.aspx>

Air Force Dental Evaluation and Consultation Service:

<http://www.airforcemedicine.af.mil/DECS>

R. Other Uniformed Services Associations, Organizations, and Publications

Officers are encouraged to review information about other uniformed services' associations as these associations are useful resources regarding insurance programs, benefits, and lifestyle which can be helpful. Links are provided below for some of these organizations:

Commissioned Officers Association:

<https://coausphs.org/general/?type=CONTACT>

Reserve Organization of America:

<https://www.roa.org/>

Association of Military Surgeons of the United States:

<http://www.amsus.org/>

Military Coalition:

<http://www.themilitarycoalition.org/>

Military Officers Association of America:

<http://www.moaa.org/>

National Association of Uniformed Service (NAUS):

<http://www.naus.org>

<http://militaryhandbooks.com/> offers free downloadable information booklets, or paper copies for purchase, that have consolidated information on benefits such as pay, allowances, taxes,

health care, retirement, travel, Space-A, etc. as it related to the services. Additional information on Space-A travel can also be found at:
<https://www.militaryonesource.mil/recreation-travel-shopping/travel/travel-planning/plan-your-trip-with-space-a-travel/>

Personnel Systems for Corps Dentists
The Corps (PHS) System:
<https://www.usphs.gov/>

The Civil Service (CS) System: <http://www.opm.gov/fedclass/gso680.pdf>

The Tribal System: <http://www.ihs.gov/dentistry/index.cfm?module=tribal>

IV. Mid-Career Guide

Dental Officers in the 5th-15th year of their career are defined as having achieved mid-career. These Officers are encouraged to obtain advanced training/degrees; voting membership on the DePAC and other Corps committees; and participate in organized dental associations. Participation on workgroups designed to assist with policy development and/or force management are strongly encouraged.

The links below will provide information for different organizations to aid in career enhancement:

A. HHS Agencies With Specific Oral Health Activities

NIH: National Institute of Dental and Craniofacial Research
<http://www.nidcr.nih.gov/>

CDC: Division of Oral Health
<http://www.cdc.gov/OralHealth/>

HRSA: Oral Health
<http://www.hrsa.gov/publichealth/clinical/oralhealth/index.html>

IHS: Dental Portal
<https://www.ihs.gov/doh/>

B. Dental Professional Associations

American Dental Association
<http://www.ada.org>

Hispanic Dental Association
<http://www.hdassoc.org>

American Board of General Dentistry
<http://www.abgd.org/>

Society of American Indian Dentistry
<http://www.thesaidonline.org/>

National Dental Association
<http://www.ndaonline.org/>

Academy of General Dentistry
<http://www.agd.org>

American Public Health Association
<http://www.apha.org/>

American Association of Public Health
Dentistry
<http://www.aaphd.org>

International Association for Dental
Research
<http://www.dentalresearch.org/>

American Dental Education Association
<http://www.adea.org/>

Association of State and Territory Dental
Directors
<http://www.astdd.org/>

American Association of Women Dentists
<http://www.aawd.org/>

American Dental Hygienists' Association
<http://www.adha.org/>

C. Other Dental Organizations and Programs

Oral Health America. <http://www.oralhealthamerica.org>

National Health Law Program. <http://www.healthlaw.org/>

National Conference of State Legislatures. <http://www.ncsl.org>

Children's Dental Health Project. <http://www.cdhp.org/>

National Maternal and Child Oral Health Resource Center <http://www.mchoralhealth.org/>

D. HHS University

<http://hhsu.learning.hhs.gov/Learning/index.asp>

E. Advanced Clinical Education Programs Sponsored by the U.S. Public Health Service

<https://dcp.psc.gov/osg/dentist/advancedtraining.aspx>

F. Navy Post Graduate and Continuing Dental Education Opportunities

<https://nps.edu/>

G. Graduate Public Health Education Programs

Associations of Schools and Programs of Public Health
<https://www.publichealthdegrees.org/program/masters/mph/>

American Association of Public Health Dentistry: Accredited Dental Public Health Residencies
<https://www.aaphd.org/>

H. IHS Advanced GPR Dental programs

The IHS offers an Advanced General Practice Residency program in Anchorage, Alaska. Training is two years in length and focuses on acquiring advanced dental clinical experience in a hospital-based setting as well as providing clinical administration training.

To obtain further information on this program contact CDR Rodica Popescu at RPopescu@SouthcentralFoundation.com.

V. Retirement

Officers are encouraged to begin basic retirement planning at the beginning of their careers to optimize financial security in retirement. All Officers should plan to attend a retirement seminar by the middle of their career to ensure proper preparation and planning for retirement and continued employment. Retirement related information can be on the CCMIS site at:

https://dcp.psc.gov/ccmis/separations/ASSIGNMENTS_retirements_m.aspx

Additional questions can be forwarded to the separations team at PHSCCSeparations@hhs.gov. Officers are also encouraged to explore the links provided below:

A. Retirement and Financial Planning

Commissioned Corps retirement information, including calculators

<http://militarypay.defense.gov/Pay/Retirement.aspx>

<http://www.dfas.mil/retiredmilitary/plan/estimate.html>

Commissioned Corps survivor benefits

<http://www.dfas.mil/retiredmilitary/provide/sbp.html>

<http://www.military.com/benefits/survivor-benefits/the-survivor-benefit-plan-explained.html>

<https://dcp.psc.gov/OSG/ccwiab/ccwiabresources.aspx>

Thrift Savings Plan – open to both Civil Service and Commissioned Corps

<https://www.tsp.gov/>

US Treasury site with information about Savings Bonds, Treasury Bills, etc.

<http://www.treasurydirect.gov/tdhome.htm>

US Savings Bonds purchasing limits

http://www.savingsbonds.gov/news/pressroom/pressroom_reducedpurchaselimit.htm

B. Official Retirement Regulations

The following documents detail regulations concerning retirement, eligibility, benefits, and other similar topics.

https://dcp.psc.gov/ccmis/PDF_docs/508-

[PHS%20Retiree%20Pay%20to%20Coast%20Guard%20Letter%20-%2009052013.pdf](https://dcp.psc.gov/ccmis/PDF_docs/508-PHS%20Retiree%20Pay%20to%20Coast%20Guard%20Letter%20-%2009052013.pdf)

https://dcp.psc.gov/ccmis/ccis/documents/CCPM43_8_1.pdf

VI. CONCLUSION

This manual will be periodically updated as policies change. Officers are encouraged to contact their supervisor and/or mentor for additional information regarding career development. If you wish to sign up for the Mentoring Program, please sign up [here](#) and direct any questions to the Mentoring & Retention Workgroup Chair CDR Abby DeBonis

Adebonis@southcentralfoundation.com or Co-Chair CDR Joseph Collins j4collins@bop.gov.

A. Agency Chief Dental Officers and Dental Professional Advisory Committee Executive Member contact information:

Bureau of Prisons
CAPT Michael Johnson
mwjohanson@bop.gov

National Institute of Dental and Craniofacial
Research
Dr. Rena D'Souza
dsouzar@nidcr.nih.gov

Immigration and Custom Enforcement
Health Service Corps
CAPT Todd Tovarek
todd.m.tovarek@ice.dhs.gov

Centers for Disease Control
Mr. Casey Hannan
clh8@cdc.gov

Indian Health Service
Dr. Timothy Lozon (CAPT- Ret)
timothy.lozon@ihs.gov

United States Coast Guard
CAPT Stephanie Burrell
Stephanie.M.Burrell@uscg.mil

Health Resources and Services
Administration
CAPT Rénee Joskow
rjoskow@hrsa.gov

Centers for Medicare & Medicaid Services
Dr. Natalia Chalmers (Acting)
Natalia.Chalmers@fda.hhs.gov