



DEPARTMENT OF THE NAVY  
NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER  
8955 WOOD ROAD  
BETHESDA, MARYLAND 20889-5628

IN REPLY REFER TO:

Canc: Jul 2017  
NAVMEDPRODEVCTRNOTE 1520

**27 JUL 2016**

NAVMEDPRODEVCTR NOTICE 1520

From: Commanding Officer, Navy Medicine Professional Development Center

Subj: APPLICATION INSTRUCTIONS FOR POST GRADUATE DENTAL  
EDUCATION YEAR-1 ADVANCED EDUCATION IN GENERAL DENTISTRY  
AND GENERAL PRACTICE RESIDENCY PROGRAMS

Ref: (a) BUMED 1520.37A  
(b) OPNAVINST 1120.5B  
(c) Manual of the Medical Department (MANMED), Chapter 6, Article 6-20  
(d) BUMED 1520.41  
(e) DoD Instruction 6000.13  
(f) OPNAVINST 7220.17  
(g) SECNAV Manual 5210.1 of Jan 2012

Encl: (1) Fiscal Year 2017 Postgraduate Year-One (PGY-1) Availability Announcement  
(2) Sample Letter of Request for Advanced Dental Education  
(3) Dental PGY-1 Application Brief Sheet  
(4) Application Checklist  
(5) Detailing Assignment Information Sheet  
(6) PGY-1 FAQs by Dental Students

1. Purpose. To announce application procedures for Navy sponsored Post Graduate Year One (PGY-1) Advanced Education in General Dentistry (AEGD) and General Practice Residency (GPR) Programs.

2. Cancellation. NAVMEDPRODEVCTR NOTICE 1520 of 31 July 2016.

3. Background. All dental students graduating in 2017 are strongly encouraged to apply for PGY-1 training to allow them to continue to develop their clinical and treatment planning skills. Per reference (a), Navy PGY-1 programs are required to be accredited by the American Dental Association Council on Dental Accreditation (ADA CODA).

4. Scope. All graduating Health Professions Scholarship Program (HPSP) and Health Services Collegiate Program (HSCP) Dental Scholarship Students, and eligible approved direct accession dentists or active duty dentists with less than one year of dental practice.

5. Eligibility. Per reference (b), to be eligible to apply for a PGY-1 training program, applicants must be in one of the following categories:

a. Senior dental school student currently enrolled in one of the following programs: Health Professions Scholarship Program (HPSP), Navy Health Services Collegiate Program (HSCP), or Navy 1925i Program.

b. Senior dental student approved for accession into the Navy or who is working with a Navy Officer Programs Recruiter to access into the Navy following graduation.

c. Civilian dentist working with a Navy Officer Programs Recruiter who will have less than one year of practice by the time the candidate would be projected to start a PGY-1 program.

d. Active duty dentist who will have less than one year of practice by the time the candidate would be projected to start a PGY-1 program.

6. Requirements. The following are required prior to beginning a PGY-1 program:

a. Possess a dental degree from an accredited U.S. dental school.

b. Successfully pass all parts of the National Board Dental Examination (NBDE).

c. Commissioned as an officer in the U. S. Navy Dental Corps.

d. Successfully completed Officer Development School (ODS).

7. Licensure. It is highly recommended but not required for candidates to possess an active, unrestricted license to practice dentistry in at least one U.S. state prior to beginning a PGY-1 program.

8. Availability of Programs. References (b) through (e) describe requirements for Department of the Navy (DON) PGY-1 training programs for dental officers. The needs of the Navy determine the programs available for training and number of trainees projected in each program. Enclosure (1) provides a list of AEGD and GPR program locations and contains contact information for the Navy's PGY-1 Programs (AEGD/GPR) Specialty Leaders and the Graduate Dental Programs Office.

9. Program Descriptions.

a. Advanced Education in General Dentistry (AEGD). This clinically-based, one-year residency is structured to develop competent and confident Naval Dental Officers who are able to transition into any military clinic in the world and contribute to mission readiness. The programs are designed to expand the scope and depth of the graduates' knowledge and skills enabling them to provide comprehensive oral health care to a wide range of population groups. Graduates of these programs will have the foundation to act as independent clinicians providing and managing patient-focused care from diagnosis to restoration of oral health and function. The following Web site provides additional information on the AEGD Programs:

[http://www.wrnmmc.capmed.mil/ResearchEducation/NPDS/SitePages/AEGD\\_1\\_Yr.aspx](http://www.wrnmmc.capmed.mil/ResearchEducation/NPDS/SitePages/AEGD_1_Yr.aspx).

b. General Practice Residency (GPR). This one-year hospital dentistry residency provides broad-based training in all dental specialties, and also includes exposure and familiarization with trauma, medical emergencies, anesthesia, and the treatment of medically compromised patients. The programs are designed to expand the scope and depth of the graduates' knowledge and skills enabling them to provide comprehensive oral health care to a wide range of population groups. Graduates of these programs will have the foundation to act as independent clinicians providing and managing patient focused care from diagnosis to restoration of oral health and function. The following Web site provides additional information on the GPR Programs:  
<http://www.wrnmcc.capmed.mil/ResearchEducation/NPDS/SitePages/NGPR.aspx>.

## 10. Application.

a. Applicants must submit the following:

(1) Letter of Request. Write a letter of request using enclosure (2) as a template.

(2) Statement of Motivation. Prepare a one-page statement explaining the reasons you are requesting training. If you have a preference for a GPR or an AEGD program, please state such and indicate the reason for your preference. The document must be only one page in length and be in Times New Roman 12 font with one inch margins. It may be single or double spaced. Applicant's name must be typed on the bottom and it MUST be signed by the applicant.

(3) Advanced Dental Education Application Brief Worksheet (enclosure 3).

(4) Official Dental School Transcripts. Request a dental school transcript be sent directly from the school to the Graduate Dental Programs Office. Undergraduate transcripts are not required.

(5) Class Rank. If your dental school transcript does not provide a class rank and/or grade point average (GPA), you must request a letter from the Dean's office providing your class rank, or equivalent. If your dental school does not rank students, the Dean's letter must state so. Letters should include comments addressing the student's abilities as well as potential for continued learning and growth as a dental healthcare provider after graduation. All letters must be submitted directly to the Graduate Dental Programs Office. E-mail notification of class rank submitted from the Dean's or Registrar's office directly to the Graduate Dental Programs Office is acceptable. Letters and e-mails submitted from the applicants will not be accepted.

(6) National Board Dental Examination (NBDE) scores. You must request that an official copy of your NBDE scores be sent directly to the Graduate Dental Programs Office from the board. Score sheets submitted from the applicants will not be accepted. In the event that the applicant has not taken Part II before the deadline, Part II scores must still be submitted as soon as they are available to Graduate Dental Programs, even after the deadline has passed. This is to ensure that all applicants selected after the board have passed the entire NBDE.

(7) Licensing and National Board Statement of Understanding (NAVMEDEV 1520/25). The website to download the form is:

[https://navalforms.documentservices.dla.mil/formsDir/\\_NAVMED\\_1520\\_25\\_13026.pdf](https://navalforms.documentservices.dla.mil/formsDir/_NAVMED_1520_25_13026.pdf)

(8) Evaluation for Advanced Dental Education. Request three letters of evaluation using NAVMED 1520/17 (Rev. 02-2015). Evaluations are confidential and not released to the applicant. Evaluators must send completed forms directly to the Graduate Dental Programs Office. Applicants can request a maximum of three letters of evaluation. It is recommended that the applicant complete the “Applicant Information” section prior to sending to the evaluator. Check “PGY-1”. Place “AEGD” and/or “GPR” in the appropriate preference box(es). If you desire only one or the other, only write that as your First Preference. If you have no preference, write “AEGD or GPR Equally” in First Preference. Note that if the narrative does not fit into the provided space, the evaluator may elect to do the narrative on a separate page or pages and submit it as an attachment to the form. If this is done, the evaluator should put “See Attachment” in the narrative box. A completed NAVMED 1520/17 must accompany a separate letter of evaluation. Use only the form downloaded from the BUMED forms website. Do not “Google” the form as the form has been updated and old forms can still be found on the web. If you or your writers have any difficulty with the authorized form, contact the GDP Office immediately. The website to download the form is:

[https://navalforms.documentservices.dla.mil/formsDir/\\_NAVMED\\_1520\\_17\\_2133.pdf](https://navalforms.documentservices.dla.mil/formsDir/_NAVMED_1520_17_2133.pdf)

b. All items must be sent to the Graduate Dental Programs either via mail or electronically. Of the items listed in paragraph 10a, the items listed in subparagraphs (1), (2), (3), and (7) may be mailed or scanned and submitted as a PDF copy via e-mail by the applicant. Official transcripts, Dean’s letter, and examination scores, paragraph 10a, subparagraphs (4) through (6), must be submitted directly by the educational institution or testing agency from which they are requested. Electronic copies of these items will be accepted if they are sent directly by the educational or testing institution. Letters of evaluation, paragraph 10a, subparagraph (8) must be mailed or scanned and submitted as a PDF copy via e-mail directly by the evaluator.

(1) All electronic submissions must use the office e-mail address: [usn.bethesda.navmedprodevctrmd.list.nmpdc-dental-corps-gp@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-dental-corps-gp@mail.mil). The Dental Programs Office will not accept electronic copies delivered to an individual’s e-mail address.

(2) Applications sent via ground mail must be sent to the address below. Please note that it may take up to three or more weeks for items to reach this office via regular USPS, FEDEX or other mail service. This office recommends you utilize an express mail service of your choice with letter/package tracking and a receipt. Mailing address:

Head, Graduate Dental Programs (Code 1WPGDC)  
 NAVMED Professional Development Center  
 Building 1, 16th Deck, Room 16126  
 8955 Wood Road  
 Bethesda MD 20889-5628

c. For questions concerning the application process, please contact the Graduate Dental Programs Office. Point of contact, telephone number, and e-mail information can be found in enclosure (1).

11. Obligation. The PGY-1 year is considered to be a neutral year for training per references (b) and (e). There is no additional active duty obligation (ADO) incurred in exchange for this training. However, payback for previous educational training (USNA, ROTC, HPSP, HSCP) or Direct Accession Bonus does not begin until after the PGY-1 program ends.

12. Dental Special Pays. Dental special pays for officers in residency programs will comply with reference (f).

13. Application Deadline. Applications for PGY-1 programs beginning in FY 2017 must be received at [usn.bethesda.navmedprodevctrmd.list.nmpdc-dental-corps-gp@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-dental-corps-gp@mail.mil) or via mail postmarked no later than November 1, 2016. Early submission is highly encouraged. It is the applicant's responsibility to verify receipt of all parts of the application by the Graduate Dental Programs office by the deadline. New applications postmarked later than November 1, 2016 will not be accepted without permission from the PGY-1 Specialty Leader.

14. Application Checklist. Please use application checklist (enclosure 4) to track and ensure your application package is complete.

15. Detailing. Please complete the Detailing Information Sheet (enclosure 5) which will be provided to the Assignment Officer. The Assignment Officer will utilize this information as a starting point for deciding the applicant's location assignment for the PGY-1 program. Locations for all PGY-1 programs are listed in enclosure (1).

a. Questions regarding the assignment process can be directed to the Assignment Officer:

LCDR Jeffrey Draude, DC, USN  
[jeffrey.draude@navy.mil](mailto:jeffrey.draude@navy.mil)  
Phone: (901)874-4093

b. Questions regarding specific programs and locations can be directed to the PGY-1 Specialty Leaders. Please see enclosure (1) for contact information.

16. FAQs. A list of frequently asked questions by applicants is included as enclosure (6).

17. Notification. The FY17 PGY-1 Selection Board will meet in November 2016. Board results are published shortly after the board meets via the Weekly Dental Update and individuals will be notified by e-mail. Upon receiving electronic notification of acceptance, selectees must respond as requested within four weeks to confirm their appointment. Failure to respond within the designated period may result in the selectee relinquishing his/her appointment to an alternate selectee.

18. Disenrollment. Misconduct, failure to remain within physical standards, and/or poor academic performance are grounds for disenrollment from a PGY-1 program.

19. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (g).

20. Forms. The following NAVMED forms are available from the Naval Forms website. Local reproduction is authorized.

a. NAVMED 1520/17 (Rev. 2-2015), Evaluation for Advanced Dental Education.  
[https://navalforms.documentservices.dla.mil/formsDir/\\_NAVMED\\_1520\\_17\\_2133.pdf](https://navalforms.documentservices.dla.mil/formsDir/_NAVMED_1520_17_2133.pdf)

b. NAVMED 1520/25 (7-2012), Licensing and National Board Statement of Understanding.  
[https://navalforms.documentservices.dla.mil/formsDir/\\_NAVMED\\_1520\\_25\\_13026.pdf](https://navalforms.documentservices.dla.mil/formsDir/_NAVMED_1520_25_13026.pdf)



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