



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

IN REPLY REFER TO:

Canc: Aug 2015
NAVMEDPRODEVCTRNOTE 1520
00
30 Jul 2013

NAVMEDPRODEVCTR NOTICE 1520

From: Commanding Officer, Navy Medicine Professional
Development Center

Subj: APPLICATION INSTRUCTIONS FOR 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 of 30 Jun 1997
(f) OPNAVINST 7220.17
(g) SECNAV Manual 5210.1 of Jan 2012

Encl: (1) Fiscal Year 2015 Advanced Dental Education
Availability Announcement
(2) Sample Letter of Request for Advanced Dental Education
(3) Dental PGY-1 Application Brief Worksheet
(4) Application Checklist
(5) Detailing Information Sheet
(6) Dental Student FAQs

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 15 August 2013.

3. Background. All dental students graduating in 2015 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, unrestrictive 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, 1-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.wrnmcc.capmed.mil/ResearchEducation/NPDS/SitePages/AEGD 1 Yr.aspx](http://www.wrnmcc.capmed.mil/ResearchEducation/NPDS/SitePages/AEGD%201%20Yr.aspx).

b. General Practice Residency (GPR). This 1-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 in Times New Roman 12 font with one inch margins and may be single or double spaced. Print and sign your name on the statement.

(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 emails submitted from the applicants will not be accepted.

(6) National Board Dental Examination (NBDE) Part I and II scores. You must request for an official copy of NBDE scores be sent directly to the Graduate Dental Programs Office from the board. Score sheets submitted from the applicants will not be accepted.

(7) Licensing and National Board Statement of Understanding NAVMED 1520/25.

(8) Evaluation for Advanced Dental Education. Request three letters of evaluation using NAVMED 1520/17. Evaluations are confidential and not released to the applicant. Evaluators must send completed forms directly to the Graduate Dental Programs Office. Candidates can request a maximum of three letters of evaluation. Please note that evaluators are to write in "PGY-1 Program" in Box 6 of Section I.

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 email directly by the evaluator.

(1) All electronic submissions must use the GraduatePrograms.DC@med.navy.mil e-mail address. 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 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 email 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 (HPSP, HSCP) or the 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 2015 must be received at GraduatePrograms.dc@med.navy.mil or via mail postmarked no later than Friday, November 1, 2014. 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, 2014 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:

CDR Heather Gnau, DC, USN
heather.l.gnau@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 FY15 PGY-1 Selection Board will meet in November 2014. Board results are published shortly after the board meets via the Weekly Dental Update and individuals will be notified by email. Upon receiving electronic notification of acceptance, selectees must respond as requested within 4 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 Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>; local reproduction is authorized.

a. NAVMED 1520/17 (Rev. 1-2013), Evaluation for Advanced Dental Education.

b. NAVMED 1520/25 (7-2012), Licensing and National Board Statement of Understanding.


C. M. SILL

Distribution is electronic only via the Navy Medicine Site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>.

**FISCAL YEAR 2014 POSTGRADUATE YEAR ONE (PGY-1) EDUCATION
AVAILABILITY ANNOUNCEMENT**

Graduate Dental Programs

Navy Medicine Professional Development Center:

Associate Dean:

CAPT Donald Worm

GraduatePrograms.DC@med.navy.mil

(301) 319-4509

Special Assistant:

Ms. Bibi Hatim

GraduatePrograms.DC@med.navy.mil

(301) 295-0650

PGY-1 Specialty Leader:

CAPT Carol Barone-Smith

carol.barone-smith@med.navy.mil

Phone: (757) 953-2733 or 2711

DSN: 377-2733 or 2711

Assistant PGY-1 Specialty Leader:

CDR Andrew Avillo

avilloaj@cvn76.navy.mil

Phone: 843-476-7936

Advanced Education in General Dentistry (AEGD) Locations:

Naval Postgraduate Dental School, Bethesda, MD

2nd Dental Battalion, Camp Lejeune, NC

1st Dental Battalion, Camp Pendleton, CA

Captain James A. Lovell Federal Health Care Center, IL

Branch Health Clinic, NAVSTA, Norfolk, VA

Naval Medical Center, San Diego, CA

General Practice Residency (GPR) Locations:

Walter Reed National Military Medical Center, Bethesda, MD

Naval Hospital Camp Pendleton, CA

Naval Medical Center, Portsmouth, VA

Naval Medical Center, San Diego, CA

Enclosure (1)

SAMPLE REQUEST LETTER FOR ADVANCED DENTAL EDUCATION
(No Letterhead)

Date

From: (Rank and Name of Applicant), (USN/USNR) DOB: dd mmm yyyy
To: Commanding Officer, Navy Medicine Professional Development Center, Graduate
Dental Programs, CODE 1WPGDC, Bethesda, MD 20889-5628

Subj: FISCAL YEAR 2015 NAVY DENTAL CORPS PGY-1 EDUCATION

Ref: (a) NMPDCNOTE 1520 of August 2014
(b) DoD Instruction 6000.13 of 30 Jun 1997

Encl: (1) Dental PGY-1 Application Brief Worksheet
(2) Statement of Motivation
(3) Licensing and National Board Statement of Understanding NAVMED 1520/25
(4) Detailing Assignment Information Sheet

1. I request to be considered for assignment to PGY-1 training in (AEGD, GPR or both AEGD and GPR), commencing in Fiscal Year 2015. My graduation date from Dental School is _____ (dd mm yyyy).

2. Official scholastic transcripts for all dental education, transcript or Dean's letter showing class rank and/or grade point average (GPA), National Board Dental Examination scores, and a maximum of three letters of evaluation using NAVMED 1520/17 Evaluation for Advanced Dental Education have been requested.

3. Application Brief Sheet, Statement of Motivation, Licensing and National Board Statement of Understanding (NAVMED 1520/25), and Detailing Assignment Information Sheet (enclosures 1-4) are provided.

4. If this request for PGY-1 Training is approved; and I am assigned to such training, I agree not to resign during the training and to serve in the Navy for any previously unfulfilled minimum service requirement after completion of the training. I understand that this PGY-1 training period is a neutral period of service. No additional service time is owed for this training and any previous obligated service is not served until the PGY-1 training period is complete.

5. I understand the Privacy Act of 1974 (P.L. 93-579) became effective on 27 September 1975 and is applicable to personal data records maintained on U.S. citizens and foreign national admitted for permanent residence. My signature acknowledges that I am familiar with the statements contained herein and authorize use of information provided for the purposes listed.

Enclosure (2)

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 U.S.C. 301 and Department Regulations. The principle purpose of the information is to enable you to make know your desire for the Naval School of Health Sciences to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the education authorization being requested. Completion of this form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

Signature
Printed Name

Enclosure (2)

DENTAL PGY-1 APPLICATION BRIEF SHEET

1. Complete all applicable entries
2. Send completed brief sheet following guidance in the current NAVMEDPRODEVCTRNOTE 1520
3. For questions, please call: (301) 295-0650 or DSN 285-0650 or email GraduatePrograms.DC@med.navy.mil

Name (Last, First, MI)	Rank (n/a if not applicable)
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Home Mailing Address

Preferred Telephone Number	Preferred E-mail Address
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Dental School Name, Address, and Telephone Number

Projected/Actual Dental School Graduation Date

Check applicable accession program and provide start or commission date (mm/yy):

<input type="checkbox"/> HPSP (Start Date __/__/__)	<input type="checkbox"/> HSCP (Start Date __/__/__)	<input type="checkbox"/> 1925i (Commission Date __/__/__)	<input type="checkbox"/> Direct Accession (Commission Date __/__/__)
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Desire for training: Primarily AEGD, Secondary GPR Primarily GPR, Secondary AEGD

AEGD Only GPR Only No Preference

Number of Years Prior Active Duty (n/a if not applicable)	Officer Type or Enlisted Rating
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I have requested letters of evaluation from (maximum 3):

I have requested transcripts from: (include all pre-dental, dental, and other significant education)

College/Univ: _____	Degree Earned _____

Demographic Information Request. Please provide the following information. Completion of this section is voluntary and will not affect your request for training.

AGE: 20-25 26-30 31-35 36-40 41-45 46-50 51+

GENDER: Male Female

ETHNIC GROUP: American Indian Asian African American Caucasian Filipino

Hispanic Other

Privacy Act Statement

Authority to request this information is contained in 5 USC 301 and 10 USC 5031. The purpose for this information is to assist Department of the Navy officials and employees in evaluating your training request and determining your eligibility for advanced dental education. Other uses for this information are to determine course and training demands, requirements, and achievements; to analyze student groups or courses; to provide academic and performance evaluation to assist with guidance and counseling of students; to prepare required reports; to provide a demographic profile of applicants for Navy Dental Corps education and training programs; to assess affirmative action initiatives and equal opportunity programs; and to support other training, administration, and for planning purposes. Disclosure of this information is voluntary. Failure to disclose this information, except for the demographic information, may result in non-selection for training.

TYPED NAME, RANK/TITLE

SIGNATURE	DATE
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APPLICATION CHECKLIST

Application Deadline is November 1, 2014

		Form	Who?	Notes	✓
1	Letter of Request for Advanced Dental Education	Use enclosure (2) as a Template	Applicant submits		
2	Dental PGY-1 Application Brief Sheet	enclosure (3)	Applicant submits		
3	Statement of Motivation	n/a	Applicant submits		
4	Licensing and National Board Statement of Understanding	NAVMED 1520/25	Applicant submits		
5	Official Dental School Transcripts	n/a	School submits		
6	Class Rank	n/a	School submits		
7	NBDE Scores	n/a	Testing agency submits		
8	Letters of Evaluation (Maximum of 3)	NAVMED 1520/17	Evaluators Submit		
9	Detailer Info Letter	enclosure (5)	Applicant Submits		

Enclosure (4)

Date

From: Rank and Name of Applicant), (USN/USNR)

To: Assignment Officer, Navy Dental Corps

Subj: DETAILING ASSIGNMENT INFORMATION SHEET

1. I am submitting the following information as a guide to the Assignment Officer to help determine the location for my PGY-1 program assignment, if I am selected.
2. My completion status for Officer Development School (ODS) is as follows:
 I have completed ODS on _____ (dd mmm yyyy)
 I am scheduled to attend and will complete ODS on _____ (dd mmm yyyy)
 I have not completed ODS and do not have it scheduled at this time
 I am not required to attend ODS as I have prior Navy commissioned service, attended the U.S. Naval Academy, or participated in NROTC.
3. The following is my ranked order preference for assignment to a program and location. Program locations are listed in enclosure (1).

- 1.
- 2.
- 3.
- 4.
- 5.

4. The following information is provided that I would like to have considered which I feel may be significant (spousal co-location, special needs children, etc.) in determining my assignment location (use as much space as necessary):

5. My contact information is as follows:

Home Telephone: _____

Cell: _____

Email Address: _____

6. Information for a person who can always locate me (spouse, parent, friend):

Name: _____

Relationship: _____

Telephone Number: _____

Signature
Printed Name

Enclosure (5)

PGY-1 FAQs by Dental Students

1) What are the benefits of PGY-1 Programs?

- A full year of clinical mentoring by board-certified clinicians.
- Immersion into an educational environment with fellow residents from various dental schools allows you to learn different methods and materials than you may have learned at your own dental school.
- The opportunity to defend techniques and treatment plans using evidence-based dentistry and current literature.
- The opportunity to meet a group of new dental officers with shared goals and experiences.
- The opportunity to expand your clinical experiences well beyond normal PGY-1 levels if you get actively involved in advanced surgical or restorative cases.
- Exposure to and experience in various specialties will make you a more well-rounded clinician and may help you decide if you want to specialize in the future.
- PGY-1 graduates generally get assigned to more challenging duty stations after their PGY-1 program than LTs who complete an Orientation tour.
- Eligibility for 150 hours of CE credit from the Academy of General Dentistry at the end of your PGY-1 program.
- An Additional Qualification Designation (AQD) on your service record which is reviewed at promotion and advanced education training boards.

2) What are the negatives of PGY-1 Programs?

- A PGY-1 program is a neutral year in terms of paying back your Navy commitment.
- PGY-1 residents may complete less dentistry than dentists in an orientation tour. This is because of the academic requirements of PGY-1 programs.

3) What is an Orientation tour and how does it differ from a PGY-1 program?

An orientation tour is an assignment to a command for one year in the general dentistry clinic. There is an attempt to rotate first-year dentists through specialty clinics; however, clinical experiences will generally be limited to operative, endodontics, and exodontia. There is very limited (or perhaps no) opportunity to complete comprehensive care on your patients, and no exposure to expanding your evidence-based dentistry skills. However, some very successful Navy dentists have started their careers with an orientation tour. They can be quite rewarding. They tend to be a little less predictable since they don't have a set curriculum.

4) What are the differences between AEGD and GPR Programs?

AEGD = Advanced Education in General Dentistry - these are usually based in a multi-specialty dental clinic.

GPR = General Practice Residency in Dentistry - these are located in a large teaching hospital.

The main difference between GPRs and AEGDs is defined by the ADA. GPR programs must include a 2-week anesthesia rotation and a 2-week rotation in another medical department (such

as ENT, internal medicine, emergency medicine, or family practice). Other than that, all requirements are the same. However, most Navy GPRs will differ from AEGDs because they include treatment of older, medically-compromised patients. Most Navy AEGD patient populations are limited to active duty personnel.

5) What types of procedures do residents perform in PGY1 programs?

The types of procedures can vary greatly from program to program. All programs have requirements to complete in treatment planning, operative dentistry, fixed and removable prosthodontics, endodontics, periodontics, and oral surgery/exodontia. There is a strong focus on delivering comprehensive care for complex patients. Some PGY-1 programs also feature opportunities to practice using the following advanced modalities:

- CAD/CAM Dentistry
- Diode lasers
- Implant placement and restoration
- Full-mouth rehabilitation cases
- Porcelain veneers

Some PGY-1 programs will also provide experience within the following areas:

- Main Operating Room Dentistry
- Special Needs Patients
- Orofacial Pain
- Orthodontics
- Oral Pathology

6) How competitive is it to get selected for a Navy PGY-1 program?

It depends on the year. Some years there are more applicants than PGY-1 slots available. In other years, there are less applicants than PGY-1 slots.

7) What criteria are the applicants typically evaluated on?

Class rank is the #1 factor. If you have a strong class standing, you have a high chance of being selected. Additionally, you will probably get your preferred choice of AEGD vs. GPR (the type of program - not the location). Other criteria include dental school GPA, NBDE Part I scores, statement of motivation, and letters of recommendation.

8) Is the GRE required or “strongly encouraged”?

You do not need to take the GRE for PGY-1 programs.

9) What other duties do dental officers in PGY-1 programs have besides practicing dentistry?

New LTs are typically not tasked with many additional, or collateral, duties. Your main goal in a PGY-1 year will be to improve your clinical skills while learning to become a naval officer. You will have to stand duty. Duty generally involves a cell phone watch in which you will be called

in to evaluate and/or treat any after-hours dental emergencies. Duty can range from 3 to 7 duty days per month.

10) Where are the AEGD and GPR Programs Located?

AEGD Locations

Bethesda, MD
Norfolk, VA
Camp Pendleton, CA
San Diego, CA
Great Lakes, IL
Camp Lejeune, NC

GPR Locations

Bethesda, MD
Portsmouth, VA
Camp Pendleton, CA
San Diego, CA

11) Where are the typical locations for the Orientation Tours?

Orientation tours are typically performed at larger Naval Dental Centers, to include Parris Island, SC; Great Lakes (Chicago), IL; Norfolk, VA; and San Diego, CA. The vast majority are assigned to Parris Island.

12) Who makes the decision where you will be ultimately located?

The Dental Corps Assignments Officer (Detailer) makes the decision on all assignment locations, to include PGY-1 Programs and Orientation Tours. The Detailer will be your primary point-of-contact in the negotiation of all orders during your Naval career, to include orders after your initial PGY-1 assignment.