

## Coming on Active Duty for Dental Corps HPSP Participants

Entering active duty is an exciting time! Prior to graduation from dental school, there are a number of tasks that must be performed. Here's what you need to know to make your transition easier. Don't forget that you will be expected to meet Navy physical fitness and height/weight standards when you check in to your first duty assignment. Now is the time to get in shape to meet those standards. For a listing of Navy Physical Readiness and Height Weight Standards, go to <http://www.navy-prt.com/index.html>.

### **Phase I Preparations During Fall of Your Senior Year.**

**1. Request for Information.** In August prior to your graduation year, NM Accessions Department will send you a request for an Annual Health Verification, a Graduation Academic Year Statement, and updated contact information. Failure to provide this information could result in suspension of your HPSP stipend, tuition, and active duty for training.

- Annual Health Verification. It is important to document your current medical status to ensure that you meet current accession-to-active-duty standards. Any changes to your health, surgeries, medications that you are on, must be documented. The Annual Health Verification serves as this documentation.
- Graduation Date. It is very important that the NM Accessions Department has your exact graduation date. Your graduation date is the date of your professional degree conferral (which is not necessarily the day you have your graduation ceremony). **The date of degree conferral will be the date that your HPSP stipend stops and your date of rank to Lieutenant.**
- Current Contact Information. NM Accessions Department will contact you directly if there is missing information in your record. Having your current contact information ensures that we will be able to reach you.

**2. Entry Grade Credit.** Entry Grade Credit is credit for prior commissioned active duty service. If you have prior active duty commissioned service in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service or full time duty in the National Guard, you will be given one half day credit for every day of active duty commissioned service documented on your DD214. If you are unsure if NM Accessions Department has a copy of your DD214, please contact [USN.OHSTUDENT@mail.mil](mailto:USN.OHSTUDENT@mail.mil) to check.

Note: In the past, Constructive Credit was granted for certain masters and doctoral degrees. This practice ended in December 2015.

**3. Date of Rank.** An officer's date of rank is important because it is the date used to calculate eligibility for the next promotion board. Date of rank does not influence pay, except as it pertains to promotion to the next higher rank and the larger pay that rank brings. For HPSP students without prior active duty commissioned service, their date of rank will be the date of degree conferral.

**4. Officer Development School (ODS).** ODS is a five-week course held at Navy Education and Training Command, Newport, RI, which provides basic knowledge of Navy customs, courtesies, and administration. All Medical Department officers are required to attend ODS.

If you did not attend ODS while in the HPSP, did not receive your undergraduate education in the Naval Academy, graduate from a Navy college ROTC program, or were not a prior Commissioned Naval or Marine Corps Officer, you will attend ODS immediately prior to your first active duty assignment. Orders to ODS will be a part of your orders to your first duty station. Please check the ODS website for details about ODS, at <http://www.ocs.navy.mil/ods.html>

If you must attend ODS prior to reporting to active duty, have your household goods packed prior to ODS. If you have dependents, ensure that someone has a power of attorney to handle the move while you are at ODS. There will be very little time between the end of ODS and the start of internship, so plan accordingly.

### **Phase II Preparations During the Fall and Winter of Your Senior Year.**

**1. Your Detailer.** The Detailer is the person who assigns graduates to their first duty station. When your detailer contacts you, be sure to inform him/her if you have or have not attended Officer Development School (ODS). If you have not gone to ODS, it will be scheduled prior to arrival at your first duty station in conjunction with your orders to active duty.

- AEGD or GPR Selectees: **DO NOT CONTACT YOUR DETAILER.** Your assignment has been made through the Navy Dental Corps Programs Selection Board. Your detailer will contact you.
- If going to a Credentialing Tour: **DO NOT CONTACT YOUR DETAILER.** Your Detailer will contact you when he/she is ready for input, which is generally December of your Senior year of school.

**2. Your GDE Office.** The Graduate Dental Education (GDE) Office at the PGY-1 site for which you were selected should contact you sometime during the spring of your senior year regarding the report date, start of program, required orientation, housing, etc. If you have not been contacted by the end of February, you should initiate contact yourself. The GDE Coordinator should be kept informed of any changes in your report date, contact information, special needs such as a family member with health/school issues, restrictions on travel due to pregnancy, and other delays. GDE Coordinators have a wealth of knowledge. Do not hesitate to ask them questions. They are far more likely to have the correct answer than another classmate.

**3. Reimbursement and Travel Claims:** All requests for reimbursement for supplies and equipment that accrued while in HPSP must be submitted NO LATER THAN 60 DAYS PRIOR TO GRADUATION. Reimbursement claims received less than 60 days prior to graduation may not be reimbursed.

YOU WILL NOT BE ALLOWED TO SUPERCEDE TO ACTIVE DUTY IF YOU HAVE NOT SUBMITTED ALL TRAVEL CLAIMS FOR HPSP ADT ORDERS. Travel Claims must be submitted within 5 working days of completion of your travel. If you have an ADT that ends within 30 days of graduation, you should submit your travel claim immediately upon completion, so you are not delayed in reporting to active duty. You will not be allowed to supersede and come onto active duty until you have submitted a complete travel claim for all of your ADTs.

**4. Orders To Active Duty.** You should receive orders in April. If you have issues with your orders, contact your NM Accessions Career Counselor to discuss.

**5. Contact Your Gaining Command.** Dental students assigned to a credentialing tour should be contacted by a command appointed "Sponsor" after your orders are initiated. The Command Sponsor will help answer questions about the duty station and local area. If you are not assigned a Command Sponsor, look in your orders for Sponsor Information and /or query the internet of your new command for the page that discusses incoming personnel. Often you can get a sponsor from that site.

**6. Physical Examination.** Although you will see a statement in your orders to active duty to obtain a physical examination, there is no longer a requirement to have a physical examination prior to coming on active duty. Please disregard this statement. The requirement no longer exists. The sentence is automatically inserted into the orders. If you have had a change in health status, please contact the HPSP Head of Student Programs at (301) 319-4059 immediately.

**7. Moving Household Goods.** The Navy pays for transportation of household goods from your home of record on file in the NAVMED Accessions Student Database to your new duty station using the Defense Personal Property System (DPS). You are responsible for setting up your household goods move on the [www.move.mil](http://www.move.mil) website as discussed below. DO NOT ARRANGE OR SET UP YOUR MOVE ON YOUR OWN. YOU WILL NOT BE REIMBURSED. YOU MUST USE THE COMMERCIAL MOVING COMPANY THAT IS ASSIGNED TO YOU BY THE DPS. DO NOT ATTEMPT TO SET UP A MOVE WITH DPS UNTIL YOU HAVE YOUR ORDERS. YOUR ORDERS CONTAIN ACCOUNTING DATA THAT PAYS FOR YOUR MOVE. DPS CANNOT INITIATE YOUR MOVE UNTIL IT HAS YOUR ORDERS ACCOUNTING DATA. If you do not have a lot to move and would like to move yourself, you must first register your move and discuss your options with the Personal Property Shipping Officer assigned to you.

Once you are in receipt of your orders, login to the [www.move.mil](http://www.move.mil) website to register and set-up your move. Please follow the directions below to get started:

a. On the [www.move.mil](http://www.move.mil) website click on the link "DPS Registration" at the top of the page. On the page that opens, click on "DOD Service Member and Civilian Registration" to register for a Defense Personal Property (DPS) account. After completing the application you will receive an account confirmation and password within 48 hours. It is highly recommended that you watch the short video titled "DOD Service Members and Civilians (DOD)" on the [www.move.mil](http://www.move.mil) homepage. The video presents the overall steps of the DPS process from beginning to end.

b. After you have received your password confirmation by e-mail, go back to [www.move.mil](http://www.move.mil) and click on the "DPS Login" at the top of the page and log in. You will be prompted for personal information to set up an account. Continue to follow the prompts to complete your account.

c. Once you have entered all information requested, you must print off DD-Form 1299 and DD-Form 1797. Sign these two forms and then scan and e-mail them to the Counseling Office as directed on the website.

d. The final step is to submit your application into the system. It is important that when you are faxing or e-mailing your forms back, that you submit a copy of your orders. Without the orders your move cannot be processed.

If you should have questions regarding this process, please click on the "Contacts/Help" link on the top right hand side of the move.mil homepage. You can also call 1-800-462-2176 (Option 5). The NM Accessions Department has no connection to the DPS Agency and cannot assist you if you have problems with the website or with your move preparations.

If you intend to move yourself, information on Personally Procured Move (PPM) formerly known as a Do-It-Yourself Move can be found at: [http://www.military.com/Resources/ResourceFileView?file=Relocation\\_DITY.htm](http://www.military.com/Resources/ResourceFileView?file=Relocation_DITY.htm).

**Phase III Preparation During the Spring of Your Senior Year.** For a list of schools and their responsible NRD, click  [here](#) (PDF - Updated 10 Feb 2017).

**1. Service, Medical, and Dental Records.** The Medical and Personnel Sections of the NM Accessions Department will mail your service and health records to the Navy Recruiting District (NRD) responsible for your dental school. If you are going into the NADDS program, NM Accessions Department will maintain possession of your Service and Medical Records.

**2. Military Supersession – Oath of Office.** Appointment/Superseding documents (your new Oath of Office to your active duty rank) will be forwarded to the Officer Processor (OP) at the Navy Recruiting District (NRD) responsible for your professional school in the spring of your senior year and will be held by the OP until you graduate. Most NRDs will assist you with commissioning ceremonies and/or provide delivery of commissioning documents, but you must make yourself known to them. Call the OP and let him/her know who you are and how you can be contacted. The OP can assist you with your orders, signing your new oath, transportation (if flying) to your new duty station, and answer many questions. NOTE: It is YOUR responsibility to coordinate where and when you sign your documents. NM Accessions Department does not intervene. If you are no longer in the area of your school's responsible NRD, you must coordinate receipt of your documents.

- The Navy will not issue a new Oath of Office to accommodate an earlier graduation ceremony date. Your Oath of Office will have a date of rank that is the date of degree conferral (not your graduation ceremony date) that your school provided on the Academic Year Statement. If you want to participate in a commissioning ceremony that is earlier than the date of degree conferral listed on your oath of office, you may participate and wear your uniform, but you cannot sign your new oath of office. You must remove your uniform immediately after the ceremony and cannot wear it until you have signed your new Oath of Office. Signing the Oath earlier than your official graduation date is considered fraud.
- **HPSP GRAD GOING TO FIRST ACTIVE DUTY ASSIGNMENT:**  
In order to receive pay once on active duty, an active duty pay record must be initiated. This cannot be accomplished without having your new, active duty, signed Oath of Office on file at Navy Personnel Command (NAVPERSCOM). Your new, active duty, signed Oath of Office must be sent to NAVPERSCOM as soon as possible after you supersede. This is usually accomplished by the Recruiting District OP, but it is YOUR responsibility to ensure that it is done. Immediately upon commissioning, fax a copy of the oath of office and any prior service DD214s to Navy Personnel Command (NPC), Code PERS-822 at FAX: (901)874-2622. Students who fail to sign and return this document to NAVPERSCOM will not be able to establish a pay record and will not be paid until the new superseding Oath of Office is on file. Be sure to keep a copy of your new, active duty, signed Oath of Office and that you carry it with you to ODS and/or your new command when you check in.
- **HPSP GRAD GOING INTO NADDS:**  
If graduating from HPSP and then participating in the Navy Active Duty Delay for Specialists (NADDS) Program immediately following your graduation, you will sign a new oath of office which promotes you to the appropriate rank in the Individual Ready Reserve (IRR). While in the NADDS program, officers are eligible for Reserve promotions, ONLY if you promoted following graduation from dental school. If you did not sign a superseding appointment for promotion to Lieutenant in the Dental Corps Reserve, contact the NADDS Program Manager at 301-319-4118 immediately or e-mail [USN.OHSTUDENT@MAIL.MIL](mailto:USN.OHSTUDENT@MAIL.MIL). Failure to complete the superseding process will result in problems with military orders to active duty, promotion, and pays when you transition to active duty after completion of your training program.

**3. Travel Allowances.** Information about travel allowances and reimbursements can be found at the Per Diem, Travel and Transportation Allowance Committee web site at <http://www.defensetravel.dod.mil/>. Officers coming on active duty may be eligible for some of the following allowances:

a. Member and Dependent Travel and Transportation Allowances. When a member must travel under orders, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation not exceeding the government rate. Generally, a member selects the transportation mode (i.e., airplane, train, bus, or POC/Private Owned Conveyance) for travel to new Permanent Duty Station (PDS). You must contact your nearest Military Passenger Transportation Office to make transportation arrangements for you and/or your dependent(s).

b. Household Goods (HHG) Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See Chap. 5, par. U5310-B of the Joint Federal Travel Regulations (JFTR) for more information.

c. Dislocation Allowance (DLA). DLA partially reimburses a member, with dependents, for the expenses incurred in relocating the member's household on a Permanent Change of Station (PCS). By law, there is no DLA allowance when the PCS is from your home (or the place from which you entered on active duty) to your first permanent duty station (PDS) unless your dependents actually move in connection with the PCS. See Chap. 5, par. U5600 of the Joint Federal Travel Regulations (JFTR) for more information.

d. Temporary Lodging Expenses (TLE). TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters INCONUS due to a PCS. Reimbursement is limited to a maximum of 10 days.

**4. Credentials/Important Documents.** There are a number of documents that should be hand carried to your new duty station in order to establish your pay record, training/credentials file, and get your family into the DEERS system for health care. These are:

- a. A minimum of three copies of your orders to active duty
- b. A copy of your new active duty LIEUTENANT Oath of Office
- c. A copy of your ENSIGN Oath of Office
- d. A copy of all DD-214s if you have prior enlisted or officer service
- e. Proof of professional degree (official copy of your diploma (notarized) or an official copy of transcripts showing the date of your degree conferral)
- f. Copy of your State Dental License if you have it
- g. A letter from the school stating you have graduated (only if unable to obtain your diploma)
- h. Birth Certificate for yourself and your dependents
- i. Marriage certificate (if applicable)
- k. Divorce decree if now divorced and former spouse is still listed on your service record's Page 2
- l. Copies of BLS, ACLS, PALS, ATLS certifications (if current)
- m. Vehicle registration and proof of insurance
- n. Bank account information for direct deposit (account and routing numbers)
- o. Copy of your prior Enlistment Contract (Only if prior military Enlisted)
- p. Copy of your Annual Statement of Service History (Only if prior military Reserve)

**5. Uniforms.** If you've completed ODS, you should have all required uniforms. Your new command will tell you what uniform you should wear when reporting on your first day, as well as any uniforms you will need before you household goods are delivered. DO NOT pack these uniforms with your household goods. If going to Officer Development School (ODS) en route to your new duty station, you will purchase uniforms there.

**6. Military Pay.** HPSP stipend ends on the day of graduation. The Navy provides no additional pay until you report for active duty and your active duty pay record is established. You must plan ahead to have funds available until your active duty pay starts. Your active duty pay starts accruing on the first day of official travel to your first active duty assignment. Since a pay record is required to obtain advance pay, you must wait until reporting for active duty to make such a request.

Active duty pay is composed of several payments:

- a. Base pay - based on rank and years of service
- b. Basic Allowance for Subsistence - a flat rate for all officers
- c. Basic Allowance for Housing - based on zip code and dependent status
- d. Special Pays - based on specialty of practice

For information regarding military pay, log on to the Defense Finance and Accounting Service web site at <http://www.dfas.mil/militarymembers.html>. To view other military pay related items (Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), etc.), you may access <http://www.defensetravel.dod.mil/site/allowances.cfm>.

**7. Leave.** Once on active duty, you will earn annual leave at a rate of 2.5 days per month. Do not plan on requesting leave until you have generated leave days. All leave must be coordinated and requested through your program director once you have checked in and received your schedule.

### **Important Information.**

**1. Selection/Promotion Boards.** Students should be aware that large amounts of entry grade credit may result in their record going before the Lieutenant Commander Promotion Selection Board with significantly less experience than others also competing for selection. Individuals have failed to select for this reason. Officers on active duty for less than 1 year prior to the start of the selection board are automatically prevented from having their record considered for selection. However, an officer in such a situation may request that their record be considered by the Board. The officer should discuss this decision with his/her Detailer and Specialty Leader to seek further advice and direction.

**2. Medical Coverage.** You and your dependent family members are covered by TRICARE starting the first day of official travel to ODS/first duty station. That date is calculated by subtracting the number of authorized travel days from the date that you report to your first duty station. This varies from 1 to 7 days depending on the distance you have to travel. To ensure that you and your family have no lapse in medical coverage, please extend your existing medical policy until after you have reported to your first duty station. When checking in, family members must be moved to "Active Status" in the Defense Eligibility Enrollment Reporting System (DEERS). This is done at the Personnel Support Detachment (PSD) during check-in processing. Once on active status in DEERS, family members must be registered in TRICARE. Remember to take your marriage license and children's birth certificates (if applicable) to PSD.

**3. Additional Uniform Allowance.** Officers reporting for their first active duty assignment are eligible for a one-time \$200 Uniform and Equipment Allowance. The DoD Financial Management Regulation (FMR), DoD 7000.14-R, Volume 7A, Chapter 30 (October 2005), Paragraph 300301 addresses this **additional** active duty uniform allowance that is requested via the individual's chain of command and processed by the Personnel Support Detachment (PSD) **AFTER** that officer has been onboard at the Command for 90 (continuous) days of active duty. The additional active duty uniform allowance is payable to qualified officers in the amount of \$200, and is in addition to the initial \$400 one-time clothing allowance that officers receive after completing Officer Development School or their first active duty for training while in the HPSP program. Officers must:

- a. Request this additional uniform allowance in writing.
- b. Submit the request through the Chain of Command for approval.
- c. Have the Personnel Support Detachment process the payment.