

Medical Services  
INSTALLATION ORAL HEALTH READINESS PROGRAM

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**SUPPLEMENTATION:** Local supplementation of this regulation is prohibited except upon approval of the Dental Activity (USA DENTAC).

**SUGGESTED IMPROVEMENTS:** The proponent of this regulation is the Dental Activity. Users are invited to send comments and suggested improvements to the Commander, USA DENTAC, ATTN: HSBI-DC, Fort Hood, Texas 76544-5063.

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## OVERVIEW

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1

## Purpose

The purpose of this regulation is to describe the Installation Dental Readiness Program as a part of the overall Installation Soldier Readiness Program in support of the Army Oral Health Fitness Program.

This regulation

- fixes responsibilities for administration and implementation of the Installation Oral Health Fitness Program.
- defines procedures for executing the Installation Oral Health Fitness Program.
- defines the fitness classification scheme.
- sets forth procedures for assigning dental fitness classes.
- fixes responsibilities and establishes procedures for completing and forwarding the installation oral health fitness reports.

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1a

## References

Appendix A lists references related to this regulation

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1b

## Abbreviations and Terms

The glossary explains abbreviations and terms used in this regulation.

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1c

## Applicability

This regulation applies to active duty Army soldiers assigned to Fort Hood.

During full mobilization, requirements of this regulation remain in full effect.

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1d

## General

Evaluation of recent military history indicates 144 out of every 1,000 (14.4%) combat casualties requiring time away from the unit mission are preventable dental conditions, which were not combat related. Since these dental conditions are preventable, this is an unacceptable loss of combat manpower.

The intent of this regulation is to

- establish an installation wide methodology of identifying soldier conditions that have high risk of dental casualty during combat.
- provide the mechanism of notifying the unit commander of soldiers in high risk, in a timely manner.
- provide a mechanism to monitor the extent of these dental conditions and to monitor the corrective measures taken.
- delineate a report distribution network.
- establish support and guidance for an installation integrated data base of shared data for the Installation Soldier Readiness System, Dental.

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1e

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 RESPONSIBILITIES
 

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2

## DENTAC

## DENTAC will

- conduct an Oral Health Fitness Program.
- advise unit commanders on a monthly basis on the dental fitness of their command by
  - dental fitness classification,
  - panoramic status,
  - failed appointments,
  - examinations due and past due.
- maintain internal audit mechanisms to track and monitor installation data base and dental data base (DENTLOC) , i.e.
  - no records on file,
  - unknown panoramic status,
  - unknown dental fitness status.
- supply dental data required for the Oral Health Fitness Program.
- monitor soldier records and statistical data for those soldiers not in the personnel data base but do have a record on file.
- distribute to the major subordinate command (MSC) level scheduled reports produced by the installation processing system (IPS).

2a

Unit  
Commanders

## Unit commanders will

- assure that each soldier has a dental record and panoramic on file,
  - discrepancies need immediate correction.
- distribute automated oral health fitness reports received to their subordinate units.
- maintain an oral health readiness posture of the unit by
  - monitoring monthly and special unit dental readiness reports
    - to maintain unit readiness status in accordance with AR 40-35 (Preventive Dentistry), AR 600-63 (Army Health Promotion), and AR 600-8-101 (Personnel Processing (IN and OUT and Mobilization Processing)).
  - monitoring dental appointments within their units (see appendix D) and reducing failed appointments.
  - making personnel available to receive required examinations and needed dental care.

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 Unit  
 Commanders  
 (Continued)

- coordinating with the DENTAC/dental clinic point of contact (POC)\*
  - for available treatment time.
  - to audit and monitor dental health records (DHREC) and accountability of records.
- keep dental fitness Class 3 and 4 to a minimum.
  - A reasonable goal to strive for is no more than 5% in Class 3 and 5% in Class 4.

NOTE: Zero percent is prescribed by AR 600-8-101 but probably not attainable. Dental Class 3 and 4 are combat readiness detractors.

- send personnel in dental fitness Class 3 or 4, especially those who are assigned to rapid deployment units, to the dental clinic within thirty (30) days.
- send aviation personnel in dental fitness class 3 or 4 to their treating dental clinic immediately.

NOTE: Non compliance may lead to loss of flight pay.

- send personnel with no panograph or unknown panograph status to dental clinic at the earliest possible date.

NOTE: A soldier is not in a deployable status until a panograph is on file in the dental record.

- send personnel with no dental record on file to the dental clinic at the earliest possible date.
- send personnel to dental clinic during current month, when examinations are due.

NOTE: \*POC, NCOIC of the assigned dental clinic.

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 2b

 Corps Adjutant  
 General (AG)

Corps AG will

- support the Oral Health Fitness Program.
- maintain automatic data processing (ADP) personnel data for each soldier.

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 2c

 Directorate of  
 Information  
 Management  
 (DOIM)

DOIM will

- support the Oral Health Fitness Program.
- link the dental readiness system to the installation personnel data base via the installation integrated data base.
- maintain the automated system and produce scheduled reports.
- support unit query and report requirements through the installation processing system (IPS).

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 2d

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 REPORTS
 

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3

## Authorization

Request for reports are granted for

- Corps Commanding General (CG) and staff
- division CG and staff
- unit commander
- DENTAC Commander
- other approved user(s).

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 3a

## Preparation

The dental readiness reports will be prepared by the IPS, DOIM.

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 3b

## Distribution

Report distribution will be

- at distribution level A.
- made by the DENTAC to the MSC level.
  - MSC level will distribute to their subordinate units.

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 3c

## Report Types

The installation readiness system will provide the following dental fitness report types

Monthly summary reports to headquarters (HQ) elements (Corps, division, other MSCs, brigade (BDE), battalion (BN) and unit commanders. This report reflects number of soldiers

- in each dental fitness class.
- in dental Class 3 for over 6 months.
- with no panograph.
- who require an examination, current month.
- who require an examination next month.
- whose examination is past due.
- with missed appointments.

Monthly soldier reports to BN commanders by company. The report will be a soldier roster of

- no panographs.
- examinations due.
- examinations past due.
- missed appointments
- dental fitness Class 3.
- dental fitness Class 3 over 6 months.
- dental fitness Class 4.

Monthly reports to DENTAC HQ and clinics and AD HOC reports using the IPS.

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 3d

## Report Headings

For report headings, see appendix C.

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 3e

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PREPARATION FOR OVERSEAS MOVEMENTS (POMS) AND EMERGENCY DEPLOYMENT  
READINESS EXERCISES (EDRES)

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4

## General

The POMS and EDRE process will be supported by the installation readiness system.

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4a

## Authorization

Authorization for reports is the same as block 3a, this regulation.

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4b

Preparation  
of Reports

Primary responsibility for preparing reports is

- at the unit level or the organization conducting the POM/EDRE .

NOTE: Access permission to IPS and instruction on use may be obtained from the DOIM. An alternate method (until units have access to IPS) of obtaining reports is to request assistance from the supporting dental clinic.

Type of reports are

- monthly scheduled reports and
  - AD HOC (INTERIM) Reports. (IPS or dental clinic if IPS not available).
- 

4c

## DATA PROPONENT

5

## Proponents

The unit or agency tasked with maintaining a data element or set of data will be

- updates and maintenance the data base for
  - that element or
  - set of data.

If for any reason the proponent is changed, the new unit or agency tasked will become the proponent for

- the integrated data base or
  - other installation data base.
- 

5a

Appendix A

REFERENCES

- AR 600-8-101 (Personnel Processing (IN and Out and Mobilization Processing))
- AR 600-63 (Army Health Promotion)
- AR 40-35 (Preventive Dentistry)
- AR 40-5 (Preventive Medicine)
- AR 40-66 (Medical Record and Quality Assurance Administration)
- AR 608-1 (Army Community Service Program)
- AR 612-2 (Preparation of Replacements for Overseas Movement)
  
- FORSCOM  
Reg 525-2 (Emergency Deployment Readiness Exercise)
  
- FH Reg 525-10 (Deployment)
  
- APL 25-88 (Dentistry in Aviation Medicine)

## Appendix B

## SCOPE OF THE PROGRAM

## General

The DHRECs for in-processing soldiers will be

- screened and
- identified by a bar code label.

Soldiers who have not had a recent dental examination will

- receive a complete dental examination to include
  - panographic and
  - routine dental radiographs (x-rays).

Dental readiness data will be collected and entered into the Installation Dental Readiness System (integrated data base) for future readiness reports.

This data are linked to current installation personnel data maintained by the installation personnel system.

Installation dental readiness reports will

- report soldiers as identified in the installation personnel data base.

The DENTAC will maintain the capability to

- monitor soldiers records that are not located in the installation personnel data base and
- also monitor soldier record fields with unknown or no data input, i.e. DHRECs not on file at a dental clinic but the soldier is in the installation personnel data base.

B-1a

## Units

Units will receive monthly dental readiness reports indicating the dental status of the unit personnel as filed by the installation personnel data base. These reports will include

- panographic x-ray status,
- dental fitness class status,
- annual examinations due and past due, and
- failed appointments.

Units will be able to request ad hoc reports and queries using the IPS network after approval through the DOIM.

NOTE: The expanded use of the IPS to units will be dependent upon installation resources.

B-1b

## Commanders

The Corps Commander, division commanders, MSC and BDE commanders will receive a synopsis of the statistics within their command.

B-1c

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Battalion (BN)  
Commanders

BN level commanders will receive a synopsis of their command plus a

- by-name listing by company of dental status and
- dental needs of their soldiers.

This will provide information for unit commanders and first sergeants to get soldiers to the dental clinics for required dental care.

B-1d

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Army Preventive  
Dentistry  
Program

The Army Preventive Dentistry Program as it applies to this regulation includes the following:

Oral Health Fitness Program. Responsibility for the dental fitness is shared by

- commanders,
- the dental care system, and
- the soldier.

The primary focus of this program is to be sure that soldiers do not become 'non-combat dental casualties.'

Within this program, the dental care system has responsibilities for

- fitness classification,
- a yearly 100 percent audit of records to be sure of accuracy of classifications, and
- dental treatment of soldiers to achieve a satisfactory dental fitness level.

The responsibility for personnel accountability, notification, and patient availability rests with

- installation personnel support activities and
- unit commanders.

The procedures followed are

- Soldiers' records will be screened on arrival at Fort Hood.
- Soldiers in basic training or advanced individual training will not be required to have a dental fitness examination until they have reached their first permanent duty station.
- Soldiers will have their dental fitness classification updated annually by a clinical examination. Soldiers who miss a second annual examination will be placed in dental fitness Class 4.
  - Those soldiers whose records indicate no examination in the past year or who are classified in Class 3 or 4 will have a dental fitness examination within 60 days following records screening.
  - Once a newly arrived soldier classified in Class 3 or 4 is examined and removed from Class 3 or 4, their next annual examination will be 1 year from the last examination.

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Army Preventive  
Dentistry  
Program  
(Continued)

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- Those soldier's whose records indicate they are in Class 1 or 2 will have their next annual examination 1 year from the completion of their last course of treatment or last examination.
  - Records will be screened to
    - be sure a panograph is present in the record,
    - make sure it is of adequate quality for identification purposes, and
    - make sure a duplicate has been forwarded and received by the central panographic storage facility (CPSF).

NOTE: If no panographic radiograph is present, one will be made and placed in the dental record and a duplicate will be forwarded to the CPSF>

- Appoints for dental treatment required to achieve a satisfactory fitness status will be provided.
  - Personnel in dental fitness Class 3 will receive expedited treatment to remove them from this unsatisfactory dental classification.

B-1e

Clinical  
Preventive  
Dentistry  
Program

The Clinical Preventive Dentistry Program includes aspects of preventive dentistry usually accomplished within the dental treatment facility and for hospital inpatients. These include

- Plaque control management and preventive dentistry counseling.
- Dental prophylaxis.

B-1f

## Appendix C

## REPORT COLUMN HEADINGS

## ASGDN or ASSIGNED DENTAL CLINIC

- The dental clinic to which a unit is assigned.

## BN

- battalion name

## DENTAL CLASS

- Same as dental fitness class.
  - Under this heading will be the dental fitness classes 1 through 4. If there is a blank, the class is not known.

## DENTAL CLASS 3 OVER 6 MONTHS

- Indicates that a soldier has been in a dental fitness class 3 for over 6 months.

## DENTAL CLASS DATE

- Same as dental fitness class date
  - The date the soldier was placed in a particular dental fitness.

## DENTAL FITNESS CLASS REASON CODE

- Indicates one of four possible reasons a soldier is in dental fitness class 3. The codes are
  - S - surgery,
  - E - endodontics,
  - O - operative,
  - G - periodontics, and
  - P - prosthodontics

## DENTAL RECORD LOC

- The clinic/location where the dental record is located.

## DUTY STATUS or DTY STAT

- THE SOLDIER PERSONNEL DUTY CODE.

## EXAM DUE THIS MONTH

- The month a soldier's dental examination is due.

## EXAM DUE NEXT MONTH

- The month following the current month that a soldier's dental examination is due.

## EXAM PAST DUE

- Soldiers dental examinations that were failed during the month due.

## LAST EXAM DATE

- Same as last examination/treatment date - the date the soldier was last seen for treatment or examination.

## MISSED APPOINTMENT

- The date a soldier failed a dental appointment.

## NAME

- The soldier's name as it appears in the SIDPERS data file.

## MSC

- Same as major subordinate command - A MSC assigned at Fort Hood.

## PANO STAT OR PANO STATUS

- Same as PANOGRAPH status - this indicates one of four possible recorded status codes. These codes are
  - C - confirmed, on file at CPSF
  - S - sent, duplicate has been sent to CPSF
  - Y - yes, panograph is in the dental record but has not been sent to CPSF
  - N - no, file in the dental record and no film on file at CPSF.

NOTE: If there is a blank or a '-' in this field, it means that the status is unknown.

## PANO DATE

- Same as PANOGRAPH Date - the date of the panograph on file at the CPSF.

## SSAN

- The soldier's social security (privacy act data).

## UIC

- Same as Unit Identification Code (UIC) - the code used to identify a particular unit at company level or element.

## UNIT NAME

- The name for a particular unit or element.

Appendix D  
MONITORING DENTAL APPOINTMENTS

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## General

Although appointment slips are provided to individual soldiers when a dental appointment is scheduled, commanders often do not receive notification of these appointments.

Command and control problems often arise when commanders are unaware of pending appointments, both in terms of

- schedule planning and
- authorizing absences.

The need for information will be met by

- providing duplicate copies of appointment slips to the chain of command.

Commanders may, when conflicts are significant, elect to

- cancel or
- reschedule appointments.

NOTE: Appointment slip information is time sensitive, the sooner the unit has it, the more useful it is.

D-1a

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## RESPONSIBILITIES

D-2

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DENTAC  
Clinics

DENTAC clinics will

- make appointments for soldiers.
- provide appointment slips to each soldier scheduled.
- make duplicates of every appointment slip completed.
- file duplicate slips by soldiers' unit of assignment.
- hold duplicate slips at the clinic reception desk for daily unit pickup.
- maintain a distribution record of served units and pickups made by units.
- forward through post distribution appointment slips not picked up within three days.

NOTE: Slips will be sent to the units specified by the MSC or tenant unit command and separate units.

D-2a

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MSCs and  
Tenant Units

MSCs and tenant units will

- notify DENTAC, in writing, of the level of organization, e.g., BDE, BN, to pickup clinic appointments. This notification should be done annually.

D-2b

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Unit  
Commanders

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Unit commanders will

- send soldiers to the scheduled appointments.
- pickup dental appointment slips from their servicing clinic. (Preferred frequency is daily.)

D-2c

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Glossary  
EXPLANATION OF ABBREVIATIONS

APL	Aeromedical Policy Letter
ASGDN	assigned
BDE	brigade
BN	battalion
Corps AG	Corps Adjutant General
CPSF	Central Panograph Storage Facility
DENTLOC	dental data base
DENTAC	Dental Activity
DHREC	dental health record
DOIM	Directorate of Information Management
DTY	duty
EXAM	examination
IPS	installation processing system
LOC	location
MACOM	major command
MISSD APMTS	missed dental appointments
MSC	major subordinate command
SIDPERS	Standard Installation/Division Personnel System
SSAN	social security number
STAT	status
UIC	unit identification code
UKN	unknown

EXPLANATION OF TERMS

AD HOC - Unscheduled requirement.

ASSIGNED DENTAL CLINIC - The dental clinic to which a unit is assigned.

CORPS AG - Corps Adjutant General.

DATA PROPONENT - The unit or agency assigned the responsibility of maintaining and updating a data element or set of data.

DENTAL FITNESS CLASS 1 - Soldiers who require no dental treatment.

DENTAL FITNESS CLASS 2 - Soldiers whose existing dental condition is unlikely to result in a dental emergency within 12 months - routine care needed.

DENTAL FITNESS CLASS 3 - Soldiers who require dental treatment to correct a dental condition that is likely to cause a dental emergency within 12 months. Will probably be a non-combat casualty loss when deployed.

DENTAL FITNESS CLASS 3 OVER 6 MONTHS - Soldiers who have been in Dental Fitness Class 3 for over 6 months.

DENTAL FITNESS CLASS 4 - Soldiers who require a dental examination and those whose fitness status is unknown. Active duty soldiers who miss a second annual examination are automatically placed in fitness Class 4.

DENTAL FITNESS CLASS UNKNOWN (UNK) - Those soldiers who are on the SIDPERS personnel file but have no dental fitness classification recorded.

**DENTAL FITNESS CLASS DATE** - The date the soldier was placed in a particular dental fitness classification.

**DENTAL FITNESS CLASS REASON CODE S** - Those soldiers in dental fitness Class 3 who require surgical therapy to correct the dental condition.

**DENTAL FITNESS CLASS REASON CODE E** - Those soldiers in dental fitness Class 3 who require endodontic therapy to correct the dental condition.

**DENTAL FITNESS CLASS REASON CODE O** - Those soldiers in dental fitness Class 3 who require operative therapy to correct the dental condition.

**DENTAL FITNESS CLASS REASON CODE G** - Those soldiers in dental fitness Class 3 who require periodontic therapy to correct the dental condition.

**DENTAL FITNESS CLASS REASON CODE P** - Those soldiers in dental fitness Class 3 who require prosthodontics therapy to correct the dental condition.

**DENTAL HEALTH RECORD (DHREC)** - The soldiers dental record.

**DENTAL HEALTH RECORD LOCATION** - The clinic where the dental record is located.

**DUTY STATUS** - The soldiers personnel duty code.

**EXAMINATIONS DUE THIS MONTH** - The month a soldier's dental examination is due.

**EXAMINATIONS DUE NEXT MONTH** - The month following the current month that a soldier's dental examination is due.

**EXAMINATIONS PAST DUE** - Soldiers dental examinations that were failed during the month due.

**LAST DENTAL EXAMINATION DATE** - The date the soldier was last seen for treatment or examination.

**MISSED APPOINTMENTS** - The date a soldier failed a dental appointment.

**NAME** - The soldiers name as it appears in the SIDPERS data file.

**PANOGRAPH** - A dental radiograph (x-ray) required for forensic dental identification.

**PANOGRAPH DATE** - The date of the panograph on file at the CPSF.

**PANOGRAPH STATUS C** - A code that indicates that the soldier has a confirmed panograph on file at CPSF.

**PANOGRAPH STATUS S** - A code that indicates that the soldier has a panograph in the dental record and a duplicate has been sent to CPSF (the CPSF has not yet notified the DENTAC that the panograph has been received and filed).

**PANOGRAPH STATUS Y** - A code that indicates that the soldier has a panograph in the dental record but does not have a confirmed panograph on file at CPSF.

**PANOGRAPH STATUS N** - A code that indicates that the soldier does not have a panograph in the dental record.

**PANOGRAPH STATUS UKN** - A code that indicates that the soldier is in the installation personnel data base but no information is on file as to the panographic status.

**SSAN** - The soldier's social security number (privacy act data).

**UNIT IDENTIFICATION CODE (UIC)** - The code used to identify a particular unit at company level or element.

**UNITNAME** - The name for a particular unit or element.

**UNMATCHED RECORD** - Any soldier record that is recorded in the dental data base but is not in the installation personnel data base.

FOR THE COMMANDER:



OSCAR N. WHITE, JR.  
LTC, SC  
DOIM

PAUL T. WEYRAUCH  
Brigadier General, GS  
Chief of Staff

**5 Appendices**

- A - References
- B - Scope of the Program
- C - Explanations of Report Column Headings
- D - Monitoring of Dental Appointments
- E - Glossary

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