DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 350-1

28 September 1998

Training
UNIT TRAINING

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1. HISTORY. This is the first printing of this publication.

2. PURPOSE. To establish policies and procedures for the DENTAC training program.

3. SCOPE. This memorandum applies to all personnel assigned or attached to this DENTAC and to all four levels of training (unit, clinic, team, individual) conducted by this DENTAC.

4. REFERENCES.

a. The DENTAC Commander will do the following:

(1) Approve final agenda for monthly Commander’s Call.

(2) Approve operation orders for quarterly FTX.

(3) Prepare command information for monthly Commander’s Calls.

b. The DENTAC Executive Officer will do the following:

(1) Serve as Chairman, DENTAC Training Committee.

(2) Prepare and present the Quarterly Training Briefing.

c. The DENTAC First Sergeant/Senior Dental NCO will do the following:

(1) Serve as coordinator for all unit-level training activities.

(2) Ensure proper documentation of training is filed in DENTAC official files.

(3) Assist unit NCOs with training event execution.

d. The DENTAC Training NCO will do the following:

(1) Assist the First Sergeant with planning and execution of unit-level training. This includes procuring required audiovisual equipment, coordination with NCOIC, Runion Dental Clinic, to reserve training clinic space for training and preparing training agendas.

(2) Personally verify all unit-level training documentation is properly filed at headquarters.

(3) Prepare agenda for unit-level training events, i.e., Commander’s Call (appendix A).

e. The commander’s secretary will do the following:

(1) Prepare DA Forms 1556, as required, for all DENTAC personnel.

(2) Ensure proper filing of documentation for individual civilian personnel training events.

(3) Enter unit-level training time blocks into the On Time DENTAC Command Calendar.

e. The Health Services Assistant will ensure proper filing of all continuing dental education documentation in doctors’ Practitioners’ Credentials Files.

f. The Officer-in-Charge, Runion Dental Clinic (RDC), is responsible for the execution of all clinic-level training events (appendix b).

g. The team leaders (Military Intelligence, Signal, Garrison, Specialty) are responsible for execution of all team-level training events (para 6c).

h. All DENTAC personnel will submit documentation of individual training events to the appropriate official file.

6. LEVELS OF TRAINING. DENTAC training will occur at one of four following levels:

a. Unit-Level (appendix C): Usually sponsored by DENTAC Headquarters or external organizations (i.e., MEDDAC) and applies to all personnel (officer, enlisted, and civilian). Examples include the concurrent, quarterly field training exercises and civilian employee training, MEDDAC-sponsored Birthmonth Annual Required Training (BART) Day training events (appendix D), etc.

b. Clinic-Level (appendix B): Sponsored by the Officer-in-Charge, RDC, and includes training topics which apply to all patient care teams.

c. Team-Level: Sponsored by the team leader and includes the following:

(1) Make-up training for team personnel who miss clinic or unit-level training events and,

(2) Orientation training for newly arrived team personnel all clinic topics plus make-up.

d. Individual-Level: Training experienced on an individual basis. Examples include annual Basic Life Support, PLDC, EFMB, duty appointment associated training, etc. Documentation for these individual training events will usually be filed in the individual’s personnel file (MARKS file 1aa for civilian employees and 640a for military personnel).

7. BIRTHMONTH ANNUAL REQUIRED TRAINING. All personnel are required to attend BART Day during his/her birthmonth. The date of training will be posted in Runion.

8. MISSION ESSENTIAL TASK LIST (appendix E).

9. DENTAC TRAINING COMMITTEE. Chaired by the DENTAC Executive Officer, this committee will plan and coordinate unit-level training events.

10. DOCUMENTATION AND FILING OF TRAINING EVENTS.

a. The documentation packet for unit and clinic-level training events will include the following:

(1) Training Event Documentation (appendix F). Use this formal for all DENTAC training events (unit, clinic, or team).

(2) An attachment to the sign-in sheet, providing sufficient detail for an inspector to verify the training event

satisfied the requirement and to serve as a guide for future presentations of the same topic. Attachments can be bullet topic listings, paper copy of computer-generated slide presentation, etc.

b. Filing requirements:

(1) Unit level training: Original documentation packet filed in Headquarters MARKS folder 350.

(2) Clinic-level training: Original documentation filed in clinic official files with copy in Headquarters, both in MARKS folder 350.

(3) Team level training: Original documentation filed in team official files with copy in Headquarters, both in MARKS folder 350.

10. SCHEDULING. Unit-level training event time blocks will be scheduled on the On Time DENTAC Command Calendar with details shown in the “notes” tab for the appropriate time.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

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APPENDIX A

COMMANDER'S CALL AGENDA
28 February 1998

1230 – 1330	WELCOME NEWCOMERS: CPT Homar Bradson
	AWARDS
	MILITARY – PFC John Goodly (AAM)
	PFC Bill Smedley (Good Conduct)
	CIVILIAN – Ms. Irene Handy (Performance)
	Mr. Joey Brown (Army Suggestion Program)
1330 – 1400	EO Training (SGT Bill Smythe)
1430 – 1530	Suicide Prevention (Chaplain Brady)
1530 – 1545	Report on Organization Day activities
1545 – 1630	SAEDA (1LT Stuckey)

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