

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 47-101**

**20 NOVEMBER 2018**

***Dental***

**BASE DENTAL SERVICES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Kirk B. Stetson)

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This instruction implements Air Force Policy Directive (AFPD) 47-1, *Dental Services*, by identifying procedures for providing dental care, attendance requirements, and priority of care. This instruction applies to personnel permanently or temporarily assigned to the United States Air Force Academy (USAFA), including Air Force Reserve Command (AFRC) personnel, and other eligible beneficiaries. Refer recommended changes and conflicts between this and other publications to 10th DS/SGD, 2355 B. Faculty Drive, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination. Send comments and suggested improvements through channels to the Director, Air Force Dental Operations (AFMOA/SGD), 3515 S. General McMullen, Ste 1025, San Antonio, TX 78226, on AF Form 847, *Recommendation for Change of Publication*.

This instruction may require collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code 55, and Executive Order 9397 System of Records Notice F044 AF SG C, Privacy Act Request File.

## ***SUMMARY OF CHANGES***

This publication has been reviewed for content validity, clarification and format/grammatical errors. References have been updated. Reflects changes to Office of Primary Responsibility (OPR), certifier and 10 MDG commander.

### **1. Responsibilities of the 10th Dental Squadron (10 DS):**

- 1.1. Determine dental classification of each cadet upon entry; establish an individual treatment plan for each cadet to attain Class 1 dental readiness by the end of their fourth year.
- 1.2. Maintain the oral health of assigned active duty and reserve personnel ensuring their dental readiness for worldwide deployment.
- 1.3. Establish a preventive dentistry culture among Cadets as well as U.S. Air Force Academy (USAFA) educators, leadership and permanent party to ensure optimal dental health.
- 1.4. Provide ongoing training to ensure 10th DS personnel are ready to deploy in support of Expeditionary Medical Support (EMEDS) and humanitarian medical missions.

### **2. How We Provide Dental Care:**

- 2.1. The 10th Dental Squadron Commander (10 DS/CC) under the direction of the 10th Medical Group Commander (10 MDG/CC), manages and administers personnel and programs of the 10 DS to sustain the dental health of cadets, active duty and reserve personnel assigned to USAFA.
- 2.2. The 10 DS/CC serves as the official custodian of all dental health records. Although dental health records belong to the US Air Force, they may be released to certain individuals under specific circumstances (see AFI 41-210, *Tricare Operations and Patient Administration Functions* and AFMAN 47-101, *Managing Air Force Dental Services*).
- 2.3. Individuals alerted for permanent change of station assignment to remote tours, isolated areas or geographically separated units, whether Continental United States (CONUS) or Overseas (OCONUS), must report to their clinic of assignment within 90 days of their initial relocation briefing by the Military Personnel Flight (MPF). This time limit provides for a clearance examination and timely completion of required care.
- 2.4. Active duty members may be referred to private sector dentists for specific dental procedures as directed by the 10 DS/CC when access to care exceeds 21 days for general dentistry care or 28 days for specialty care. This care is paid for by Active Duty Dental Program (ADDP) funds and only treatment specified by the 10 DS will be reimbursed by ADDP.
- 2.5. Reserve members assigned to USAFA may complete annual dental readiness requirements at 10 DS only when on military status (Annual Tour, IDT paid/unpaid, MPA orders, etc.). Members must provide a copy of orders upon initial check-in for any appointment.
- 2.6. Squadron commanders and supervisors assure that patients make/keep appointments and help coordinate scheduling of periodic dental examinations.

### **3. Priority of Care:**

- 3.1. Emergency patients and patients in need of immediate attention to address pain, oral infections or bleeding.
- 3.2. Rated, special operational duty personnel, and personnel on mobility status or selected for remote assignment who are in Dental Readiness Class (DRC) 3 or 4 (see AFMAN 47-101).
- 3.3. Active duty and on-status reserve military personnel and cadets prioritized according to their DRC IAW AFMAN 47-101.
- 3.4. Certain designated civilian employees stationed overseas, traveling in temporary duty (TDY) status.
- 3.5. If scheduling and staffing permit, the 10 DS/CC may authorize care for the following patients on a standby basis:
  - 3.5.1. Family members of active duty personnel not enrolled in the Family Member Dental Plan (FMDP).
  - 3.5.2. Retired military and their dependents.
  - 3.5.3. Other categories of personnel authorized to receive care by law (US Code, Title 10).

#### **4. How and Where to Find Dental Care:**

##### **4.1. Treatment Locations, Hours, Access and Appointment Procedures:**

- 4.1.1. Academy Dental Clinic (Fairchild East). USAFA cadets, active duty, and reserve military personnel referred for general dentistry and specialty care must use the Academy Dental Clinic for all dental treatment (both routine and emergencies), occurring during normal duty hours, 0700-1600, Monday through Friday. Call or report to the clinic during duty hours for routine and emergency care (719) 333-5192.
- 4.1.2. 10 DS Oral Surgery Clinic (1st floor, 10 MDG Clinic). This clinic provides outpatient oral and maxillofacial surgical services upon referral and limited diagnostic services. Call during duty hours, 0700-1600, Monday through Friday, to obtain an appointment (719) 333-5076.
- 4.1.3. Emergency Dental Treatment after Normal Duty Hours. Emergency dental treatment for patients to relieve acute pain, control bleeding and manage acute infection or injury to the oral or facial structures is available at all times. During normal duty hours, bona fide emergencies are seen at the Academy Dental Clinic. After duty hours and on non-duty days and holidays, obtain emergency dental care by calling (719) 333-5192 and select the option for the on-call dentist.

##### **4.2. When and How to Schedule Dental Examinations and Appointments:**

- 4.2.1. USAFA Cadets. The Academy Dental Clinic schedules cadet examinations by year-groups depending on academic schedules, graduation requirements, special events, etc. The Dental Clinic initiates the examination process through the Cadet Administrative Management Information System (CAMIS).
- 4.2.2. Active Duty and Reserve Personnel. 10th DS coordinates with each organization unit health monitor to implement the Air Force Dental Readiness Assurance Program

(AFDRAP). This program provides the active duty and reserve Air Force member a periodic dental examination and, if necessary, a Dental Prophylaxis (cleaning). Each month the 10 DS advises each unit's health monitor which unit members are due for periodic exams. Unit Commanders are to ensure maximum participation. The Dental AFDRAP monitors and reports participation rates to the 10 DS Dental Executive Function.

4.2.3. Family Members of Active Duty Personnel. Family members of active duty personnel not enrolled in the FMDP may receive dental care at the Academy Dental Clinic on a standby basis or as a teaching case for the Advanced Education in General Dentistry (AEGD) residency program.

4.2.4. FMDP. Patients enrolled in the FMDP may receive emergency treatment and treatment not covered by the plan on a stand-by basis only.

4.2.4.1. Verification of Enrollment. The Clinic must verify enrollment through the Defense Enrollment Eligibility Reporting System (DEERS).

4.2.4.2. Billing. The 10 MDG Resource Management Office bills anyone not eligible for services who through administrative error receives dental care at the dental clinic. Cases of this nature will be identified and managed as pay patients and billed at the full outpatient reimbursement rate. Third party liability cases will be appropriately identified and billed.

4.2.5. Retired Military Personnel and their Family Members. Eligible retired members of the uniformed services and their family members may receive routine standby and emergency care subject to mission requirements, staff capabilities, facilities, and equipment or as teaching cases in the AEGD residency program.

4.2.6. Other Beneficiaries. Other beneficiaries not eligible for routine dental treatment may be provided emergency care.

4.3. Broken and Cancelled Dental Appointments. A dental appointment is a military formation and has priority over routine duties. Patients failing to report at their appointed time are charged with a broken appointment. Patients should notify the Dental Clinic at least 24 hours in advance if unable to keep an appointment. In unusual circumstances when fewer than 24 hours remain before the appointment, patients must cancel as soon as possible so other patients may be scheduled and valuable professional treatment time maximized.

**5. Preventive Dentistry Program.** This program aims to prevent, control and eliminate oral disease and to maintain the highest possible level of oral health in active duty and reserve Air Force personnel and other beneficiaries. It has two phases:

5.1. Clinical Phase:

5.1.1. A periodic dental examination and dental prophylaxis for all assigned military personnel and cadets.

5.1.2. Identify dental patients at high risk for caries and provide individual oral health counseling, timely intervention and appropriate follow up monitoring.

5.1.3. Applying approved topical anti-cariogenic agents (fluoride) prescribed by a dentist.

5.1.4. Fabricating mouth guards for all cadets and custom-fitted mouth guards upon request for those participating in contact sports.

5.2. Community Health Phase:

5.2.1. Publicity to educate the base populace on dental health and increase public awareness of oral disease prevention.

5.2.2. The Preventive Dentistry Officer initiates local special interest programs in conjunction with nationally organized dental-related campaigns. Whenever possible, he/she coordinates community health activities with the 10 MDG.

5.2.3. 10 DS promotes and supports oral health programs in schools and in the child care centers and participates in nationally recognized programs, such as National Children's Dental Health Month.

5.2.4. The Preventive Dentistry Officer may be tasked to perform dental evaluations on suspected abused or neglected children referred from the 10 MDG.

LEIGH A. SWANSON, Col, USAF, MC, SFS  
Commander, 10th Medical Group

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 30 May 18

AFMAN 47-101, *Managing Air Force Dental Services*, 25 Jul 18

AFPD 47-1, *Dental Services*, 9 May 18

AFI 33-360, *Publications and Forms Management*, 1 Dec 15

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 Jun 12

Title 10, USC, Chapter 55, *Medical and Dental Care*, 7 Jan 11

EO 9397, *Numbering System For Federal Accounts Relating To Individual Persons*, 22 Nov 1943

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAF A**—United States Air Force Academy