

Department of the Army  
40-1  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

\*FH Regulation

7 May 2001

## Medical Services

### DENTAL CARE

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**Summary.** This regulation outlines the policies and procedures in dental care services.

**Applicability.** This regulation applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and to all tenant organizations of this installation.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent of this regulation is the U.S. Army Dental Activity (DENTAC). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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#### 1. Purpose.

This regulation prescribes dental service and dental facilities operation at Fort Huachuca. DENTAC provides treatment for the following, in order of priority:

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\*This regulation supersedes FH Reg 40-1, 7 March 2000.

- a. Military personnel on active duty.
- b. Family members of active duty personnel on a space-available, standby basis (not enrolled in TRICARE Active Duty Family Member Dental Plan).
- c. Retired military personnel and their family members on a space-available, standby basis.
- d. Others as authorized in Army Regulation (AR) 40-3.

**2. References.**

a. Required publication. AR 40-3, Medical, Dental, and Veterinary Care.

b. Related publications.

(1) AR 40-1, Composition, Mission, and Functions of the Army Medical Department.

(2) AR 40-35, Preventive Dentistry.

(3) AR 40-66, Medical Record and Quality Assurance Administration.

(4) AR 600-8-101, Personnel Processing (In and Out, and Mobilization Processing).

c. Referenced forms.

(1) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(2) DD Form 2494, Uniformed Services Active Duty Enrollment Election.

(3) DD Form 1173, Uniformed Services Identification and Privilege Card.

**3. Explanation of abbreviations and terms.**

a. Abbreviations.

(1) DCQ. . . . Dental Charge of Quarters



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- (2) DENTAC . . . U.S. Army Dental Activity
- (3) FMDF . . . Family Member Dental Plan
- (4) DEERS . . . Dependent Enrollment Eligibility Reporting System
- (5) HREC . . . Health record
- (6) PCC . . . Patient Care Coordinator
- (7) RWBAHC . . . Raymond W. Bliss Army Health Center
- (8) UDL . . . Unit Dental Liaison

**4. Responsibilities.**

a. Commander, DENTAC/Director of Dental Services is directly responsible for dental service provided to the Fort Huachuca military community and will advise the Commander, USAIC&FH, on all issues concerning the dental health of the command.

b. All personnel receiving dental care will comply with this regulation.

**5. Dental services policy and procedures.**

a. The DENTAC's mission is to ensure dental readiness, provide dental care and promote oral health for the Fort Huachuca military community and to conduct readiness training to prepare DENTAC soldiers for their wartime roles.

b. Duty hours. (For emergency care, see paragraph 5g)

Runion Dental Clinic  
Building 45005, extension 3-9265  
Monday-Friday  
0700-1200, 1230-1630

Headquarters, DENTAC, building 61801, extension 3-3144  
Headquarters, Dental Detachment, extension 3-5480



c. In-processing. All permanent party personnel will turn in their dental records to the Personnel Processing Center as part of their in-processing procedure. A dental representative will review the dental record to determine the dental classification. If the record indicates class 3 or 4, the soldier will be immediately referred to the dental clinic. A memorandum, Dental Readiness, will be provided to the soldier indicating dental class and referred to the clinic with instructions of dental treatment is required.

d. Oral Health Fitness Program. To be deployable, a soldier must have a complete dental record with a panoramic radiograph. All active duty soldiers are required to receive an annual dental examination. Each unit commander, the dental care system, and the soldier share responsibility for dental readiness.

e. Unit Dental Liaison. Each company/detachment sized unit will designate an individual to serve as Unit Dental Liaison (UDL). The goals of the UDL program are: to help minimize the number of missing dental health records, reduce dental appointment failures, and reduce the number of soldiers in dental fitness class 3 and 4. The UDL is the principal point of contact between the unit and servicing dental clinic. Specific UDL responsibilities include:

- (1) Conduct a monthly audit of the unit's dental records to:
  - (a) Confirm dental HREC accountability (required 100 percent)
  - (b) Identify soldiers in dental class 3 (potential emergency)
  - (c) Identify soldiers in dental class 4 (no exam within 1 year)
  - (d) Identify soldiers without a panoramic x-ray
- (2) Arrange appointments through the Patient Care Coordinator (PCC) for patients in dental class 3 and 4, and annual exams. Note: Active duty soldiers can make an



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examination appointment at any time of the year by calling their unit's designated PCC.

Signal Dental Team PCC -- 3-5329

MI Dental Team PCC -- 3-1492

Specialty Dental Team PCC -- 3-5374  
(prosthodontics, oral surgery, orthodontics)

(3) Provide the supported unit commander with a monthly dental readiness roster.

f. Treatment for other than active duty personnel.

(1) The TRICARE Family Member Dental Plan (FMDP) provides comprehensive dental care to family members of active duty soldiers. Soldiers who are not enrolled in FMDP may enroll by completing DD Form 2494 (Uniformed Services Active Duty Enrollment Election) at their personnel center. Beneficiaries of FMDP will not receive services covered by the plan in the dental clinic except emergency care.

(2) Treatment of retired military personnel and their family members is authorized on a space-available standby basis only. The types of care available and other limitations will vary according to staffing capabilities as determined by the Director of Dental Services.

(3) Department of the Army Civilian employees who are not otherwise authorized treatment may be given emergency treatment for on-the-job dental oral injuries. Any civilian requesting emergency treatment for relief of pain will be required to pay an outpatient treatment fee at the Patient Administration Division Office, RWBAHC.

(4) All persons 10 years of age or older authorized treatment will establish their identity by presenting their current DD Form 1173 (Uniformed Services Identification and Privilege Card) and Medical Service Outpatient Card. Minors will be accompanied by their parent or guardian during treatment. All family members' patient visits will have a Dependent Enrollment Eligibility Reporting System (DEERS) screen performed prior to having routine treatment performed. All routine care will be



denied if family members are not enrolled. Each soldier has the responsibility to enroll their family members. Information concerning DEERS enrollment will be provided by Identification Card Section, Military Personnel Office, building 41421.

g. Emergency Care.

(1) Active duty soldiers will report to Runion Dental Clinic, building 45005, during military sick call, from 0730-0800, Monday through Friday.

(2) Dental emergency care, for active duty family members enrolled in the FMDP, is provided the patient's civilian dentist of record. Emergency care during duty hours for beneficiaries other than active duty family members not enrolled in the FMDP, will report to Runion Dental Clinic.

(3) For after duty hours emergency dental care, all patients should report to the Prime Time Clinic (PTC), RWBAHC, or call extension 3-2433 for information. Treatment provided will be limited to the relief of pain or remedial care to alleviate the emergency condition.

(4) Minors who require treatment after duty hours will be accompanied by a person empowered to sign the authorization for treatment.

(5) In the event that patients of the opposite sex of the Dental Charge of Quarters arrive unaccompanied by another adult, the DCQ will ensure that the unaccompanied patient remains in the PTC until the patient provides a chaperone.

h. Failed dental appointments seriously impair the accomplishment of DENTAC's mission. If cancellation is unavoidable, appointed patients should notify the clinic at least one duty day in advance, if possible.



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