



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO  
ATTENTION OF

MCDS

29 August 2002

MEMORANDUM FOR All U.S. Army Dental Command Personnel

SUBJECT: U.S. Army Dental Command (DENCOM) Policy 01-18,  
Standardization of Dental Classifications

1. REFERENCE:

- a. HA Policy 02-011, Policy on Standardization of Oral Health and Readiness Classifications.
- b. Department of Defense Policy 96-023, Policy for Dental Readiness Within The Services.
- c. AR 40-3, para. 10-5, Medical, Dental, and Veterinary Care.

2. SCOPE: This policy applies to all DENCOM facilities and all personnel assigned to or working in those facilities.

3. POLICY:

- a. The nomenclature and definitions as described in HA Policy 02-011 will be used to classify the dental fitness of service members
- b. In accordance with Department of Defense Policy 96-023, service members will convert to dental Class 4 status on the last day of the thirteenth month subsequent to the last dental examination. The following points will clarify the 13th month conversion date:
  - (1) Conversion to class 4 is based on last date of treatment by a dentist. This is consistent with the intent of existing Department of Defense Instruction. At the conclusion of every treatment or examination, dentists complete block 17 of SF 603/603A and enter a readiness classification. Therefore, they are indicating performance of a readiness examination sufficient to determine classification.

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(2) CDA presently updates classification based upon entry of code D9999 by a dentist.

(3) For quality assurance purposes, it is recommended that dentists include the statement, "Readiness Update" in block 17 along with other services provided.

(4) The date and initials of the dentist performing an initial, periodic or comprehensive evaluation will continue to be annotated in pencil in block 16 of SF 603/603A. This annotation should be changed only when DOD codes 00120 or 00140 are taken.

c. In order to minimize conversions to Class 4, dental records will be reviewed at each treatment appointment to determine date of last exam. Patients with exam dates that are at least ten months old will receive an annual exam update prior to dismissal from the treatment appointment. All dentists, to include specialists, will be actively involved in meeting this requirement.

d. Each dental treatment facility will employ suspense system that enables adequate notification to allow service members an opportunity to seek and exam appointment prior to Class 4 conversion.

ROBERT C. LEEDS  
Colonel, Dental Corps  
Commanding