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**Dental Services**

**BASE DENTAL SERVICES**



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This instruction implements AFD47-1, *Dental Services*, and references AFI47-101, *Managing Air Force Dental Services*, AFI41-101, *Obtaining Alternative Medical and Dental Care*, and AFI91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Program (AFOSH)* by identifying procedures for providing dental care, attendance requirements, and priority of care. This instruction applies to personnel permanently or temporarily assigned to the USAF Academy and to other eligible beneficiaries. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code 55; and E.O. 9397 System of Records Notice F044 AF SG C, Privacy Act Request File, applies.

**SUMMARY OF REVISIONS**

Changes references to current Air Force policy directives and instructions; reflects procedures for referral of active duty patients for specific dental treatment by downtown civilian dentists utilizing Military Medical Support Office (MMSO) funds, changes duty hours from 0645-1630 to 0700-1600, and deletes reference to USAFA Base Dental Clinic which has been disestablished. An (\*) indicates revisions from previous edition.

**1. Responsibilities of the 10th Dental Squadron Dental Services:**

- 1.1. Determine dental classification of each cadet upon entry, establish an individual schedule for each cadet to attain Class 1 dental readiness by graduation date, and accomplish that goal.
- 1.2. Maintain the oral health of assigned active duty personnel, ensuring their dental readiness for world-wide mobility status.
- 1.3. Provide ongoing staff training to ensure 10 DS personnel are ready to deploy in support of Expeditionary Medical Support (EMEDS) and humanitarian medical missions.

**2. How We Provide Dental Care.** The Command Dental Surgeon (10 DS/CC):

- 2.1. Under the direction of the Commander, 10th Medical Group (10 MDG/CC), manages and administers the 10th Dental Squadron to sustain the dental health of cadets and active duty personnel assigned to the USAF Academy and the Peterson AFB complex.
- 2.2. Serves as official custodian of dental health records. Although dental health records belong to the US Air Force, they may be released to certain individuals (see AFI 41-101, and AFI 47-101).
- 2.3. Individuals alerted for permanent change of station assignment to remote tours, isolated areas, or geographically separated units, whether continental United States or overseas, must report to the Dental Clinic within 30 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 downtown civilian dentists for specific dental procedures as directed by the 10th Dental Squadron commander when access to care exceeds 21 days for general dentistry care or 30 days for specialty care. This care is paid for by Military Medical Support Office (MMSO) funds and only treatment specified by the 10 DS will be reimbursed by MMSO. Cadets, rated and Personal Reliability Program (PRP) personnel will receive expedited care within one of the 10 DS dental clinics, and thus will not be referred for civilian care under MMSO funds.
- 2.5. Squadron commanders and supervisors assure that patients meet appointments and help coordinate periodic dental examination scheduling.

**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 those on mobility or selected for remote assignment who are in dental Class 3 or 4 (see AFI 47-101).
- 3.3. Cadets and active duty military personnel.
- 3.4. Certain designated civilian employees stationed overseas, traveling in Temporary Duty (TDY) status, or covered under the Air Force Occupational Safety & Health Program (see AFI 91-301).
- 3.5. If workload and staffing permit, 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.

**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.

Academy cadets and active duty military personnel referred for general dentistry and specialty care must use the Academy Dental Clinic for all dental treatment, both routine and emergency, occurring during normal duty hours, 0700-1600, Monday through Friday. Retired military personnel may seek standby and emergency care. Call or report to the clinic during duty hours for routine and emergency care (719-333-5190).

#### 4.1.2. USAFA Hospital Dental Clinic.

This clinic provides outpatient oral and maxillofacial surgical services upon referral and definitive dental care as necessary to inpatients. Call during duty hours, 0700-1600, Monday through Friday, to obtain an appointment (719-333-5076).

#### 4.1.3. Peterson AFB Dental Clinic.

This clinic provides comprehensive dental care for all active duty personnel assigned to Peterson AFB. Specialty services not available at this clinic are referred to the Academy Dental Clinic. Call for routine and emergency care during normal duty hours, 0700-1600, Monday through Friday (719-556-1334). Family members of active duty not enrolled in FMDP and retired military may seek standby and emergency care.

#### 4.1.4. Schriever AFB Dental Clinic.

This clinic provides limited dental care for all active duty personnel assigned to Schriever AFB. Specialty services not available at this clinic are referred to the Peterson AFB or Academy Dental Clinic. Routine and emergency care is available during normal duty hours, 0700-1600, Monday through Friday (719-567-5065). Dental care for other than active duty is not available.

#### 4.1.5. Cheyenne Mountain AFS Dental Clinic.

This clinic provides limited dental care for all active duty assigned to the Cheyenne Mountain complex. Specialty services not available at this clinic are referred to the Peterson AFB or Academy Dental Clinic. Duty hours will vary based on provider availability. Dental care for other than active duty is not available.

4.1.6. Peterson Area Dental Lab (ADL). Provides tri-service comprehensive dental prosthetic support to Continental United States, (CONUS)-based dental facilities. Routine dental care is not provided at the ADL.

#### 4.1.7. 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, Peterson, and Schriever Dental Clinics. After duty hours and on nonduty days and holidays, obtain emergency dental care by calling or reporting to the 10th Medical Group Emergency Room, who will notify on-call dental personnel.

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

### 4.2.1. USAFA Cadets.

The Academy Dental Clinic schedules cadet examinations by class depending on class schedules, graduation requirements, special events, etc. Dental Services (10 DS/SGDD) initiates the examinations through the Cadet Scheduling Office.

#### 4.2.2. Active Duty Personnel.

10 DS/SGDD coordinates with each organization's health care monitor to implement the Air Force Dental Readiness Assurance Program (AFDRAP). This program provides the active duty Air Force member a periodic dental examination and, if necessary, a dental cleaning. Each month the Dental Squadron advises each unit's AFDRAP monitor which unit members are due for a periodic exam. Unit Commanders ensure maximum participation. The 10th Dental Squadron monitors and reports participation rates.

#### 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 and Peterson Dental Clinics on a standby basis.

#### 4.2.4. FMDP.

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

##### 4.2.4.1. Verification of Enrollment.

The Clinic must verify enrollment through the Defense Enrollment Eligibility Reporting System (DEERS) or by viewing the sponsor's leave and earnings statement (LES). Use of the LES for verification must be voluntary on the part of the sponsor.

##### 4.2.4.2. Billing.

The 10th Medical Group Resource Management Office bills anyone who through administrative error receives dental care at any of the 10th Dental Squadron Clinics in Colorado Springs, Colorado. 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.

#### 4.2.6. Other Beneficiaries.

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

#### 4.2.7. Unaccompanied Eligible Minors.

A parent or legal guardian must accompany eligible minors (less than 18 years of age). Under certain conditions, unaccompanied minors 16-18 years of age may be treated if a properly completed authorization for care is on file with 10 DS/SGDD. 10 DS/SGDD personnel furnish these authorization forms upon request; treatment limits are specified in the document.

**4.3. Broken and Canceled 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 appropriate 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 Air Force personnel and other beneficiaries. It has three phases:

5.1. **Clinical Phase.** The clinical phase includes:

- 5.1.1. A periodic dental examination and cleaning for all assigned military personnel and cadets.
- 5.1.2. Identify high-risk dental patients and provide individual oral health counseling, timely intervention, and appropriate follow-up monitoring.
- 5.1.3. Applying approved topical anticariogenic 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.
- 5.1.5. Educating medical staff to ensure hospitalized patients receive proper in-house oral hygiene care.

5.2. **Community Health Phase:**

- 5.2.1. Wide publicity to educate the base populace to 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 and whenever possible, coordinates community health phase activities with the 10th Medical Group, Putting Prevention Into Practice Program (PPIP).
- 5.2.3. 10 DS/SGDD promotes and supports oral health programs in schools and in the child care centers and actively participates in nationally recognized programs such as National Children's Dental Health Month.
- 5.2.4. The Preventive Dentistry Officer oversees a program to perform dental evaluations on suspected abused or neglected children referred from 10th Medical Group staff activities.

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