



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1120.5B  
N131/BUPERS-3  
15 May 2013

OPNAV INSTRUCTION 1120.5B

From: Chief of Naval Operations

Subj: APPOINTMENT OF ACTIVE AND RESERVE OFFICERS IN THE DENTAL  
CORPS OF THE UNITED STATES NAVY

Ref: (a) DoD Instruction 1310.02 of 8 May 2007  
(b) Program Authorization 114, Direct Appointment in the  
Dental Corps (DC) (NOTAL)  
(c) OPNAVINST 1210.5  
(d) SECNAVINST 1000.7F  
(e) DoD Instruction 1300.04 of 27 December 2006  
(f) DoD Instruction 1205.05 of 30 March 2012  
(g) 10 U.S.C.  
(h) DoD Instruction 6000.13 of 30 June 1997  
(i) DoD Instruction 1312.03 of 6 October 2006  
(j) SECNAVINST 1420.1B  
(k) OPNAVINST 1520.39  
(l) Program Authorization 130, Armed Forces Health  
Professions Scholarship Program (NOTAL)  
(m) Program Authorization 132, Health Services Collegiate  
Program (HSCP) (NOTAL)  
(n) SECNAVINST 1520.11A  
(o) SECNAV M-5510.30 of June 2006  
(p) SECNAVINST 5300.28E  
(q) NAVMED P-117  
(r) SECNAVINST 1920.6C  
(s) BUMEDINST 6320.66E  
(t) NAVPERS 15839I  
(u) DoD Instruction 1320.08 of 14 March 2007  
(v) OPNAVINST 1427.2

Encl: (1) Navy General Practice Residency and Advanced  
Education in General Dentistry (PGY-1) Programs

1. Purpose. To issue regulations governing:

a. Appointment of officers in the Active and Reserve  
Components of the Dental Corps (DC) under references (a) and  
(b), officers transferred from the line community or another

staff corps into the DC under reference (c), inter-Service transfer from another uniformed service under references (d) and (e), and the transfer of members between Reserve and Active Components of the Military Services under reference (f).

b. Award of entry grade credit on appointment in the DC under reference (g), sections 533 and 12207, and under references (h) and (i).

2. Cancellation. OPNAVINST 1120.5A.

3. Applicability. This instruction applies to all individuals appointed as Active and Reserve officers in the DC, including officers transferred from another uniformed service, Reserve officers transferred into the Active Component, Reserve officers recalled voluntarily to the Active Duty List (ADL), and officers transferred from the line community or another staff corps into the DC.

4. Policy. The Department of the Navy shall maintain authorized strength and grade levels in the DC and its approved specialties by recruiting the personnel required to support the annual 5-year promotion plan approved under reference (j), to provide a base for an all Active career force, and to attain authorized strength in the Reserve Component to meet approved requirements for mobilization.

a. Requirements for newly appointed officers on the ADL shall be filled from diverse programs, which include: direct procurement of qualified civilians, Armed Forces Health Professions Scholarship Program under references (k) and (l), Health Services Collegiate Program under reference (m), and the Navy Active Duty Delay for Specialists Program and Financial Assistance Program, both under reference (n). Any other request for active duty commission shall be handled on a case-by-case basis.

b. Requirements for Active officers on the ADL in control grades that cannot be met by promotion, and the requirement for officers in undermanned specialties irrespective of grade, may on a case-by-case basis be supplemented by retired retained officers, officers retained via an age waiver, and the voluntary recall to active duty of officers from the Reserve Component.

c. Requirements for the Selected Reserve (SELRES) and Individual Ready Reserve shall be filled primarily through transfer of officers from the ADL. Requirements that cannot be met from this source should be met through direct procurement of former military officers and other civilians qualified in the approved specialties.

5. Accessions Plans

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (N1)) shall establish an annual accession plan for the Active and Reserve Components which, together with retention incentives, will strive to attain authorized strength in each of the specialties in the DC. There must be sufficient accessions to support the annual 5-year promotion plan for the Active and Reserve Components, ensuring the promotion opportunity and flow points necessary to meet authorized strength requirements.

b. In determining the proportions of accession programs used to attain and maintain specialty authorizations, both the current and projected supply and demand for officers in each of the approved specialties shall be considered. Maximum use of the most effective program, relative to cost and time to attain DC officers, taking account of continuation rates, should be used in preference to more expensive programs. Plans should ensure flexibility in adjusting to changes in the civilian market and in specialty requirements. Reasonable career progression opportunities for the authorized strength of entry-level applicants shall be maintained.

6. Basic Qualifications. To be eligible for appointment as a DC officer in either the Active or Reserve Components, the applicant must meet the following requirements:

a. Citizenship. Must be a citizen of the United States and pass a personnel security investigation as identified in reference (o).

b. Entry Age

(1) Entry age eligibility criteria are established to maintain an officer corps capable of meeting arduous duty

assignments, such as sea duty, while at the same time defining a recruiting pool large enough to meet the DC's accession requirements.

(2) Applicants must be commissioned before their 42<sup>nd</sup> birthday. On a limited case-by-case basis, the Commander, Navy Recruiting Command (COMNAVCRUITCOM) is granted waiver authority for applicants between ages 42 and 57. Waivers cannot be sub-delegated below the flag level. COMNAVCRUITCOM shall maintain on file written justification for all waivers granted.

(3) Applicants age 58 or older who possess critical skills or experience may be considered for an exception to the age waiver policy if they can complete a full 3-year service obligation prior to reaching age 68. DCNO (N1) is the waiver authority for applicants age 58 or older.

(4) All Active Component waiver requests shall be coordinated through the Active Component DC, Bureau of Naval Personnel (BUPERS) Officer Community Manager (BUPERS-315). All Reserve Component waiver requests shall be coordinated through the Reserve Component DC, Officer Community Manager (BUPERS-318). When considering an age waiver, emphasis shall be placed on undermanned specialties and those specialties with a pattern of missed recruitment goals.

(5) Before appointment, applicants who will be unable to complete 20 years of active commissioned service by age 62 shall complete a statement of understanding acknowledging that pursuant to current and future policy, they may be ineligible for full retirement benefits.

c. Moral Character. Must be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation. Per reference (p), individuals who are chemically dependent, who abuse drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity for continued abuse, or who have a record of any drug trafficking offenses, shall not be permitted to enter the DC.

d. Physical Standards. Must meet the physical standards for service on active duty as recommended by Chief, Bureau of Medicine and Surgery (BUMED) and approved by the Chief of Naval

Operations. DCNO (N1), upon recommendation of BUMED, may waive physical defects that do not interfere with performance of active duty within the guidelines of reference (q).

e. Availability for Mobilization. Appointments in the Reserve Component are predicated upon mobilization requirements and the applicant's availability for mobilization. Members of Congress, Federal political appointees, elected State and local government officials and Federal career Senior Executive Service (SES) employees may not be tendered an original direct appointment without prior approval of DCNO (N1).

f. Indoctrination Requirements. Officers directly appointed to the Active component shall complete Officer Development School prior to reporting to their first duty station. Officers directly appointed to the Reserve Component shall complete the Direct Commission Officer Indoctrination Course during their first year of reserve affiliation. Exceptions to the aforementioned requirements shall be made on a case-by-case basis.

g. Failure to Complete Initial Training Requirements. Officers who fail to complete Officer Development School shall be subject to separation under the provisions of reference (r). Officers who fail to satisfactorily complete their General Practice Residency or Advanced Education in General Dentistry program may be reappointed in a different competitive category to complete any incurred active duty obligation. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), considering the recommendations and supporting justifications of DCNO (N1), may waive the service obligation when such action would be in the best interest of the Navy. Officers with no incurred active duty obligation and officers for whom active duty obligation has been waived shall be separated for cause under reference (r).

7. Professional Qualifications. To be eligible for appointment as a DC officer in either the Active or Reserve Components, and irrespective of accession source, applicants must meet the following professional requirements:

a. Be a graduate of a fully accredited dental school in the United States, Canada, or Puerto Rico approved by the Commission on Accreditation of Dental and Auxiliary Educational Programs of

the American Dental Association and be licensed to practice dentistry in a state or the District of Columbia, except as noted in reference (b). Recent graduates of dental schools (within 6 months) may be appointed before licensing; however, they must obtain a valid, current license within 1 year of graduation from dental school. Those dentists from states that require a fifth year (Post Graduate Year (PGY-1)) of training prior to licensure may be allowed an additional 6 months to obtain their license (see enclosure (1)). Subject to the recommendation of the BUPERS-315, DC officers who fail to obtain a current, valid state license, at their own expense, may be reappointed into another competitive category to complete any incurred active duty obligation or be separated per reference (r).

b. Be actively engaged in the practice of dentistry except in those cases where the Chief, Navy DC verifies significant past clinical experience of a dentist licensed per paragraph 7a. A recent graduate is exempt if date of application is within 6 months of date of graduation.

c. SELRES DC officers desiring voluntary recall to active duty shall be in possession of current clinical credentials which support privileging at a Navy dental clinic.

d. Reserve DC officers in other than a SELRES status desiring voluntary recall to active duty shall be in possession of valid credentials necessary to be granted clinical privileges as indicated in reference (s).

e. Officers desiring an interservice transfer from another Uniformed Service shall be in possession of current clinical privileges granted by their present Service.

8. Examination of Professional Qualifications. Irrespective of accession source, the Chief, Navy DC or their designee, shall review the credentials and examine the professional qualifications of all applicants for appointment in the DC. The primary means of examining applicant qualifications shall be the DC Professional Review Board. The Professional Review Board shall:

a. Be appointed by the Chief, Navy DC for the purpose of examining the professional qualifications of all DC applicants.

The Professional Review Board shall be composed of senior DC officers on the ADL. At least three, but not more than five, Professional Review Board members shall review each applicant's record. The senior member of the Professional Review Board shall be in the grade of captain or above. When considering applicants for classification in one of the DC specialties, the Professional Review Board shall confer with the applicable Navy Surgeon General's designated specialty leader. When the specialty leader is not readily available, the Professional Review Board shall confer with another dentist certified to practice in the specialty being considered.

b. The Professional Review Board may require an applicant to demonstrate their professional qualifications by written, oral, or practical examination. The Professional Review Board shall review the applicant's credentials, including academic performance, post-graduate dental training, professional and managerial experience, professional recognition, such as membership in professional societies, and authorship of professional publications, professional reputation, current experience in a primary specialty, and level of certification and licensure.

c. The Professional Review Board shall recommend to the Chief, Navy DC:

(1) specific qualifications met from table in paragraph 9;

(2) recommend entry grade credit for those qualifications;

(3) state the degree to which documented supervisory and managerial experience qualifies applicants for appointment in grades O5 and above for assignment to specific executive and administrative billets in those grades;

(4) provide an evaluation of the quality and desirability of the candidate based on their professional qualifications and experience in the dental specialty for which being considered; and

(5) confirm the authenticity of the documents comprising the entering professional credentials file. The board shall

make its report directly to the Chief, Navy DC, or delegated authority, without intervening endorsements or clearances.

d. The Chief, Navy DC, or his or her designee, shall make the certification directly to DCNO (N1), or his or her delegee, without intervening endorsements or clearances.

e. Once the Chief, Navy DC has certified the applicant's professional qualifications, DCNO (N1) shall determine whether the applicant is qualified for a commission as a DC officer in the primary dental specialty for which designated. DCNO (N1) may delegate this authority to COMNAVCRUITCOM with appropriate guidelines.

9. Entry Grade Credit. A prospective DC officer's entry grade and date of rank shall be determined by the number of years of entry grade credit awarded on original appointment, designation, or assignment as a DC officer. The entry grade credit to be awarded shall equal the sum of constructive service credit and prior commissioned service credit (other than as a commissioned warrant officer), except in cases where the total exceeds the maximum credit allowed, and as stated in the below table. A period of time shall be counted only once when computing entry grade credit. Prior commissioned service credit includes commissioned service on active duty or in an active status as a commissioned officer as required by references (h) and (i). Constructive service credit includes credit for advanced education and training and may also include credit for professional experience. Entry grade credit is be subject to the computation and maximum credit criteria in paragraphs 10 and 11 and as specified in the following table:

ENTRY GRADE CREDIT TABLE

|    | QUALIFICATION   | CREDIT   |
|----|---|--|
| 1. | Commissioned service on active duty in an active status as a DC officer in any of the uniformed services in the specialty being appointed including commissioned service in the public health service.  | 1 year for each year.  |
| 2. | Commissioned service on active duty or in an active status in any of the uniformed services other than as a DC officer or dental officer candidate.   | 1/2 year for each year.  |
| 3. | Initial Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) degree awarded under criteria in paragraph 7a.  | 4 years.   |
| 4. | Successful completion of civilian General Practice Residency or Advanced Education in General Dentistry (1 or more years).  | 1-year maximum credit.   |
| 5. | Successful completion of advanced education approved by the Commission on Accreditation of Dental Auxiliary Educational Programs of the American Dental Association. To be credited, the education must be an authorized dental specialty as listed in reference (t), and to which the applicant will be appointed. Such education must be creditable toward a specialty board certification or certification equivalence awarded by the Chief, Navy DC.  | 1 year for each year (or school year).                                   |
| 6. | In addition to specialty and subspecialty training outline in qualifications 3 through 5, credit for non-dental advanced degrees may be granted when the degree contributes directly to performance in the dental specialty to which the applicant will be appointed. For example, a Public Health Dentist with a Master's in Public Health. Credit may be given for only one degree in a single field. Credit for the degree shall be based on full-time equivalent education but not more than 2 years for a master's | 1 year for each year (or school year) limited by level of degree earned. |

|    | QUALIFICATION   | CREDIT   |
|----|---|--|
|    | degree and 3 years for a doctorate degree. Credit for a master's degree may not be added to credit for a doctorate degree. Credit shall not be awarded for a degree earned concurrently with the primary credential (i.e., DDS or DMD).   |  |
| 7. | Experience as a practicing dentist after graduation from dental school. No credit may be given for practice outside the United States, Puerto Rico, or Canada except when the Chief, Navy DC certifies the level of clinical practice in a given dental specialty to be equivalent to practice in the United States.  | 1/2 year for each year of experience up to a maximum of 3 years.   |
| 8. | In unusual cases, additional credit may be granted for special professional experience or advanced dental education related to the dental specialty in which appointed when that experience is accrued after obtaining the qualifying degree. This additional credit applies only to individuals who have an experience level that uniquely distinguishes that the applicant's qualifications from the normal qualifications required for appointment as a commissioned officer fully trained and board eligible in that specialty. Maximum credit for experience as a practicing dentist under qualification 7 must be earned before earning any experience credit under this paragraph. Credit under this provision will not be given to health professionals solely on the basis of special experience that is unassociated with advanced education or an advanced degree. | 1 year for each year of special professional experience (if 6 months or less no credit will be granted). |

10. Limits and Computation of Entry Grade Credit. Entry grade credit shall be computed as follows:

a. A period of time or special qualification shall be counted only once.

b. Qualifying period of less than 1 full year shall be credited proportionately to the nearest day except where noted otherwise.

c. Credit shall not be awarded for service as an enlisted member, warrant officer, or commissioned warrant officer.

d. Credit shall not be granted for work experience prior to the qualifying degree.

e. Graduates of the Service academies shall not be awarded credit for service performed or education, training or experience obtained before graduation from the academy.

f. Credit shall not be awarded for graduate education under paragraphs 4 through 6 of the Entry Grade Credit Table for periods during which the applicant served as a commissioned officer. Credit for such service shall be awarded under paragraph 1 or 2 of the Entry Grade Credit Table.

g. The recall of a DC officer from the Reserve Component to the Active Component is not an original appointment and therefore, such officers are not entitled to additional entry grade credit.

11. Maximum Entry Grade Credit. Total entry grade credit granted shall be no more than the grade of lieutenant commander. After considering the recommendations of DCNO (N1), ASN (M&RA) may waive the grade of commander and higher on a case-by-case basis in the following circumstances:

a. For Appointment as an Active Officer for Service on the ADL. When there is a shortage against authorized strength in the DC specialty for which the appointee is nominated which cannot be met by:

(1) Direct and in-service procurement of qualified health professionals in the grades of lieutenant commander and below.

(2) Voluntary recall to active duty of qualified Reserve officers.

(3) Continuation of officers subject to mandatory retirement for service under reference (u).

(4) In-zone promotion under the 5-year promotion plan approved by the Secretary of the Navy (SECNAV).

(5) A gross inequity to the applicant would otherwise result.

b. For Appointment in the Selective Reserve Component.

When there is a shortage against authorized strength in the DC specialty for which the appointee is nominated which cannot be met by:

(1) Transfer of officers from the ADL.

(2) Direct procurement of qualified health professionals in the grades of lieutenant commander and below.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

(4) A gross inequity to the applicant would otherwise result.

12. Appointments. Appointments in the DC shall be made subject to the following guidance:

a. Entry Grade. A prospective DC officer who is not awarded entry grade credit under the Service Credit Table shall be appointed in the grade of lieutenant with the date of rank coinciding with the date of appointment. A prospective DC officer who is awarded entry grade credit under the Service Credit Table shall be appointed in a grade based on total entry grade credit awarded under reference (h). The minimum entry grade credit required for each grade is equal to the promotion

flow points prescribed in the approved annual 5-year promotion plan in effect at the time of appointment. Under references (d) and (e), officers transferred from other uniformed services into the DC of the Navy shall continue to hold the same grade and date of rank held in the losing uniformed service except as provided in reference (e).

b. Date of Rank. When the minimum entry grade credit required for appointment in a given grade is granted, the date of rank shall be the date of appointment. When entry grade credit is granted in excess of the minimum years required for appointment in a given grade, but less than the amount necessary to justify the next higher grade, the excess credit shall be used to adjust the date of rank within grade.

c. Assignment of Precedence. Component appointees shall be placed on the ADL and Reserve Component appointees shall be placed on the Reserve Active Status List (RASL) per reference (v).

### 13. Application Processing

a. To facilitate rapid application processing, DCNO (N1) will establish requirements for all military and professional documentation required for the application.

b. Completed applications for appointment on the ADL shall be submitted to COMNAVCRUITCOM expeditiously.

c. Professional credentialing documents must be obtained from the issuing source or validated for authenticity through contact with the issuing source or a secondary source approved by the Surgeon General to meet the requirements of reference (s).

d. COMNAVCRUITCOM shall notify DCNO (N1) and ASN (M&RA) when "high visibility" candidates are being considered for direct appointment in the Reserve Component. Such candidates include high-name-recognition individuals not connected with the government and non-SES government officials who occupy positions of significant responsibility.

14. Responsibilities

a. DCNO (N1) shall:

(1) procure and appoint DC officers per this instruction;

(2) establish the annual accession plan for the Active and Reserve Components;

(3) approve entry grade credit and establish entry grades and dates of rank of DC officers per the guidelines in this instruction;

(4) ensure all applications are processed within the time standards of this instruction; and

(5) propose changes in the policies governed by reference (i) for submission by ASN (M&RA) to the Assistant Secretary of Defense (Health Affairs) (ASD (HA)).

b. BUMED shall:

(1) certify professional qualifications and provide the calculation of entry grade credit to DCNO (N1); and

(2) establish the DC Professional Review Board and review qualifications under reference (b).

c. COMNAVCRUITCOM shall:

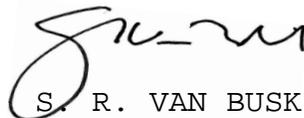
(1) determine grade and date of rank based on calculations provided by the Chief, Navy DC, subject to approval of DCNO (N1), per the guidelines in this instruction; and

(2) maintain statistical data required for preparation of summary reports for ASN (M&RA) and for special reports when required by ASD (HA).

15. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

OPNAVINST 1120.5B  
15 May 2013

16. Reports Control. The Professional Review Board reports required by paragraph 8c are exempt from reports control per SECNAV M-5214.1 of December 2005.



S. R. VAN BUSKIRK  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.documentservices.mil/>

NAVY GENERAL PRACTICE RESIDENCY AND ADVANCED EDUCATION IN  
GENERAL DENTISTRY (PGY-1) PROGRAMS

1. Purpose. To provide a 1-year Navy General Practice Residency or Advanced Education in General Dentistry to selected senior dental students immediately following their graduation from an accredited dental school.

2. Eligibility. Candidates must meet the qualifications in paragraph 7 of the basic instruction, except no age waivers may be granted, and must be a senior dental student, either civilian or prospective DC officer (1925), in an accredited program of professional study in dentistry qualifying under paragraph 7a.

3. Appointment. The Chief, Navy DC will convene a General Practice Residency and Advanced Education in General Dentistry selection committee to recommend qualified graduates for these PGY-1 programs. Candidates selected for the General Practice Residency and Advanced Education in General Dentistry, after approval by the Chief, Navy DC, shall begin the program after graduation from dental school under the following conditions:

- a. Accept an appointment in the DC (2200) on the ADL.
- b. Complete Officer Development School.
- c. Obtain a current, valid State license.
- d. The service obligation for officer participation in a General Practice Residency and Advanced Education in General Dentistry program shall be per the requirements set forth in their underlying service agreement (e.g., direct accession or Health Services Collegiate Program agreement). Whereas General Practice Residency and Advanced Education in General Dentistry is considered a neutral period, officers participating in General Practice Residency and Advanced Education in General Dentistry shall incur no additional obligation for this period nor shall this period be considered as fulfilling any portion of the officer's underlying service agreement. In effect, upon completion of the General Practice Residency and Advanced Education in General Dentistry period, the officer shall remain at their originally agreed upon obligation.

OPNAVINST 1120.5B  
15 May 2013

4. Disenrollment. Officers disenrolled from General Practice Residency and Advanced Education in General Dentistry program for unsatisfactory performance shall be retained or processed for separation.