

Frequently Asked Questions for the Advanced Clinical Practice (ACP) Program in General Dentistry

1. What is ACP?

Answer: The Advanced Clinical Practice (ACP) Program is a program that enhances the clinical and administrative skills of officers holding the 63A9D AOC. Successful completion of the ACP program qualifies a 63A9D dental officer to be awarded the ASI of “9F”; a 63A9F dental officer is eligible for Tier 3 DOMRB in the Legacy Pay System retention bonus plan. The intent of the program is to allow qualified dentists an opportunity to increase their clinical and administrative skills to benefit the Army Dental Corps, and to grow personally in their military and dental professional skills.

2. Who is eligible for the ACP program? Who should enroll?

Answer: An Active Component DC Corps officer who is a graduate of an AEGD-12 Month Program is eligible to participate in the ACP Program. There is **NO** Service obligation that accompanies enrollment, so all AEGD-12 Month Program graduates are encouraged to enroll early, at their first duty station after completing the AEGD-12 Month Program.

3. How do I apply to be part of the ACP Program?

Answer: Submit a scanned pdf copy of the completed/signed enrollment memo (see template on Army Dentistry Portal) on unit letterhead, to the Consultant in General Dentistry, through your DENTAC Commander (Brigade Dental Surgeons must still route the request through the local DENTAC Commander, who is the responsible clinical privileging authority) requesting enrollment in the ACP Program. You become enrolled as soon as the Consultant receives the paperwork and enters you into the master ACP database, with an enrollment date that corresponds with the date of your enrollment memo. [A template for the enrollment memo and the current ACP Requirements Matrix can be found on the Army Dentistry Portal/Communities/GDE/ACP site.]

4. Who do I pick as my Certifying Officer?

Answer: The Certifying Officer must be a specialty-trained dental officer, an AOC other than 63A. Choosing a Comprehensive Dentist (63B), either on Active Duty or retired and on staff as a Government Service (GS) dentist, to serve as the Certifying Officer is highly encouraged, but any other clinical specialist may serve in this role.

5. What are the responsibilities of the Certifying Officer?

Answer: The certifying officer will review the clinical and administrative aspects of your program. There should be periodic discussion of cases and treatment rationale to further increase your clinical knowledge. The Certifying Officer will update the local commander and the Consultant every six months on the ACP officer’s progress in the program.

6. What happens if either my Certifying officer or I deploy or PCS?

Answer: You will be expected to proactively arrange for a new Certifying Officer. If you PCS, contact the Consultant to let him/her know the new DENTAC where you work, and the name of your new Certifying Officer. If your Certifying Officer PCS's, ask another specialist in the DENTAC to serve in this capacity, and inform to Consultant.

7. What is required to complete the program?

Answer: There are 4 requirement areas that the officer must complete to achieve completion of the ACP Program: Clinical Skills, Adjunctive Skills, Readiness, and Professional Development. Note that **ALL** requirements in the clinical skills section must be completed, and three (3) requirements in each of the remaining three (3) sections must be completed. The participant's certifying officer will sign/date the requirements matrix signifying successful completion of a task.

8. How long will it take for me to complete this program?

Answer: The program is entirely self paced; there is no time limit, and there is no minimum timeframe. As a general rule, officers complete the ACP in 18-24 months after enrolling.

9. Can I work on the requirements for this program while I am deployed?

Answer: Yes. It is quite possible to complete many of the requirements while deployed. The Consultant in General Dentistry can work with the officer on a case-by-case basis if there is no collocated officer to serve as a certifying officer.

10. How do I get credit for completing all of my clinical procedures?

Answer: When you think you've completed all of your requirements, send an e-mail to the Consultant in General Dentistry to let him/her know that you believe you have completed the program. The Consultant will contact the DENCOM CDA team and request a comprehensive workload productivity report that spans the time period from date of enrollment to present, and includes all of your clinical procedures. Once the Consultant verifies your clinical productivity, he/she will instruct you to complete the ACP Requirements Matrix (with DENTAC Commander's signature) and forward to the Consultant's office. Throughout this process, accuracy of workload reporting in CDA cannot be overstressed; please ensure that you are taking appropriate credit in CDA for your clinical work.

11. After I've completed the ACP, and the Consultant validates my clinical productivity, what happens next?

Answer: Once the Consultant tells you that you have met all of the ACP clinical requirements, he/she will instruct you to have your Certifying Officer and Commander complete their respective portions of the ACP Requirements Matrix, and e-mail the document to him/her. The

Consultant will sign and forward the completed matrix to the Chief, Graduate Dental Education, who will prepare the ACP certificate of completion. The hard copy certificate will be mailed to the ACP officer, and a scanned pdf copy will be sent in e-mail.

12. How is my AOC updated from 63A9D to 63A9F?

Answer: The DC Corps Professional Development Officer at HRC is the point of contact for updating your AOC. Provide HRC with a pdf copy of your ACP certificate for enclosure in your official records. HRC will update your Officer Record Brief (ORB) to reflect your new AOC.

13. Who determines my eligibility for Tier 3 DOMRB specialty pay?

Answer: The Professional Development Officer at HRC – Dental Branch is also the point of contact for determining eligibility of retention bonus pay, based on service obligations. It is very important that you speak with HRC so that you understand the exact timing of obligations.

14. Can I continue to receive Tier 3 pay if I am selected for GDE specialty training?

Answer: Yes, once you qualify for Tier 3 DOMBR and execute a contract, that contract will be paid in its entirety (2-, 3-, or 4-years), on a scheduled basis each year (on the contract anniversary date), to include while you are in graduate dental training.

15. Does enrolling into the ACP program obligate me for additional Service obligations?

Answer: No, the intent of ACP is that this program will be completed on the officer's own time; the clinical requirements are completed during the normal clinical duty day, and most of the others are electively completed by the officer during the course of duty as an 'additional' duty (i.e., accepting a leadership role in the unit; participating in a forensic dental mission, etc.). Since the requirements are accomplished with no specified time away from duty status, there is no additional Service obligation assumed when enrolling.

16. I have been accepted for GDE residency training scheduled to start in July 2014; can I complete the ACP requirements and be eligible for Tier 3 pay before I start my program?

Answer: Yes, it is possible to complete the requirements and become eligible for Tier 3 Pay prior to starting your training. This is contingent on: (1) the timing of your ACP Program completion, (2) the date HRC determines that you have satisfied your Service obligations (you must be eligible for retention pay, that is, you must have exhausted all education and training obligations), and (3) the start date of your graduate residency program (1 JUL) For many officers who are trying to time ACP completion, satisfying ADSO, and starting GDE, the window for executing DOMRB becomes very tight....usually in the month of JUN. Very important: a decision to initiate DOMRB Tier 3 MUST be made before the residency program begins. Once you have started the training program, you lose the 63A9D (or 63A9F) AOC and now carry the 63X9E AOC (where "X" corresponds to the specialty AOC in which you are training), indicating that you are a resident. At the time you begin residency training, you will be incurring a new obligation for training and you are ineligible for the Tier 3 DOMRB pay.

17. I graduated from an AEGD-12 Month Program 4 years ago and I want to know what credits can be used towards completing the ACP requirements?

Answer: Retroactively, you may be permitted to count CE credits that are less than three years old. For all other requirements, the enrollment date is the date of record after which requirements must be completed.

18. If I am scheduled to start an advanced dental education program prior to completely fulfilling my initial Service obligation, can I qualify for Tier 3 status?

Answer: No. To qualify for Tier 3 pay your initial Service obligation must expire prior to the start of an advanced (dental residency) training program.

The current pay schedule for Tier 3 DOMRB is:

4-year contract: \$35,000/ year

3-year contract: \$27,000/ year

2-year contract: \$18,000/Year

Questions can be directed to the Consultant in General Dentistry at 210-221-6177, the Chief of Graduate Dental Education at 210-295-9604 or <usarmy.jbsa.medcom-ameddcs.list.dhet-dc-ameddcs@mail.mil>