



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

REPLY TO
ATTENTION OF

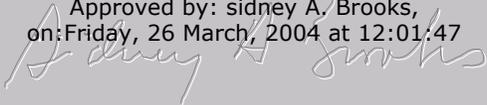
MCDS

25 March 2004

MEMORANDUM FOR All U.S. Army Dental Command Personnel

SUBJECT: U.S. Army Dental Command (DENCOM) Policy 04-17,
Reimbursement for Board Certification

1. REFERENCE: AR 351-3, Professional Education and Training Programs of the Army Medical Department.
2. SCOPE: This policy applies to all personnel assigned to or working for DENCOM.
3. POLICY:
 - a. AR 351-3 outlines the authorization and reimbursement procedures for dental officer board certification.
 - b. Board certification expenses are the responsibility of the local commander. Board certification is a high priority and should be programmed at the beginning of each fiscal year. No commander will deny board certification due to a lack of funds without requesting funds through his/her Regional Dental Command.
 - c. AR 351-3 allows for reimbursement of all expenses related to board exams. Prior approval of miscellaneous expenses is required. To preclude minor reimbursement claims, official mail and phone calls may be authorized to assist the candidate in registering for the boards. Case work-ups required for boards should be performed in Army facilities in lieu of outside locations to minimize reimbursement claims.
 - d. Commanders are reminded personnel may be reimbursed for only one attempt at a certification exam. Personnel who do not pass the certifying board during the first attempt will not be funded for subsequent exams. AR 351-3 outlines the procedures for granting permissive TDY at the candidate's expense for subsequent exams.

Signature Authenticated by ApproveIt, 
Approved by: sidney A. Brooks,
on: Friday, 26 March, 2004 at 12:01:47


SIDNEY A. BROOKS
Colonel, Dental Corps
Commanding