



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 Letter 04-22,
U.S. Army Dental Corps Mentorship Program

1. The Strategic Plan and Vision recently established by the senior leader of the U.S. Army Dental Corps places "building and retaining a quality force" as a priority for the future of our organization. Mentorship is no longer an optional program but requires unprecedented command emphasis immediately if we expect to maintain our viability.
2. The U.S. Army Dental Corps Mentorship Program will consist of two similar but distinct programs:
 - a. The Health Professions Scholarship Program (HPSP) Mentorship Program will be established and administered by the Office of the Chief of the U.S. Army Dental Corps. The Chief's Academic Advisor will conduct this program and assist commanders as HPSP students graduate and transition to their first active duty assignment.
 - b. The Junior Officer Mentorship Program begins at the officer's first duty station. The DENCOM is responsible for the implementation and administration of this program.
3. Mentor responsibilities as part of the Junior Officer Mentorship Program include at least the following areas:
 - a. Yearly review of the junior officer's Officer Record Brief.
 - b. Assist the junior officer with preparation of the DA Form 67-9-1 and annually review his "Officer Efficiency Report".
 - c. Review the junior officer's record and photo prior to his consideration for promotion to the rank of Major. Additionally, the mentor should assist the junior officer during this process by contacting Dental Corps Branch at PERSCOM to assure the officer's record is complete and accurately reflects all accomplishments.

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d. The mentor should stress the importance and timing of military education and how it relates to future promotion opportunities.

e. Assist the junior officer so that he/she may serve to their full potential regardless of race, gender, religion, or ethnic origin.

f. Written documentation of all encounters should be appropriately filed for review.

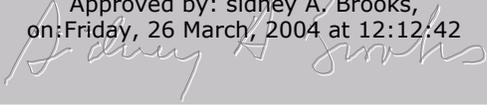
4. DENCOM will make the Mentorship Program a priority and evaluate the following areas during Command Assistance Visits:

a. Verify that all junior officers not selected for promotion to Major have a mentor on file.

b. Verify that mentors annotate this role as a Major Performance Objective on their DA Form 67-9-1 and that the mentor's rater verify administration of the program.

c. Verify that records annotate quarterly meetings between mentors and mentorees.

d. Verify that coordination from losing to gaining commands occurs for all junior officers not selected for Major who have a Permanent Change of Station.

Signature Authenticated by ApproveIt, 
Approved by: sidney A. Brooks,
on: Friday, 26 March, 2004 at 12:12:42


SIDNEY A. BROOKS
Colonel, Dental Corps
Commanding