

**INFORMATION PACKET
FOR DENTAL HYGIENE STUDENTS
ASSIGNED TO FULL-TIME DUTY UNDER
INSTRUCTION**

Revised December 1999

**NAVAL SCHOOL OF HEALTH SCIENCES
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INTRODUCTION

Congratulations on being selected for Dental Hygienist “C” School Full Time Out-Service Training! You are being ordered to school to fulfill identified accession requirements for Dental Hygienist (Navy Enlisted Classification Code DT-8708). This information packet has been prepared to answer some of your questions about enlisted “C” school full-time duty under instruction (DUINS) and to guide you throughout your DUINS tour.

Take the time to read it thoroughly and understand its contents. Then keep it with all your other DUINS documents for easy reference. Changes and updated information will be mailed to you.

For questions not answered by the information packet, you may contact the Program Analyst, Ms. Dannette Simms, Code OE, Naval School of Health Sciences, Bethesda, MD 20889-5611, DSN 295-2289, Commercial 301-295-2289, or email dsimms@nsh10.med.navy.mil

DENTAL HYGIENE STUDENT RESPONSIBILITIES

REPORTING REQUIREMENTS

Orders to Full-Time Out-Service (FTOS) training contain the following three reporting requirements:

➤ "Report by letter to Commanding Officer, Naval School of Health Sciences (NSHS), Bethesda". This action assures us that you have arrived at the site of your duty under instruction (DUINS). It does not have to be sent via your reporting senior.

In this letter include:

- Your home address and telephone number.
- The name, mailing address, and telephone number of your reporting senior.
- The date you officially reported on board.

The mailing address for all correspondence to this command regarding DUINS is:

Commanding Officer
Naval School of Health Sciences
Code OE
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

➤ "Report to assigned reporting senior". Your reporting senior is your Commanding Officer while you are in school. You will be assigned to a Naval Dental Center (NDC) located in the area of the school you will be attending. This NDC is your permanent duty station while you are in a DUINS status. You are expected to make an appointment to meet your Commanding Officer when you report aboard. Your Commanding Officer may direct you to participate in personnel inspections, Captain's Calls, physical readiness testing, drug screening, and other military activities. In addition, you may be invited to participate in command social functions.

- "Report to Personnel Support Detachment (PSD) for personnel accounting". Your service record and pay record will be verified and maintained by the PSD closest to your school. PSD prepares documents required to assist in the shipment of household effects or reimbursement for loss of or damage to them; issues new identification cards for you and your dependents as needed; maintains your record of emergency data; processes transfers and travel receipts; and makes changes in Service Group Life Insurance beneficiaries, allotments, or federal income tax withholding allowances you may wish to initiate.

STANDARDS OF CONDUCT AND GOVERNMENT ETHICS

SECNAVINST 5370.2series states that you may not legally receive a stipend or other compensation from public or private institutions incident to any services performed while on active duty. Should you receive a stipend or compensation in the form of quarters, salary, meals, free laundry, etc., the sum of such payment must be refunded to the disbursing officer carrying your pay record for credit to the account of the Treasurer of the United States.

UNIFORMS

The Regional Commander determines the Uniform of the Day that will be worn by all naval personnel within the geographic area. Uniforms required in one area may be different from those required in another. Contact the command to which you will be reporting for uniform information. Except for reporting aboard and checking out, DUINS students generally wear civilian attire. You are expected to maintain standards of military bearing and grooming.

WEIGHT AND PHYSICAL READINESS

The hours, diet, and sedentary life-style of school are conducive to weight gain. While you are in DUINS, plan regular periods of exercise to enhance overall health, to maintain height/weight requirements and to pass the Semi-annual Physical Readiness Test.

PERFORMANCE EVALUATIONS

While you're in school, your "assigned reporting senior" is responsible for submitting your performance evaluations to BUPERS. BUPERSINST 1610.10 series provides guidance. In all instances, the comments section must contain at least a description of the course content. The comments section should also contain information on your course progress. In instances where the reporting senior is not directly associated with the educational institution involved, he/she should obtain information from the dean of the school or faculty advisor on which to base his/her comments.

If the reporting senior is detached from an activity where candidates are performing duty under instruction, detachment of reporting senior reports are not required for the "under instruction" candidates. If your Commanding Officer has any questions about performance evaluations, they should contact Naval Personnel Command (PERS-311) at (901) 874-3309 or DSN 882-3309. A month to 6 weeks prior to the evaluation due date, provide your Commanding Officer with relevant input for the narrative section such as grade reports and a list of any significant accomplishments. This may include making the Dean's list, publications, holding a class office, any awards or nominations for awards, teaching, recruiting activities or invitations to join honorary societies.

Although your primary duty is to attend the dental hygiene course of instruction, you remain responsible to the designated Commanding Officer to comply with Command and Navy programs and policy, on a not-to-interfere basis with your primary duty.

LEAVE/LIBERTY

While in school leave continues to accrue at 2.5 days per month. Students are to be cognizant that more than 60 days of accrued leave at the end of each fiscal year is subject to loss. Leave shall be granted at the discretion of the commanding officer. For school breaks longer than 4 consecutive training days or if leaving the geographical area of school during breaks (winter, spring, etc.), you must be in a leave status and keep your Commanding officer informed of your whereabouts at all times. If you are not on official leave or travel, you may be assigned to perform duties within the Navy Dental Center for which you are qualified. You will not be assigned watch bill duties during these periods. You are ultimately responsible for keeping the designated Commanding Officer informed of all class scheduling and any problems or issues encountered.

COMMANDING OFFICER RESPONSIBILITIES

➤ The Commanding Officer of the Naval Dental Center to which you are assigned has the following responsibilities:

Submit annual performance evaluations.

Submit Duty Preference sheets on students 9 months prior to graduation. (May utilize JASS if available)

- Authorize leave and liberty.
- Serve as students designated representative for the Navy and their advocate should issues or problems arise.

Authorize emergency leave (even in absentia).

Provide instructions concerning Naval policies and developments.

Issue conduct warnings or non-judicial punishment/military justice and inform NSHS Bethesda of the actions.

Conduct enlistment extensions, re-enlistments and administer advancement in rate examinations.

Administer the physical readiness test/remediation.

Administer random urinalysis testing. (Not to interfere with program of instruction)

Assign students to duties within the Naval Dental Center (as previously outlined.) during school breaks longer than 4 school days.

Upon receipt of disenrollment or removal letter from BUMED, make the individual available for reassignment.

- Ensure TRICARE applications are provided.

NSHS BETHESDA RESPONSIBILITIES

The responsibilities of the NSHS Bethesda Liaison include:

Maintain close contact with students in training, keeping the administrative command and BUMED informed of student progress and academic standing.

Receive grade reports, telephone reports, and unsatisfactory performance and disenrollment notifications from the administrative command and informing NPC via BUMED as appropriate.

Disenroll students for unsatisfactory academic or professional performance, informing BUMED as appropriate.

Provide academic files upon graduation to PERS.

Initiate request to PERS-2210, Info PERS-407C to award NEC 8708 upon graduation.

Manage the payment of fees and receiving/approving requests for reimbursements.

Serve as students' designated representative for the Navy and as the students' advocate should issues or problems arise.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES

You must attend all scheduled classes unless excused by the instructor for sufficient cause. This requirement extends to seminars, preparatory sessions, workshops, or other special programs in which you have enrolled, or which are required, regardless of whether credit is offered or attendance is compulsory for other students. Failure to attend classes is cause for disenrollment from the program. A student may "NEVER" disenroll him/herself from the program or as a student. (Only NSHS Bethesda is authorized to perform this action in consultation with BUMED).

HEALTH CARE

NSHS will pay health services fees at the college or university if they are required of all students. You may be able to get a waiver from the fee if a military medical treatment facility is nearby. Specific guidance for obtaining health care while you are a student will be available from the command you are administratively assigned to while in school. If you require hospitalization or significant medical care that may impact on your DUINS tour, notify NSHS Code 0E and PERS-407 immediately at DSN 874-3815.

RECRUITING

If colleagues request information or indicate an interest in an active duty or a reserve enlistment, please refer them to the nearest Recruiter. You might consider making an initial contact with the nearest Recruiter when you report to school. While you are in school, the recruiter could then ask for your assistance in:

- Interviewing applicants
- Answering questions from prospective applicants
- Making campus visits

Any help you provide is voluntary. Don't hesitate to refuse if your class work is too overwhelming to allow you to help.

MOONLIGHTING

Students in training are prohibited from off-duty employment. Your duty assignment differs from most other duty assignments because of the time required to study. Outside work may fatigue you to a point where concentrated study is impossible. Requests for off-duty employment will not be entertained nor should they be requested.

LICENSURE

Students selected to attend Dental Hygiene "C" School are assigned to participating civilian colleges or universities which provide an accredited Dental Hygienist Program leading to an associates degree and eligibility for licensure within that state. Licensure is not required to earn or hold the NEC. However, a Dental Hygienist must successfully pass the Dental Hygiene National Board as well as successfully complete clinical boards to become a Registered Dental Hygienist. State licensure as well as achieving professional affiliation is highly encouraged. Due to variance in program curriculum from state to state and lack of reciprocity regarding licensure and licensure eligibility, students pursuing state licensure are strongly encouraged to challenge the licensure exam immediately following graduation. Students are responsible for notifying their Commanding Officers and NSHS, Code 0E, of the earliest testing dates available after graduation to ensure orders (travel, per diem, etc.) are written to accommodate participation. Reasonable delay in executing PCS orders to your first utilization tour will be permitted in order for you to sit for the respective state's clinical proficiency board.

PUBLICATION OF PROFESSIONAL ARTICLES

Military and civilian Navy Medical Department personnel are encouraged to contribute to professional literature in accordance with BUMEDINST 5721.3series. If a paper/article is written to fulfill course requirements, clearance by BUMED may not be necessary unless there is a possibility that the topic may be controversial or detrimental to Navy Medicine. Submit articles and manuscripts to NSHS for general review. Manuscripts prepared for publication in a private and unofficial capacity must contain the following disclaimer:

"This article was written by _____ while a student at _____ studying for a degree in _____. The views expressed in this article are those of the author and do not reflect the official policy or position of the Department of the Navy, Department of Defense, nor the U.S. Government."

U.S. Navy Medicine is always looking for good articles. However, they cannot publish an article that has been accepted for publication by a professional journal. Articles for U.S. Navy Medicine should be addressed to:

Editor, U.S. Navy Medicine
Bureau of Medicine and Surgery (OOD4)
Department of the Navy
Washington, DC 20372-5120

If your article is published (including in U.S. Navy Medicine), ensure that both the title of the paper and the name of the journal are included on the performance evaluation input you provide to your reporting senior.

YOUR NEXT DUTY STATION

Personnel in duty under instruction status receive orders into school with a stated PRD. That PRD is a planning date and represents the maximum amount of time personnel are expected to be in DUINS for their educational programs. You are expected to complete the requirements for graduation in your program in the most expeditious manner. A personal goal to get more than one degree, take specific elective courses after or instead of required courses, or expand research projects are not allowed if they will delay graduation.

The following communication is required for you to get orders to your next duty station after graduation:

- Submit an Enlisted Duty Preference Form to PERS 407 via your administrative command.

Keep NSHS Code 0E advised of your graduation date and dates of clinical boards and National Hygiene Board examinations. Specific dates in writing are required. Requests for extension will be processed at PERS based on this date. Any change to the training dates must be communicated in writing to NSHS Code 0E. Requests for extension will be approved only in exceptional circumstances. Requests for extension must be accompanied by a letter from your faculty advisor confirming the reasons for the extension of training request.

Call your detailer nine months before graduation to discuss your next assignment.

SCHOOL ISSUES

HOW TO SURVIVE DUINS

➤ The following is a list of suggestions on how to maximize what you get out of your DUINS tour. (Items are not listed in order of importance):

- Keep your ultimate goal in mind!
- Continue to reevaluate why you are in school and what each course can do for you.
- Know what the curriculum includes BEFORE you begin.
- Periodically reexamine your expectations. Should they be expanded or changed?
- Expect problems if you are accustomed to semesters and move to a quarter system. Quarters are shorter, and you must move rapidly.
- It sometimes seems there is no time for fun or even for important responsibilities. Sometimes you have to MAKE TIME. Continue to assess your priorities. Families, hobbies, and sports activities are important!
- Expect frustrations! The first term is usually the roughest and frequently the worst!
- Get to know the Chairperson, Dean, and Administrative Secretary for your program.

- Expect to spend some time in the Registrar's office. It is YOUR responsibility to see that your records are accurate, that YOU complete all of the required courses, and that YOU submit the appropriate paperwork.
- Learn to adjust to the different personalities of instructors. (It is like having a new boss!)
- Have a clear understanding of your program. Know what is required for your degree! Don't wait until the last term!
- Have everything in writing! **KEEP A COPY OF ALL WORK YOU SUBMIT** and everything that is given to you.
- Be prepared to spend a lot of time in the library. Learn what it has to offer and how to use it; i.e. indexes, inter-library loans, Medline searches, etc. When you have an important paper to do, **START EARLY** and ask questions of the librarians. Take an orientation tour of the library.
- Be prepared to spend some money at the copy machine. (Occasionally, you may be able to use the one at the Naval Dental Center.)
- Trust your own capabilities and use your experience.
- Develop a support system. Become a Navy Team with your Navy shipmates.
- Keep all course-related materials from previous semesters. Some general concepts are addressed throughout the entire program.
- Professional help is available. Get counseling, if needed.
- Learn about the campus and all the services. Ask for a tour of the campus.
- Develop a crisis network! Find someone you can call on! And remember you can call US at NSHS!
- Time management techniques are an invaluable asset.
- To avoid misunderstanding and controversy, request grading criteria/ protocols for each course requirement such as papers, presentations, group projects, and exams.

- Follow the "Chain of Command" for the college as well as for the Navy.
- You may find subscriptions to Navy Times informative while you are in school.
- Practice sound family financial management.
- Keep Commanding Officer, NSHS, BUMED, and PERS advised of special and significant family needs (EFM, special training or services, etc.).
- Practice good family planning (pregnancy, adoption, etc.) which may or will interfere with training. *Note: This is a "C" school, and we have no provisions for a pregnant service member continuing in the program (prohibited from labs, and potentially other areas of environmental hazard/risk). There is no provision for "extension" of training period authorized when "term/recuperation" results in missed classes/semester, and/or poor grades.

STUDENT RESPONSIBILITIES TO NSHS BETHESDA

➤ Your responsibilities to this command as a student are as follows:

- Keep NSHS informed via your administrative command at all times of your current home address, telephone number, name and telephone number of your faculty advisor and any other matters pertaining to your training. You are not required to purchase an answering machine, however, they are a valuable asset allowing you to receive messages while you are in school (we call frequently).
- Send a current school catalog to NSHS.
- Submit a Cost Quote Memorandum to NSHS Code 0E at least 65 days prior to each term.
- Submit grade reports to NSHS Code 0E at the end of each semester or quarter. They do not have to be sealed transcripts. A legible copy is adequate.
- Inform NSHS Code 0E of your graduation date as early as possible. Your orders will be based on this information.
- Immediately notify NSHS Code 0E in writing of any situation that might prolong your attendance past the approved length of training.

- You must take the number of credits your institution requires for full-time student status. 9-12 semester hours or 18-21 quarter hours are expected. These credits must be for academic courses.
- Submit changes to your curriculum plan as they occur.
- Under no circumstances are you to change your major field of study. You were selected for DUINS for an identified training program for the Navy Medical Department.
- Upon completion of your DUINS program, submit a final transcript bearing the seal of the college that indicates the degree awarded and the date of graduation and a copy of your diploma.

FEES AND EXPENSES

NSHS is authorized to pay for most, but not all, of your school related expenses while you are in full-time DUINS. Tuition and required fees are paid directly to your school through a process initiated when you submit a Cost Quote Memorandum. This process is explained in the next few pages. Other expenses, such as challenge exams are reimbursed to you through a process that requires you to complete a Claim for Reimbursement, SF 1164. Specific guidelines for reimbursement are in this section.

- NSHS is authorized to pay for the following:
 - Normal tuition
 - Building use fees
 - Student activity fees
 - Student union fees
 - Laboratory fees
 - School required single rate hospitalization and health service premiums. This insurance is allowable only if the school requires it. Provide documentation from your school's billing office that hospitalization coverage is required of all students.
 - University required rentals

- Registration fees
- Graduation fees
- Required textbooks
- Smocks
- Lab coats
- White shoes (maximum of \$50.00)
- Safety goggles
- Preparatory are allowed when continuing education funds are available.

*Note: And other items specifically related to the Dental Hygienist Program.

➤ NSHS is **NOT** authorized to pay for the following:

- Parking fees
- Transportation
- Uniforms
- Calculators
- Notebooks

- Note taking services
- Cap & gown rental fees
- Dictionaries
- Typewriters
- Personal computers
- Cameras
- Transcript fees
- Malpractice insurance
- Student government fees that are not required of all students.
- Locker fees
- Athletic equipment
- Expenses for preparing academic papers other than a thesis.
- Professional society or association dues unless required by program of study.
- Computer disks and software that is not required for a specific course.
- Copying fees

Preparatory courses or workshops unless required by the college or identified as part of the curriculum. In some cases it will be authorized when additional continuing educational fees are available.

PAYMENT PROCESS FOR TUITION AND FEES

As some of you may already know, buying anything through the Navy system is an extremely complex and involved process. The same is true with the payment of tuition and fees, which involves cost quotes from you and standard forms (SF 1149 and SF 1155) from NSHS, Bethesda.

The cost of your tuition and authorized required fees will be paid by NSHS to the school you are attending. We notify the Bursar at your college about this in a standard letter. However, before each academic term, the school must receive a purchase order (SF 1155) from NSHS for the cost of your tuition and fees. In order for us to do this, we must have a completed cost quote from you at least 65 days prior to the start of classes. If you do not know the exact amount, send us a best guess. Dollars can be changed later.

We need the cost quote from you this far in advance because we must obligate the amount from our budget and complete a requisition form for each student at each school. We send the requisition (SF 1149) to the Comptroller at NSHS who will have a purchase order (SF 1155) prepared and sent to each school. The school then is authorized to bill NSHS for the tuition and fees up to the authorized amount on the SF 1155. If the amount on the SF 1155 and the invoice from the school are the same, the required paperwork is sent to the Regional Finance Center and a check is sent to your school. If the figure on the purchase order (SF 1155) is less than the amount NSHS is being billed by the school, the entire process must be repeated.

To avoid potentially significant problems for you, we must obligate sufficient funds for your tuition and required fees every semester. If a sufficient amount of money is not obligated on the purchase order that we prepare, based on the cost quote you send us, your school may not allow you to register for the next term or will hold your grades. It is YOUR responsibility to advise us of the number of credits you will be registering for and the charge for tuition and fees. For any questions, call NSHS Code 0E at (301) 295-2289 or DSN 295-2289

It is imperative that you sign a statement and place it in your file with the records office authorizing NSHS access to your files regarding fees and credits. Colleges will not release information over the phone without a written authorization from the student.

There are a few things you must do while you're in school and submitting ACCURATE COST QUOTES ON TIME is one of them.

SUBMITTING COST QUOTES

Cost quotes must be submitted at least 65 days before a term starts. If this is your first semester, you can obtain this information by calling the Bursar or Registrar's office once you know how many credits you will be taking. If you're not sure exactly what courses you will be taking, or if the tuition and fees have not yet been determined (which often happens for the fall term), send us the best estimate you can. Make a note on the cost quote that it is a "Best Estimate." WE MUST KNOW:

- Number of credits you are going to take

- Tuition cost
- List of specific fees, these fees include the cost of instruments, cassettes, and will be paid as a fees expense with tuition

Sloppy, inaccurate, or late cost quotes from you may result in inaccurate or late payments to your school from us. Try to talk to the same person at the Registrar's or finance office each time. Beware of "clerks" that may or may not be terribly knowledgeable about the breakdown of fees. Attach a copy of the tuition and fees schedule, if available. Call the finance office and verify the tuition and fees. Once you actually register and know your exact course schedule and exact tuition, send or call in another cost quote if the tuition and fees are different from your estimate. At the top, mark it "revised" or "MOD." Whenever the school changes tuition or fees, send us their published list of tuition and fee charges.

Submit a cost quote for each "intercession" or "mini-session" at least 65 days prior to the start of classes. Submit a separate cost quote for each summer session if your school has Summer Session I, II, and III. Below are guidelines for completing a Cost Quote Memorandum (Make extra copies for future submissions).

NAME	List your Rank, full name and SSN.
ADDRESS	Complete mailing address
PHONE	Include area code
COLLEGE	List complete requested information
TERM	Specify, which terms and exact dates, i.e. Spring Semester 17 JAN - 14 MAY
COST QUOTE	List each course with number, credits per course plus any electives; for tuition, list either cost per hour, cost per course, or cost per semester; list general fees separately; then total. If you qualify for in-state rates, use them. Fill in the full name, department, complete address, phone number of person contacted in finance office. Form should be signed by official representative (exception on first semester). See sample Cost Quote Memorandum (A-2)

SUMMER SESSIONS

You must send NSHS Code 0E a cost quote and any additional information prior to the beginning of summer classes. You must take required or pertinent elective courses. You must take the number of credits required for full-time student status.

AUDITING CLASSES

If you wish to audit a class that is not required for your program, but is DIRECTLY related to your responsibilities in the Hygiene Program, seek permission from NSHS, Code 0E, before registration. An audited course must be in addition to the required credits for a full-time student status.

CHALLENGE EXAMS

Fees and charges for challenge exams have proven to be too complex to pay along with tuition and fees. Therefore, we ask you to do the following:

- Pay for these out of your own pocket.
- Get a signed receipt.
- Submit it along with a SF 1164. We will then reimburse you directly.
- DO NOT list books and challenge exams on the same SF 1164.
- Itemize each challenge exam by course.

REIMBURSEMENTS

Textbooks are fully funded for Dental Hygiene Program students. NSHS Code 0E will pay your textbook fees directly to your college. All other reimbursements are allowed when required by the school. DO NOT MIX FISCAL YEARS! Financial arrangements can be made by contacting Code 0E prior to submitting your cost quote statement for tuition payment. Otherwise, follow the instructions below.

Send a completed SF-1164, Claim for Reimbursement for Expenditures on Official Business, NSHS Code 0E. You may submit your claims whenever you wish while you are in school; however, reimbursements cannot be made for previous fiscal year purchases. This means NSHS Code 0E must receive your SF-1164 before 30 September each year for fall term books. Receipts must accompany the completed SF-1164. Make an effort to reserve money for books

for the Fall term. Fiscal years do not carry over and you may not claim books that you purchased in prior fiscal years.

- Submit original receipts, cash register receipts, or canceled checks for each book or reimbursable expense. Your copy of a credit card receipt is acceptable if books are itemized. Receipt cannot simply state "books" and the amount.
- The receipt must be dated during the time you are officially in school and during the fiscal year that you are submitting the SF-1164.
- Code the amounts on the receipt to match the list of books on the SF-1164. (See sample in appendix) The SF-1164 can take up to 90 days to complete the students claim.

APPENDIX

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