

**CATALOG OF  
DENTAL TECHNICIAN  
SCHOOLS AND COURSES**



NAVMED P-5029

**Dental Division  
Bureau of Medicine and Surgery  
Department of the Navy**

REVIEWED AND APPROVED 3 March 1961

(Date)



(BUMED Reviewing Official)

## FOREWORD

The Catalog of Dental Technician Schools and Courses, Revised 1961, provides information regarding the duties and assignments of Dental technicians which may be helpful to qualified enlisted personnel in making their decision to choose a career in the Dental Rating Group.

Training includes instruction not only in dental professional subjects but in administration, ABC defense, and casualty care as well.

If you are attracted to a career as a dental technician, this catalog will furnish valuable information to you on the availability of courses and the procedures that must be followed to obtain this training.



E. C. KENNEY  
Rear Admiral (MC)  
Surgeon General, U. S. Navy



*U.S. Naval Dental School, Class "C" and Class "B" National Naval Medical Center, Bethesda, Maryland*



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## INTRODUCTION

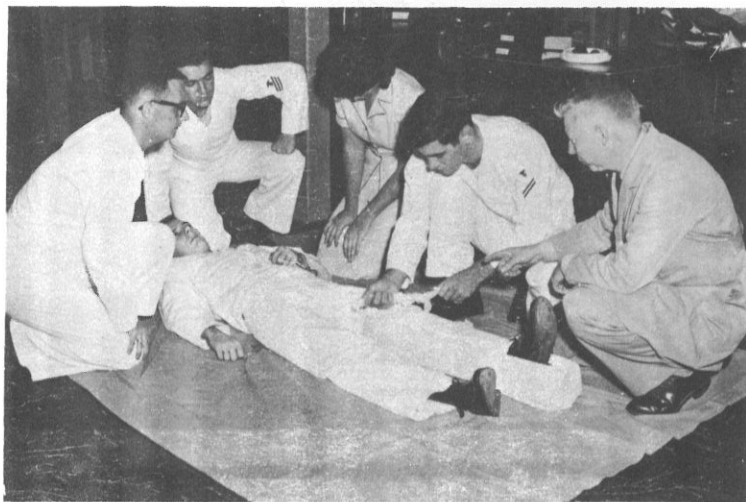
This catalog has been prepared to describe the training program for enlisted personnel of the Hospital Corps, Group XI Dental. Opportunity for continuous training and experience is available to all dental personnel through schools and courses which are maintained for that purpose. Advancement in rating is dependent upon growth in professional qualifications, length of service, and general aptitude for the duties of a Dental Technician.

The instruction program which has been carefully planned and standardized is described in detail in this catalog. The outlines of courses are considered to be minimum coverages of the subjects.

C. W. SCHANTZ  
Rear Admiral, DC, USN  
Assistant Chief of the Bureau of  
Medicine and Surgery (Dentistry)  
and Chief, Dental Division



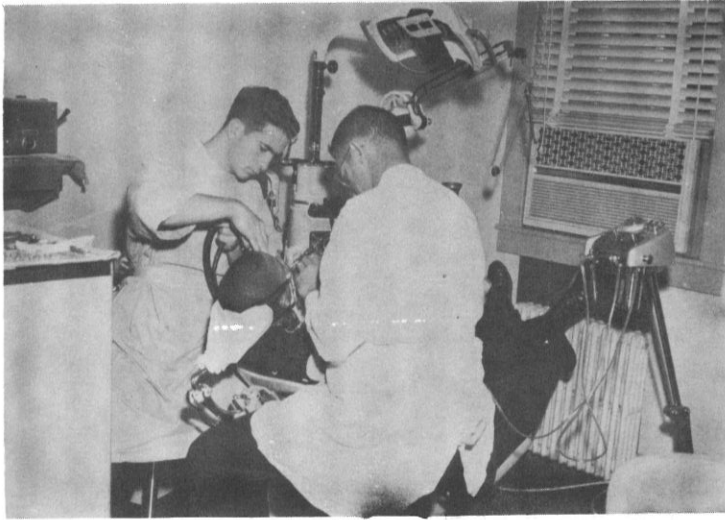
*Students get practical experience in oral prophylaxis (Class "A" School).*



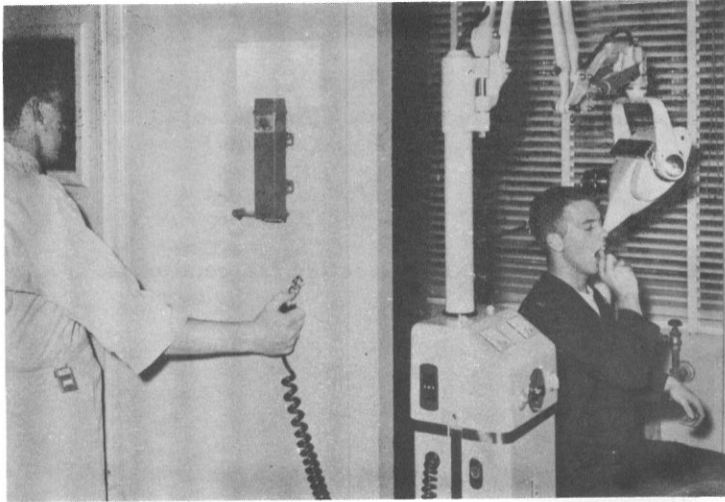
*Instructor demonstrates first aid (Class "A" School).*

## CONTENTS

I. Would I Want to be a Dental Technician? . . . . .	1
II. What Does a Dental Technician Do? . . . . .	1
III. How Do I Become a Dental Technician? . . . . .	2
IV. Can a Dental Technician Become An Officer? . . . . .	2
V. What Training Courses Are Available? . . . . .	3
VI. Basic Course for Dental Technician, General (Class "A" School) . . . . .	5
VII. Course for Dental Technician, Advanced General (Class "B" School) . . . . .	10
VIII. Basic Course for Dental Technician, Prosthetic (Class "C" School) . . . . .	14
IX. Course for Dental Technician, Advanced Prosthetic (Class "B" School) . . . . .	18
X. Course for Dental Technician, Repair (Class "C" School) . . . . .	22
XI. Sample Letters for Requesting Instruction. . . . .	27



*The dental technician assists the dentist in caring for oral health of the Navy.*



*The dental technician is trained to take dental x-rays.*

## Would I Want to be a Dental Technician?

You would if . . .

-you are interested in helping to provide a health service for Navy and Marine Corps personnel;

-you would like to be trained in professional subjects so that you would be capable of assisting professional people;

-you enjoy working in pleasant surroundings where you could accomplish professional objectives.

## What Does A Dental Technician Do?

He assists the dental officer in a number of ways.

He may prepare a patient for dental treatment and assist the dental officer in providing dental care. He may accomplish prescribed laboratory procedures necessary for the fabrication of artificial teeth. He may assist in the supervision of the operation of an entire clinic. He may repair or rebuild a piece of dental equipment which the dental officer will use. He may assist a dental administrator by supervising a finance or personnel office.

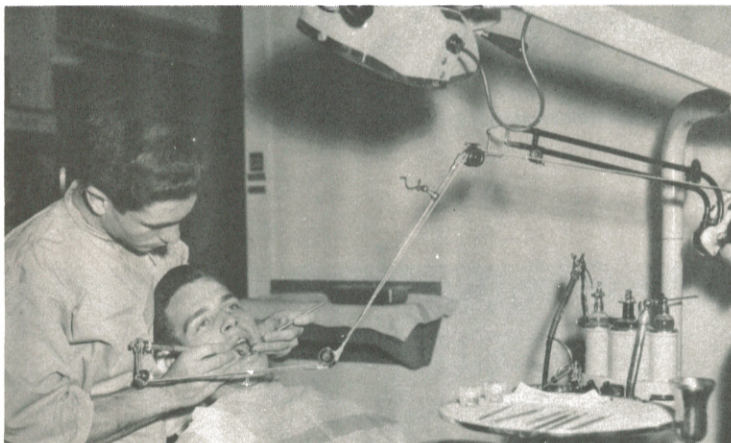
The assistance he will provide will vary according to his rate and training, and he will form an important part of the dental team whose final aim is providing dental service to the patient.

## How Do I Become a Dental Technician?

To qualify for the Dental Rating Group, you must satisfactorily complete the basic training course for Dental Technicians. An explanation of the course and the qualifying requirements are included in this catalog.

If you are interested, and if you qualify you submit an official request for enrollment in the school. A sample request letter is included in this catalog.

Upon selection for the school your rate will be changed to that of the Dental Rating group. Retention of this designation will depend upon satisfactorily completing your training in the basic training course.



*The dental technician is trained to clean teeth and give instructions in oral hygiene.*

## Can a Dental Technician Become An Officer?

Yes. Dental Technicians may be appointed to the grade of Ensign in the Medical Service Corps, with subsequent promotions up to and including captain. Appointments and promotions are dependent on individual qualifications and the requirements of the service.

## What Training Courses Are Available?

Service schools, established by authority of the Chief of Naval Personnel, are classified so as to differentiate between the various types of training.

The training program for Dental Technicians is divided into basic training, specialized training, and advanced training. Basic training is accomplished at Class "A" service schools, specialized training at Class "C" service schools, and advanced training at Class "B" service schools.



*Students receive training in anatomy and physiology (Class "A" School).*

### 1. BASIC GENERAL TRAINING

Class "A" schools provide the basic training for general dental technicians by means of a 16 weeks course of instruction. Admission to the course is by approval of application or by direct recruitment. Any person in a naval rating except graduates of a Class "A" school within another rating group may request assignment to the course in accordance with current directives. Such a request must include the recommendation of a dental officer, and must be addressed to the Chief of Naval Personnel via the Chief, Bureau of Medicine and Surgery.

A person accepted for Dental Technician training is required to maintain satisfactory grades to be eligible for a Dental Technician Certificate.

## 2. SPECIALIZED TRAINING

Class "C" schools provide courses for specialized training in prosthetic laboratory procedures and in the maintenance and repair of dental equipment. The technician may apply for assignment to either of these courses after he has successfully completed the Class "A" school course for Dental Technician General. The Class "C" school for prosthetic technicians is located at San Diego, California; the courses are of 26 weeks' duration. The Class "C" school for repair technicians is located at the U. S. Naval Dental School, National Naval Medical Center, Bethesda, Maryland; this course is of 10 months' duration. Applications must be forwarded through official channels to the Chief, Bureau of Medicine and Surgery. A sample letter of application is included in this catalog.

In addition to the foregoing, Dental Technicians may request assignment to selected specialized courses of instruction at certain Hospital Corps schools. Limited billets are available to Dental Technicians in the following courses, the curricula of which are published in current Bureau of Medicine and Surgery Instructions:

- (1) Medical Administrative Technics.
- (2) Clinical Laboratory Technics.

Dental Technicians may submit requests for special courses to be taken in accredited civilian institutions during their off-duty hours, provided these courses are directly related to areas of Medical Department responsibility or these courses can be shown to be a necessary part of a planned program leading to a degree or certificate which will enable the applicant to assume increased responsibility. Contingent upon availability of funds, the Bureau will defray seventy-five percent of the total cost of tuition and expenses. A sample letter of application is included in this catalog. For more detailed information refer to BUMED Instruction 1500.7 series.

## 3. ADVANCED TRAINING

Class "B" schools provide a higher level of general and specialized training than that provided by Class "A" and Class "C" schools. Advanced courses are conducted at the U. S. Naval Dental School, National Naval Medical Center, Bethesda, Maryland. Each course is of 6 months' duration. Applications must be forwarded through official channels to the Chief, Bureau of Medicine and Surgery. A sample letter of application is included in this catalog.

# Basic Course for Dental Technician, General Class "A" School

This course includes the subjects necessary for an individual entering the Dental Rating Group to perform the duties of a general dental technician and to advance through the various rates. In addition to the dental studies involved, the curriculum embraces the study of first aid, property and accounting procedures, and clerical procedures.



*Students practice typing (Class "A" School).*

The U. S. Naval Dental Technician School lays the groundwork on which further study in the Dental Rating is based. Graduates of this school may, after a brief orientation at a dental activity, request additional schooling and training in any of the technical fields available for Dental Technicians. The individual's achievement in the school for general technicians and the manner in which he applies himself to his new duties after graduation have a strong influence on his chances of obtaining further training in any of the special courses.

The Dental Technician, General is an important part of a properly organized dental service. He serves with the dental officer in a closely knit pattern of professional teamwork. As the dental technician advances through the dental ratings to chief petty officer and officer status, he assumes the role of office administrator, property and accounting officer, instructor, or supervisor of clinical oral hygiene. In addition to the opportunities in the fields previously indicated, the Dental Technician, General may become adept in x-ray techniques, inasmuch as the exposing and processing of x-ray film is one of his primary duties. Laboratory procedures incident to the establishment of bacteriologic and pathologic diagnosis is still another phase of clinical duties which may be assigned to the Dental Technician, General.

The following qualifications are required for admission to the basic course for Dental Technician, General. The applicant must

- request enrollment in the course. . .
- have at least two years of high school, or its equivalent. . .
- be recommended by a dental officer. . .
- have at least two years of obligated service at time of entry in the course.
- have combined GCT and ARI score of not less than 100. . .
- have normal color perception.

CURRICULUM FOR DENTAL TECHNICIAN, GENERAL  
CLASS "A" SCHOOL  
16 WEEKS

Subject	Hours		
	Didactic	Laboratory	Clinical
Operating room assistance			
a. Instrument nomenclature and cabinet arrangement	22		
b. Preparation of spaces, equipment, operative and surgical setups		38	
c. Assisting dental officers in dental department clinics			144
Roentgenology	12	20	14

Subject	Hours		
	Didactic	Laboratory	Clinical
Dental anatomy and histology	11		
Dental charting		31	
Manipulation of dental materials	1	38	
Dental materia medica, therapeutics, and toxicology	9		
Oral hygiene	8	16	14
Emergency procedures, oral pathology and bacteriology	19		
Casualty treatment	16	16	
Anatomy and physiology	20		
Typing	2	41	
Property, accounting and clerical procedures	15	9	
Office management	6		78
Total Hours	141	209	250
Total Instruction Hours		600	

1. Operating room assistance
  - a. Instrument nomenclature and cabinet arrangement.
    - (1) Identification of dental operative and surgical instruments.
    - (2) Location and use of contents of the standard dental instruments cabinet.
  - b. Preparation of spaces, equipment, operative and surgical setups.
    - (1) Preparing the dental operative or surgical room prior to receiving the patient, receiving and seating the patient, simulated assistance to the dental officer in various operative and surgical procedures, dismissing the patient and preparation of spaces for next patient.
    - (2) Care and sterilization of instruments and equipment.
  - c. Assisting dental officers in dental department clinics.
    - (1) Students are assigned to various dental clinics for practical application of material presented in didactic and laboratory phases.



2. Roentgenology  
Instruction in the specific techniques necessary to expose, process, mount and file intraoral and extraoral x-ray films.
3. Dental anatomy and histology  
A study of the microscopic components and supporting structures of the human teeth, with emphasis on identification of tooth surfaces.
4. Dental charting  
The student learns the meanings of dental abbreviations, markings and symbols used on forms at naval dental activities.
5. Manipulation of dental materials  
Training in the preparation of dental materials for restoring lost tooth structure.
6. Dental materia medica, therapeutics and toxicology  
The properties and fundamental uses of the drugs commonly used in dentistry; glossary of terms used in materia medica and therapeutics.
7. Oral hygiene  
Techniques of oral prophylaxis and methods of instructing patients in proper oral hygiene; student becomes familiar with all phases involved in the hygienic care of the mouth.
8. Emergency procedures, oral pathology and bacteriology  
Recognition and emergency treatment of painful conditions due to diseased structures and tissues of the mouth; the role of bacteria in normal and diseased tissues; correlation of dental histology with dental pathology.
9. Casualty treatment  
Fundamentals of first aid treatment for the injured.
10. Anatomy and physiology  
An elementary study of the anatomy of the human body and functions of its organs.
11. Typing  
Development of a degree of proficiency necessary to meet the requirements of advancement in rate.

12. Property, accounting and clerical procedures  
Procedures for the requisition, disposition and custody of supplies and equipment in the dental operating room; dental department forms, reports and official correspondence.
13. Office management  
Practical dental department procedures and the techniques of maintenance of dental spaces.

#### References

Handbook for Dental Technician, General, NAVPERS 10686-A  
Handbook of the Hospital Corps, U. S. Navy, Rev.  
Manual of the Medical Department, U. S. Navy

## Course for Dental Technician, Advanced General Class "B" School

Upon advancement to Dental Technician, Second Class, the general technician becomes eligible for advanced training. Wider in scope and greater in detail, this training assists the technician for further advancement in rate by giving him a broader background as a general technician. This course is available to selected general technicians but is not a prerequisite to eligibility for advancement in rating. The purpose of the advanced



*Continuation training in property and accounting procedures is stressed in the Class "B" School for General Dental Technicians.*

course is to train the general technician to perform effectively the administrative, clinical, and military duties required of him.

The following qualifications are required for admission to the Course for Dental Technician, Advanced General. The applicant must

- request enrollment in the course. . .
- be recommended by a dental officer. . .
- have at least 24 months obligated service on convening date. . .
- be a Dental Technician, General in pay grade E-5, E-6, or E-7. . .
- have normal color perception.

### CURRICULUM FOR DENTAL TECHNICIAN, ADVANCED GENERAL CLASS "B" SCHOOL

Subject	Hours	
	Didactic	Practical
Clerical procedures	75	156
General administration	37	159
Property and accounting	61	170
Clinical procedures	59	46
Office management	2	100
Casualty treatment	17	18
Total Hours	251	649
Total Instruction Hours	900	

1. Clerical procedures

The trainee is instructed in typing; the use of manuals, their organization, and purpose; the use and purpose of publications and instructions which are pertinent to the management and operation of a clerical office; the purpose, use, and preparation of all types of correspondence; and preparation of all dental department records and reports.

2. General administration

The trainee is instructed in principles of and requirements for organization and regulations governing a dental activity; methods of teaching and assisting in an inservice training program; principles and techniques of effective leadership; and military discipline.

3. Property and accounting

This training develops in the student an understanding of the organization of the Naval Establishment; the

responsibilities involving the fiscal and property management relative to the department and type of activity; organization and the responsibilities of a finance division; laws and regulations governing appropriations and dental department accounting; techniques of basic accounting, dental department book-keeping, related cost accounting, budgeting, procurement, receiving, storing, issuing, disposition, and maintaining custody of materials; and services incidental to the operation of the activity.

4. Clinical procedures

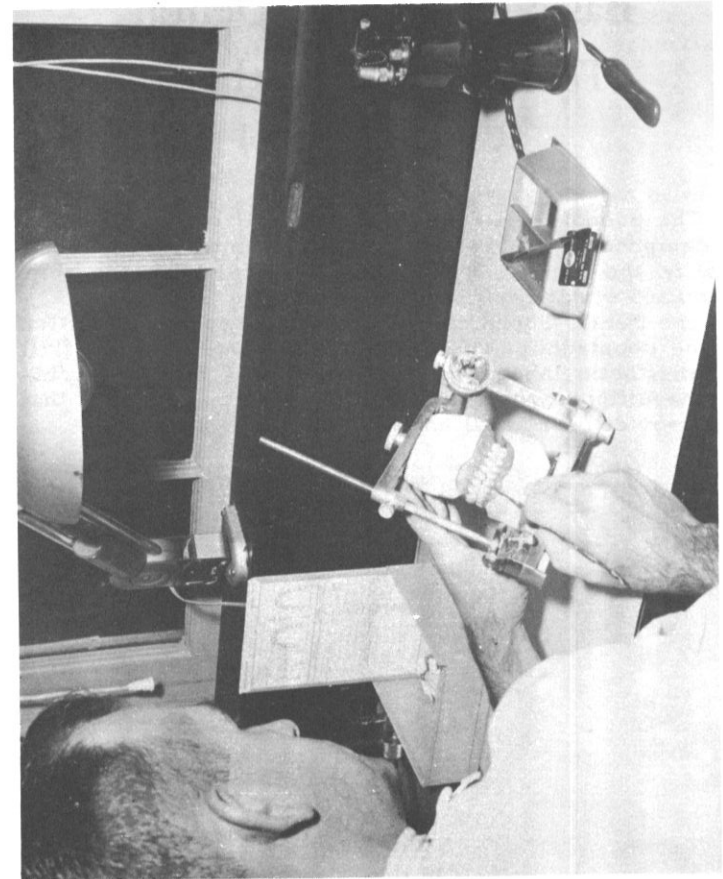
The trainee is instructed in organizational and professional relationships as related to clinical supervision; appointment desk procedures; patient handling; arrangement of standard operating spaces; professional subjects related to the implementation of an inservice training program for dental enlisted men; first aid and minor surgery; and the techniques of making intraoral and extraoral x-ray images.

5. Office management

This subject develops the student's knowledge in techniques relative to the maintenance of operating spaces. The trainee accomplishes practical problems in dental department maintenance procedures.

6. Casualty treatment

The trainee is instructed in the first-aid treatment of mass casualties, including shock, burns and various types of wounds; the medical aspects of atomic warfare; the equipment and supplies used in mass casualty care; the treatment of airway problems; and a practical application of certain treatments of the casualties.



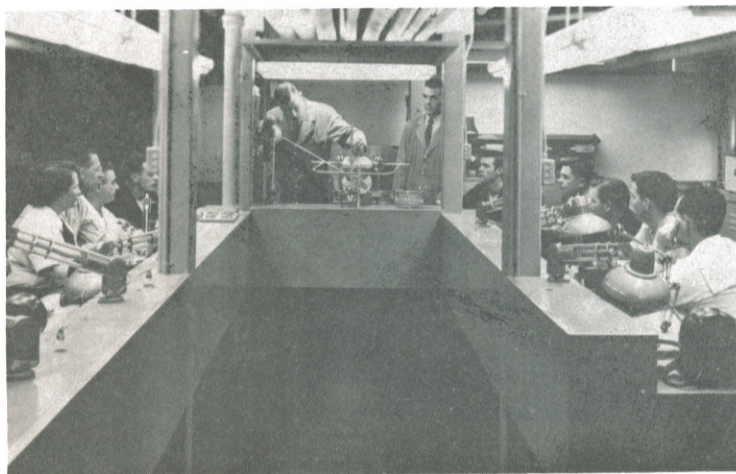
*Setting up teeth is an important step in the fabrication of full dentures (Class "B" School).*

# Basic Course for Dental Technician, Prosthetic

## Class "C" School

The School for Dental Technician, Prosthetic, Basic, is designed to provide specialized training necessary to qualify the Dental Technician, General, for the performance of duties of Dental Technician, Prosthetic.

The Dental Technician, Prosthetic, is a person skilled in the construction of dentures. The degree of his skill in prosthetic laboratory technics has a direct bearing on the efficiency of the dental prosthetic appliances that are provided for naval and Marine Corps personnel.



*Instructor demonstrates the use of an articulator (Class "C" School).*

The training necessary to develop skill as a prosthetic technician is obtained by formal instruction in special schools and by on-the-job training.

The beginner enters the specialized training course for prosthetic technicians. The course introduces him to the field of prosthetic laboratory technics and develops in him technical skills to enable him to function in a prosthetic laboratory at a naval dental activity. He learns the laboratory procedures for the fabrication of both complete and removable partial dentures.

The following qualifications are required for admission to the primary course for Dental Technician, Prosthetic. The applicant must

- request enrollment in the course. . .
- be recommended by a dental officer. . .
- be a Dental Technician, General in pay grades E-2, E-3, or E-4 and E-5.
- have at least 24 months obligated service on convening date. . .
- have normal color perception. . .
- have a final average of 80 percent or above from the Dental Technician, General, (Class "A"), course of instruction. . .
- have a mechanical test score of 40 or above. . .
- have a chalk carving test score of 10 or above if recorded on page 13 of the Enlisted Service Record.

### CURRICULUM FOR DENTAL TECHNICIAN, PROSTHETIC, BASIC CLASS "C" SCHOOL

Subject	Hours	
	Didactic	Practical
Constructing a cast	6	59
Baseplate and occlusal rim construction	3	62
Acrylic tray construction	1	39
Repairing dentures	4	40
Laboratory management	7	124
Complete denture construction	18	288
Cast partial denture construction	18	224
Wrought metal technique	3	40
Fixed partial dentures	6	33
Total Hours	66	909
Total Instruction Hours		975

1. Constructing a cast  
Standard procedures in pouring casts; the student is acquainted with the materials and familiarized with the technique of fabricating casts and models.

2. Baseplate and occlusal rim construction  
The student develops the ability to adapt a baseplate to a cast and to construct an occlusal rim on the baseplate.
3. Acrylic tray construction  
The student is taught the procedures in fabricating acrylic trays for both impression techniques and surgical procedures.
4. Repairing dentures  
The student receives training in methods of repairing, rebasing and reconstructing dentures.
5. Laboratory management  
The subject familiarizes the student with dental department clerical procedures, maintenance of laboratory equipment and military responsibilities.
6. Complete denture construction  
The student is taught to set up teeth in balanced occlusion on complete and partial dentures, to wax up dentures completely, to remount and equilibrate, and to polish dentures.
7. Cast partial denture construction  
The student fabricates cast frameworks for partial dentures so designed to employ all the basic theory and delegated design.
8. Wrought metal technique  
The student is introduced to the technique of handling wrought metal in selected cases to augment cast procedures.
9. Fixed partial dentures  
The basic procedures for construction of fixed partial dentures are performed by each student including an exhaustive preliminary odontography exercise.

#### References

Handbook for Dental Prosthetic Technician, NAVPERS 10685-A  
Handbook for Dental Technician, General, NAVPERS 10686-A



*Instructor demonstrates correct technic for transferring partial denture design (Class "B" School).*

# Course for Dental Technician, Advanced Prosthetic Class "B" School

After a period of on-the-job training in the field, and upon advancement to dental technician second class, the prosthetic technician becomes eligible for the advanced course of instruction in prosthetic laboratory procedures.

In this course special effort is made to develop further the technician's skill in all prosthetic laboratory techniques. Instruction is patterned to the needs of the individual technician in that particular attention is given to increasing his ability in those areas in which he may be deficient. This course is available to selected prosthetic technicians but is not a prerequisite to eligibility for advancement in rating.

The following qualifications are required for admission to the Course for Dental Technician, Advanced Prosthetic. The applicant must

- request enrollment in the course. . .
- be recommended by a dental officer. . .
- be a Dental Technician, Prosthetic in pay grades E-5, E-6, or E-7 with at least two years experience in the field at time request is submitted. . .
- have at least 24 months obligated service on convening date. . .
- have normal color perception.

## CURRICULUM FOR DENTAL TECHNICIAN, ADVANCED PROSTHETIC CLASS "B" SCHOOL

Subject	Hours	
	Didactic	Practical
Removable partial denture construction	44	140

Subject	Hours	
	Didactic	Practical
Complete denture construction	38	193
Crown and fixed partial denture construction	36	195
Ceramics	14	19
General administration	20	29
Property and accounting	17	4
Clerical procedures	17	4
Laboratory management	2	93
Casualty treatment	17	18
Total Hours	205	695
Total Instruction Hours	900	

### 1. Removable partial denture construction

The trainee is instructed in various accepted techniques for the construction of removable partial dentures. The trainee learns and practices to interpret surveys and design; the construction of cast and wrought wire frameworks; the setting of teeth for partial dentures; and gold and chrome alloy framework repair.

### 2. Complete denture construction

The trainee is instructed in various accepted techniques for the construction of complete dentures. The trainee learns and practices the setting up of anatomic and nonanatomic teeth; the use of several different articulators; the characterizing of the denture base; injection and compression molding; techniques for stabilizing baseplates; the characterizing of acrylic teeth; and the technique for remounting and equilibrating complete dentures after processing.

### 3. Crown and fixed partial denture construction

The trainee is instructed in various accepted techniques for the construction of crowns and fixed partial dentures. The trainee learns and practices the techniques for fabricating different types of crowns; the techniques for die and cast construction both for sectional cast and for removable die procedures; and the technique for fabricating acrylic, porcelain, gold and combination pontics.

### 4. Ceramics

The trainee is instructed in the technique of baking porcelain. The trainee learns and practices the

technique for staining and glazing porcelain teeth; the technique for baking porcelain bridge saddles and pontics; the technique for characterizing teeth with color stains; and the technique for fabricating porcelain jacket crowns.

5. General administration

The trainee is instructed in principles of and requirements for organization and regulations governing a dental activity; methods of teaching and assisting in an inservice training program; principles and techniques of effective leadership and military discipline.

6. Property and accounting

The trainee is instructed in the purpose and use of and reasons for, accounting classifications of the naval medical and dental supply system as related to fiscal management, procurement, receipt and inspection, and property accountability involving: (1) technical medical and dental materials and services, and (2) nontechnical supplies, materials, and services.

7. Clerical procedures

The trainee is instructed in clerical procedures; the use of manuals; the use, preparation, and purpose of Navy correspondence; and the preparation of dental department records and reports.

8. Laboratory management

The trainee develops an understanding and perspective of the planning, organization, and management of prosthetic laboratories; the trainee is instructed in finance and property management, clerical procedures, leadership and personnel management, and clinical procedures.

9. Casualty treatment

The trainee is instructed in the first aid treatment of mass casualties, including shock, burns, and various types of wounds; the medical aspect of atomic warfare; the equipment and supplies used in mass casualty care; the treatment of airway problems; and a practical application of certain treatments of the casualties.



*The Dental Repair Technician is taught how to maintain all types of dental equipment (Class "C" School).*

# Course for Dental Technician, Repair

## Class "C" School

The course of instruction for Dental Technician, Repair, is designed to train the Dental Technician, General, in the principles of construction, installation, and maintenance of all types of dental equipment used in the naval service. As a basis the course includes a study of applied physics with emphasis on the principles of electricity.



*In the dental equipment repair course, technicians fabricate needed machine parts (Class "C" School).*

Repair technicians are charged with the responsibility of maintenance of dental equipment throughout the Navy.

They must be able to exercise ingenuity and resourcefulness when the occasion arises. They are usually attached to naval district headquarters, large dental activities, or in ships, where they have well equipped workshops. In some instances, however, their workshops may be in the form of portable tool kits, and their assignments will be wide and varied.

Several of the larger dental manufacturing concerns provide short courses of instruction at their factories for the purpose of training individuals in repair, maintenance, and installation of heavy equipment. Repair technicians are enrolled in such courses by the Navy from time to time so that they may keep abreast of current trends in the field of dental manufacture.

Repair technicians are called upon to supervise installation of dental equipment at newly established dental activities. They may be attached to supply centers in connection with the important task of reconditioning used equipment; they must also assure that all dental equipment issued to activities is in good operating order when it leaves the supply depot. Repair technicians sometimes accompany large shipments of dental equipment for the purpose of checking the requisitions, verifying the safe arrival of the various items, and installing the equipment.

The following qualifications are required for admission to the course for Dental Technician, Repair. The applicant must

- request enrollment in the course. . .
- be recommended by a dental officer. . .
- be a Dental Technician, General in pay grades E-4, E-5, or E-6.
- have at least 30 months of obligated service on convening date. . .
- have normal color perception. . .
- have a final average of 80 percent or above from the course of instruction (Class "A") for Dental Technician, General. . .
- have a mechanical test score of 40 or above. . .
- have a chalk carving test score of 10 or above if recorded on page 13 of the Enlisted Service Record.



CURRICULUM FOR DENTAL TECHNICIAN, REPAIR  
CLASS "C" SCHOOL

Subject	Hours	
	Didactic	Practical
Applied physics	23	99
Repair of dental operating room equipment	79	1008
Repair of dental prosthetic laboratory equipment	6	106
Shop management	2	51
General administration	20	29
Property and accounting	17	4
Clerical procedures	17	4
Casualty treatment	17	18
Total Hours	181	1319
Total Instruction Hours	1500	

1. Applied physics

The trainee is instructed in the fundamental laws of physics as they apply to the operation and repair of dental equipment. The trainee learns the characteristics of an electric current; the control of electric current; conductors and connectors; types of circuits; the electron theory of electricity; hydraulics; and other applied principles of physics.

2. Repair of dental operating room equipment

The trainee is instructed in the disassembly, assembly, maintenance, and repair of the equipment used in the standard dental operating room. The trainee learns how to perform a satisfactory maintenance checkup using a checkoff list.

3. Repair of dental prosthetic laboratory equipment

The trainee is instructed in the disassembly, assembly, maintenance, and repair of the equipment used in the standard naval prosthetic laboratory.

4. Shop technology

The trainee is instructed in the use of repair shop machines and maintenance of repair shop equipment and spaces. The trainee learns and practices machine tooling; the preparation and checking of the spare parts kit; repair shop management; and inservice training lectures as related to maintenance of dental equipment.

5. General administration

The trainee is instructed in the principles of organization, requirements for the organization and regulations for a dental activity; the methods of teaching and assisting in the inservice training program; the principles and techniques of effective leadership and military discipline.

6. Property and accounting

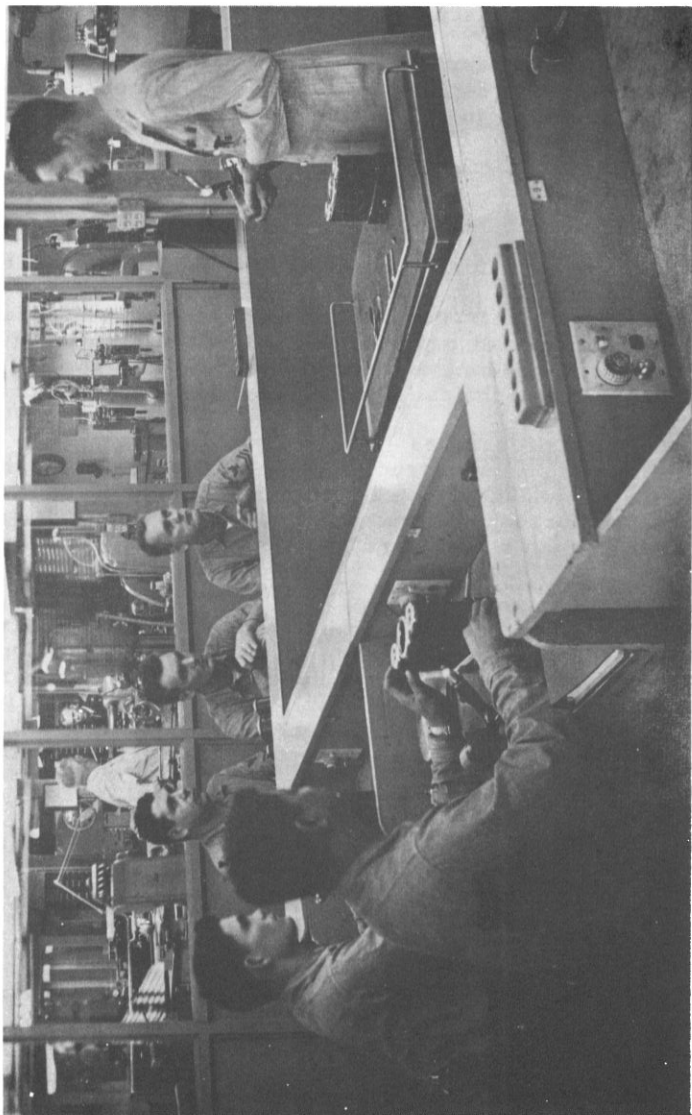
The trainee is instructed in the purpose and use of, and reasons for, accounting classifications of the naval medical and dental supply system as related to fiscal management, procurement, receipt and inspection, and property accountability involving: (1) technical medical and dental materials and services, and (2) nontechnical supplies, materials and services.

7. Clerical procedures

The trainee is instructed in clerical procedures; the use of manuals; the use, preparation, and purpose of naval correspondence; and the preparation of dental department records and reports.

8. Casualty treatment

The trainee is instructed in the first aid treatment of mass casualties, including shock, burns, and various types of wounds; the medical aspects of atomic warfare; the equipment and supplies used in mass casualty care; the treatment of airway problems; and a practical application of certain treatments of the casualties.



*Repair of electrical devices requires a thorough knowledge of circuitry (Class "C").*

## Sample Letters for Requesting Instruction

U. S. Naval Dental Technician School  
Class "A"

\_\_\_\_\_  
Date

From: DOE, Joseph John, 000 00 00, Rate (NEC), USN  
To: Chief of Naval Personnel  
Via: (1) Commanding Officer  
(2) Chief, Bureau of Medicine and Surgery (Code 6133)

Subj: Course of instruction in general dental technician school; request for

Ref: (a) BUMEDINST 1510.6B

Encl: (1) Recommendation of navy dental officer\*

1. It is requested that I be assigned to a course of instruction in general dental technician school.
2. (State experience in a naval dental department as a striker, if any.)
3. (State civilian dental experience, if any.)
4. Pertinent information follows:
  - a. (Expiration of enlistment) (Expiration of active obligated service)
  - b. (Educational background)
  - c. (Test scores: GCT\_\_\_ ARI\_\_\_)
  - d. I volunteer for this course of instruction
5. I will agree to obligate myself for the necessary active service in order to attend subject course of instruction.

JOSEPH JOHN DOE

\*Each application shall be accompanied by a letter of recommendation from a Navy dental officer.

Application For  
U. S. Naval Dental Technician School  
Class "B"

\_\_\_\_\_ Date

From: DOE, Joseph John, 000 00 00, Rate (NEC) USN  
To: Chief, Bureau of Medicine and Surgery (Dental  
Division)  
Via: Commanding Officer

Subj: Advanced course of instruction in (list course);  
request for

Ref: (a) BUMEDINST 1510.2 series  
(b) Catalog of Dental Technician Schools and  
Courses (NAVMED P-5029)

Encl: (1) Recommendation of Navy dental officer

1. In accordance with references (a) and (b), which  
outline curriculum and prerequisites for assignment, it  
is requested that I be assigned to a course of instruction  
in (list course).

2. Pertinent information follows:

- a. (Expiration of enlistment.) (Expiration active-  
obligated service.)
- b. Educational background: \_\_\_\_\_
- c. Test scores: GCT \_\_\_\_\_ ARI \_\_\_\_\_.
- d. I graduated from Dental Technician, General  
(Basic), Class "A" School on \_\_\_\_\_; final average \_\_\_\_\_.
- e. (If prosthetic technician) I graduated from Dental  
Prosthetic Technician (Basic), Class "C" school  
on \_\_\_\_\_; final average \_\_\_\_\_.
- f. (Rotation tour date \_\_\_\_\_.) (Sea-tour commence-  
ment date \_\_\_\_\_.)
- g. I was advanced to my present pay-grade on \_\_\_\_\_.

3. I will agree to obligate myself for the necessary  
active service in order to attend subject course of  
instruction.

JOSEPH JOHN DOE

Copy to:  
COMDT  
EPDOCONUS or EPDOPAC or EPDOLANT

Application For  
U. S. Naval Dental Technician School \_\_\_\_\_  
Class "C" \_\_\_\_\_ Date

From: DOE, Joseph John, 000 00 00, Rate (NEC) USN  
To: Chief, Bureau of Medicine and Surgery (Dental  
Division)  
Via: Commanding Officer

Subj: Course of instruction in (list course); request for

Ref: (a) BUMEDINST 1510.2 series  
(b) Catalog of Dental Technician Schools and  
Courses (NAVMED P-5029)

Encl: (1) Recommendation of Navy dental officer

1. In accordance with references (a) and (b), which out-  
line curriculum and prerequisites for assignment, it is  
requested that I be assigned to a course of instruction in  
(list course).

2. I have (had--not had) experience in this or related  
fields. (Briefly state military and/or civilian experience.)

3. Pertinent information follows:

- a. (Expiration of enlistment.) (Expiration active-  
obligated service.)
- b. Educational background: \_\_\_\_\_
- c. Test scores: GCT \_\_\_\_\_ ARI \_\_\_\_\_ MECH \_\_\_\_\_.
- d. Chalk carving test score \_\_\_\_\_ (if not available,  
enclosure (1) must comment on suitable demonstration  
of manual dexterity).
- e. I have normal color perception.
- f. I graduated from Dental Technician, General  
(Basic), Class "A" School on \_\_\_\_\_; final average \_\_\_\_\_.
- g. (Rotation tour date \_\_\_\_\_.) (Sea-tour commence-  
ment date \_\_\_\_\_.)

4. I will agree to obligate myself for the necessary  
active service in order to attend subject course of  
instruction.

JOSEPH JOHN DOE

Copy to:  
COMDT  
EPDOCONUS or EPDOPAC or EPDOLANT

Application For  
Other Hospital Corps Schools and Courses

\_\_\_\_\_  
Date

From: DOE, Joseph John, 000 00 00, Rate (NEC) USN  
To: Chief, Bureau of Medicine and Surgery (Dental  
Division)  
Via: Commanding Officer

Subj: Course of instruction in (list course); request for

Ref: (a) BUMEDINST 1510.2 series  
(b) BUMEDINST 1510.4 series  
(c) BUMEDINST 1510.9 series

Encl: (1) Recommendation of Navy dental officer

1. In accordance with references (a), (b) and (c), which outline curriculum and prerequisites for assignment, it is requested that I be assigned to a course of instruction in (list course).

2. I have (had--not had) experience in this or related fields. (Briefly state military and/or civilian experience.)

3. Pertinent information follows:

- a. (Expiration of enlistment.) (Expiration active-obligated service.)
- b. Educational background: \_\_\_\_\_
- c. Test scores: GCT\_\_\_\_ ARI\_\_\_\_ MECH\_\_\_\_.
- d. I graduated from Dental Technician, General (Basic), Class "A" School on\_\_\_\_; final average\_\_\_\_.
- e. (Rotation tour date\_\_\_\_.) (Sea-tour commencement date\_\_\_\_.)

4. I will agree to obligate myself for the necessary active service in order to attend subject course of instruction.

JOSEPH JOHN DOE

Copy to:  
COMDT  
EPDOCONUS or EPDOPAC or EPDOLANT

Application for Civilian Institution

\_\_\_\_\_  
Date

From: DOE, Joseph John, 000 00 00, Rate (NEC) USN  
To: Chief, Bureau of Medicine and Surgery (Code 611)  
Via: Commanding Officer

Subj: Part-time outservice; request for

Ref: BUMEDINST 1500.7

Encl: (1) Copy of letter of admission from  
(Name of civilian institution)  
(2) Substantiation of need for course if indicated  
(See paragraph 3 of instruction)

1. It is requested that funds be authorized under the provisions of reference (a) for partial payment of my tuition and expenses for the following courses of instruction:

Name of Course	Number and Hours	Credit	Tuition Cost	Fees	Books	TOTAL	Share to be Paid by Navy	Share to be Paid by Applicant
Physiology 103	3		\$60.00	\$10.00	\$10.00	\$ 80.00	\$ 60.00	\$20.00
Accounting 104	4		80.00		20.00	100.00	75.00	25.00
TOTAL	7					\$180.00	\$135.00	\$45.00

2. Inclusive dates for these courses are:

3. A brief summary of my educational background is:  
(If the requested training is part of a program leading to an academic degree, state the degree and give details)

4. I will request permission from my commanding officer if it appears necessary for me to withdraw from the course prior to completion.

5. I am now serving in my\_\_\_\_enlistment which will expire on\_\_\_\_. My shore (sea) duty began on\_\_\_\_.

/s/ \_\_\_\_\_  
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Date:

**FIRST ENDORSEMENT**

From: Commanding Officer

To: Chief, Bureau of Medicine and Surgery (Code 611)

1. Forwarded recommending approval (or disapproval with reason).

/s/ \_\_\_\_\_