

DENTAL ADMINISTRATION FOR PETTY OFFICERS

24-26 January 2005

Quota: 12

Course Data Processing Code:
433G-05010

Course Identification Number:
B-331-0015

Director:

DTCS (FMF) J. Eastin, USN
Senior Enlisted Leader, Headquarters Administration, NDCSW

Eligibility: Active duty Navy Dental Technicians E4 – E5 Petty Officers (except for 8703).

Course Description: This course is designed to provide basic guidance for administrative procedures and LPO clinic supervision. The course will provide information on Correspondence Manual, Enlisted Evaluations, Career Counseling, Personal Awards, Standard Subject Identification Codes, Discipline, DENCAS, MEPRS and Dental Clinic Supervision.

Anticipated Learning Outcomes:

- Have a general understanding of various dental administrative procedures.
- Have knowledge of Navy Correspondence, Enlisted Performance Evaluations, and Personal Awards writing techniques.
- Identify the contents and maintenance requirements of official publications, know the Navy filing requirements and understand the recommended correspondence management practices.