



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE CHIEF, ARMY DENTAL CORPS  
3630 STANLEY ROAD, SUITE 283  
JBSA-FORT SAM HOUSTON, TX 78234-6100

MCCS-CD

01 October 2017

**MEMORANDUM FOR RECORD**

**SUBJECT: Dental Corps Retirement Recognition Policy**

1. Policy. The Chief of the Dental Corps will recognize all DC Soldiers and Civilian team members retiring with 20 years or more of federal service. This policy is not retroactive. Eligible retirees pending Uniformed Code of Military Justice (UCMJ) action and/or under suspension of personnel actions (flag) IAW AR 600-8-2 will not receive retirement recognition.
2. Confirmation of Retirement. All retiring DC Soldiers must have filed a retirement application through HRC and have a confirmed retirement date. An RFO or official retirement orders are not necessary to request retirement recognition.
3. Recognition. The Dental Corps Chief will recognize DC Soldiers and Civilian team members honorably retiring with 20 or more years of federal service with the following mementos:
  - a. All retiring DC team members will receive a DC Corps Chief Star Note (see separate Star Note policy).
  - b. All retiring DC Soldiers will receive a Dental Corps Medallion.
  - c. Spouses married to a DC Soldier for 10 or more years will receive a DC Corps Chief Star Note (see separate Star Note policy) and a Dental Corps crystal.
  - d. Civilian team members with more than 20 years of federal service will receive a Dental Corps crystal.
4. The years of service span from the BASD on the Record Brief through the date of retirement. For Civilians, the years of service begin from the service computation date (SCD) on the CRB through the date of retirement. Prior military service is not credited to civilian retirement recognition.

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5. The years of service may be Active Duty, Reserve, or National Guard service, or a combination of Active Duty, Reserve, and/or National Guard service. All Reserve and/or National Guard time is only counted if the Soldier was actively drilling and met all drill requirements. Officers with prior service enlisted time counted toward years of retirement are also eligible to receive a medallion.

6. Periods of service that are not eligible toward the medallion are: years as a cadet at the USMA (or any sister-service military academy); years as a cadet in an ROTC program (unless the officer simultaneously served on ARNG or USAR status and met all drill requirements for pay); period(s) of IRR service; and any break in service not computed as part of BASD.

7. Request for Retirement Recognition. To request DC retirement recognition, a Memorandum for Record will be submitted IAW enclosure 1, "DC Retirement Memo" signed by the commander (company commander or above) and the signed MFR will be emailed to: [usarmy.jbsa.medcom-ameddcs.mbx.dental-corps@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.mbx.dental-corps@mail.mil) with the subject line, "DC Retirement for Rank/GS Last Name" no less than 60 days prior to the proposed presentation date. An ORB/ERB/CRB will be emailed along with the memorandum.

8. Review. The Office of the Chief, DC, will review all retirement request submissions for accuracy and ensure that all medallion requests meet the minimum standards set forth in this policy. Requests for a medallion that do not meet the prescribed criteria will not be honored. See paragraph 9. for exception-to-policy procedures.

9. Exception to Policy. Requests for an exception to policy may be submitted for the DC Team members with less than 20 years of service. Only in rare cases will the request be approved. A memorandum requesting an exception to policy must address why the individual could not complete 20 years of service, and why his or her contributions to the Army, the AMEDD, and the DC were so significant that they should be considered for the medallion. Notification of the decision regarding an exception-to-policy request will be sent to the requestor by the Office of the Chief, DC. See enclosure 2.

10. The point of contact for this memorandum is the Office of the Chief, Dental Corps, at [usarmy.jbsa.medcom-ameddcs.mbx.dental-corps@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.mbx.dental-corps@mail.mil) or (210) 221-7489.



THOMAS R. TEMPEL, JR.  
Major General, DC  
Chief, Dental Corps

2 Encls  
1. DC Retirement Memo  
2. Exception to Policy



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OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Request Star Note for Military/Civilian Retirement or Other Occasion

NAME: XXXXX

RANK: GS-XX/XX (Series XXXX)

SPOUSE'S FULL NAME: XXXXXXXX

MARRIED 10 YEARS OR MORE? Y/N

BRANCH OF SERVICE: XXXXX

YEARS OF SERVICE: XXXXXX – XXXXXX (XX years)

CURRENT POSITION: XXXXXXXXXXXX

DATES SERVED IN CURRENT POSITION: XXXXXX – present

BACKGROUND INFORMATION: (ORB/ERB/CRB ATTACHED) - Ms. XXXXXXXX is cited for exceptionally meritorious performance of duty as a XXXXXXXX at the United States Army Dental Activity, XXXXX from XXXX to XXXX. Use this space to provide a narrative of the retiree's career or work history. List any major accomplishments, achievements and awards. The narrative should read like a retirement award submission.

JUSTIFICATION: (MUST BE APPROVED BY CDR/06 DIR): XXXXX

PRESENTATION DATE: XXXXXX

RETIREMENT DATE: XXXXX

MEMBER SPOUSE'S CIVILIAN ADDRESS:

123 Elm St.  
City, ST 12345-6789

DISPOSITION INSTRUCTIONS: (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

COMMANDER  
US Army Dental Activity  
ATTN: Name  
XXX Main St.  
Fort Living Room, ST 12345-6789

DRAFT STAR NOTE: **TBP BY CORPS CHIEF'S OFFICE**

POINT OF CONTACT: Name, email, phone.

**NO SIGNATURE BLOCK**



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Office Symbol

Date

MEMORANDUM FOR Chief, Dental Corps, ATTN: MCCS-CD, 3630 Stanley Road,  
Suite 283, JBSA Fort Sam Houston, Texas 78234-6100

SUBJECT: Exception-to-Policy Request - Dental Corps (DC) Retirement Medallion for  
RANK, LAST, FIRST

1. In accordance with the DC Retirement Recognition Policy, paragraph 9, I request the DC Medallion be awarded to RANK LAST for over XX years of service to the Army. RANK LAST entered active duty on XXXXX and his/her retirement date is XXXXX.
2. RANK LAST is unable to complete 20 years of active federal service because XXXXX (narrative).
3. Point of contact for this action is the undersigned at 210-555-5555.

3 Encls

SIGNATURE BLOCK

1. Justification
2. Officer Record Brief
3. Retirement Orders