



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF, U.S. ARMY DENTAL CORPS  
3630 STANLEY ROAD, RM 283  
JBSA FORT SAM HOUSTON, TEXAS 78234-6100

ATMC-CCD

2 April 2020

MEMORANDUM FOR RECORD

SUBJECT: The Army Dental Corps 30 Year Medallion Policy Guidance

1. Reference AR 372-20, Incentive Awards, 1 April 2014.
2. Purpose: To update policy guidance for the Army Dental Care System (ADCS) 30 Year Medallion.
3. Proponent: The proponent for this policy is the Office of the Chief, U.S. Army Dental Corps.
4. Responsibilities: The Dental Corps Specific Branch Proponent Officer is responsible for reviewing and processing recommendations for the ADCS 30 Year Medallion.
5. Policy.

a. The 30 year ADCS Medallion is awarded by the Chief of the U.S. Army Dental Corps for exceptional service. Dental Commanders are encouraged to recommend all eligible Soldiers and Civilians for this award.

b. Eligibility. Award of the Medallion is restricted to the following:

(1) ADCS Soldiers honorably retiring with 30 years or more of Federal Service who are not pending Uniform Code of Military Justice action, under suspension of personnel actions (Flagged) IAW AR 600-8-2, or under investigation.

(2) ADCS Civilians retiring with 30 years or more of combined Federal civilian and military service provided they have not previously received the ADCS Medallion. For Civilians, nominations must include Equal Employment Opportunity (EEO) and a "no adverse action" certification. In no event will the ADCS 30 Year Medallion be approved for a period of time in which the employee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards or conduct.

(3) There is a two-year time limitation pertaining to submitting requests for the 30 Year Medallion once ADCS Military or Civilian personnel retire.

6. Procedures:

a. Commanders and Directors will consider all members of their respective units/activities retiring with 30 years or more of service and nominate deserving individuals for the award. All

This policy memo supersedes Dental Corps Policy Memo, 1 October 2017, subject: Dental Corps Retirement Recognition Policy.

recommendations will be submitted in memorandum format (Encl 1). It is highly encouraged to submit at the same time as the retirement award submission to ensure both are processed in a timely fashion for presentation.

b. The request must address the award of the Medallion by distinct accomplishments of service (Encl 2), separate from routine performance of duty and more than the fact that the individual served as an ADCS Soldier or Civilian for 30 or more years.

c. A copy of retirement orders (Encl 3), Officer Record Brief with updated photo (Encl 4), Enlisted Record Brief with updated photo (Encl 5), or Civilian personnel data sheet (Encl 6) must accompany the recommendation for the ADCS 30 Year Medallion. Documentation must clearly substantiate 30 years of ADCS service.

d. The DENTAC Commander is the approval authority form nomination packets with 30 or more years of service to the ADCS. The approved recommendation with supporting documents must be routed through the Office of the Chief, U.S. Army Dental Corps for validation, preparation of memorialization documents and submission to Corps Chief for signature.

e. Requests for "Exception to Policy" may be submitted for Soldiers/Civilians who have completed 25 or more years of service. Only in rare cases will such requests be approved. The request must explain why the Soldier/Civilian could not complete 30 years of service and why his or her contributions to the Army and the ADCS were so significant that they should be awarded the ADCS 30 Year Medallion. The request must be submitted in hard copy or via email and must include the same information as noted above. (Encl 7)

f. Forward recommendations to Office of the Chief, U.S. Army Dental Corps, 3630 Stanley Road Rm 283, JBSA Fort Sam Houston, TX 78234 or vial email to [usarmy.jbsa.medcom.mbx.dental-corps@mail.mil](mailto:usarmy.jbsa.medcom.mbx.dental-corps@mail.mil).

7. Recommendations must be submitted at least 60 days in advance of the desired presentation date to allow for approval, engraving, and mailing.

7 Encls

1. Recommendation memo
2. Justification narrative
3. Retirement orders
4. Officer Record Brief
5. Enlisted Record Brief
6. Civilian Personnel Data Sheet
7. Exception to policy request memo

SHAN K. BAGBY  
Brigadier General, U.S. Army  
Chief, Army Dental Corps

# Enclosure 1



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY DENTAL ACTIVITY**  
6518 Reese Road, Suite 405  
Fort Living Room, TX 78236

MCWR-ID

MEMORANDUM FOR Office of the Chief, Army Dental Corps, 3630 Stanley Road, RM 283, Fort Sam Houston, TX 78234

SUBJECT: Request of the Army Dental Care System 30 Year Medallion for COL Stein, Franklin M.

1. In accordance with the Army Dental Care System Policy memo subject: Army Dental Care System 30 Year Medallion Policy Guidance, paragraph 6c, I approved the Army Dental Care System 30 Year Medallion for presentation to COL Franklin M. Stein for 30 years of dedicated service to the AMEDD. COL Stein entered active duty on 19 December 1988 and his approved retirement date is 31 December 2018.

2. Throughout his career, COL Stein demonstrated that he is a leader and consummate, professional team player for all those that had the pleasure to serve with him. His standards are high and commitment to excellence is unparalleled. COL Stein's service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the ADCS Medallion.

3. Point of contact is CPT Norris, John, (856) 921-6812 or email [john.norris.mil@mail.mil](mailto:john.norris.mil@mail.mil).

3 Encls

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

MANUEL L. DRAKE  
COL, MC  
Commanding

## **Enclosure 2**

### **Example Justification**

Colonel Franklin M. Stein served as a shining example of excellence during his 30 year long distinguished career in which he significantly contributed to the betterment of ADCS and the Army. His impact on the training and readiness of the ADCS was well exemplified by successful commands of the 257th Dental Company Area Support from 1991-1992 and the Fort Knox Dental Activity (DENTAC) from 1996 to 1998. He brought the 257th equipment back from Desert Storm to reconstitute the unit. During this he successfully conducted battle-focused training that enhanced the readiness both for his unit as well as that of the whole Fort Bragg community. Similar transformations occurred in his command of the DENTAC at Fort Knox. While deploying units to support operations in Kuwait, Bosnia, Thailand and Kosovo, his command continued to supply superlative dental support and training to units at Fort Knox, Camp Atterbury, and Fort McCoy. His exemplary accomplishments were not restricted to tactical units as was demonstrated during his tour in 1992-1993 at DENCOM where he served simultaneously as Executive Officer and the Chief of Staff. He flawlessly pulled together a rudderless staff and gave it direction and purpose. His insightful leadership was not restricted to within the DENCOM's walls. He rewrote the Emergency Preparedness Plan and coordinated an exercise of all of Fort Sam Houston's players in a test of the National Disaster Medical System that was evaluated as one of the best ever conducted. Following his attendance of the Army War College, COL Stein was sent to serve as the Dental Advisor to the Saudi Arabian National Guard. His mentorship immeasurably helped this fledgling dental component develop, organize and rationalize their structure and training.

## Enclosure 2

### Example Justification (Continued)

His training focus raised the professional competencies of the entire organization from dental assistants to dentists. His personal medical competency was shown as he triaged and treated casualties of the 1995 Riyadh HQ bombing. His leadership and support in Saudi Arabia caught the attention of CENTCOM where he served as deputy Dental Surgeon for 2 years. He ensured that joint medical support was effectively planned for and provided the tri-services serving in that AOR. He developed a 5-year modernization plan for United Arab Emirates that brought up their dental assets to adequately support their forces. He also authored an article on joint medical planning that is still used to train this doctrine. Colonel Stein's final assignment as Chief of Staff, DENCOM was nothing less than stellar. His ability to simultaneously maintain focus on short term daily staff needs, real world mission deployments in 20 countries as well as executing deliberate planning for the next 2 years of Balkans' support missions has clearly demonstrated the true depth of these capabilities. His staff leadership led to demonstrated excellence in several BCTP War Fighters and AMEDD exercises. Throughout his career, COL Stein demonstrated exemplary leadership, unlimited energy and care and concern for soldiers and their families. Colonel Stein's distinctive and unique contributions were the greatest traditions and spirit of the U.S. Army and reflect great credit on him the ADCS, and the AMEDD.

# Enclosure 3

## Retirement Orders

# EXAMPLE

DEPARTMENT OF THE ARMY  
DIRECTORATE OF HUMAN RESOURCES, MILITARY PERSONNEL DIVISION  
2140 LIGGETT AVE, ROOM 300, TRANSITION CENTER  
JOINT BASE LEWIS-MCKENNA, WA 98433-9500

ORDERS [REDACTED]

18 August 2015

1. [REDACTED]

You are reassigned as shown for separation processing.

Assigned to: [REDACTED]

Reporting Date: [REDACTED]

Retirement/Separation date: [REDACTED]

Additional instructions: a. Thirty (30) days prior to PFYD or Transition Leave, report to the Retirement Outprocessing Office (Ms Santos at 253-967-4124/DOA; 357-4124, or Mr. Griffin at 253-967-5673/ASN; 357-5673) at the Transition Center, Fort Lewis, to establish your processing appointments. b. Movement of dependents and shipment of household goods to a home of selection is authorized. c. Upon receipt of this order, contact the Soldier For Life Transition Assistance Program (SFL-TAP) Office for scheduling of transition counseling. Public law mandates DD Form 2958, Individual Transition Plan, must be completed. You are required to turn in this form to the Transition Center prior to receiving your DE Form 214. This form must be signed by the SFL-TAP representative (with SFL-TAP stamp), you, and your Commander. Contact the SFL-TAP office for further guidance, (253)967-3258, Bldg 3271, Lewis-Main (<https://www.sfl-tap.army.mil>). d. Official travel arrangements purchased through a commercial travel office (travel agency) not under contract to the government is not reimbursable.

FOR ARMY USE

Auth: AR 400-8-21

MON: [REDACTED]

Place BAD or OAD: [REDACTED]

MIC: [REDACTED]

SPD: [REDACTED]

Comp: [REDACTED]

FOR ADDITIONAL INFORMATION CONTACT: [REDACTED]

[REDACTED]

BDN: [REDACTED]

Format: 433

2. [REDACTED]

The people of the United States express their thanks and gratitude for your faithful service. Your contributions to the defense of the United States of America are greatly appreciated. You are released from active duty and, on the date following, placed on the retired list. On date placed on the retired list, you are transferred to the United States Army Reserve Control Group (Retired), United States Army Human Resources Command, Fort Knox, Kentucky 40121-5500.

Effective date of retirement: [REDACTED]

Date placed on retirement list: [REDACTED]

Authorized place of retirement: [REDACTED]

# Enclosure 3

## Retirement Orders Example (Continued)

ORDERS [REDACTED]

DA JBLM WA

18 August 2015

Requested place of retirement: N/A  
Retired grade/Date of rank: [REDACTED]  
Prior grade/Date of rank: [REDACTED]  
Completed over 4 years of active service as Enl or WO: [REDACTED]  
Total active federal commissioned service date: [REDACTED]  
Statute authorizing retirement: [REDACTED]  
Other eligible laws: [REDACTED]  
Retirement type and allotment code: [REDACTED]  
Basic Pay: 30 years, 1 months, 20 days  
Vol retirement: 30 years, 0 months, 12 days  
Section 1405: 30 years, 0 months, 12 days  
Date initially entered military: [REDACTED]  
Career Status Bonus: [REDACTED]  
DOB: [REDACTED]  
Sex: [REDACTED]  
Component: RA  
Citizenship code: [REDACTED]  
Significant awards for heroism: [REDACTED]  
Additional instructions: a. PCN is: [REDACTED] b. You are authorized up to 1 year to complete selection of a home and complete travel in connection with this action. Official travel arrangements purchased through a commercial travel office (travel agency) not under contract to the government is not reimbursable. FINANCE MAY WITHHOLD YOUR FINAL PAY UNTIL COMPLETELY CLEARED FROM THE UNIT/INSTALLATION.

### FOR ARMY USE

Auth: AR 600-8-24

HOR: [REDACTED] US

Place [REDACTED] or OAD: [REDACTED]

MDC: [REDACTED]

SFD: [REDACTED]

Format: [REDACTED]

### FOR THE COMMANDER:

\*\*\*\*\*  
\* PERSONNEL PROCESSING BRANCH \*  
\*\* OFFICIAL \*\*  
\*JOINT BASE LEWIS-MCCHORD, WA 98433\*  
\*\*\*\*\*  
LUCIAN W. MCLEMORE  
HR LEAD, TRANSITION CENTER

### DISTRIBUTION:

[REDACTED]  
[REDACTED]  
AFZH-RMF-PM (1)  
AFZH-AGC-DR (1)  
CDR, USAR CON GP (RETIRED),  
1600 SPEARHEAD DIVISION AVE  
FORT KNOX, KY 40122 (1)  
ADOL: NA  
GSS

Officer Record Brief (ORB) for Officer Personnel

OFFICER RECORD BRIEF

AR 600-8-104 CMAAOF-Z5

ORB TYPE	ORIG DATE	FUNCTIONAL CATEGORY	DESIG DATE	CYCLE BRANCH	SP	COMPONENT	AD GRADE - ADOR	SSN	NAME		
2900	20171020	AMEDD SP BRANCH		RA	RA	RA	COL				
SECTION I - Assignment Information			SECTION II - Security Data			SECTION III - Service Data			SECTION IV - Personal/Family Data		
OVERSEAS/DEPLOYMENT/COMBAT DUTY											
End Date	CT	MO	S	T	NUMBER OF TOURS		BASD	Current PPN DS	End Current Tour	Date of Birth	
20090724	HI	37	1	L	Short - 1	Long - 3					
20020606	EG	10	C	I	DROS	DEROS	Basic Date of Apt	Combat Vt Gp	Source of Duty Apt	Country of Cit	
20010806	HI	30	1	I	NA	NA	1		RDTC	US	
10191001	GM	35	C	I	aMILPO Tour Data		Mo/Days Aftcs	Mo/Days	Type of Org Apt	No of Dependents	
19910308	IZ	03	C	C	CBT - 1 OPN - 0 RES - 0				USAR	Adults - 0 to	
					Dwdl Start 19910308		Cur Svc Agency rpr Data		Date of Proj/Ret Hst	Married Status	
					Dwdl Mo-Days 324Mo 2D				20180401	Single	
Date of pending Arrival OS			DLAT			2LT-W91			1LT-CW2	CPT-CW3	MAJ-CW4
Career Field Information - Conversion/AMEDD Warrant			SECTION VI - Military Education			PDGR 10870522			1980003	19920401	1998001
6R Code/Mod/Mos/1/Pos			6R Code/Mod/Mos/2/5mos			LTC-CW5			COL	BG	MG
6SBA			6SBA			PDGR 20041201			2010001		
BRAOC/Mod/Mos/3/Pos			Facil Area/Mod/Mos/3/5mos			TDGR LTO			GEN		
BRAOC/Mod/Mos/3/Pos			Facil Area/Mod/Mos/3/5mos			SECTION VII - Civilian Education			LEVEL COMPLETED		DOCTORATE
Basic Branch/PMOS			PHYSICAL THERAPIST			INTERAGY INSTIT FED H			INSTITUTION		PA USA WAR COLLEGE
Functional Area SMOS			PHYSICAL THERAPIST			AMEDD EXE SKL CRS 64-F			DISCIPLINE		STRATEGIC STUDIES
Career Track			Single			AMEDD TPA PRE-CMD			INSTITUTION		TX BA VLOR IL WACO
Promacy			Branch			INSPECTOR GENERAL CRS			DISCIPLINE		HEAL TH SVCS ADMIN
Prev Branch/PMOS			Functional Area			MEDICAL STRATEG LDRSHP			INSTITUTION		TX BA VLOR IL WACO
Prev Functional Area						ARMY WAR COLLEGE			DISCIPLINE		PHYS THERAPY ORTHO
Control Career Management Field						INSPECTOR GENERAL CRS			SECTION VIII - Awards and Decorations		
Projected Career Management Field			63 B00			CMDR GEN STAFF COLLEGE			LM - 1 SWASM - 3		KIA/ALIBM -
Going report Organization						AIR ASSAULT			MSM - 8		GWTSM - 1
AWAYOR QUALR CATEGORIES						ASED			ARCOM - 3		AFRM - 1
TOP DC As Of						Pilot Status			AAM - 6		ASR - 1
Rating Date						Aircraft			VJA - 1		OSR - 4
Date of Last PCS						Aircraft			ASUA - 3		MFOAM -
SECTION IX - Assignment Information						Aircraft			NDSM - 2		SARLABM
ASBY	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DNOS		
PROJ	20180331										
Current	20170601		W3VZ	HSC CO AMEDDCS	FT SAM HOUSTON	1TX	MC	CSBPO SP	65X00000		
1st Prev	20160608	12	W3VZ	W3VZ HHC CO AMEDDCS	FT SAM HO	1TX	MC	CSBPO SP	65X00000		
2nd Prev	20160501	03	W3VZ	W3VZ HHC 32D MED BDE	FT SAM HO	1TX	MC	CSBPO SP	65X00000		
3rd Prev	20141002	17	W3VZ	W3VZ HHC 12D MED BDE	FT SAM HO	1TX	MC	SP PERS PROP OFF	65X00000		
4th Prev	20130513	16	W3VZ	HHC 32 D MED BDE	FT SAM HO	1TX	MC	SP PERS PROP OFF	65X00000		
5th Prev	20110511	24	W001	USA HLTH CLN PRES MO	PRESIDIO	1CA	MC	COMMANDER CAL MED DET	05A00000		
6th Prev	20090515	20	W2M5	CARL R DARNALL AMC	FT HOOD	1TX	MC	CHIEF ORTHO AND REHAB	65B00000		
7th Prev	20090421	36	W07C	TAMC MED CO A	TRIPLER G	H	MC	CMD INSPECTOR GENERAL	05A00000		
8th Prev	20080825	23	W2LA	USA MEDDAC FT KNOX	FT KNOX	1KY	MC	CHIEF PHYSICAL THERAPY	65B00000		
9th Prev	20030904	11	W2CN	BROOKE AMC HQ HQ C	FT SAM HO	5TX	MC	HEALTH CARE ADMIN	65B00000		
10th Prev	20020602	15	W3VZ	CO-187TH MED BN	FT SAM HO	5TX	MC	BAYLOR HEALTH CARE ADMIN	65B00000		
11th Prev	20010812	09	W4NG	13TUSASPT SNAI	ELGDRA	EG	FC	CHIEF PHYSICAL THERAPY	65B00000		
12th Prev	19990201	30	W07C	TAMC MED CO B	TRIPLER G	H	MC	ASSISTANT CHIEF PT	65B00000		
13th Prev	19970701	19	W2DN	BROOKE AMC HQ	FT SAM HO	5TX	MC	RESIDENT ORTHO PHYS TH	65B00000		
14th Prev	19970501	04	W2DN	BROOKE AMC HQ HQ	FT SAM HO	5TX	MC	ACTING CH PHYS THERAPY	65B00000		
15th Prev	19950315	15	W2DN	BROOKE AMC HQ HQ	FT SAM HO	5TX	MC	STAF F PHYSICAL THERAPIST	65B00000		
16th Prev	19930717	43	W2L6	WOMACK ARMY MED CTR	FT BRAGG	1NC	MC	STAF F PHYSICAL THERAPIST	65B00000		
17th Prev	19910309	04	0002	CS SQ MED TRP ACR	NURNBERG	GE	E7	EXECUTIVE OFFICER	67B00000		
18th Prev	19901212	03	0003	CS SQ MED TRP ACR	SAUDI ARA	SA	E7	EXECUTIVE OFFICER	67B00000		
19th Prev	19900909	03	0002	CS SQ MED TRP ACR	NURNBERG	GE	E7	EXECUTIVE OFFICER	67B00000		



Enlisted Record Brief (ERB) for Enlisted Personnel

For Official Use Only

ENLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK - DOR	PLOS	SSN	COMPONENT
20150421	[REDACTED]	CSM	[REDACTED]	[REDACTED]	REGULAR
<b>SECTION I -- Assignment Information</b>		<b>SECTION II -- Security Data</b>		<b>SECTION III -- Service Data</b>	
OS/Deployment Combat Duty		PSI Status		BASD	
Start-End Date		PSI Invest Int		EIS	
CY (MOTS)		PSI Invest Comp		DREAS	
AR 13 1 0		Language		AGCM DI 2314167	
AZ 14 1 0		Read		AGCM Ego Di 2810187	
TO 1 0 0		Learn			
TB 23 0 0		Speak			
TB 23 0 0		Language			
TB 23 0 0					
TB 23 0 0					
TOT: 23					
Dwell Time					
Start					
Months - Days					
66 Mo 13 Days					
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DEROS					
Start					
20110923					
Date Dependents Arrived OS		DLAB			
PLOS		SECTION VI -- Military Education			
COC		MELINES			
682		SS253300169			
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## **Enclosure 6**

### **Personnel Data Sheet for Civilians**

1. Employee Full Name
2. Current Position Title and grade
3. Service Computation Date for Leave
4. Service Computation Date for Total Civilian Service
5. Annuitant Indicator (if statement shows Ret Enlisted or Ret Officer, provide copy 4 of DD 214)
6. Nominator Name and Position Title
7. Organization
8. Must attach a memo stating whether or not any Equal Employment Opportunity and/ or Adverse Actions were taken

## Enclosure 7



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY DENTAL ACTIVITY**  
6518 Reese Road, Suite 405  
Fort Living Room, TX 78236

MCGP-ND

MEMORANDUM FOR Office of the Chief, Army Dental Corps, 3630 Stanley Road, RM 283, Fort Sam Houston, TX 78234

SUBJECT: Exception to Policy Request Approval of the Army Dental Care System (ADCS) 30-Year Medallion for COL Edwards, Laura D.

1. In accordance with the ADCS 30 Year Medallion Policy Guidance, paragraph 6b, strongly recommend approval of the ADCS 30 Yr Medallion for presentation to COL Edwards for over 29 years and 6 months of dedicated service to the AMEDD. Colonel Edwards entered active duty on 10 December 1988 and her retirement date is 31 December 2018.
2. Explain why the Soldier or Civilian could not complete 30 years of service and why his or her contributions to the Army and the ADCS were so significant that, he or she should be awarded the ADCS 30 Year Medallion.
3. Throughout her career, COL Edwards demonstrated that she is a leader and consummate, professional team player for all those that had the pleasure to serve with her. Her standards are high and commitment to excellence is unparalleled. COL Edwards' service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the ADCS Medallion.
4. Point of contact is CPT Norris, John at (856) 921-6812 or email: [john.norris.mil@mail.mil](mailto:john.norris.mil@mail.mil)

3 Encls

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

ADAM R. SMITH  
COL, MC  
Commanding