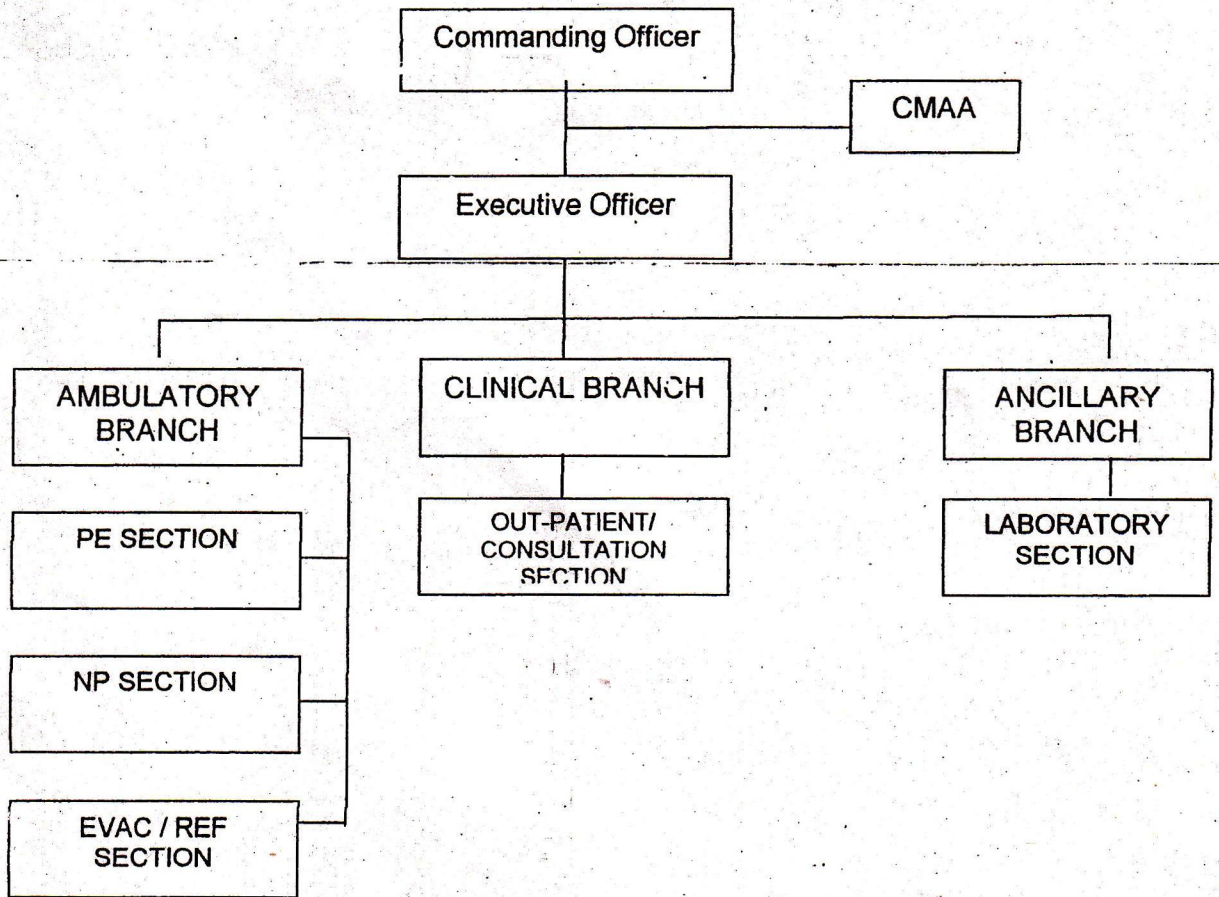


ANNEX A - ORGANIZATIONAL CHART NR 4

CG MEDICAL DISPENSARY





Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila



HPCG/CG-3

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**MISSION, FUNCTIONS AND ORGANIZATION OF THE
COAST GUARD DENTAL SERVICE**

1. MISSION: To provide comprehensive dental care for active duty uniformed and non-uniformed personnel of the Philippine Coast Guard in order to prevent or remedy those dental diseases, injuries or disabilities that may directly or indirectly interfere in the performance of coast guard duties and giving assistance to direct dependents of uniformed personnel, civilian employees and other patients authorized by the Command.

2. FUNCTIONS:

a. Provide measures to treat, correct and arrest oral, dental and maxillo-facial diseases/injuries, and developing abnormalities and disabilities.

b. Conduct dento-oral examination as part of the PCG's screening process for enlistments, reenlistments, commissioning, APE, promotions, and schooling/training.

c. Institute preventive measure to preserve and maintain the general oral health of all Coast Guard personnel.

d. Extend dental care services to direct dependents of uniformed CG personnel except prosthetics and ceramic services.

e. Furnish assistance in the identification of victims of maritime accidents/disaster whose bodies are charred, mutilated or are in an advanced state of decomposition beyond recognition.

f. Perform first aid treatment on maritime accident victim with maxillo-facial injuries as part of maritime search and rescue operation.

3. ORGANIZATION:

A. The Coast Guard Dental Surgeon is a member of the technical staff of the Commandant, PCG. As such, his basic title as a staff dental officer shall be "The Coast Guard Dental Surgeon," an advisory position rather than a professional qualification. He shall be under the functional direction and control of the Commandant, PCG. He shall be under the administrative supervision of the Deputy Commandant for Administration. He exercises technical supervision over all dental units of the PCG to include logistical requirements for their operations. Following are his duties and responsibilities:

1) Responsible for preparation of plans and policies for the progressive development of the dental health of the command by preventive, therapeutic and control of

dento-oral diseases, injuries and deficiencies among persons subject to coast guard control, including immediate dependents and rural indigent patients.

2) Responsible for monitoring and developing of needed skills of dental officers and EP to include their projected assignments for effective utilization.

3) Insure the high quality of dental activities rendered to all dental operating units and their dependents.

4) Formulates budgetary requirements for the operation of the Coast Guard Dental Service Group.

5) Advises CPCG on the requirements for commissioned officers, enlisted personnel and civilian employees of the unit, recommend appointments, classifications, promotions and reductions, awards and decorations, etc.

6) Advises the Commandant, PCG as to the needs of the dental service with regard to equipments, materials, and supplies.

7) Recommends to CPCG the activation and or upgrading and deactivation of dental units as deemed necessary.

8) Coordinates with other health services units on matters pertaining to the dental health of the command.

9) Recommends plans and programs for the comprehensive training of dental personnel.

10) Supervises the conduct of dental assistance program and mass bass operations.

11) Coordinates with other technical services all matters pertaining to the dental health of the Command.

12) Perform other functions as maybe directed by CPCG.

B. The Deputy Coast Guard Dental Surgeon

1) Assist the CG Dental Surgeon in carrying out his duties and responsibilities and acts in his absence

2) Assures that all instructions, policies, plans and guidance of the CG Dental Surgeon are carried out efficiently.

3) Responsible for the general supervision and coordination of respective functions by the heads of the different branches.

4) Formulate plans relative to the enhancement of the dental health programs of the PCG.

5) Develop and maintain competent liaison and communication network with counterpart in dental unit/agencies.

6) Reviews office actions and inform CG Dental Surgeon of the various activities being undertaken by the unit.

7) Perform other duties that the Coast Guard Dental Surgeon may direct.

C. Command Master Chief Petty Officer (CMCPO)

1) Advises the CG Dental Surgeon on the state of moral and welfare of the enlisted personnel of the unit

2) Performs such other duties as the CG Dental Surgeon may direct

D. Admin and Personnel Branch

1) Provides efficient and effective manpower and administrative support requirements on the accomplishment of the CG Dental Service Group mission.

2) Ensures the enhancement of the career development and over-all morale and welfare of personnel.

3) Advises the CG Dental Surgeon on matters concerning the moral, welfare and discipline of personnel.

4) Disseminate and implement all policies, memoranda and directives issued by the CG Dental Surgeon and by the Command..

5) Maintains adequate and systematic record keeping procedure

6) Performs such other duties as the CG Dental Surgeon may direct.

E. Logistic and Supply Branch

1) Provides efficient and effective logistical, financial support requirements

2) Procures, receives, inspects, stores and issues dental equipments and supplies.

3) Monitor, control and supervise the Dental Unit's dispensation of supplies and materials.

4) Responsible for the formulation of plans for the adequate maintenance of dental equipments.

5) Perform other duties as maybe directed by CG Dental Surgeon.

F. Operation Branch

1) Monitors, supervise and evaluate all operational activities of all units of the CG Dental Group.

2) Prepares reports regarding all operational activities of all dental units of the CG Dental Group.

- 3) Formulate policies, doctrines and guidelines regarding dental services to ensure an efficient and delivery of its services to PCG personnel and direct dependents.
- 4) Perform such other duties as the CG Dental Surgeon may direct.

G. Plans and Program Branch

- 1) Responsible for the formulation of plans for the efficient operations of the different Coast Guard Dental Installations in accordance with the policies of the Command.
- 2) Responsible with the mapping out of training programs for dental personnel to include Basic, advance, OJT and in-service training, both local and abroad.
- 3) Prepare plans and program for the continuous development and upgrading of the Coast Guard dental unit.
- 4) Keep an up to date data regarding cost, latest dental technology, technique and equipments for future references and usage.
- 5) Perform other duties and responsibilities as directed.

4. OPERATING UNITS:

A. DENTAL DISPENSARY - is a dental installation established at headquarters, districts, and Coast Guard bases. It provides dental services to all Coast Guard personnel and direct dependents of all units stationed within the establishments. It is classified into the following types:

(1) Dental Dispensary "Type A" - supports 1,000 to 1500 CG personnel and about 3,000 - 4,500 of direct dependents. It has the following functions:

- (a) Conduct dento-oral examinations as part of physical examination for commissionship, CAD, APE, enlistment, reenlistment, schooling abroad to include survey of troops.
- (b) Treat dento-oral diseases and in conformity with clinical requirements include dental X-ray examinations.
- (c) Perform oral and maxillo-facial surgical operations on cases with oral and maxillo-facial abnormalities, diseases, disabilities and injuries.
- (d) Perform root canal therapy, restorative fillings, and oral prophylaxis as part of preventive and conservative dentistry.
- (e) Perform dental implantation on fully edentulous cases with severe alveolar ridge resorption.
- (f) Provide/fabricate mechanical orthodontic appliance, fixed or removable to correct or intercept malocclusion or developing malocclusion of teeth and TMJ abnormalities as part of corrective, interceptive orthodontics.
- (g) Fabricate all types of prosthetic restorations to include white metal frameworks for partial dentures and porcelain-ceramic crown and bridges.

(h) Extend dental care services except prosthetic and porcelain restoration to direct dependents of CG uniformed personnel and authorized civilians

(i) Provide first aid treatment on maritime accident victim with maxillo-facial injuries as part of maritime search and rescue operation.

(j) Furnishes assistance in identification of maritime casualties involving

(k) Extend emergency dental care round the clock.

(2) Dental Dispensary "Type B" - support 500 to 1000 CG personnel and about 1,500 to 3,000 of direct dependents. Its functions are as follows

(a) Conduct dento-oral examinations as part of physical examination for commissionship, CAD, APE, enlistment, reenlistment, schooling abroad to include survey of troops.

(b) Treat dento-oral diseases and in conformity with clinical requirements include dental X-ray examinations.

(c) Perform root canal therapy, restorative fillings, and oral prophylaxis as part of preventive and conservative dentistry.

(d) Fabricate all types of prosthetic restorations including white metal frameworks and porcelain ceramics fixed bridges.

(e) Provide/fabricate mechanical orthodontic appliance, fixed or removable to correct or intercept malocclusion or developing malocclusion of teeth and TMJ abnormalities as part of corrective, interceptive orthodontics.

(f) Extend dental care services except prosthetic and porcelain restorations to direct dependents of CG uniformed personnel and authorized civilians.

(g) Furnishes assistance in identification of bodies of maritime accident victim that are mutilated, charred or in an advance state of decomposition beyond recognition.

(h) Provide first aid treatment on maritime accident victim with maxillo-facial injuries as part of maritime search and rescue operation.

(i) Extends emergency dental care round the clock

(3) Dental Dispensary "Type C" - support 200 to 500 CG personnel and about 600 to 1,500 of direct dependents. It has the following functions:

(a) Conducts dento-oral examinations as part of physical examination for commissionship, CAD, APE, enlistment, reenlistment, and schooling abroad to include survey of troops.

(b) Treats dento-oral diseases and in conformity with clinical requirements include dental X-ray examinations.

(c) Perform root canal therapy, restorative fillings, and oral prophylaxis as part of preventive and conservative dentistry.

(d) Fabricate prosthetic restorations excluding white metal frameworks and porcelain-ceramics crown and bridges.

(e) Extend dental care services except prosthetic and restorations to direct dependents of CG uniformed personnel and authorized civilians.

(f) Furnishes assistance in identification of bodies of maritime accident victim that are mutilated, charred or in an advance state of decomposition beyond recognition.

(g) Provide first aid treatment on maritime accident victim with maxillo-facial injuries as part of maritime search and rescue operation.

(h) Extends emergency dental care round the clock

B. DENTAL STATION - a dental installation established in coast guard districts and major units. Its mission is to preserve the dento - oral health of CG personnel and their dependents to include civilian employees and other authorized civilians. They are classified into two types in accordance with the number of Coast Guard Units it supported. Its functions and capabilities vary with the groupings of their respective components. Under the dental station's operational and administrative control are the station headquarter, dental dispensary and the dental team.

1. Dental Station "Type A" - supports 5 to 7 Coast Guard Districts and other Coast Guard units. It is organized as follows:

(a) Station Headquarters

(1) Provide administrative, technical and operational control and supervision over the component units of the Dental Station.

(2) Advises the CG district commander or major unit commander and their respective staffs on matters involving dental services.

(b) Dental Dispensary Type "B" (Organic to Dental Station Type "A")

(c) Dental Team Type "B" (Organic to Dental Station Type "A")

2. Dental Station Type "B"- supports two (2) to four (4) CG districts and other PCG major unit. It is organized as follows:

(a) Station Headquarters

(1) Provide administrative, technical and operational control and supervision over the component units of the Dental Station.

(2) Advises the CG District Commander or Major Unit Commander and their respective staffs on matters involving dental services

(b) Dental Dispensary Type "C" (Organic to Dental Station Type "B")

(c) Dental Team Type "B" (Organic to Dental Station Type "B" and may either be fixed or mobile.

C. DENTAL TEAM – smallest dental unit that provides dental services to district personnel and other CG units in the area. It can be a mobile type or fixed type dental unit. It is classified as:

a. Dental Team Type "A" - supports a population of 500 – 1,600 uniformed personnel to include dependents and authorized civilians. It is under the operational and administrative control of the CG Dental Surgeon.

b. Dental Team Type "B" - supports a population of 300 - 1,200 uniformed personnel to include dependents and authorized civilians. It can either be fixed or mobile. It is under the operational and administrative control of the CG Dental Station.

5. COMMAND RELATIONSHIP:

The Commandant, PCG shall designate the Coast Guard Dental Surgeon upon recommendation of the PCG Distribution "A".

6. RECESSION: All PCG previous publication not in conformity with this Circular is hereby rescinded.

7. EFFECTIVITY: This Circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN:

OFFICIAL:

ELPIDIO B PADAMA
RADM PCG
Acting Chief of Staff


JUAN MANUEL DF RAMOS JR
LCDR PCG
The Coast Guard Adjutant

Annexes:

- Annex A - Organizational Charts (A1, A2, A3, A4, A5, A6,)
- Annex B - Personnel Distributions (B1, B2, B3, B4, B5, B6)