

[RANK] [FIRST NAME] [LAST NAME],  
20XX NHA MAINTENANCE CHIEF PETTY OFFICER OF THE YEAR NOMINATION  
HSX-XX, POC: RANK, FIRST LAST, Email: joe.great@navy.mil, phone #

Positions Held:

- example
- example
- example

Qualifications/Qual Dates:

- example
- example
- example

Significant Individual Achievements:

- example
- example
- example

Departmental/Divisional/Command-wide Impact:

- example
- example
- example

Additional Information:

- example
- example
- example

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- One-page maximum single-spaced nomination form
  - Use additional information line to address relevant information not covered in individual achievements summary
  - Fill out the attached citation

The Naval Helicopter Association  
takes great pleasure in presenting the  
20XX NHA Region XXX Maintenance Chief Petty Officer  
of the Year Award  
to

[RANK] [FIRST NAME] [LAST NAME]  
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For sustained superior while serving as Detachment  
Maintenance Chief assigned to Helicopter XXXXXXXXXX Squadron XXXX  
from January 20XX to December 20XX. [Add narrative bullets]  
Senior Chief Stellar's professionalism and devotion to duty  
reflect great credit upon himself and were in keeping with the  
highest traditions of the United States Navy and the Naval  
Helicopter Association.

J. C. GALAXY  
Commander, United States Navy  
President, Naval Helicopter Association, Region XXX