

[RANK] [FIRST NAME] [LAST NAME],
20XX NHA MAINTENANCE 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 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 XXXXXX Squadron XXXX
from January 20XX to December 20XX. [Add narrative bullets]
[RANK] [FIRST NAME] [LAST NAME] 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