

RESERVE EDUCATION & TRAINING REQUEST FORM

DIRECTIONS: 1. Complete ALL fields on both pages 2. Save form and rename using your name and date of request

3. Forward to your DET Leadership for recommendation and routing to your Head Quarters Chain of Command.

4. After approval, Chain of Command forwards your form to email address: reserve.liaison@med.navy.mil

Navy Reserve Liaison Office WILL NOT accept Short Course Nomination Forms Directly from the member, it must come from Chain of Command!

RATE/RANK	LAST NAME, FIRST	MI	CORPS	DESIG	NOBC/NEC
HOME ADDRESS (include City, State and Zip)					
BEST CONTACT NUMBER(s)					
PRIMARY E-MAIL FOR CONTACT					

RESERVE COMMAND INFORMATION

RESERVE UNIT (List command & assigned det)	Commanding Officer's Name	CO E-MAIL
	HQ Training Officer Name	HQ Training Officer E-mail
Cross Assigned Unit (If applicable) (List command info)	Cross-Assigned CO NAME	Cross-Assigned CO E-MAIL
	Cross-Assigned HQ Training Officer Name	Cross-Assigned HQ Training Officer E-mail

COURSE DATA

COURSE NAME, NUMBER, & LOCATION (Must Include City, State, and Zip) Provide website address for course	NOMINATION DUE DATE As Indicated from course site	Course Start Date	Course End Date	State if wishing to use AT or ADT ** AT needs Release from Local OSO **

JUSTIFICATION

1. You must indicate why this course is appropriate for your training or career. You must answer how this will benefit Navy Medicine. Also, you must address if required training. If this is required training, instruction which states is required training must be listed.

2. List all ADT's and AT's for last 4 years. List who the annual training supported or course names.

3. How many CEU/CME's will be awarded? For all courses, course completion certificates must be submitted to reserve.liaison@med.navy.mil All CEU/CME certificates must be submitted as well.

4. If course is 5 days or more, AT is to be used first. You must have a release from your OSO. Please indicate POC for who granted, their contact information, and when was granted.

Most Recent PFA Result - AS RECORDED IN PRIMS DATABASE:

Date of PFA:

By entering this result and date, I confirm the results are accurate and recorded in PRIMS