

(Example of a civilian Program Director Narrative Summary)

Date

MEMORANDUM

From: Program Director, Name and address of your Training Program,
To: Commanding Officer, Name and address of your Reporting Senior

Subj: RANK, FIRST, MI, LAST NAME, MC, USN EVALUATIVE SUMMARY
ALL IN CAPS

EXAMPLE: Rank Name, MC, USN has just completed his/her third year of general surgery training at the Name of training site. He/she will now begin his/her fourth year of surgery training of a 5-year surgery program. This letter is an evaluation of Lieutenant _____'s performance to date.

Lieutenant name is at the "Top of his/her residency class" receiving accolades for his/her management of workload cases, peer education, and early research project initiative.

He/She is lauded for his/her collegiality among staff physicians, nurses, technologists and residents, he/she received the second highest overall marks ever received in this program during 360 reviews.

Performed over 700 procedures as compared to the fellow norm of 500 procedures, and demonstrated both proficiency and superior surgical expertise, second to none in his/her program.

Gained the skills and knowledge needed in treating complex patients with WHATEVER disease as a bridge to transplant.

With continued dedication to the enhancement of WHATEVER – he/she has 3 articles under review and 1 article accepted for production in peer-reviewed journals. Additionally is serving as the lead investigator in 2 WHATEVER research protocols.

A staunch advocate for mentorship and continuing education, he/she presented at 4 grand rounds and invited lectures in civilian and military venues.

As a third-year resident, Dr. _____ mastered the pre-surgical and post-surgical management of patients and developed technical skills above that expected for his/her level of training. His/her fund of knowledge is excellent and his/her judgement is superb. His/her conduct is truthful and ethical and without reproach. His/her demeanor is professional yet empathetic to the needs of the surgical patient. He/she communicates well with his/her peers and with the ancillary staff. His/her personal attire and grooming are consistent with that expected of a Naval Officer.

Subj: LIEUTENANT (TRAINEE'S NAME), MC, USN EVALUATIVE SUMMARY

(Signature)