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 1 Oct 22

From: OIC or Department Head

To: Commander, (i.e. Naval Air Forces)

Via: Commanding Officer, (Your Command)

Subj: SEARCH AND RESCUE MEDICAL TECHNICIAN OF THE YEAR NOMINATION

 ICO RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE INITIAL

Ref: (a) NAMI SMTOTY MESSAGE \_\_\_\_

Encl: (1) Copy of PRIMS

 (2) Official Photograph (5X7 Color Photograph uncovered in Service Dress Blues)

 (3) Additional justifying correspondence (optional)

1. RANK (WARFARE) FIRST MIDDLE. LAST is nominated and meets all requirements, per reference (a). The following information and enclosures (1) through (3) are provided for your consideration.

2. Service Information

 a. RANK (WARFARE DEVICE) LAST, FIRST M.I., UNIT ASSIGNED

 1) Time in Service: (YEARS/MONTHS)

 2) Date Assigned as SMT: (MONTH/YEAR)

 3) Date Reported for Current Duty (MONTH/YEAR)

 4) PRD/EAOS (MONTH/YEAR)

 5) Assigned EDVR Billet Rank (PAYGRADE)

 6) Eligible for Advancement (YES/NO)

 7) Record of NJP Last 18 Months (NO/YES-EXPLAIN)

 8) Previous two PFA cycles (OUTSTANDING/EXCELLENT/etc.)

3. Command Duties and Responsibilities

 a. Primary Responsibilities:

 b. Leadership:

 c. Job Performance:

 d. Enroute Care Contributions:

 e. Collateral Duties:

 f. Physical Fitness Scores:

 g. Peer Group/Community Involvement:

 h. Educational Accomplishments: (Military and Civilian)

 i. Meritorious Achievements:

4. Point of contact is \_\_\_\_\_\_\_\_, with (Command) at (000) 000-0000.

 I. M. SAILOR

 RANK, USN