



**DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)**

MEMORANDUM FOR *(enter name of nominee)*

FROM: *(enter org and office symbol)*

SUBJECT: Time off Award

You have been selected to receive a Time off Award of *(enter number of days)* for noteworthy accomplishments achieved during subject period. During that time you distinguished yourself by the following actions:

1. *(enter specifics – no more than 1 page)*
- 2.
- 3.

Your accomplishments reflect credit upon yourself, your unit and the United States Air Force and are deserving of this recognition.

*Signature Block and Signature of  
Approving Official*

Attachment:  
Certificate (USAFE Form 221)