



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

MEMORANDUM FOR *(enter name of nominee)*

FROM: *(enter org and office symbol)*

SUBJECT: Special Act or Service Award –  
Rating Period 16 May 07 – 15 May 08

You have been selected to receive a Special Act or Service Award of *(enter Award amount, Number of days granted)* for your exceptional performance during subject rating period. During that time you distinguished yourself by the following actions:

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

Your performance during the past rating period reflects credit upon yourself, your unit and the United States Air Force and is highly deserving of this recognition.

*Signature Block and Signature of  
Approving Official*

1 Attachment:  
Certificate (AF Form 2860)