MEMORANDUM FOR ***(enter name of nominee)***

FROM: ***(enter org and office symbol)***

SUBJECT: Sustained Superior Performance Award

Rating Period 01 Apr 24 – 31 Mar 25

You have been selected to receive a Sustained Superior Performance 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 2858)