

NOTE TO AN AIRMAN

Target Audience: Leaders at all levels

PURPOSE

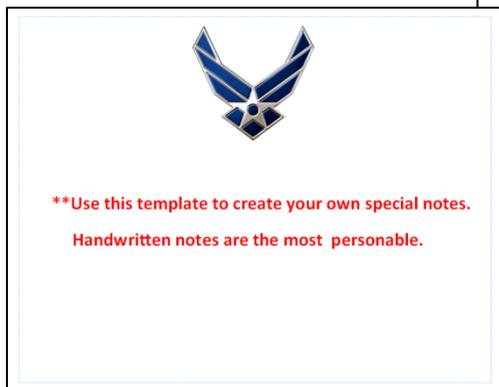
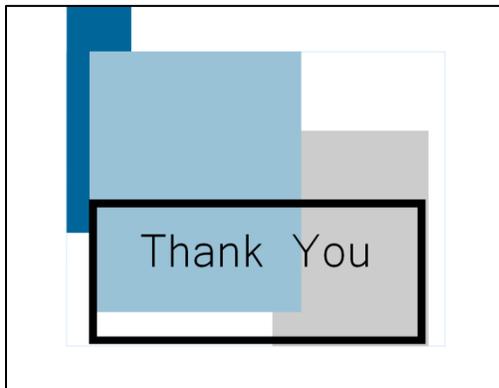
To foster and support today’s young Airmen. We must always remember our impressionable Airmen are the future of America’s Air Force.

DESCRIPTION

Those instances when you are “extra” proud of one of your Airmen are the perfect opportunity to show them their actions have been noticed and greatly appreciated. You, as the commander, send a hand-written thank you note to one of your Airmen. Make the personalized note extra memorable by including a one-day pass and/or award them with a coin.

EMPLOY

- Prepare the thank you note citing the reason(s) why the Airman stood apart from their peers. Examples include going the extra mile in their day-to-day duties, assisting a struggling Airman, or any other time they are caught in the act of superior wingmanship.
- Use the template below if you would like. Hand-written notes are encouraged because they are more personable.
- Present the thank you note to the Airman with their supervisor and/or peers present.



A1C Jones,

Achieving a perfect score on a dormitory inspection is no easy accomplishment. Your focus and attention to detail is commendable and is an inspiration for other Airmen in our squadron. Please accept my sincere thanks along with a one-day pass.

Robert Snuffy, Lt Col, USAF

Commander