DD Month YYYY

MEMORANDUM FOR HQ RIO

FROM: Unit/CC

SUBJECT: Unit Reserve Coordinator(s) Appointment Letter

1. The following individuals are appointed as Unit Reserve Coordinators for the UNIT, in accordance with DAFMAN 36-2114 dated 24 May 2021, Management of the Air Force Reserve IR and Full-Time Support Programs, for the following PASCODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Primary**

Name: John E. Smith

Grade: E-6

Duty Phone: 111-1111

Commercial phone: 314-111-1111

E-mail: John.Smith111@us.af.mil

EDIPI: 1########1

AF Portal ID: John.E.Smith

**Alternate**

Name: Jane M. Snuffy

Grade: O-1

Duty Phone: 111-1111

Commercial phone: 720-111-1111

E-mail: Jane.Snuffy4@us.af.mil

EDIPI: 1########8

AF Portal ID: Jane.M.Snuffi

2. The Unit Reserve Coordinators will ensure they perform duties as described in DAFMAN 36-2114. This memo supersedes all previous memos on the same subject. Please contact my POC Rank Jim Johnson at 720-111-1112.

 JACOB A. SNUFY, Lt Col, USAF

 Commander