



HEADQUARTERS READINESS AND INTEGRATION
ORGANIZATION

Memorandum of Instruction

6 FEBRUARY 2024

UNIT RESERVE COORDINATOR (URC) RECOGNITION PROGRAM

OPR: HQ RIO/Servicing Detachment Superintendent

Certified by: HQ RIO/CC
(Col Nathan T. Day)
Pages: 2

This instruction describes eligibility and selection panel procedures for the administration of The Headquarters Readiness and Integration Organization (RIO) Detachment Unit Reserve Coordinator (URC) Recognition Program.

1. Policy. The RIO Commander administers this awards program. It applies to all reservists, active duty enlisted and officer personnel and civilian employees appointed as URCs that support Individual Reservists (IRs).

2. Period for Consideration.

2.1. The periods for the quarterly programs are:

2.1.1. 1st Quarter includes 1 January through 31 March - due 7 Apr

2.1.2. 2nd Quarter includes 1 April through 30 June - due 7 July

2.1.3. 3rd Quarter includes 1 July through 30 September - due 7 October

2.1.4. 4th Quarter includes 1 October through 31 December - due 7 January

2.1.4.1 RIO Detachments will send out a tasker to all IRs and supervisors NLT the 1st week of the last month of the quarter.

2.2. The period for the annual program is:

2.2.1. 1 January through 31 December

2.2.1.1. RIO Detachments will send out a tasker to all IRs and supervisors NLT 7 December with a suspense of 7 January.

2.3. In all cases, if the due date of a quarterly or annual package falls on a holiday or weekend, packages are due the duty day prior.

3. Eligibility: RIO Detachment's quarterly/annual awards program is established to recognize URCs for outstanding support.

3.1. All URCs that support RIO IRs are eligible.

4. Nomination Process and Quotas.

4.1. Any government supervisor, active duty unit supervisor, RIO Detachment staff member or IR may only submit one nomination for any award period.

4.1.1. Annual award nominations are not restricted to quarterly awards winners.

4.1.2. Quarterly award winners will not be automatically considered for annual awards.

4.2. Nominations must be submitted electronically to the RIO Detachment Superintendent no later than established suspense dates.

4.2.1. Ensure nominee is eligible IAW para 3.1.

4.2.2. Nominations will be in paragraph form explaining what projects or activities the URC achieved in the prescribed time period.

5. Responsibilities:

5.1. The RIO Detachment Superintendent will:

5.1.1. Monitor and serve as the focal point for the URC quarterly/annual awards program.

5.1.2. Widely publicize the RIO Detachment's URC quarterly/annual awards program.

5.1.3. Ensure each nomination meets the guidelines established by this instruction.

5.1.4 Responsible for the final selection based on number and quality of nominations.

5.1.5. Prepares notification and procures final award (letter to award winner's commander and certificate).

NATHAN T. DAY, Colonel, USAF
Commander