



30 March 2018

MEMORANDUM FOR HQ RIO DET 5

FROM: (Members unit)

SUBJECT: Verbal Orders of the Commander (VOCO)

References: (a) AFI 36-2629, *Individual Reservist (IR) Management*
(b) AFI 33-328, *Administrative Orders*
(c) AFI 65-103, *Temporary Duty Orders*
(d) AFI 65-109, *Preparation of AF Form 938*
(e) JTR, CH 2, PARA U2210-B1/2

1. (Enter justification explaining the reason for the last minute submission and need for the start date requested.)

MEMBERS RANK, LAST NAME, FIRST NAME

2. I request and recommend giving him/her a verbal order to start from (City/State) and report to (Location reporting to) on (Start travel date) and return (Return date).

If rental cars are not approved by the approving official, it will be at members own expense.

3. Funding information is as follows:

Travel and Per Diem: (Travel fund cite from Unit Resource Advisor required for RPA/MPA duty, For duty AT leave blank).

4. Please direct any questions to MSgt Jacklin Black, DSN 497-2331, com 478-327-2331, e-mail det5orders@us.af.mil.

signature

CC/Supervisor signature block

Title

1st Ind, RIO DET 5/CC

I approve/disapprove this request.

DAVID A. LESKO, Col, USAF
Commander