

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND



6 March 2019

MEMORANDUM FOR HQ RIO DETACHMENT 6 INDIVIDUAL RESERVISTS

FROM: HQ RIO Det 6/CC  
8126 Hanger Loop Drive Bldg 296  
MacDill AFB FL, 33621

SUBJECT: Last-minute Orders Requests

1. Our goal at HQ RIO Detachment 6 is to provide you with published orders at least five calendar days prior to the start date of your duty. The orders process can be bureaucratic and complex due to the many legal/monetary requirements and different organizational touch points along the way before an order is officially approved. Det 6 is just one stop in that process. As such, I expect IRs to be submitting orders requests **30 calendar days** ahead of their requested start date to meet the necessary timeline IAW AFI 36-2254V1, para 6.5.4.
2. The Det 6 Readiness staff will provide you with a Verbal Order of the Commander (VOCO) if this cannot be met as a result of systems issues or delays within HQ RIO. That allows you to make travel arrangements a few days ahead of time to hopefully avoid any last minute problems that may occur. However, VOCOs do not allocate funding and therefore are not payable orders.
3. Due to the large influx of last-minute orders not driven by bona fide mission needs, anyone entering an order request in AROWS that is less than one month from the start date of duty must also submit a VOCO request for my approval. This VOCO must provide **detailed** mission justification for the short notice request and be signed by your active duty commander. IRs without certified orders or a signed VOCO from Det 6 are **not** in any duty status, and therefore are **not** authorized to report to duty.
4. Last-minute orders requests without strong justification for the late submission will be disapproved. You will need to work with your unit to reschedule the duty with a future start date and then resubmit your orders request. These sudden "emergencies" too often end up delaying processing of other requests that were submitted in a timely manner, causing them to become "emergencies" as well. This vicious cycle has become unsustainable, and we need to return to a normalized first-in/first-out battle rhythm.
5. We fully understand there are exceptions (such as with the Emergency Preparedness Liaison Officers), and some late submissions are inevitable. However, those are the exception and not the norm. If mission needs drive you to submit a last-minute request, I'm asking that you call or email my Det 6 Readiness & Integration staff at 813-828-5035, option 2 (DSN 968) as soon as you are aware of the requirement. Early communication is essential! Help us help you stay committed to supporting your training requirements and the active duty mission. We owe it to each other to do our respective parts.

A handwritten signature in blue ink, reading "Paul R. Delano Jr.", is positioned above the typed name and title.

PAUL R. DELANO JR., Colonel, USAF  
Commander