



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**

01 October 2025

MEMORANDUM FOR HQ RIO Detachments & Individual Mobilization Augmentees (IMAs)

FROM: HQ RIO

18420 E. Silver Creek Ave, Bldg 390  
Buckley SFB CO 80011

SUBJECT: Verbal Orders to Proceed Guidance Memorandum (HQ RIO, #GM 25-10)

References: (a) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*  
(b) DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021  
(c) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023  
(d) DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 Jan 2025

1. Verbal Orders of the Commander (VOCO) will be issued only by exception and will not be used to circumvent core administrative processes. (T-1) *Additionally, they are not to be utilized for the convenience of the member seeking ADOS orders on a compressed timeline.* In these cases, the member will be required to reschedule the projected duty to ensure the 30-day orders request timeline is met to ensure proper processing of the request by HQ RIO/IRW (Orders Writing Cell – OWC). Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as practical for the order writers to produce an order. (T-1)

a. HQ RIO will publish active-duty orders (i.e. Annual Tour – AT, ADOS-RC – RPA, and ADOS-AC – MPA) using the AF Form 938. DAFMAN 36-2136 further stipulates AF Form 938 orders will be created in the Air Reserve Orders Writing System-Reserve (AROWS-R). HQ RIO will verify if sufficient funding is available before approving orders.

b. The system of record in which IR members will submit orders requests is myFSS. The HQ RIO orders writing authority for all such orders requests is HQ RIO/IRW (Orders Writing Cell - OWC). All members can access the HQ RIO orders request process via the myIMA Management tile on the main splash page of myFSS. All AF Form 938 orders for IR members will be approved by the Air Reserve Personnel Center Financial Analysis Division (ARPC/FMA).

c. If MPA days are not allocated, authorized, and obligated in advance of official travel date or order start date, a VOCO may be approved. However, the MPA database (M4S) must be updated by the FAMM or MMO within 3 duty days.

d. A VOCO for AT will only be issued in the event HQ RIO cannot produce orders prior to member's travel or duty start date due to a system limitation or malfunction of the orders writing system of record. Short-notice requests for AT will require requested dates to be re-scheduled to allow HQ RIO to produce orders in a timely manner. NOTE: Per DAFMAN 36-2136, para 5.7.2. all orders requests for AT for the current FY must be submitted NLT 31 May.

e. Members will NOT be authorized a VOCO in the case of the member requiring an 1,825 end strength waiver. All 1,825 Waivers MUST be approved for Reserve members by the AFRC/CD prior to beginning any ADOS-RC orders request process. The point of contact for 1,825 Waivers is AFRC/A1RR, AFRC.DPXX@us.af.mil. Members seeking 1,825 Waivers for ADOS-AC orders must refer to DAFI 36-2619.

f. When mission requirements dictate, late orders requests for ADOS-RC & ADOS-AC involving travel within 14-days of the orders start date requires a VOCO to be coordinated and approved through the member's assigned AC organization and if appropriate, the AC organization with which the member is performing orders *prior to the start of any tour start date*.

2. The attached VOCO template serves as a standardized format with which to document VOCOs when necessary and appropriate IAW the purposes defined above.

a. HQ RIO Detachment Commanders are no longer required to endorse VOCOs for IR members.

b. The IR member's assigned unit commander (ARC Commander) and the commander of the unit the IR is of the unit the IR is supporting via ADOS-AC or ADOS-RC (RegAF Commander) must endorse the VOCO indicating all requirements are met and justification meets urgent mission requirements. If the IR is performing ADOS-AC or ADOS-RC at the assigned unit in which they are assigned, the only signature required is the IR's "ARC Commander" or equivalent of the unit in which they are assigned. In this case, the RegAF and ARC Commander are one and the same.

c. If a VOCO is required due to HQ RIO error, the HQ RIO/CD will be the approval authority.

3. My POC for this guidance memorandum and the attachment is Colonel Dixie A. Duke, IMA to the HQ RIO/CC, 720-847-3696, or dixie.duke.1@us.af.mil. All previous guidance regarding Verbal Orders to Proceed is superseded as of the date of this Guidance Memorandum.

DAY.NATHAN  
T.1049165109

Digitally signed by  
DAY.NATHAN.T.1049165109  
Date: 2025.10.01 13:17:10  
-06'00'

NATHAN T. DAY, Colonel, USAF  
Commander

Attachment:

Template – Verbal Orders to Proceed.pdf



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**

MEMORANDUM FOR HQ RIO/IRW (Orders Writing Cell)

FROM:

SUBJECT: Verbal Orders to Proceed

References: (a) AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*  
(b) DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021  
(c) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 Dec 2023  
(d) DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 Jan 2025  
(e) AFI 65-103, *Temporary/Special Orders*, 19 Aug 2019  
(f) HQ RIO/CC GM 25-10, *Verbal Orders to Proceed*, 01 Oct 2025

1. I have read, understand, and acknowledge Guidance Memorandum 25-10 above. \_\_\_\_\_
2. In accordance with the references above, this memo serves as a Verbal Order to Proceed (VOCO) in lieu of an AF Form 938 order for:

Member's Name & Grade:

myFSS Orders Request Case #:

Dates:

Member will proceed from:

Member will report to:

Order Type:

M4S Task ID (ADOS-AC MPA Only):

Line of Accounting (LOA) for Travel, PCS, etc (if applicable):

Fund Cite Authorization Letter (FCAL) attached to this VOCO

TLN for Formal School Attendance (if applicable):

Reason for VOCO:

Justification: Mission-related/Severe mission impact

3. I have verified the readiness, participation (i.e., FY AT and IDTs performed/scheduled), evaluation and total force ancillary training and he/she is compliant and ready to perform duty. He/she does not possess undelivered orders outstanding and/or identified on an open document

list (i.e., travel voucher). I have confirmed the member will not enter sanctuary during this order: Member's Total Active Federal Military Service (TAFMS) does not attain 18 (but less than 20) years of active duty prior to and during this requested duty. I have also verified the member's MSD (officer)/HYT (enlisted) *will not expire* during this tour.

Readiness Status Green - If member has outstanding Readiness, I understand these items must be addressed during this tour. \_\_\_\_\_

FY Participation:

Member \_\_\_\_\_ subject to Sanctuary Rules for this tour and \_\_\_\_\_ have a waiver on file  
Member's MSD/HYT:

Member's 1,825 limit \_\_\_\_\_ be exceeded during this tour

If yes, approved extension is attached

4. I have ensured the member acknowledges the following regarding this VOCO and associated tour of duty:

- a. Requests for Verbal Order of the Commander (VOCO) due to critical mission need and understanding that this short-notice order request will not result in 938 orders being available in time for initial travel to duty or duty start date. Member acknowledges they must submit an orders request as soon as practical to HQ RIO/IRW (Orders Writing Cell) via myFSS case.
- b. Member acknowledges VOCOs will only be granted in the following limited situations: 1) Urgent/emerging operational mission requirement resulting in start date of 938 orders request occurring within one business day; 2) Severe mission impact – Delaying member's ability to proceed and/or perform duties as requested will result in severe mission degradation to the unit/org's mission; or 3) HQ RIO Error – A 938 order will not be issued prior to movement or duty start due to HQ RIO's processing error or system failure.
- c. The Joint Travel Regulation (JTR) prevails in all travel circumstances; meaning travel will be in accordance with the JTR.
- d. Travel must be procured through the Defense Travel System (DTS), if available. If DTS is not available, member understands all travel must be booked through their servicing Commercial Travel Office (CTO).
- e. Member will submit a DTS authorization and upload this signed VOCO as a substantiating document immediately prior to executing any travel or duty. Member will subsequently provide a finalized 938 order as soon as practical.
- f. Member will verify travel outside of DTS by uploading documentation from their servicing CTO.
- g. If member chooses to procure travel by their own means, outside of using DTS or servicing CTO, then member understands reimbursement will be limited to the amount most advantageous to the government.
- h. If lodging is required, member understands lodging must be booked on base. If the duty location does not have on base lodging, or member receives a letter of non-availability, they will comply with the Integrated Lodging Program (ILP) as applicable to their duty

location.

- i. Member acknowledges responsibility to ensure they retrieve their finalized 938 order from AROWS-R to certify for pay and to include as a substantiating document in DTS for travel reimbursement.

5. Without this VOCO approval there will be severe degradation to organizational mission capabilities. Sufficient days and per diem (if applicable) is available to support the orders and an M4S Task ID reflects the obligation of funds. The VOCO is confirmed as circumstances prevented written orders in advance.

6. This VOCO is superseded and rescinded upon certification of official orders. Please direct any questions to .

NOTE: RegAF CC Endorsement only required if member is performing orders with another unit to which they are not assigned. In this case, the ARC CC is the member's assigned org, and the RegAF CC is the org with which the member is performing orders.

MEMORANDUM FOR: HQ RIO/IRW (Orders Writing Cell)

SUBJECT: VOCO Approval/Disapproval

I                    this VOCO and acknowledge all stipulations contained therein.