



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

7 Nov 2022

**MEMORANDUM FOR UNIT COMMANDERS/DTS MONITORS**

**FROM: HQ RIO/CC**

18420 E. Silver Creek  
Avenue Buckley AFB CO 80011

**SUBJECT: Individual Reservist (IR) Travel Pay Delays and Request for Mission Critical Status on IRs' Government Travel Cards (GTC)**

1. I am requesting your continued assistance to authorize and assign Mission Critical Status on the GTC for the Individual Reservist (IR), Individual Mobilization Augmentee (IMA), or Mobilization Augmentee (MA) assigned to your unit. HQ RIO and its Detachments do not have the capability to assign this status as IR government travel cards are managed at the member's unit of assignment.
2. HQ RIO is still experiencing delays in travel reimbursements due to higher-than-normal volume in requests. As a result, reimbursement has been substantially delayed for our IRs, through no fault of their own. Unfortunately, processing delays exceeding thirty days may continue for a couple of months.
3. To minimize the impact on the IR's ability to pay their GTC in a timely manner, and to prevent individual accounts from going into suspended status, consider assigning Mission Critical Status as you deem appropriate to mission accomplishment. To be clear, the delay in payment is through no fault of the IR. HQ RIO has added additional temporary positions at RIO/FM to help process travel vouchers. I expect the delays in reimbursement to continue no longer than 28 Feb 2023.
4. If you have any questions or need assistance in assigning this status, please call the HQ RIO front office at (720) 847-3696. Thank you for all you are doing for our IRs.

EDWARD C. SEGURA, Colonel, USAF  
Commander