



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

MEMORANDUM FOR HQ RIO

FROM:

SUBJECT: Request for Late Order Submission exceeding suspense

1. I am requesting orders inside of the required 30 days to submit orders requests for Individual Reservist initial travel in accordance with DAFMAN 36-2136 para 1.3.2. and HQ RIO guidance.
2. I am not able to move these dates to conform with the 30-day requirement due to severe mission impact that would degrade unit's mission capability.
3. I understand that if the request cannot be processed due to a system outage or the start date of the tour is within one business day, I will be required to request a VOCO that must be signed by an O-6 or above, civilian equivalent, or commander using this form. This request will be routed and approved by my Detachment CC who is on G-Series orders.
4. Justification:
  - a. myFSS Case Number:
  - b. Active-Duty POC:
  - c. Outbound Travel Date:
  - d. Initial Report/End Date: