



**DEPARTMENT OF THE AIR FORCE  
HQ READINESS AND INTEGRATION ORGANIZATION (RIO)**

MEMORANDUM FOR HQ RIO

FROM:

SUBJECT: Verbal Orders of the Commander (VOCO) Request

1. I, the undersigned, acknowledge HQ RIO and all Detachments will only grant VOCOs in the following, limited situations:
  - a. **Severe Mission Impact:** A delay will cause severe degradation to the unit's mission. A VOCO must be attested by an O-6 or above, civilian equivalent, or commander using this form.
  - b. **HQ RIO Error:** An order will not be issued before movement due to HQ RIO's error.
  
2. Justification:
  - a. myFSS Case Number:
  - b. TAFMS Date:
  - c. Outbound Travel Date:
  - d. Initial Report/End Date:
  - e. Rental Car:
  - f. DTS Budget Label:
  - g. Meals & Quarters:
  - h. Active-Duty Point of Contact:
  
4. I further acknowledge the guidance below if official travel is required:
  - a. The JTR prevails in all travel circumstances; meaning travel will be in accordance with the JTR.
  - b. Travel must be procured through DTS, if available.
  - c. If DTS is not available, travel must be booked using Commercial Travel Office (CTO).
    1. Once available, a DTS authorization for the VOCO must be submitted immediately.
    2. Verify travel outside of DTS by uploading documentation from your servicing CTO.
  - d. If travel is procured by member's own means, outside of using DTS or servicing CTO, then travel reimbursement will be limited to amount most advantageous to the government.
  - e. If traveling to perform IDTs, member must choose a means most advantageous to the government, and reimbursement will be limited, not to exceed \$500 round trip to and from the IDT location, IAW the AFRC/A1 IDT Travel Reimbursement Guide.