



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.