



**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. 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

2. 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

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

3. 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.

4. 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.

5. 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.