



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

MEMORANDUM FOR ALL RIO DETACHMENTS

FROM: HQ RIO/CC

SUBJECT: Verbal Orders of the Commander (VOCO) Travel Authorization Policy

References: (a) Defense Travel Management Officer, *Joint Travel Regulation*  
(b) Title 10 U.S. Code § 115 - *Personnel strengths*  
(c) DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*  
(d) DAFMAN 36-2136, *Reserve Personnel Participation*  
(e) AFI 65-103, *Temporary Duty/Special Orders*  
(f) AFMAN 34-102, *Directory of Government Quarters and Dining Facilities*

1. Verbal Orders by the Commander (VOCO) will be issued only by exception and are not used to circumvent core administrative processes. (T-1)
2. Members requiring 1,825 end strength or accounting per diem waiver are not authorized VOCO. (T-1)
3. Please review Title 10 U.S. Code § 115 - *Personnel strengths*, as the governing source.
4. ADOS-AC man-day requests will be submitted to HQ RIO. HQ RIO will verify if sufficient days are available before approving.
5. If the Military Personnel Augmentation (MPA) man-days are not allocated, authorized, and obligated in advance to official travel date or order start date, a VOCO can be approved, however, requires MPA database to be updated with-in 3 duty days.
6. Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as practical for the order writers to produce an order (T-1).
  - a. Include in the written order the date approved.
  - b. By whom the verbal order was issued by.
  - c. A statement explaining why written orders were not issued earlier.

DAY.NATHAN.T.1  
049165109  
NATHAN T. DAY, Colonel, USAF  
Commander

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Attachment

VOCO Request