



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

24 March 2003

MEMORANDUM FOR AIR UNIVERSITY (AU) COMMANDERS

FROM: HQ AU/CCR
55 Le May Plaza South
Maxwell AFB AL 36112

SUBJECT: Individual Mobilization Augmentee (IMA) Program Guidance—Verbal Orders of the Commander (VOCO)

1. The purpose of this letter is to reiterate and reinforce the AETC/CCR policy on the use of VOCOs for the performance of military duty.
2. Policy: Performance of military duty before receiving official authorization is not permitted. VOCOs will not be used as a routine substitute for proper forecasting and scheduling of IMA military duties.
3. Performing duty without published authorization puts the Government at risk and jeopardizes the Reservist's rights to military pay and entitlements. Published orders are required before a Reservist can travel to their designated duty location for active duty. For inactive duty participation, Reservists must have pre-scheduled inactive duty with their supervisor and said participation must be approved in writing (AF Form 40A, Record of Individual Inactive Duty Training) before the Reservist can perform the duty. VOCO orders will not be authorized unless under extremely time-sensitive circumstances of mission essential duty.
4. Questions concerning this matter can be referred to Mr. Horenkamp or Lt Col Gillespie at DSN 493-6265.

A handwritten signature in black ink, reading "Robert G. Shaw", is positioned above the typed name.

ROBERT G. SHAW, Col, USAF
Reserve Advisor to the Commander
Air University