

Sir or Ma'am,

IMAs requiring orders in the month of October must submit their requests in AROWS-R no later than COB on Thursday, 22 Sep 2016.

Submitting requests by this deadline will ensure there is adequate time to generate the order prior to the end of the fiscal year on 30 Sep. Beginning 1 Oct, the finance systems used in the process of generating orders will be unavailable for several weeks; RIO will be unable to generate any new orders during that outage.

IMAs who have urgent, last-minute requests for support from their active-duty unit during October must contact their servicing HQ RIO detachment to request Verbal Orders of the Commander (VOCO). IMAs should never proceed to duty without either a certified order or a VOCO in hand.

Please contact your servicing detachment with questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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