



DAF CIVILIAN EMPLOYEE MANDATORY COVID-19 VACCINATION GUIDE

This document provides information and guidance for commanders, supervisors, managers, and civilian employees concerning the Department of the Air Force (DAF), to include Space Force, implementation of additional Force Health Protection (FHP) and workplace safety measures directed by the White House Safer Federal Workforce Task Force (reference (b)), and FHP Guidance (Supplement 23) Revision 2 (reference (p)), to reduce the transmission of the virus that causes Corona Virus Disease 2019 (COVID-19) and its implications for DAF civilian personnel. This document supplements, and in some areas replaces, the guidance in HAF/A1C Message #2021-0008 (including Updates #1 and 2). This guidance applies to all DAF civilian employees, regardless of whether they participate in telework or remote work, (including employees paid from non-appropriated funds). It also applies to DAF contractor personnel, (defined for this purpose as those individuals issued a credential by the Department of Defense (DoD) that affords the individual recurring access to DoD facilities, classified herein as "credentialed recurring access" (CRA) (e.g., Common Access Cardholders), and to non-DoD individuals seeking access, one time or recurring, in association with the performance of official DoD business classified herein as "official visitors" (e.g., to attend a meeting or official event or conduct authorized volunteer activities), but who do not have CRA. For purposes of this guidance, "DAF civilian employee" includes foreign nationals employed by DAF outside the United States, to the maximum extent possible while respecting host nation agreements and laws. Service members who are not on active duty and who also are DAF civilian employees or contractor personnel must follow the applicable requirements in this memorandum for DAF civilian employees or DAF contractor personnel. These vaccination and physical access requirements outlined herein do not apply to personnel receiving ad hoc access to DoD facilities (e.g. delivery personnel, taxi services); to individuals who have access to the grounds of, but not into the buildings on, DoD installations (e.g., contract groundskeepers, fuel delivery personnel, household goods transportation personnel); to personnel accessing DoD buildings unrelated to the performance of DoD business (e.g., residential housing); or to personnel accessing DoD facilities to receive a public benefit (e.g., commissary; exchange; public museum; air show; military treatment facility; morale, welfare, and recreation resources). Individuals *other than* visitors seeking access to facilities located on DAF installations but operated by other Federal Departments and Agencies will also follow the policies and procedures of that Department or Agency. Visitors will follow applicable policies and procedures of both DAF and the Department or Agency they are visiting. Subsequent guidance will be issued as necessary to assure a continuous, adaptive and aggressive response to implementing these new measures combating the COVID-19 pandemic. Additional guidance related to DAF contractor personnel may be released under separate cover.

References can be found in TAB A of this guidance.

1. GENERAL DISCUSSION

In accordance with references (b), (c), (d), (q), and (t), DAF civilian employees are required to be fully vaccinated against COVID-19 by November 22, 2021, subject to exemptions as required by law.

Additionally, DAF contractor personnel and official visitors must attest to being fully vaccinated, and if not fully vaccinated, present the results of a recent (within the previous 72 hours) negative COVID-19 test as a condition of physical access to DoD buildings and DoD-leased or controlled spaces in non-DoD buildings in which official DoD business takes place (referred to in this memorandum as “DoD facilities”).

For purposes of this guidance, a DoD installation is a base, camp, post, station, yard, center, homeport facility for any ship, or other area under the jurisdiction of the Secretary of a Military Department or the Secretary of Defense, including any leased location, or in the case of an activity in a foreign country, any area under the operational control of the Secretary of a Military Department or the Secretary of Defense, without regard to the duration of operational control. Official government events and events held in space leased or rented by the government are subject to the provisions of this guidance.

DAF Commanders will ensure that their DAF civilian employees are fully vaccinated as quickly as possible, but **not later than November 22, 2021**. Commanders will issue any necessary supplemental instructions and ensure that all contract and associated funding implications are considered.

1.1. Labor Relations

Commanders should engage with DAF civilian employee unions as they develop their local implementation plans and procedures, and otherwise satisfy any applicable collective bargaining obligations under the law at the earliest convenience, including on a post-implementation basis. It must be noted that COVID-19 certification of vaccination requirements and associated procedures are being established in response to a national emergency; therefore, post-implementation bargaining may be appropriate based on the need to protect the health and safety of the workforce under the current emergency.

1.2. Appropriate Handling & Protection of Medical Information

In accordance with Attachment 9 of reference (p), medical and other information collected from individuals, including vaccination information and documentation, COVID-19 test results, and vaccine exemption requests, will be treated in accordance with applicable laws and policies on privacy, including the Rehabilitation Act of 1973, as amended (“Rehabilitation Act”), the Privacy Act of 1974 and DoDI 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019 (reference (n)), and 5 C.F.R. part 293, subpart E. While such information may be sensitive and is to be safeguarded as described above, it is not covered by the Health Insurance Portability and Accountability Act (HIPAA) and the associated HIPAA Rules. Medical information obtained from DAF civilian employees, including vaccination status, will be accessible only to authorized DAF personnel who have a need to access the information under the Rehabilitation Act of 1973, as amended, including immediate supervisors and authorized human resources officials, who must access the information to implement this guidance. The Rehabilitation Act’s requirements on confidentiality of medical information apply whether or not an employee has a disability. Commanders are advised to consult with the DAF Privacy Office and servicing legal office if there is a need to share this information with DoD personnel other than immediate supervisors and authorized human resources officials, or individuals outside of DoD. DAF personnel will use appropriate safeguards in handling and storing DAF civilian employee medical information, including an employee’s proof of vaccination, the DD Form 3175, and COVID-19 test results. Appropriate safeguards may include encrypting emails and electronic files, and role-based access to electronic storage environments where this information is maintained. In the event the information is maintained in paper form, supervisors and other authorized DAF personnel must ensure DAF civilian employee medical information remains confidential and is maintained separately from other personnel files, e.g., stored in a separate, sealed envelope marked as confidential employee medical information and maintained in locked file cabinets or a secured room. Commanders are advised to refer to applicable DAF guidance on the handling and storage of DAF civilian employee medical records, as well as the guidance herein, and to consult the DAF Privacy Office as needed for further guidance.

2. VACCINATING THE CIVILIAN WORKFORCE

Mandatory COVID-19 vaccination of DAF personnel with Food and Drug Administration (FDA) licensed or authorized for emergency use COVID-19 vaccines reduces potential national security risks resulting from a degraded workforce. **All DAF civilian employees must be fully vaccinated against COVID-19 no later than November 22, 2021**, subject to exceptions as required by law (reference (c)) such as those limited circumstances where an employee is legally entitled to an accommodation based on medical condition or disability or sincerely held religious beliefs.

Commanders and supervisors must immediately ensure that all DAF civilian employees who are not currently fully vaccinated (as defined herein) are directed (i.e. ordered), in writing, to meet the requirement to be fully vaccinated by the deadlines established. (See sample COVID-19 Vaccination Mandate Directive Memorandum, **TAB C.**)

2.1. Vaccination Deadlines

As was noted in DoD guidance, dated 1 October 2021, and SecAF guidance, dated 8 October 2021, in order to be fully vaccinated by November 22, 2021, the following intermediate deadlines must be adhered to (for those most commonly used vaccines):

- October 11, 2021 – First dose deadline for employees getting Moderna vaccine;
- October 18, 2021 – First dose deadline for employees getting Pfizer-BioNTech/COMIRNATY vaccine;
- November 8, 2021 – Second dose deadline for both Moderna and Pfizer-BioNTech/COMIRNATY vaccines; also first (only) dose deadline for employees getting Johnson&Johnson/Janssen vaccine;
- November 22, 2021 – Deadline by which DAF civilian employees must be fully vaccinated, as defined in this guidance, including those who opt to use an authorized vaccine other than those listed above.
- By start date – All new DAF civilian employees must be fully vaccinated no later than their start date or November 22, 2021, whichever is later, unless a temporary exemption to this requirement for new hires is granted by SecAF (or designee) in accordance with this guidance.

Commanders must continue to follow applicable Force Health Protection guidance and implement/use all available mitigation strategies (e.g., maximizing telework, mask wear, physical distancing, screening testing, etc.), and continue to protect vulnerable populations, in order to protect the Total Force and our families.

2.2. Obtaining Vaccinations

This requirement can be met by using: any vaccine that is either fully licensed or authorized for emergency use by the FDA (e.g., COMIRNATY/Pfizer-BioNTech, Moderna, Johnson & Johnson/Janssen); a recommended dose series of COVID-19 vaccines authorized for emergency use by the World Health Organization (WHO) (e.g., AstraZeneca/Oxford); or vaccine approved for use in a clinical trial for which vaccine efficacy has been independently confirmed (e.g., Novavax). To the extent possible, individuals are encouraged to return to the same location for their second COVID-19 vaccine dose (and any subsequent booster), as applicable, in accordance with the vaccine's dosing timing requirements according to the FDA.

DAF civilian employees are eligible to receive the COVID-19 vaccine at any DoD vaccination site, including military medical treatment facilities. DAF civilian employees and contractor personnel are not *required* to receive vaccinations at their worksites. DAF civilian employees may *opt* to obtain COVID-19 vaccination through private providers, including locations such as retail stores, private medical practices,

and/or local and State public health department sites. If vaccination is offered to a DAF civilian employee through a DoD source at no cost to the employee, then the employee will not be eligible for reimbursement of the cost to get vaccinated if they opt to do so through their private provider. Follow-on care (other than the administration of a second vaccine dose and/or booster dose) will be provided through DAF civilian employees' existing health care plans or personal health care providers. If a vaccine that is either fully-FDA-approved or has an FDA EUA is not available at a local DAF vaccination site, the employee should be directed to another nearby DoD vaccination site, or to a vaccination site in the community (Federal, State and local government organizations, or private health care organizations, pharmacies, retail stores, etc) that has either fully-FDA-approved vaccine or has an FDA EUA vaccine available. In such cases, employees would be eligible for reimbursement of the cost to get vaccinated, to include travel expenses (local or tdy) in accordance with applicable travel reimbursement policies.

2.3. Leave and Timekeeping

Official duty time will be granted (including time spent traveling to/from the vaccination location and any waiting time) to DAF civilian employees for the purpose of receiving COVID-19 vaccination doses from DoD, Federal, State and local government organizations, or private health care organizations, pharmacies, retail stores, etc. Regardless of whether they accept an offer to get vaccinated through the DoD or obtain the vaccination through private providers, DAF civilian employees shall receive the duty time necessary to obtain the vaccination, generally up to 4 hours per vaccination event; thus, there is no need for employees to take administrative leave for such time during the employee's basic tour of duty. DAF civilian employees should NOT be charged personal leave, shall not be credited with administrative leave, and other statuses (such as weather/safety leave) are not appropriate for the employee's time spent getting their vaccination. If, due to unforeseen circumstances, a DAF civilian employee is unable to obtain vaccination during their basic tour of duty hours, the normal overtime hours of work rules apply. **Duty time is currently not appropriate for DAF civilian employee COVID-19 vaccine booster shots; however, up to four hours of administrative leave will be granted for the purpose of an employee receiving (or for an employee to accompany a family member who is receiving) an authorized booster shot.**

DAF civilian employees who experience an adverse reaction to a COVID-19 vaccination that prevents the employee from working will be granted no more than two workdays of administrative leave for recovery associated with a single vaccination dose. If a DAF civilian employee requests more than two workdays to recover, other appropriate leave (e.g. sick leave) may be granted to cover the additional absence. This policy on granting administrative leave is specific to the current COVID-19 pandemic situation and is designed to support the DAF mission by promoting the health and safety of the DAF workforce. Facilitating vaccination will minimize the administrative burdens of addressing noncompliance with the vaccine requirement. DAF civilian employees should use the time and attendance code for "physical fitness" to record administrative leave for COVID-19 vaccination recovery time due to an adverse reaction from their vaccination that prevents them from working, or for taking a family member to be vaccinated for COVID-19. The type hour code is "LN" and the environmental /hazard/other code is "PF". DAF Non-appropriated fund employees should code administrative leave for these scenarios in a way that can be easily reported.

DAF civilian employees who believe they have experienced a work-related illness or injury should refer to the section of this guidance titled "**12. WORKERS' COMPENSATION CLAIMS**" for additional information.

Administrative leave is also authorized for DAF civilian employees to take a family member to get a COVID-19 vaccination, up to four hours per vaccination event. The administrative leave authorization to accompany a family member includes the time spent traveling to and from the vaccination location, and the time at the vaccination location.

For purposes of acting on a request for administrative leave for recovery, supervisors may ask DAF civilian employees about the time and location of the vaccination event and whether the employee experienced a reaction to the vaccine requiring a period of recovery. Supervisors may also require supporting medical documentation, in accordance with applicable leave policies and labor agreements.

DAF civilian employees must coordinate with their supervisor regarding when to take the time off needed to obtain the vaccine so that it does not conflict with critical mission accomplishment or important work center requirements.

For COVID-19 vaccination purposes, a “family member” is an individual who meets the definition of that term in OPM’s leave regulations (see 5 CFR 630.201).

2.4. New Hires

In accordance with reference (f), new DAF civilian employees must be fully vaccinated by their entry on duty (start) date or November 22, 2021, whichever is later. If a new hire wishes to request an exemption, their start date should be delayed until the exemption process is complete and they have either been approved for an exemption or they are fully vaccinated. **For new hire candidates with start dates prior to November 22, 2021, the local hiring official in coordination with the servicing Civilian Personnel office may determine whether to delay the start date pending confirmation that the new hire is fully vaccinated or will be by November 22, 2021.** Temporary exemptions in writing for up to 60 days after an employee’s start date may be approved by SecAF (and may be delegated no lower than the **Under Secretary of the Air Force**), for urgent, mission-critical hiring needs in circumstances in which an employee could not have been fully vaccinated between the time the job announcement closes and the employee’s start date. Commanders may request SecAF (or designee) approval of such temporary exemptions of this requirement, and requests should be submitted through the MAJCOM/FLDCOM chain of command to AF.A1C.Workflow@us.af.mil.

Job opportunity announcements and tentative and final offer letters must address the COVID-19 vaccination requirement. For hiring actions currently underway, hiring organizations must issue revised tentative and final offer letters. Sample language can be found in reference (f).

3. FORCE HEALTH PROTECTION AND WORKPLACE SAFETY MEASURES

In accordance with current Force Health Protection guidance, all personnel will adhere to current force health protection guidance regarding mask-wearing, physical distancing, screening testing, and possible travel restrictions, and any appropriate additional measures, based on the following community transmission level¹ and vaccination status:

- In areas with low to moderate community transmission levels, fully vaccinated individuals are not currently required to wear a mask or maintain physical distance; individuals who are not fully vaccinated ARE required to wear a mask and maintain physical distance at all times.
- In areas with high to substantial community transmission levels, fully vaccinated individuals are required to wear a mask inside, but physical distancing is not currently required; individuals who are not fully vaccinated are required to wear a mask and maintain physical distance at all times.

DAF civilian employees who are not fully vaccinated, including those who have medical or religious-based exemptions approved or pending, must comply with all DAF requirements for individuals who are not fully vaccinated, including requirements related to masking, physical distancing, and travel, in accordance with

¹ As determined by the Center for Disease Control and Prevention (CDC), available at <https://covid.cdc.gov/covid-data-tracker/>.

references (p) and (s). In addition, if not fully vaccinated by 22 November 2021, DAF civilian employees may be subject to disciplinary action, as further addressed in the section herein titled **“ENFORCEMENT OF DAF CIVILIAN EMPLOYEE COVID-19 VACCINATION REQUIREMENT.”** They will also be subject to COVID-19 screening testing at least weekly, as set forth in Attachment 7 of reference (p) and this guidance, after November 22, 2021. Requirements regarding screening testing are addressed in the section titled **“COVID-19 SCREENING TESTING REQUIREMENTS”** below. Information regarding travel is addressed in the section titled **“TRAVEL AND MEETINGS”** below.

Mask wear and physical distancing requirements do not apply to personnel while working in their homes (teleworking/remote working).

4. DETERMINING AND VERIFYING VACCINATION STATUS

Given the different force health protection measures for individuals who are fully vaccinated and those who are not, DAF commanders and supervisors need to ask about the vaccination status of DAF civilian employees. Supervisors have responsibility for front-line implementation of workplace safety measures and therefore need information regarding their DAF civilian employee’s vaccination status. Likewise, unit Commanders have responsibility for implementing this guidance and establishing and monitoring Force Health Protection guidelines and workplace safety measures and therefore also need this information for DAF civilian employees in their units. For purposes of the verification requirement, “supervisor” includes authorized human resources officials.

The DAF will obtain civilian vaccination status via the DD Form 3175 and accompanying vaccination documents as proof of their status. All DAF civilian employees (regardless of whether they are authorized to telework or perform remote work), **must attest to their vaccination status by completing Section A of the DD Form 3175 “Civilian Employee Certification of Vaccination,” (Attachment 3 of reference (p)) and must provide accompanying vaccination documents as proof of their status.** The form completion process includes the submission of vaccination proof documents and supervisory verification of vaccination status. Completion of the DD Form 3175 is required even if a DAF civilian employee already completed the DD Form 3150 or otherwise previously attested to their vaccination status.

Documentation to prove vaccination status may include (in accordance with references (b) and (c)):

- Copy of record of immunization from a health care provider or pharmacy; or
- Copy of COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020); or
- Copy of medical records documenting the vaccination; or
- Copy of immunization records from a public health or state immunization information system; or
- Copy of any other administratively acceptable official documentation containing the required data points for supervisory verification.

Administratively acceptable documentation must be identifiable to the employee (i.e., contain their name) and must contain the following required data points, which the supervisor must verify:

- Type of vaccine administered;
- Number of doses received;
- Date(s) of administration; and
- Name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination may be submitted in hard copy form or in an electronic format, and the proof may be a photocopy or photograph of the vaccination record, provided that it clearly and legibly displays the required data points listed above. Any format submitted must be capable of being retained by management.

DAF civilian employees with access to milConnect will complete the DD Form 3175 via milConnect at: <https://milconnect.dmdc.osd.mil/>. (User Guides for the Electronic DD Forms 3175 and 3150 can be found in TAB B.) If milConnect is not available, hard copy form completion is acceptable, as well as “batch” uploading of information from hard copy forms (when this function is made available), and/or uploading by supervisors or authorized Human Resources officials, **provided a hard-copy, employee-signed form is submitted by the employee.** DAF civilian employees using a hard copy form will provide the hard copy to the supervisor and those hard copies will be maintained in accordance with this guidance. DAF civilian employees cannot be required to use their own personal equipment (e.g., their cell phones) for the purpose of providing proof documents or completing the DD Form 3175 (although they may do so voluntarily). DAF civilian employees who submit proof of vaccination or the DD Form 3175 in an electronic format are encouraged to use encrypted email or password protected files with DoD SAFE file transfer (<https://safe.apps.mil/>). The DD Form 3175 includes the required Privacy Act statement that the supervisor must provide the employee at the time they submit the form.

Regardless of how the DD Form 3175 is completed, vaccination proof documents must be submitted for verification of vaccination status. DAF civilian employees who have already completed the dose series required for the type of vaccine received must provide the proof of vaccination to their supervisors. DAF civilian employees who are not yet fully vaccinated must provide proof of vaccination **upon receipt of each required dose.**

Unit commanders, or their civilian equivalents, will establish a dedicated, unit-level file solely for the purpose of maintaining any submitted hard-copy DD Forms 3175 and accompanying proof documents. (If the form is completed electronically in milConnect by the employee, it is not necessary to maintain a hard copy of the form. Any hard copy DD Forms 3175 will be maintained in the unit file established for this purpose, and no other personnel- or medical-related documentation of any kind (including test results, medical exemptions, etc) will be kept in this file. DD Forms 3175 and associated vaccination proof documents are not to be maintained in individual supervisory files, including the Supervisor’s Employee Work Folder. The completed DD Form 3175 will be treated as a medical record for confidentiality purposes. Maintenance of and access to completed DD Forms 3175 will be in accordance with applicable law and policy, including appropriate privacy protection measures. The completed DD Form 3175, or any similar vaccination record, constitutes confidential medical information under Federal law and thus must be kept confidential in a file separate from the personnel files maintained by the employee’s supervisor and the civilian personnel office.

Unit commanders and supervisors will establish appropriate deadlines for DAF civilian employees to submit their DD Forms 3175, ensuring that all required forms and vaccination proof documents are submitted and verified and that all employees meet the vaccination deadlines established herein, such that employees are fully vaccinated no later than 22 November, 2021, after which mandatory screening testing will be effective and implemented as soon as testing resources are available.

All DAF civilian employees will be required to complete the Civilian Employee Certification of Vaccination Form and be fully vaccinated, regardless of work location or telework status. Even in those limited circumstances where an employee has a vaccination exemption request approved, or one is still pending, the employee is still required to complete the DD Form 3175.

Completing the DD Form 3175 is mandatory, including the DAF civilian employee providing their name, DoD ID number, selecting the applicable vaccination status options, as well as signing and dating the form and providing the associated documentation as proof of vaccination status. In addition to verifying that a DAF civilian employee’s proof of vaccination includes the required data points, supervisors will also complete Section B on the form to verify the employee’s vaccination status, accessing and maintaining

the form in accordance with applicable laws and policy, including appropriate privacy protection measures. Supervisors with access to milConnect (<https://milconnect.dmdc.osd.mil/>) **will complete Section B of the DD Forms 3175 via milConnect** using the DAF civilian employee's Employee Identification Number; otherwise use of a hard copy is acceptable. (For hard copy use, the form may be accessed at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3175.pdf>.) Batch uploading of supervisory verification information (Section B data) can only be used for those records where the DAF civilian employee information (Section A data) was batch uploaded.

The DD Form 3175 incorporates the requirement that individuals certify under penalty of perjury that the information they are submitting is true and correct. Those limited circumstances where a DAF civilian employee is legally entitled to an exemption (or while an exemption request is pending) from the vaccination requirement as an accommodation based on disability or religious beliefs will result in the employee being regarded as not-fully-vaccinated for purposes of implementing safety measures, including with respect to mask-wearing, physical distancing, testing requirements, travel restrictions, quarantine periods, and potential restrictions on access to DoD facilities.

Individuals must complete a new Civilian Employee Certification of Vaccination Form (by updating their electronic form in milConnect or completing a new hard copy form) and submit appropriate accompanying documentation, if their vaccination status changes.

An individual will be considered "fully vaccinated" when:

- at least 2 weeks have elapsed after a second dose in a 2-dose COVID-19 vaccine series, such as the Pfizer-BioNTech/COMIRNATY or Moderna COVID-19 vaccines; or at least 2 weeks have elapsed after receiving a single-dose of a one-dose COVID-19 vaccine, such as Johnson & Johnson/Janssen COVID-19 vaccine. Individuals must be vaccinated with vaccines that are either fully licensed or authorized for emergency use by the FDA; or
- they have completed the recommended dose series of COVID-19 vaccines listed for emergency use on the World Health Organization (WHO) Emergency Use Listing (e.g., AstraZeneca/Oxford); or
- they are a participant in a clinical trial from a U.S. site who is documented to have received the full series of an "active" (not placebo) COVID-19 vaccine candidate, for which efficacy has been independently confirmed, 2 weeks after they complete the vaccine series. Currently, the Novavax COVID-19 vaccine meets these criteria.

"Not fully vaccinated" is defined as an individual who either:

- has not completed the full COVID-19 vaccination dose series; or
- has not completed the 2 week period following the final dose in a vaccination series; or
- has not attested to and validated their COVID-19 vaccination status.

Those with previous COVID-19 infection(s) or antibody test results are not considered fully vaccinated on that basis for the purposes of this guidance.

Providing knowing and willful false statements on an official form can be punishable under 18 U.S.C. 1001, as well as under other applicable DAF policies that can result in administrative action including adverse personnel action up to and including removal from federal employment and loss of security clearance eligibility

5. COVID-19 SCREENING TESTING REQUIREMENTS

When screening testing is made available and local testing procedures are established (on or after November 23, 2021), DAF civilian employees and contractor personnel who are not fully vaccinated (as defined in this guidance), are required to undergo COVID-19 screening testing. This requirement also

applies to local foreign national employees and Service members who are not on active duty who are also DAF civilian employees.

Individuals who are not fully vaccinated and who refuse required screening testing will be denied access to DoD facilities. DAF civilian employees who refuse such testing may be subject to corrective personnel action.

DAF provided COVID-19 screening testing will be executed by DAF using COVID-19 self-collection kits or self-tests that have been authorized or approved by the FDA, in accordance with Attachment 8 of reference (p). For unit/workcenter testing, **only the FDA approved (EUA or full FDA approved) Over-The-Counter (OTC) test kits may be used.** When DAF does not provide test kits, Host Nation employees may utilize Host Nation FDA-equivalent approved test kits.

The COVID-19 screening test result must be negative for the individual to access their worksite or otherwise be granted entry into a DoD facility. If the screening test is administered off-site, the negative test result must be from a test performed within the preceding 72 hours. If the negative test result is more than 72 hours old, a new test is required.

Commanders will determine the appropriate manner to execute the DAF screening testing requirement with a locally established testing process using COVID-19 self-collection kits or self-tests that can be performed primarily on-site at the installation or facility with proper supervision (non-medical) and documentation of testing results, in accordance with Attachment 7 of reference (p). If on-site COVID-19 screening testing is not feasible, as an alternative, the self-testing can be performed at home or in other locations. (Note: these COVID-19 self-tests do not require a health care provider's clinical care order and are, therefore, considered an OTC test and do not require medical support or oversight to complete). If an individual wishes to undergo a screening test using a test other than that provided by DAF, a "viral test" (which includes both antigen and molecular tests) can be used.

Screening testing will be conducted at least weekly but commanders may require more frequent testing based on local community transmission, HPCON levels (e.g., HPCON Charlie and Delta), and the specific type of test kit used, in accordance with Attachment 7 of reference (p). Commanders and supervisors must consult with their servicing MTFs in establishing the testing frequency in order to ensure their process complies with test kit requirements. Units with no servicing MTF should defer to associated Public Health Emergency Officer (PHEO) or MAJCOM/FLDCOM PHEO for consultation.

DoD civilian employees teleworking or working remotely on a full-time basis are **not** subject to weekly testing, but must provide a negative COVID-19 screening test result from a test performed within the preceding 72 hours prior to entry into a DoD facility.

DAF civilian employees are responsible for providing acceptable documentation or evidence of negative COVID-19 screening test results, upon receipt, to the appropriate supervisor, or authorized human resources official, in accordance with the locally established testing process. This documentation or evidence will likely consist of the paper test result (or photo thereof), or an electronic result displayed on a cell phone application. However, DAF civilian employees cannot be required to use their own personal equipment (e.g., their cell phones) for the purpose of documenting test results (although they may do so voluntarily). Off-site self-tests may not be used if there is no means to document results using government equipment.

5.1. Recordkeeping

Commanders are responsible for tracking, maintaining (and reporting when required) compliance with screening testing requirements for DAF civilian employees and contractor personnel in their

organizations. Such compliance tracking need only consist of documenting that each individual who was required to test did so, with the frequency required.

For the purposes of complying with this policy, there is no requirement to maintain a record of screening test results at the individual level. However, if test results are maintained, Commanders are responsible for ensuring that supervisors maintain any COVID-19 test results provided by employees in accordance with applicable law and policy, including appropriate privacy protection measures in accordance with Attachment 9 of reference (p) including keeping such records in a confidential file separate from other employee records. Any document which contains a test result along with personally identifiable information is considered a medical record and must be treated in accordance with law and policy applicable to medical records. DAF contractor personnel with CRA will maintain a copy of their most recent COVID-19 screening test result and show such results to authorized DAF personnel, upon request.

DAF civilian employees who are required to undergo COVID-19 screening testing will do so on official duty time, which is expected to take no more than one hour, per test, including travel time. Commanders and supervisors should only authorize a DAF civilian employee to spend time obtaining a test during the employee's basic tour of duty hours and only for the amount of time necessary to travel to/from and obtain the test. If, due to unforeseen circumstances, the employee is unable to obtain the test during basic tour of duty hours, the normal overtime hours of work rules apply. (*Timecard Coding: DAF civilian employees must apply JON "COVTEST" to all labor hours, both regular and premium, used to obtain a required COVID-19 screening test or a subsequent confirmatory test*)

5.2. Actions After Test Results

DAF civilian employees, and contractor personnel with CRA, who have positive COVID-19 screening test results will be required to remain away from the workplace in accordance with references (l) and (m). DAF civilian employees and contractor personnel with positive COVID-19 screening test results will be offered, but are not required to take, confirmatory laboratory-based molecular (i.e., polymerase chain reaction, or PCR) testing paid for by the DAF, and administered through local MTFs as resources allow. Those who are already eligible to receive care at MTFs should engage the normal appointment system to determine how best to obtain a confirmatory test. Those not already eligible to receive care at an MTF should contact an MTF to determine their capacity to provide the test. MTFs should be prepared for an increase in confirmatory testing, including ensuring adequate collection supplies and viable testing pathways to process the expected increase. If confirmatory testing is not available through an MTF, DAF civilian employees may be reimbursed for the cost of obtaining the test through a private provider. If confirmatory testing IS available at an MTF, but a DAF civilian employee declines to be tested there, they will not be eligible for reimbursement of any testing obtained through a private provider.

If the confirmatory test is negative, the individual is not deemed to be COVID-19 positive and will be allowed into the workplace.

If the confirmatory test is positive, Installation Public Health/MTF will be notified (for contact tracing) and the individual will be required to remain out of the workplace in accordance with references (l) and (m), and the most current CDC recommendations for disposition of confirmed or probable COVID-19 cases (in consultation with servicing Medical office).

- If the DAF civilian employee is a telework participant, and is asymptomatic/physically able to telework (i.e., not incapacitated from illness), the employee should do so, unless they request and are approved for personal leave.
- If the DAF civilian employee is not a telework participant, and is asymptomatic (i.e., not incapacitated from illness), the employee should be placed on weather and safety leave.
- If the DAF civilian employee is symptomatic, or incapacitated and unable to work due to illness, the

employee should use personal leave (e.g., sick leave, annual leave, leave without pay).

Laboratory-based confirmatory COVID-19 testing for initial positive screening test results is expected to take no more than 2 hours of official duty time.

Commanders and supervisors will monitor duty time usage and keep duty time used for testing within these parameters to the extent possible.

DAF civilian employees cannot be mandated by DAF authorities to quarantine or isolate, but may be barred from the workplace until authorized to return.

Contact tracing and mitigation measures will be conducted in accordance with references (l) to (m).

5.3. Testing Refusals

If a DAF civilian employee who is not fully vaccinated refuses COVID-19 screening testing that has been mandated due to their vaccination status (including those with an approved vaccination exemption), supervisors may take appropriate corrective personnel action, including adverse employment action, up to and including removal from Federal service (after consultation with servicing civilian personnel and legal offices). Commanders and supervisors may bar such employees from their worksites on the installation or facility to protect the safety of others, including while adverse action is pending. While barred from their worksites on the installation or facility, such employees may be required to telework, as appropriate. If commanders do not bar such employees from their worksites (due to critical mission needs), they must ensure appropriate mitigation measures are in place to ensure the safety of all employees.

An exemption from COVID-19 vaccination due to religious or medical accommodation is not an exemption from the COVID-19 screening testing required by this policy. If a DAF civilian employee requests an exemption (e.g., a reasonable accommodation based on a disability or religious beliefs, practices, or observances) from participation in COVID-19 screening testing on a religious or medical basis, approval authorities should determine if an appropriate flexibility or accommodation is legally required and can be provided. (See section titled “**EXEMPTIONS AND ACCOMMODATIONS BASED ON MEDICAL CONDITION OR RELIGION**” below.)

5.4. Testing Kits

Commanders will procure (through DLA) and provide these COVID-19 screening self-tests to DAF civilian employees (as well as contractors and official visitors if available) and establish local processes for where and how the tests will be distributed and conducted for not-fully-vaccinated individuals, and how results are to be reported. Commanders (or their designees) should work with their servicing MTF leadership, installation Public Health Emergency Officer and the MTF Logistics Flight to resource, order and supply organizations with approved testing kits. Organizations are responsible for funding required COVID-19 screening tests. **Additional information regarding the ordering of test kits can be found in TAB G, “COVID-19 Home Test Kits Ordering Procedures”.**

In accordance with Attachment 8 of reference (p), COVID-19 self-tests must have Instructions for Use and FDA Approval, 510(K) premarket clearance or have an FDA EUA, and will be made available through the Defense Logistics Agency. Examples include the following:

- Abbott BinaxNOW™ COVID-19 Self-Test (must test twice over 3 days with at least 36 hours between tests as outlined in FDA EUA);
- Ellume COVID-19 Home Test (no serial testing requirement outlined in FDA UEA); and
- Cue® COVID-19 Test for Home (no serial testing requirement outlined in FDA UEA).

These self-collection kits/self-tests are to be used within the FDA approved indication and the instructions should be carefully followed to increase the accuracy of the results.

If self-collection kits or self-tests as referenced above are not available to DAF civilian employees through DAF, employees will be reimbursed for COVID-19 screening tests that require payment for the purposes of meeting the screening testing requirement (e.g., if the screening test is not available through the DAF and must be administered by a facility who charges for the test). Individuals should not purchase or pay for tests without prior supervisory or commander approval.

Cost reporting for purchase of testing materials or reimbursement for DAF civilian employee tests should be in accordance with reference (o).

Individuals seeking reimbursement should work with the applicable organization's resource advisor to submit OF 1164 Miscellaneous Pay Package to their local comptroller for processing. SAF/FM will provide additional guidance to comptrollers regarding reimbursements under separate cover.

Reserve component Service members who are not in a paid military duty status (and who are not otherwise DAF civilian employees) cannot be required to test at home or other locations not on-site; doing so is voluntary and at the member's own expense and on their own time.

6. ENFORCEMENT OF DAF CIVILIAN EMPLOYEE COVID-19 VACCINATION REQUIREMENT

DAF civilian employees who do not become fully vaccinated and/or fail to provide proof of vaccination are subject to disciplinary measures, up to and including removal from Federal service, unless the employee has received an exemption or the employee's timely request for an exemption is pending decision. If an employee submits a request after enforcement action is initiated, such action may be held in abeyance where appropriate.

Commanders and supervisors may begin enforcement action as soon as November 22, 2021 for DAF civilian employees who are not fully vaccinated and who do not have an exemption request approved or pending. Supervisors should consult with their servicing civilian personnel (Employee Relations) and legal offices to discuss options available to address individual situations regarding enforcement of this requirement, unless reasonable cause warrants a delay. Any decision to delay action should only be made after consultation with the servicing civilian personnel and legal offices.

Commanders and supervisors should generally follow the recommended guidelines in reference (g), and in accordance with DAF policy, including AFI 36-704, "Discipline and Adverse Actions of Civilian Employees", 3 July 2018, or AFI 34-301, Nonappropriated Funds Personnel Management and Administration, 1 July 2019, and any applicable collective bargaining agreements.

Progressive enforcement actions should generally include, but are not limited to: a 5-day period of counseling and education (which may be met through the issuance of TABs C and D); a short suspension without pay, of 14 days or less, with an appropriate notice period (Note - SES members may only be suspended for more than 14 days); properly noticed removal from Federal service for failing to follow a directive/order/instruction. Any progressive enforcement actions taken must be taken in accordance with an individualized assessment of mitigating and aggravating factors, commonly referred to as the *Douglas* factors. Commanders and supervisors should consider the totality of circumstances of each case, along with the recommended guidelines, and consult with servicing civilian personnel and legal offices before determining proposed discipline penalties. Commanders are encouraged to identify appropriate resources (e.g., occupational health office, medical office, chaplain office, etc.) with whom DAF civilian employees may be offered to consult for education and/or counseling.

During any disciplinary or adverse action notice period, DAF civilian employees should generally not be placed on administrative leave, but should be required to continue to work (either via telework or at the regular worksite) and follow all mitigation measures applicable to not-fully-vaccinated employees.

To ensure consistent application of appropriate considerations and guidelines, Commanders and supervisors should work closely with their servicing civilian personnel (EMR Specialist) and legal offices on such actions, and will decide each case with due regard to the facts and circumstances of that case. Additional information in the form of FAQs will be provided to civilian personnel sections in a forthcoming transmittal.

7. EXEMPTIONS AND ACCOMMODATIONS BASED ON MEDICAL CONDITION OR RELIGION

A DAF civilian employee may request an exemption from the requirement(s) herein on the basis of a disability, medical condition/circumstance, or a sincerely held religious belief, practice or observance. Exemptions will be granted in limited circumstances and only where legally required. In keeping with DoD's requirement that exemption approval authority be placed at an appropriate level to consider the impact of the volume of requests and to promote similar cases being handled in a consistent manner, the approval authority to exempt a DAF civilian employee from the requirements herein is designated as follows:

- For DAF civilian employees at Installation Level – Wing/Delta Commanders (for Air Force Materiel Command, Wing Commander, Vice Wing Commander, or equivalent);
- For DAF civilian employees at For Headquarters/Staff Organizations (including Field Operating Activities (FOA) and Direct Reporting Units (DRU)) – Organization heads will designate, in writing, a single Management Official as approval authority at a level no lower than O-6/GS-15;
- For DAF civilian employees at Combatant Commands (for which DAF is the Combatant Command Support Agent) – The Management Official with approval authority is the Air Force Element Commander, and may be further delegated to a single DAF Management Official within the Combatant Command at a level no lower than the O-6/GS-15.

MAJCOM Commanders and equivalent civilian leaders are ultimately responsible for the exemption processes put in place within their commands and organizations. At a minimum, this oversight responsibility includes ensuring the exemption processes put in place comply with all applicable Federal, DoD and DAF requirements.

Commanders must ensure that employees are informed how to make a request for an exemption, including the deadline to do so. In order to ensure that approval authorities can fully understand the effect of accommodation requests on DAF operations and to help ensure timely review of such requests, DAF civilian employees should as a general matter promptly notify supervisors that they are seeking a legally required exception to the vaccination mandate, or other accommodation, and **must submit their request no later than November 8, 2021, absent extenuating circumstances, to be considered timely.** An employee's failure to submit a timely request for exemption is not a basis to deny a request, but may be relevant in evaluating the request.

If a DAF civilian employee has requested an exemption (e.g., a reasonable accommodation based on a medical condition/disability or religious beliefs, practices, or observances) from any portion of this guidance, approval authorities should determine if an appropriate flexibility or accommodation is legally required in accordance with the appropriate legal standard, and can be provided. While exemption requests are pending decision, employees should be granted a temporary delay in compliance with the vaccination mandate. **Discipline for failure to meet the COVID-19 vaccination requirement will not be initiated against a DAF civilian employee while a timely request for a medical or religious exemption from**

the COVID-19 vaccination requirement is pending determination. If an employee submits a request after discipline is initiated, disciplinary measures may be held in abeyance, where appropriate.

In order to ensure that approval authorities are proactive in seeking out and considering possible accommodations and flexibilities, and are consulting with appropriate resources for assistance, installations will establish an Exemption Review Team (ERT). [Note - ERTs may also be established as appropriate at the Center, Numbered Air Force, or Headquarters-level, as applicable.] The ERT will assist the approval authority in determining the facts and circumstances of each request and provide consultation and advice to the approval authority as necessary. The ERT will also assist the approval authority, as needed, in obtaining reasonably necessary additional information (e.g., medical documentation, an interview of the requesting employee, supervisory statement, etc.) and will provide subject matter expertise to the approval authority. Similar to the Religious Resolution Team used in the Service member religious exemption process, the ERT will include (at minimum) subject matter experts (SMEs) from servicing legal, occupational health, equal employment opportunity, Disability Program Manager (DPM), chaplain (for religious-based requests), and civilian human resources offices, and may include other SMEs as deemed appropriate (e.g. public health). Installation commanders should ensure adequate resources, including appropriate administrative support, are provided to the ERT to process an expected high volume of exemption requests. Approval authority officials will consult with their servicing ERT SMEs, as necessary and appropriate, for both medical and religious-based requests. While vaccination exemption requests are pending decision, employees should be granted a temporary delay in compliance with the vaccination mandate and no enforcement action should be taken during this time period.

DAF Occupational Health personnel used on the ERT may include SGP (Chief of Aerospace Medicine), Occupational Medicine Physician, Flight Surgeon, or a credentialed DoD healthcare provider with occupational medicine background/training.

An exemption from COVID-19 vaccination is not an exemption from COVID-19 screening testing, or from other force health protection and workplace health and safety mitigation measures. DAF civilian employees who are not fully-vaccinated, but who have a pending request for exemption from vaccination are required to comply with any mitigation measures that are applicable to all not-fully-vaccinated employees in the worksite (for example screening testing, masking, and physical distancing). Requests for accommodations related to those other mitigation measures may be evaluated separately from vaccination exemption requests.

DAFI 36-2710 is the applicable guidance document for processing requests for reasonable accommodations based on disabilities. It is DAF policy that **all** requests for exemption from requirements herein (whether based on disability, medical condition or circumstance, or religious beliefs) will follow a similar process to that outlined in DAFI 36-2710, and as outlined herein, incorporating advice and consultation from an ERT.

Determining whether an exemption is legally required must be an individualized assessment of the particular facts and circumstances of the requesting employee's situation. It will include consideration of factors such as: the basis for the claim; the nature of the DAF civilian employee's job responsibilities; the impact, if any, of the volume of requests; and the reasonably foreseeable effects on the DAF's mission and operations, including protecting other employees and the public from COVID-19. Approval authorities should consider viable alternatives to exemptions that allow for accommodation of the religious belief or medical conditions without putting others at risk. Examples of such possible alternatives include, but are not limited to: telework; altering work schedules or cohorting; and reassignment to a different position or to different duties that may allow for telework. Additional information regarding assessing exemption requests can be found in TAB F of this guidance.

A DAF civilian employee who receives an exemption from the vaccination requirement may, because of the exemption, be unable to perform the duties and responsibilities of the position without a change in working conditions. Such matters will be referred to the reasonable accommodation process.

7.1. Medical Condition-Based Requests

Requests by DAF civilian employees for a reasonable accommodation, based on a disability or medical condition or circumstance that contraindicates obtaining a COVID-19 vaccination or complying with other requirements of this policy, will be submitted and processed in accordance with DAFI 36-2710, *Equal Opportunity Program*, and this guidance.

To make a request for exemption from vaccination, civilian employees must provide to their supervisors (or authorized human resources official) an official statement which describes the medical reason or basis the employee objects to vaccination against COVID-19. Such requests generally should be submitted in writing, and employees may use the DD Form 3176, "Request for a Medical Exemption or Delay to the COVID-19 Vaccination Requirement (Attachment 5 of reference (p)) to submit their request. While the use of the DD Form 3176 is optional for DAF civilian employees, when they make such a request, they must provide the following information:

- A description of the medical condition or circumstance that is the basis for the request for a medical exemption from the requirement;
- An explanation of why the medical condition or circumstance prevents the employee from being safely vaccinated against COVID-19, or from meeting the other requirement(s);
- If it is a temporary medical condition or circumstance, a statement concerning when it will no longer be a medical necessity to delay vaccination against COVID-19; and
- Any additional information, to include supporting medical documentation that addresses the employee's particular medical condition or circumstance, which may be helpful in resolving the employee's request for a medical exemption.

The general request process for civilian employees (for both medical and religious-based exemption requests) is summarized as follows [Note – The below is only a general summary. The provisions of DAFI 36-2710 generally still apply to medical accommodation requests]:

- The DAF civilian employee should initiate the process with their supervisor or authorized human resources official.
- The supervisor/authorized human resources official will immediately submit the request package to the servicing ERT (for medical requests, to the DPM ERT member) and engage in an interactive process with the employee. The supervisor/authorized human resources official will then update the employee's DD Form 3175, Section B, (via milConnect if used to submit the original form) to reflect that a request for exemption has been received and is pending. The employee will also update their DD Form 3175, Section A, to indicate they have submitted an exemption request.
- The appropriate ERT member will enter the request into the designated tracking tool.
- To ensure consistent application of appropriate considerations and guidelines, the appropriate ERT SMEs will review the request and provide advice and consultation to the approval authority. In order to ensure timely action, packages will be submitted from the supervisor directly to the ERT without intermediate review or concurrence. If the ERT believes additional information is reasonably necessary for the approval authority to evaluate the request, they should contact the supervisor and/or appropriate SMEs to obtain the information.
- After review, the ERT will forward the request package to the approval authority.
- The approval authority will review the request and consult with the ERT as appropriate for each case. The approval authority must ensure the package includes a complete written factual record

before making their decision. [Note – per reference (t), if the decision is to deny the accommodation request, no further reviewed or endorsement is required.]

- The decision must be communicated in writing to the employee, the employee’s supervisor, and the ERT member tracking the request. If the request is denied, the written decision must include the reason(s) for the decision, as well as a directive/order to begin taking the necessary steps to come into compliance and the date by which the employee must be fully vaccinated against COVID-19.
- The DAF civilian employee and their supervisor/authorized human resources official must then properly annotate/update the employee’s DD Form 3175, both Sections A and B.

[NOTE – The above is only a general summary of the process and is not intended to supersede the requirements outlined in DAFI 36-2710.]

Development of a written factual record will include:

- Basis for the claim;
- Nature of the DAF civilian employee’s job responsibilities; and
- The reasonably foreseeable effects on the organization’s operations and DAF mission, including protecting other DAF employees and the public from COVID-19, if the employee remains not-fully-vaccinated.

Generally, DAF civilian employees whose request is denied (or who are granted only a temporary exemption) should be directed to begin taking the necessary steps to come into compliance; specifically, they should be given a date by which they must be fully vaccinated against COVID-19, and they must be given a minimum period of 14 days to receive their first (or only) dose of a COVID-19 vaccine.

Even in cases where a DAF civilian employee does not meet the legal definition of “disability” to be entitled to an accommodation under the Rehabilitation Act, in some limited circumstances an approval authority may grant an extension to a vaccination deadline based upon other medical considerations. For example, the CDC recommends delaying COVID-19 vaccination for at least 90 days after receiving monoclonal antibodies or convalescent plasma for COVID-19 treatment. Approval authorities in receipt of documented medical reasons that may not qualify as a disability, but that necessitate a delay in vaccination, should grant extensions; but they should also specify, consistent with the nature of the medical necessity, by what date the employee must become fully vaccinated.

During the period in which vaccination is delayed, a DAF civilian employee must follow applicable masking, physical distancing, and testing protocols for not-fully-vaccinated individuals, as well as applicable travel guidance. There may be circumstances in which a supervisor or commander determines that the nature of a DAF civilian employee’s job responsibilities requires heightened safety protocols during the intervening time.

Requests for medical exemption will be treated as medical records to be maintained separately from the employee’s personnel file and in accordance with Attachment 9 of reference (p).

7.2. Religion-Based Requests

DAF civilian employees with a sincerely held religious objection to vaccination or other requirements of this policy may request an exemption as an accommodation. [Note: DAFI 52-201, *Religious Freedom in the Department of the Air Force*, generally does not apply to DAF civilian employees, with the exception of paragraph 10.] Requests will be processed in accordance with this guidance; generally, such requests for religious-based exemptions will follow the same process as outlined in the section above, “**MEDICAL CONDITION-BASED REQUESTS**”, excepted as noted below.

To make a request for exemption from vaccination, DAF civilian employees must provide to their supervisors (or authorized human resources official) an official statement which describes the **religious** reason the employee objects to vaccination against COVID-19. Such requests generally should be submitted in writing, **and employees may** use the DD Form 3177, "Request for a Religious Exemption to the COVID-19 Vaccination Requirement", (**Attachment 6 of reference (p)**) to submit their request. **While the use of the DD Form 3177 is optional for DAF civilian employees, when they make such a request, they must provide the following information:**

- A description of the religious belief, practice, or observance that is the basis for the request for a religious exemption from the requirement;
- A description of when and how the DAF civilian employee came to hold the religious belief or observe the religious practice;
- A description of how the employee has demonstrated the religious belief or observed the religious practice in the past;
- An explanation of how the requirement conflicts with the religious belief, practice, or observance;
- A statement concerning whether the DAF civilian employee has previously raised an objection to a vaccination, medical treatment, or medicine based on a religious belief or practice. If so, a description of the circumstances, timing, and resolution of the matter; and
- Any additional information that may be helpful in resolving the employee's request for a religious exemption. This may include a memo from a religious leader familiar with the employee's beliefs.

The DAF civilian employee is responsible for notifying their supervisor of the conflict between the requirement/policy and the religious observance, practice, or belief, and for submitting the required exemption request package.

Supervisors/authorized human resources official must ensure an interactive discussion is held with the employee to inform a thorough evaluation of the employee's request; a determination may be made without this discussion but is not advisable. The discussion should include a mutual sharing of information necessary to understand and process the request as well as all possible alternatives/least restrictive methods that could eliminate the conflict on a case-by-case basis. The approval authority is not obligated to provide the employee's *preferred* method of accommodation.

8. CONTRACTOR PERSONNEL CONSIDERATIONS

For DAF contractor personnel, the DAF civilian vaccination deadline of November 22, 2021 does not apply. Vaccination requirements for DAF contractor personnel will be in accordance with reference (i), as implemented by reference (j), as directed under Executive Order 14042 (reference (k)).

DAF contractor personnel will complete DD Form 3150, "Contractor and Visitor Certification of Vaccination" (Attachment 4 to reference (p)), maintain a current completed DD Form 3150, and show it to authorized DAF personnel, upon request. Failure to complete the DD Form 3150 may result in denial of access of DAF contractor personnel to the DoD facility to which access is sought. Contractor completion of the DD Form 3150 will be in hard copy, not via milConnect. (For hard copy use, the form may be accessed at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3150.pdf>.)

DAF contractor personnel who are not fully vaccinated against COVID-19 as defined in this guidance, regardless of the reason, (including for reasons such as they are not performing under a covered contract that requires COVID-19 vaccination, they have a legally required accommodation, or who decline to attest to their COVID-19 vaccination status), will be subject to COVID-19 screening testing at least weekly in accordance with Attachment 7 of reference (p) and this guidance. DAF contractor personnel who refuse required screening testing will be denied access to DoD facilities. For COVID-19 screening testing of such contractor personnel with CRA, commanders will offer, if available, COVID-19 testing similar to that offered to DAF civilian employees at the DAF's expense and at no cost to the contractor personnel or the

contractor.

DAF contractor personnel with CRA will maintain a copy of their most recent COVID-19 screening test result and show such results to authorized DAF personnel, upon request.

DAF contractors are responsible for ensuring their employees comply with applicable portions of this guidance; specifically including but not limited to, completion of the DD Form 3150 and any resultant testing requirements.

In accordance with applicable contracts, DAF contractor personnel may be offered, but are not required, to receive COVID-19 vaccines at their DoD worksites.

DAF contractor personnel who are subject to the requirements in this guidance may incur additional expenses not initially contemplated by the original contract. If this occurs, the original contract terms may need to be modified and the contractor may be entitled to additional compensation (i.e. a request for equitable adjustment or through the submission of a claim). When the original contract needs to be modified, DAF civilian employees must work with the Contracting Officer **before** taking action.

9. OFFICIAL VISITOR CONSIDERATIONS

Official visitors (including official DAF volunteers) will complete DD Form 3150 in hard copy, maintain a current completed form, and show it to authorized DAF personnel upon request. (For hard copy use, the form may be accessed at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3150.pdf>.) Failure to complete the DD Form 3150 may result in denial of an official visitor's access to the DoD facility to which access is sought.

Official visitors who are not fully vaccinated against COVID-19, as defined in this guidance, or who decline to volunteer their vaccination status, must show an electronic or paper copy of negative results from an FDA approved COVID-19 test administered no earlier than 72 hours prior to their visit.

If an official visitor is unable to show a negative COVID-19 test result, the visitor may be provided on-site self-testing, if testing kits are available, or will be denied access to the DoD facilities to which access is sought.

Service members who are not on active duty at the time of their official visit are subject to the above requirements.

Official visitors will follow applicable policies and procedures of both DAF and the Department or Agency they are visiting, if different from DAF. Individuals other than official visitors seeking access to facilities located on DAF installations, but operated by other Federal departments and agencies, will follow the policies and procedures of that other department or agency.

10. TRAVEL AND MEETINGS

Restrictions On Official Travel – In accordance with reference (s), for DAF civilian employees who are not fully vaccinated or who decline to provide information about their vaccination status, official domestic travel will be limited to only necessary mission-critical trips, both domestic and international (e.g., deployments, COVID-19 response deployments or activities, high-level international negotiations that cannot occur remotely). Fully vaccinated DAF civilian employees are not restricted from official travel, both domestic and international. "Mission critical" will be determined by the **Under Secretary of the Air Force. (SecAF has delegated this authority in writing to the Under Secretary of the Air Force, but it cannot be further delegated.) Commanders may request approval from the Under Secretary of the Air Force by submitting a request through the MAJCOM/FLDCOM chain of command to AF.A1C.Workflow@us.af.mil.**

Quarantine Due to Travel – The status of a DAF civilian employee who must quarantine due to travel is determined primarily by the reason for the travel. In both cases, if an employee is telework eligible and not incapacitated due to illness, the employee should telework as the first option.

- If a DAF civilian employee has to quarantine because of official travel, and they are not a telework participant, they should be placed on either weather and safety or administrative leave.
- If a DAF civilian employee has to quarantine because of personal travel, and they are not a telework participant, they should request personal leave while quarantining. If an employee refuses to request personal leave, commanders can bar the employee from the workplace for the safety of others. If an employee is barred from the workplace due to refusal to request personal leave after personal travel, they should be placed on administrative leave until the supervisor, in consultation with the servicing civilian personnel and legal offices, determines the appropriate status.

Travel Expense Reimbursement - DAF civilian employees will not be reimbursed for travel-related expenses while on administrative leave to accompany family members to vaccination events. Reasonable travel costs that are incurred as a result of a DAF civilian employee obtaining a required screening test from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on DAF policy.

Meetings and Conferences – In accordance with reference (s), for any planned in-person meetings, events, conferences (referred collectively herein as “meetings”) sponsored by DAF with more than 50 participants, the meeting organizer will obtain advance approval from the **Under Secretary of the Air Force** to hold the meeting. **(SecAF has delegated this authority in writing to the Under Secretary of the Air Force, but it cannot be further delegated.)** Commanders may request approval from the Under Secretary of the Air Force by submitting a request through the MAJCOM/FLDCOM chain of command to AF.A1C.Workflow@us.af.mil. For any such approved in-person meetings, the meeting organizer will require all attendees to show a completed attestation form (either the DD Form 3150 or DD Form 3175, as applicable). In-person attendees who are not fully vaccinated or who decline to provide their vaccination status may not attend the meeting if they do not show the meeting organizer proof of a negative FDA-approved COVID-19 test completed no earlier than 72 hours prior to the meeting and at least weekly if the meeting is greater than 1 week in duration.

11. REPORTING REQUIREMENTS

DoD weekly reporting of aggregate information began September 22, 2021, and will continue as directed. All data submitted electronically via milConnect, either by individual employees or through batch-uploading, will be reported by DoD through the electronic system; therefore it is critical that all DAF civilian employees’ vaccination status information be uploaded via milConnect, either by the employee or an authorized human resources official.

12. WORKERS’ COMPENSATION CLAIMS

There may be instances when a DAF civilian employee impacted by the vaccination mandate may be afforded coverage under the Federal Employees’ Compensation Act (FECA) for adverse reactions to the vaccine itself, or for injuries sustained while obtaining the vaccination and/or required testing.

The COVID-19 vaccination is a specific event occurring during a single day or work shift, and any adverse reactions or injuries should be reported on Form CA-1, Notice of Traumatic Injury and Claim Continuation of Pay/Compensation **(NAF employees should use the Department of Labor Form LS-201 – Notice of Employee’s Injury or Death)**. Where two vaccinations are required several weeks apart, reactions to each are considered separate claims if the vaccine was received prior to September 9, 2021. If the vaccination was received prior to this date, coverage is afforded only if the vaccine was administered or sponsored by the employing agency.

If an employee is covered by Executive Order 14043 and the vaccination was received on or after September 9, 2021, coverage may be afforded for (1) adverse reactions to the COVID-19 vaccination, and (2) injuries sustained as the direct result of an employee receiving their mandated vaccination. Examples of such injuries include but are not limited to accidents while commuting a reasonable distance to and from the vaccination site, and slip and fall injuries occurring at the vaccination site.

If an employing agency requires employees to receive their mandatory vaccination at specific times and/or at a specific location(s), coverage is only afforded if the employee follows the agency's vaccination policy. If any employing agency allows an employee to obtain their mandatory vaccination at any time or location, coverage is afforded regardless of where or when the employee receives their vaccination, with the only limitation being for that of reasonableness.

Supervisors or employees should contact the AFPC Injury Compensation section for guidance on filing the claim (by email at injury.compensation@us.af.mil ; by fax at 210-565-2952 or DSN 665-2952).