



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 10TH AIR BASE WING
USAF ACADEMY COLORADO

MEMORANDUM FOR ALL USAFA MISSION ELEMENTS AND TENANT UNITS

FROM: 10 ABW/CC

SUBJECT: USAFA Implementation Guidance for Mandatory COVID-19 Vaccination of Civilian Employees

References: (a) Executive Order 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*, September 9, 2021
(b) Deputy Secretary of Defense, *Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Civilian Employees*, October 5, 2021
(c) Secretary of the Air Force, *Mandatory Coronavirus Disease 2019 Vaccination of Department of the Air Force Civilian Employees*, October 8, 2021
(d) Under Secretary of Defense for Personnel and Readiness, *Force Health Protection Guidance (Supplement 23) Revision 1 - Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*, October 18, 2021
(e) Headquarters United States Air Force, *Mandatory COVID-19 Vaccination and Vaccination Status of Civilian Employees*, October 23, 2021

1. In accordance with Executive Order 14043 and Department of the Air Force (DAF) guidance, all DAF civilian employees assigned to the United States Air Force Academy (USAFA) must be fully vaccinated against COVID-19 no later than November 22, 2021, unless the employee has an approved exemption or pending exemption request based on religious reasons or medical conditions.

2. The *DAF Mandatory COVID-19 Vaccination Guide* at Attachment 1 provides AF/A1C implementation information. This includes guidance on the appropriate handling and protection of medical information, vaccination deadlines, use of official duty time, safety measures, verification measures (including verification documentation), screening testing requirements, enforcement, contractor considerations, travel, reporting requirements, worker's compensation claims, and exemptions. This memorandum provides supplemental instructions for commanders, directors, supervisors, managers, and civilian employees assigned to USAFA.

3. All Mission Elements (MEs) are requested to provide an organizational point of contact for implementation. The POCs must have the authority to track progress within their respective ME and provide status updates to the Civilian Personnel Office (CPO). As more information becomes available, amplifying guidance and information will be sent to the POCs for dissemination.

4. Commanders and supervisors should immediately direct all of their DAF civilian employees who are not currently fully vaccinated to meet the requirement to be fully vaccinated by the established deadline. The sample memorandum at Attachment 2 is the recommended standard for USAFA.

5. Civilian vaccination status will be managed via the DD Form 3175, *DoD Civilian Employee Certification of Vaccination*, and accompanying vaccination documents as proof of status. Employees with access to milConnect will complete the DD Form 3175 process via milConnect no later than Monday, 8 November. Employees without access to milConnect will complete the DD Form 3175 at

Attachment 3 and submit to their supervisors by the same date. See Attachment 1 for detailed guidance on the DD Form 3175 process. DD Form 3175 and user guides for the electronic DD Forms 3175 and 3150, *Certification of Vaccine*, are provided at Attachment 3.

6. Attachment 1 provides initial guidance on exemption requests based on medical condition or religion. However, further guidance on processing exemption requests is expected from the Under Secretary of Defense for Personnel and Readiness. In the interim, employees should be directed to begin the process by submitting exemption requests to their supervisors no later than Monday, November 8. **Commanders should take no action on any exemption requests until further DAF guidance is received.**

a. Civilian employees with a disability or medical condition that contraindicates obtaining the COVID-19 vaccination should initiate an accommodation request in accordance with DAFI 36-2710, *Equal Opportunity Program*, or an exemption request by submitting an official statement to their supervisors. Use the template provided by the Safer Federal Workforce Task Force at Attachment 4 for medical exemption requests until DD Form 3176, *Request for a Medical Exemption or Delay to the COVID-19 Vaccination Requirement*, is made available.

b. Civilian employees with a sincerely held religious, moral or ethical objection to the vaccine should request an exemption by providing a written official statement to their supervisors. Use the template provided by the Safer Federal Workforce Task Force at Attachment 5 for religious exemption requests until DD Form 3177, *Request for a Religious Exemption to the COVID-19 Vaccination Requirement*, is made available.

7. Employees that do not meet the November 22 deadline may be subject to disciplinary measures and/or additional COVID-19 screening testing. Each instance should be evaluated on a case-by-case basis. Commanders and supervisors should consult with the civilian personnel and legal offices for advisement regarding options available to address individual situations regarding enforcement of the vaccine requirement. Additional guidance on screening testing is forthcoming.

8. Additional information is provided in the attached FAQ from AF/A1C (Attachment 6). For further questions regarding this memorandum, please contact Mr. John Seay, Civilian Personnel Chief, 10 FSS/FSC, 719-333-7650, john.seay.2@us.af.mil.

CHRISTOPHER J. LEONARD, Colonel, USAF
Commander

6 Attachments:

1. Civilian Force Management Directorate, AF/A1C, *DAF Mandatory COVID-19 Vaccination Guide*
2. Sample Commander/Supervisor Vaccination Directive Memorandum
3. DD Form 3175 and User Guides for Electronic DD Forms 3175 and 3150
4. Medical Exemption Template provided by the Safer Federal Workforce Task Force
5. Religious Exemption Template provided by the Safer Federal Workforce Task Force
6. Frequently Asked Questions on DAF Mandatory COVID-19 Vaccination Guide