



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY  
USAF ACADEMY COLORADO

16 OCT 2020

MEMORANDUM FOR ALL USAF ACADEMY CIVILIAN EMPLOYEES

FROM: USAFA/CC

SUBJECT: Voluntary Civilian Employee COVID-19 Testing

1. The health and safety of our United States Air Force Academy (USAFA) family remains a top priority. As we adjust and adapt to the pandemic environment, we must continue to be diligent with mask wear, frequent hand washing and sanitization, and appropriate spacing. With the fall semester in full swing, we have now added voluntary civilian employee COVID-19 testing for those working assignments that bring them into contact with our cadet and cadet-candidate populations only, are Tricare beneficiaries, and paid via appropriated (APF) or non-appropriated (NAF) funds. Non-Tricare beneficiary employees are ineligible at this time pending additional guidance from Air Force. The following provides further details on this surveillance testing opportunity:

a. Purpose: A key component of the SARS-CoV-2 virus is many people who are infected are asymptomatic (exhibit no symptoms of COVID-19) but are able to spread the virus. We are conducting random testing in order to identify, isolate, and contact-trace asymptomatic individuals infected with the SARS-CoV-2 virus in an effort to prevent a significant flare up in COVID-19 cases. This does not replace individual tests for people who have any symptoms of COVID-19. More information can be viewed on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/lab/pooling-procedures.html>.

b. Who: At this time only APF/NAF civilian employees may volunteer to participate only if they are Tricare beneficiaries and have some level of interaction with cadets or cadet-candidates.

c. What: The USAFA plans to randomly test civilian volunteers who interact with cadets more often each week. The level of interactivity will be indicated by each member as designated by a "Tier" level described below and validated by the unit commander/director or designated POC. Additionally, those tested in a particular week will have a lower chance of being selected for testing the following week.

Tier	Description
1	Daily in-person interactions with cadets
2	Every-other-day in-person interactions with cadets (e.g., M-, T-day in-person instructors)
3	Occasional in-person interactions with cadets
4	Rare in-person interactions with cadets
5	No in-person interactions with cadets (Will not be eligible to be tested at this time)

d. How: The Pandemic Math Team generates a list of samples to be drawn daily from the sampling pool for the following week. Those who are selected for testing will be notified through a designated organization POC (typically the CSS) with a testing date and reporting instructions. The 10th Medical Group (10 MDG) collects the samples (generally nasal swabs) and delivers them to the Biology department (DFB) for pooled testing. The DFB tests for the presence of the SARS-CoV-2 virus by combining up to 8 individual samples into a single "pool" to test for the presence of SARS CoV-2 viral RNA. If a pooled test result is positive, individuals in that particular pool will be informed and required to self-quarantine until a clinical test is performed by the 10 MDG on the individual samples. The target is to complete both pooled sample processing and any required individual test follow ups on the same duty day. It is important to note that the original sample can be used for both pooled testing and the individual test follow ups so there will be no need for personnel to be re-sampled. Once the clinical tests are completed, all individuals from the positive-testing pool will be notified of their individual results. The 10 MDG Public Health will follow up with those who tested positive with additional instructions guiding isolation and procedures to be released from isolation.

e. Where: Sample collection will be conducted in Fairchild Hall, Room F1.

2. Eligible civilian employees may volunteer at <https://sharepoint.usafa.edu/events/default/covid>. Civilians who have no contact with cadets will not be eligible to participate at this time.

3. My point of contact for this initiative is Ms. Catherine Watola, USAFA/A1C, who can be reached at [catherine.watola@usafa.edu](mailto:catherine.watola@usafa.edu), 333-2160.



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