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UNITED STATES EUROPEAN COMMAND
OFFICE OF THE DEPUTY COMMANDER
UNIT 30400
APO AE 09131

22 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (U) Implementation Guidance Related to Travel and Meetings

References: (a) Deputy Secretary of Defense Memorandum, "Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings," September 24, 2021
(b) Commander, USEUCOM Memorandum, "Delegation of Authority for Approval of Travel of Non-Fully Vaccinated EUCOM Personnel and for Meetings over 50 Personnel," October 7, 2021

1. This memorandum implements Deputy Secretary of Defense Coronavirus Disease 2019 Disease Guidance dated 24 September 2021 (Reference (a)). It applies to any planned in-person meetings, events, and conferences (hereafter collectively referred to as meetings) with more than 50 participants sponsored by HQ, USEUCOM or subordinate Component Commands and units. This memorandum additionally provides guidance for travel for vaccinated and unvaccinated individuals.
2. Meetings: For meetings with more than 50 participants, the meeting organizer will obtain advance approval from the Deputy Commander, USEUCOM, in accordance with Reference (b). For any such in-person meetings, the meeting organizer is required to secure confirmation of vaccination, either through a completed DD Form 3150 or 3175. In those instances where foreign nationals are participating, the meeting organizer may also accept such forms of proof that are commonly accepted in the host nation.
3. Procedures for Component-level or below sponsored meetings: Meeting organizers must staff all proposed meetings through component medical and legal offices to ensure compliance with Reference (a) and this memorandum.
 - a. All meeting requests require general officer / flag officer endorsement prior to submission of the proposed meeting to USEUCOM.
 - b. All submissions must include a description of the event, including event date(s) and duration, purpose, number of attendees, type of attendees (e.g., service members, civilian employees, contractors, dependents, foreign nationals, etc.).
 - c. All submissions must also include a summary of the force health protection risk mitigation plan [physical distancing, mask requirements for all engagements, hand hygiene, and COVID-19 screening at event for signs of illness, etc.]. This must include a description of how the meeting organizer will meet the requirements for vaccinated and unvaccinated persons provided for in Reference (a), including the testing requirements for persons who are not vaccinated or who decline to provide information about their vaccination status.


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- d. Components will transmit requests to EUCOM by SIPR email to the eucom.stuttgart.ecdc.list.ecdc-xo@mail.smil.mil distro list.
 - e. USEUCOM will transmit approval to execute events back to components via a memorandum for record returned by SIPR email indicating which events are approved or disapproved.
4. Procedures for Headquarters USEUCOM sponsored meetings: Meeting organizers must staff all proposed meetings through their respective Joint Directors, or in the instance of the Special Staff, through the Chief of Staff, for approval by the DCOM. ECSG and ECJA will review all proposals to ensure compliance with Reference (a) and this memorandum. Submissions will be via TMT and will address all matters described in paragraphs 3a.-c. above.
5. According to the Reference (a), “meetings do not include military training and exercise events conducted by the Military Departments.” For purposes of implementation, military training includes such events as formal classroom training, orientation courses, continuing education, and events at school and facilities ordinarily engaged in the business of training. Exercise events include exercise activities, field activities, and meetings necessary to plan exercises or war games. The first GO, FO, or SES in the chain of command or supervision must make a determination of whether a meeting is exempt from applicable guidance. Given the purpose of this guidance is to appropriately limit the number of large in-person events to prevent the spread of COVID-19, if there is any question, err on the side of caution and submit events to the USEUCOM DCOM for review and approval.
6. Additionally, this guidance applies only to “DoD sponsored” meetings. Not all gatherings on DoD installations are “DoD sponsored.” For example, social events at private residences or shared common spaces such as parks are not addressed in Reference (a) and are therefore excluded from this process. By contrast, events involving the expenditure of Official Representation Funds or other official social gatherings likely qualify for review and approval by the USEUCOM DCOM.
7. Travel: In accordance with the Reference (a), fully vaccinated individuals (as defined by current Force Health Protection Guidance) are not restricted from official travel, whether domestic or international. By contrast, individuals who are not fully vaccinated or who decline to provide information about their vaccination status, are limited to mission-critical official travel only. The USEUCOM DCOM is responsible for determining what constitutes “mission-critical official travel.” Because unvaccinated personnel are especially vulnerable to COVID-19, Components and Staff Directors seeking waivers for mission-critical official travel must carefully assess all factors before submitting waivers. These include exploring options for the use of video-teleconferencing, rescheduling meetings, and sending alternate representatives where appropriate. Components will submit requests to USEUCOM for approval using the procedural steps outlined in paragraph 3. USEUCOM Directors and Special Staff shall submit lists using the steps outlined in paragraph 4. At a minimum, submissions shall include:
- a. A description of the event and justification outlining why the unvaccinated employee’s attendance at the event should be considered mission-critical; and

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b. A description of the force health protection risk mitigation plan for the individual (e.g. physical and social distancing, masking at all engagements, hand hygiene, negative COVID-19 test NET 72 hours prior to the event, event risk mitigation requirements, as well as country-specific health protection measures).

8. The USEUCOM point of contact is Colonel John Schutte, U.S. Air Force, Deputy Chief of Staff, DSN 324-412-4450.



MICHAEL L. HOWARD
Lieutenant General, U.S. Army

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DEPUTY SECRETARY OF DEFENSE
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SEP 24 2021

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings

This memorandum provides additional travel and meeting guidance for implementing force health protection measures consistent with the White House's Safer Federal Workforce Task Force, "COVID-19 Workplace Safety: Agency Model Safety Principles," September 13, 2021, to reduce the transmission of the virus that causes coronavirus disease 2019 (COVID-19). These additional measures are necessary to continue protecting the health of all DoD personnel, the communities we live and work in, and to preserve total force readiness.

Fully vaccinated individuals, as defined in the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum, "Force Health Protection Guidance (Supplement 23) – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation and Screening Testing for Unvaccinated Personnel," September 7, 2021, are not restricted from official travel, both domestic and international. Individuals who are not fully vaccinated or who decline to provide information about their vaccination status, are limited to mission-critical official travel, both domestic and international. "Mission-critical" will be determined by the traveler's DoD or Office of the Secretary of Defense (OSD) Component head, who may delegate this authority in writing to his or her Principal Deputy (or equivalent) but no lower.

For any planned in-person meetings, events, and conferences (referred collectively herein as "meetings") sponsored by DoD with more than 50 participants, the meeting organizer will obtain advance approval from the DoD or OSD Component head concerned to hold the meeting. The DoD or OSD Component head concerned may delegate this authority in writing to his or her Principal Deputy (or equivalent) but no lower. For any such approved in-person meetings, the meeting organizer will require all attendees to show a completed DD Form 3150, "COVID-19 Certification of Vaccination." In-person attendees who are not fully vaccinated or who decline to provide information about their vaccination status, may not attend the meeting if they do not show the meeting organizer proof of a negative Food and Drug Administration-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. Meetings do not include military training and exercise events conducted by the Military Departments.

The USD(P&R) is authorized to rescind memoranda issued by the Secretary of Defense or me for purposes of updating and consolidating force health protection guidance on travel, meetings, or any other COVID-19 personnel- or health-related matter.





**UNITED STATES EUROPEAN COMMAND
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07 OCT 2021

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Delegation of Authority for Approval of Travel of Non-fully Vaccinated EUCOM Personnel
and for Meetings over 50 Personnel**

**Reference: Deputy Secretary of Defense Memorandum, "Updated Coronavirus Disease 2019 Guidance Related
to Travel and Meetings," 24 September 2021**

1. In accordance with paragraph 2 of the Deputy Secretary of Defense Memorandum, "Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings," Deputy Commander, U.S. European Command is delegated authority to determine what constitutes mission-critical travel for non-fully vaccinated personnel.
2. In accordance with paragraph 3 of the same memorandum, Deputy Commander, U.S. European Command also has delegated approval authority for any meetings sponsored by DoD that will have more than 50 participants.
3. This letter will remain in effect until otherwise rescinded or replaced.
4. The USEUCOM point of contact is Col Leigh Swanson, USAF, USEUCOM Command Surgeon, at DSN 324-412-4242, or leigh.a.swanson.mil@mail.mil.

TOD D. WOLTERS
General, U.S. Air Force

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