
**AIR FORCE PERSONNEL CENTER
CORONAVIRUS 2019 (COVID-19) VACCINATION
PROCEDURES GUIDE**



“Agile, Innovative, and Responsive...Fueling the Fight!”

Headquarters Air Force
Personnel Center Directorate
of Personnel Operations
Joint Base San Antonio-
Randolph, TX
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Table of Contents

Table of Contents:

1. **PURPOSE AND OVERVIEW**
 2. **ROLES, RESPONSIBILITIES, AND PROCEDURES**
 - 2.1: **COMMANDERS/DIRECTORS/SUPERVISORS/HIRING MANAGERS**
 - 2.2: **SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HRS)**
 - 2.3: **CIVILIAN PERSONNEL SECTION (CPS)**
 3. **JOB OPPORTUNITY ANNOUNCEMENT – COVID-19 VERBIAGE**
 - 3.1: **STAFFING SERVICING HUMAN RESOURCES SPECIALIST (HRS)**
 4. **AMENDING JOB OFFERS INFORMING NEW HIRE OF VACCINATION REQUIREMENTS**
 - 4.1: **SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HRS)**
 5. **DECLINATIONS**
 - 5.1: **SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HRS)
WITHDRAWALS OF JOB OFFERS**
 6. **WITHDRAWAL OF JOB OFFERS**
 - 6.1: **SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HR)**
 7. **EXEMPTIONS**
 - 7.1: **CIVILIAN PERSONNEL SECTION (CPS)**
 8. **(ON HOLD) MEDICAL AND RELIGIOUS ACCOMODATIONS/REQUEST**
 - 8.1: **CIVILIAN PERSONNEL SECTION (CPS)**
 9. **VERIFICATION OF ACCEPTABLE FORMS OF PROOF OF VACCINATION**
 - 9.1: **CIVILIAN PERSONNEL SECTION (CPS)**
 - 9.2: **SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HRS)**
 10. **INSPECTION OF DOCUMENTS**
 11. **RECORDKEEPING**
- REFERENCES, FORMS AND ATTACHMENTS**

COVID-19 VACCINATION PROCEDURES GUIDE

1. Purpose and Overview. The purpose of this guide is to provide updated guidance on the Federal injunction that paused the implementation of [Executive Order \(E.O.\) 14043](#), “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, and mandating vaccination for federal employees. On September 9, 2021, the President of the United States directed Executive Branch agencies to implement a COVID-19 vaccination requirement for Federal employees to ensure the health and safety of the Federal workforce and members of the public with whom they interact. *A Federal injunction caused temporary pause on the implementation of E.O. 14043 beginning January, 21, 2022. The information provided in this guide should be utilized until further notice.*

This guide is applicable to Department of the Air Force (DAF) (including the U.S. Space Force) civilians. DAF will take no action to implement or enforce the COVID-19 [vaccination requirement](#) pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.

This document serves solely as a tool and the information **is not** all-inclusive. It is imperative that you use the Definitions and Reference guide listed at the end of this document.

2. Roles, Responsibilities, and Procedures.

2.1 Commander/Director/Supervisors/Hiring Managers: Commanders will establish local processes for gathering vaccination status. Supervisors and hiring managers have the responsibility for front-line implementation of workplace safety measures and ensuring DAF civilian employees vaccination status is used to implement safety protocols.

2.2 Servicing Staffing Human Resources Specialist (HRS) Ensure all job opportunity announcements, job offers, and pre-employment requirements are in compliance prior to on-boarding new hires. Provide advice and guidance to Commanders, Hiring managers, and Civilian Personnel Sections.

2.3 Civilian Personnel Section (CPS) Acting on behalf of the hiring manager, ensure all new hires meet all pre-employment requirements, continue to request voluntary disclosure of vaccination status so appropriate safety protocols can be coordinated and communicated prior to in-processing, if completed in person, relay any information received to hiring managers. Discontinue the use of forms DD3175/3176/3177 and subsequent tasks in USA Staffing associated with processing exemptions. No delays to the hiring process if vaccination documentation is not provided by the new hire/employee will occur. If candidate declines to respond and/or provide documentation, the candidate will follow safety measures appropriate for unvaccinated personnel. Ensure all new hires are informed of local safety procedures, such as testing and masking requirements. If unvaccinated or no vaccination status is reported, testing requirements for access to base should be communicated prior to in-processing. This includes the requirement to provide negative COVID-19 screening test result for the individual to access their worksite or otherwise be granted entry into a DoD facility. See the DAF *Force Health Protection Guidance (Supplement 23 – Revision 3)*, for specific testing requirements.

3. Job opportunity Announcement (JOA) - COVID-19 Verbiage:

Effective immediately, DAF job announcements will include COVID-19 vaccination preliminary nationwide injunction verbiage.

3.1 Servicing Staffing Human Resources Specialist (HRS):

- Ensure to remove reference to vaccination requirements pursuant to E.O. 14043 and modify job opportunity announcements (JOA) (s)/Public Notices/Job Offer Templates/Air Force Civilian Service Website/Social Media Platforms using below verbiage:

“To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, travel restrictions, screening testing, and restriction from the workplace.”

4. Amending Job offers informing New Hires of vaccination requirements:

The following process applies to both Tentative and Firm offers for internal and external recruitment.

4.1 Servicing Staffing Human Resources Specialist (HRS):

- Use job offer templates available in USAS or add verbiage below if using a different system. **Note:** If modified verbiage applicable to the preliminary nationwide injunction was not included in the JOA, the following statement will be added to all tentative job offers prior to entrance on duty.

Tentative Offer-COVID-19 verbiage:

Your tentative job offer is amended to inform you that to ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. The Civilian Personnel Office may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and restriction from the workplace.”

NOTE: As a reminder, regardless of COVID 19 vaccination status, do not make any irrevocable financial commitments or any movements outside of the local area unless notified by a staffer at the Air Force Personnel Center Staffing Operations (AFPC/DP2). Entrance on duty will be contingent on you completing all pre-employment requirements.

Your response is not required to this amended tentative job offer, we will consider your previous acceptance as valid and will proceed with the regular recruitment processes. Please contact your local Civilian Personnel Office for any questions.

More information on COVID requirements may be found at:
<https://www.saferfederalworkforce.gov/faq/vaccinations/>.

Firm Offer-COVID-19 verbiage:

Your firm job offer is amended to inform you that to ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. The Civilian Personnel Office may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and restriction from the workplace.”

NOTE: Please do not make any irrevocable financial commitments or any movements outside of the local area unless notified by a staffer at the Air Force Personnel Center Staffing Operations (AFPC/DP2).

Your response is not required to this amended firm job offer, we will consider your previous acceptance as valid. Please contact your local Civilian Personnel Office for any questions.

More information on COVID requirements may be found at:
<https://www.saferfederalworkforce.gov/faq/vaccinations/>.

- There are two USAS notification templates available for the purpose of amending offers:
 - COVID-19 Amended FJO
 - COVID-19 Amended TJO

NOTE: Choose the appropriate notification template in USAS. Click on the drop-down to narrow choices and select the COVID-19 Amended TJO/FJO.

5. Declinations:

5.1. Servicing Staffing Human Resources Specialist (HRS):

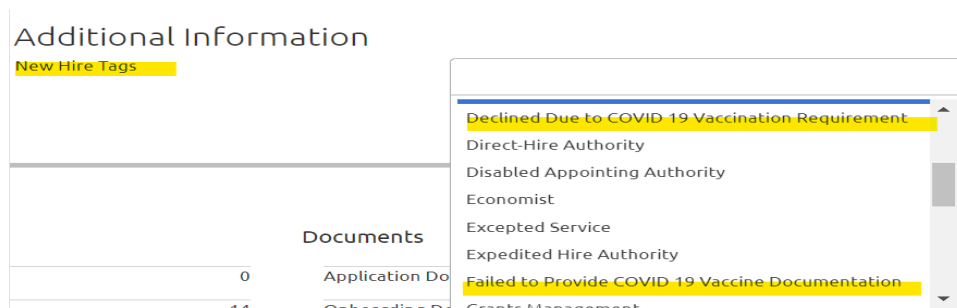
- Continue to document declinations using current processes.
- Update the certificate audit code in USAS New Hire.
- Discontinue the use of below system tags (not necessary as long as the nationwide injunction is in place):

Declined Due to COVID 19 Vaccination Requirement (New Hires who decline a tentative or official job offer because of the vaccine mandate)

Failed to Provide COVID 19 Vaccine Documentation (New Hires who tentatively accept a job offer but fail to provide documentation of their vaccination status)

RA for COVID 19 Vaccine Exemption (New hires requesting medical/religious accommodations).

- Discontinue the use of the following tags under “**Additional Information**” section in the New Hire record. Tags identify New Hires who decline positions due to the vaccination requirement or fail to provide proof of vaccination prior to entering on duty.



6. Withdrawal of Job offers:

DAF will not withdraw any job offer for an employee/applicant that was pending an exemption or reasonable accommodation. If an employee or new hire does not submit vaccination information or documentation, they should be treated as not fully vaccinated for the purposes of implementing safety protocols that are based on vaccination status. HRS will continue the recruitment process.

6.1 Staffing Servicing Human Resources Specialist (HRS):

Discontinue the use of COVID Withdrawal Job Offer template, DO NOT send withdrawals to a new hire or DAF employee.

7. Exemptions:

7.1. CPS:

- 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.
- Provide advice and guidance to Commanders on requesting official travel for unvaccinated employees or candidates. Unvaccinated employees and candidates may not PCS (official travel) without approval from USECAF.

8. (ON HOLD) Medical and Religious Accommodations/Requests:

Enforcement of the COVID-19 vaccination requirement pursuant to E.O. 14043 is currently suspended, therefore, medical and religious exemptions are not are not required throughout the duration of the nation-wide injunction.

8.1 CIVILIAN PERSONNEL SECTION (CPS):

- Effective immediately STOP the use of tasks related to **COVID-19 accommodations**.

The following task are currently disabled:

- **Receipt of DD3175** (end date once documentation is received)
- **Request RA COVID** (input date once employee requests medical/religious accommodation)
- **Received RA Decision COVID** (end date once medical/religious accommodation is approved)

9. Verification of Acceptable forms of Proof of Vaccination:

9.1 CIVILIAN PERSONNEL SECTION (CPS):

- May continue to request, but not require, and may receive submission of vaccination information and documentation (including proof of primary series vaccination, additional doses, and booster shots) from employees and potential employees who have received an offer of employment
- Maintain, review, and use that information and proof of vaccination documentation for the purposes of implementing safety protocols based on vaccination status, such as masking, physical distancing, travel restrictions, screening testing, and restriction from the workplace.
- Proof of vaccination information should be gathered without using the DD Form 3175; use of DD Form 3175 is suspended during the injunction, for both employees and applicants.
- Must verify appropriate approval levels for official travel for unvaccinated employees requiring PCS prior to requesting a firm offer.

Note: The CPS will request proof of vaccination status in the same manner as any other pre-employment requirements.

Documentation to prove vaccination status may include:

- 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.

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)
- Civilian Personnel Sections (CPS) will assist with identifying and assigning the “**COVID-19 Vaccination Documentation**” task. If the task is not currently part of the new hire workflow in the USA Staffing (USAS) New Hire Record, proceed to update.

NOTE: The purpose of this task is to facilitate the submission (for the New Hire) and verification (for the CPS user) of documentation demonstrating that the New Hire has received the COVID-19 vaccination and information will be used to implement safety protocols.

Procedures to Assign Tasks:

Tentative job offers will now include a new task in the New Hire record labeled “**COVID 19 Vaccination Documentation**”, this task will display as an assigned task for new hires; new hires will click on Vaccine Documentation under “Tasks” to open the task requirement.

NOTE: If the new hire record was created before COVID 19 Documentation task was available, CPS will manually add the task and send the “**New Hire – Additional Task assigned**” notice. (See below screenshots)



Onboarding Progress 33%

Position Title: HR Specialist
Pay Plan-Series-Grade: GS-0201-11
Duty Location: Randolph AFB, Texas

Tasks

= Incomplete = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
<input checked="" type="checkbox"/> Complete New Hire Questionnaire		11/29/2021
<input type="checkbox"/> Upload Documents (If Applicable)	12/04/2021	
<input type="checkbox"/> Vaccine Documentation	12/04/2021	

Once new hire clicks on the Vaccine Documentation task, the following instructions and information will display:

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

If you are vaccinated, we are requesting you voluntarily upload documentation of your vaccination status. Valid documentation includes:

- A copy of the record of immunization from a health care provider or pharmacy
- A copy of the COVID-19 Vaccination Record Card,
- A copy of medical records documenting the vaccination,
- A copy of immunization records from a public health or state immunization information system, or
- A copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

For more information, please visit <https://www.saferfederalworkforce.gov/>.

NOTE: The “Add Document” button will allow new hires to voluntarily upload their vaccine documentation.

9.2 SERVICING STAFFING HUMAN RESOURCES SPECIALIST (HRS):

- Internal and external applicants may voluntarily provide proof of vaccination to CPS prior to forwarding a request for a firm offer as agencies may request information regarding the vaccination status of selected applicants, for the purposes of implementing workplace safety protocols.
- Proceed with setting Entrance on Duty (EODs) date and onboard employees, regardless of their status related to the vaccination mandate. NOTE: Unvaccinated employees and candidates may not PCS without an approved USECAF exemption for official travel. Do not set EODs or issue FJOs without receipt of the USECAF exemption approval.
- Once all pre-employment requirements are completed and, if applicable travel exemption approval, proceed to extend the final offer.

10. Inspection of Documents:

Proof of vaccination may be submitted in hard copy form or in an electronic/digital format, and the proof may be a photocopy or photograph of the vaccination record. It is acceptable for the CPS to view documents via “virtual” means, applicants can voluntarily provide proof of vaccination in order for management to implement safety protocols.

11. Recordkeeping:

All vaccination documentation is considered sensitive medical and PII and must be safeguarded separately from pre-employment folders kept in the personnel office. For new hires, the CPS will maintain the documents on behalf of the hiring manager during the pre-employment process. After the employee completes in-processing requirements, CPS will forward documentation to the hiring official. The responsibility to maintain vaccination documentation is with unit commanders, therefore the CPS is not required to retain or maintain the documentation once forwarded to the hiring official. The immediate supervisor has responsibility for implementation of workplace safety measures, and therefore will need information regarding each of their employee’s vaccination status. Documentation will be maintained in the organization’s files.

References, Forms, and Attachments

Safer Federal Workforce Task Force, [“COVID-19 Workplace Safety: Agency Model Safety Principles,” September 13, 2021](#)

Executive Order 14043, [“Requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” September 9, 2021](#)

Deputy Secretary of Defense Memorandum, [Mandatory Coronavirus Disease 2019 Vaccination of DoD Civilian Employees, October 1, 2021](#)

United States Office of Personnel Management Memorandum, [“Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043,” October 1, 2021](#)

United States Office of Personnel Management Memorandum, [“Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043,” October 1, 2021](#)

Acting Under Secretary of Defense for Personnel and Readiness Memorandum, [“Force Health Protection Guidance \(Supplement 18\) – Department of Defense Guidance for Protecting All Personnel in Department of Defense Workplaces During the Coronavirus Disease 2019 Pandemic,” March 17, 2021](#)

Under Secretary of Defense for Personnel and Readiness Memorandum, [“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](#)

Secretary of the Air Force Memorandum, “Mandatory Coronavirus Disease 2019 Vaccination of Department of the Air Force Civilian Employees,” October 8, 2021.



[SecAF Signed Civ-Vaccine Memo_8Oct2](#)

Memorandum for Senior Pentagon Leadership Commander of the Combatant Commands, Updated Coronavirus Disease 2019 Guidance Related to Travel and Meet



[Attch 1 -- Updated COVID-19 Guidance T](#)

Frequently asked questions related to Compliance with the Applicable Preliminary Nationwide Injunction on Implementation and Enforcement of the Vaccination Requirement Pursuant to Executive Order (E.O.) 14043



20220124 FAQs
Compliance Injunction

Delegations of Authority, COVID-19 guidance related to travel and meetings Memorandum



Attch 2 -- SecAF
Delegation Memo CO

Exceptions to Policy Regarding Meetings with Greater than Fifty Participants and Mission-Critical Travel Memorandum



HQ AF DoS_ETP for
Meetings & Travel_2

DAF *Force Health Protection Guidance (Supplement 23 – Revision 3)*



FHP-SUPP-23-REV-3
-DOD-GUIDANCE-FO