

From: NEWBURN, MATTHEW D GS-14 USAF USAFE 86 FSS/FSC <matthew.newburn@us.af.mil>
Sent: Thursday, October 28, 2021 3:31 PM
Subject: Civilian COVID Vaccination Status - Mandatory Reporting For US Employees
Importance: High

Commanders, Directors, and Supervisors:

BLUF: Supervisors will direct US civilian employees to report their COVID vaccination status NLT 8 Nov 2021 by completing Section A of DD Form 3175 (Tab B), "Civilian Employee Certification of Vaccination," and submitting accompanying vaccination documentation to the supervisor as proof of their status. Completion of the DD Form 3175 will be accomplished through milConnect at <https://milconnect.dmdc.osd.mil/>. Employees who prefer to request exemption from the vaccine due to medical or religious reasons must submit required documents for the exemption request to their supervisor NLT 8 Nov 2021.

This email is being sent in advance of a forthcoming TMT tasker for the sake of quick dissemination. Supervisors of US APF employees have been blind copied on this email. We ask that commanders, directors, and higher-level supervisors also share this information with any new supervisors (civilian or military) of US APF employees who may not be currently reflected in the database.

1. **PURPOSE:** To provide updated information on the civilian COVID vaccination mandate contained in the HAF A1C Message below, "DAF Implementation of Force Health Protection Guidance (Supplement 23) Revision 1," as well as the attached DAF-specific implementing guidance. This guidance pertains to US APF civilian employees.
2. **BACKGROUND:** This guidance replaces the 15 Oct 2021 guidance our office issued, subject "COVID-19 Vaccination Directive: HAF A1C Message #2021-0050 – DAF Implementation of EO 14043, Requiring Coronavirus disease 2019 Vaccination for Federal Employees."
3. **DISCUSSION:** An overview of the new guidance follows, but the detailed information in the HAF/A1C message below and the attachments to this email should be thoroughly reviewed.
 - a. DAF civilian employees must be fully vaccinated (as defined in Atch 2, section 4, page 8) as soon as possible, but NLT 22 NOV 2021; official duty time will be granted for the purpose of receiving vaccination doses. Corresponding vaccination deadlines for the most commonly used vaccines is included in Atch 2, section 2.1.
 - 1) Time needed for employees to receive the COVID vaccination should be coded as regular duty and is no longer coded as administrative leave.
 - 2) If an employee experiences an adverse reaction to the vaccination, up to 2 workdays of administrative leave may be granted for recovery - ATAAPs coding is "LN" type hour code with "PF" environmental/hazard/other code.
 - 3) Vaccination of family members is not part of the mandate. However, time that is needed for an employee to accompany a family member to receive a COVID vaccination remains as administrative leave, up to 4 hours per vaccination event - ATAAPs coding is "LN" type hour code with "PF" environmental/hazard/other code. If a family member experiences an adverse reaction to the vaccination and requires the employee's presence and/or care, the employee should request sick leave, or other appropriate leave, for family care.
 - b. Supervisors will direct civilian employees to report their vaccination status NLT 8 NOV 2021 by completing Section A of DD Form 3175, "Civilian Employee Certification of Vaccination," and

submitting accompanying vaccination documentation to the supervisor as proof of their status. Completion of the DD Form 3175 will be accomplished through milConnect at <https://milconnect.dmdc.osd.mil/>; a guide is provided at Tab B. Supervisors will verify that a civilian employee's proof of vaccination includes the required data points specified in Atch 2, section 4, page 6. Proof of vaccination may be submitted in hard copy form or in an electronic format, and the proof may be photocopy or photograph of the vaccination record provided that it clearly and legibly displays the required data points. Any format submitted must be capable of being retained by management. See Atch 2, section 1.2 for information on the appropriate handling and protection of this information. Supervisors will also be asked to verify their employees' vaccination status by completing Section B of the DD Form 3175 via milConnect, using the employee's DoD Identification Number, when that functionality becomes available (estimated to occur in a few weeks). DoD weekly reporting will also be satisfied through milConnect. Completion/submission of a hard copy version of DD Form 3175 should only occur in the event milConnect is unavailable. Additional information on the retention of proof of vaccination documentation as well as any hardcopy forms is provided in Atch 2, section 4.

c. Employees not yet fully vaccinated must provide proof of vaccination upon receipt of each required dose and update their DD Form 3175 when their status changes.

d. Weekly screening testing procedures on official time will be established (on or after 22 Nov 2021) for DAF civilian employees who are not fully vaccinated; employee refusals may result in denied access to DoD facilities and corrective personnel action. Additional information on testing procedures is forthcoming.

e. Commanders/supervisors may begin mandated progressive enforcement action as soon as 22 Nov 2021, in consult with JA and Civilian Personnel Office, and such actions must be handled on a case-by-case basis. Enforcement actions generally include, but are not limited to:

- 1) 5-day period of counseling and education; may have already been met with previous official notification of directive and does not need to be issued again
- 2) 14-day or less suspension without pay
- 3) Removal from federal service for failing to follow a directive/order/instruction

f. New DoD civilian employees must be fully vaccinated by their entrance on duty (EOD) date or 22 Nov 2021, whichever is later; start dates should be delayed until a requested exemption is adjudicated unless mission-critical temporary exemption is approved by SECAF.

g. An employee may request an exemption from the vaccination requirements herein on the basis of a medical condition or circumstance, or a sincerely held religious belief, practice, or observance, NLT 8 NOV 2021. Exemptions will be granted in limited circumstances and only where legally required. Further guidance on processing exemption requests is forthcoming from DoD. In the meantime, employees may begin the process and submit requests to their supervisors or to US Employee Relations at 86fss.fsec.us-emr@us.af.mil, in accordance with the guidelines in section 7 of Atch 2. At this time employees may use the sample forms at <https://www.saferfederalworkforce.gov/faq/vaccinations/> to begin preparing their exemption requests. However, it is expected that the employee will ultimately need to use the forthcoming prescribed DoD form(s). Furthermore, commanders should take no action on any requests until further OUSD (P&R) and DAF guidance is received. An employee who has submitted an exemption request should be granted a temporary delay in compliance, with no enforcement action taken during this time period.

h. Commanders and supervisors must immediately ensure that all civilian employees who are not currently fully vaccinated (as defined in Atch 2, section 4, page 8) are directed (i.e., ordered), in writing, to meet the requirement to be fully vaccinated by the deadlines established. The memo at Tab C can be used for this purpose, and is a slight revision of the memo we previously shared on 15 Oct 2021. If the previous version of the memo was already provided to employees who indicated they were not fully vaccinated, the memo does not need to be issued again.

i. Separate guidance for non-US civilian employees is forthcoming.

4. VIEWS OF OTHERS: N/A

5. TASKS:

- Supervisors ensure employees report their vaccination status NLT 8 Nov 2021 by completing Section A of DD Form 3175, "Civilian Employee Certification of Vaccination," in milConnect, and submit accompanying vaccination documentation to the supervisor as proof of their status. (Ref para 3b above)
- Supervisors ensure employees submit requests for medical or religious exemptions from the vaccination requirements to the supervisor NLT 8 Nov 2021. (Ref para 3g above)
- Supervisors ensure employees who are not currently fully vaccinated are directed in writing to meet the requirement to be fully vaccinated by the deadlines established, using the memo at Tab C, NLT 8 Nov 2021, if such written notice has not already been given. (Ref para 3h above)

6. POCs: Questions on the guidance contained herein may be addressed as follows:

- Pertaining to current US APF employees: US Employee Relations at 86fss.fsec.us-emr@us.af.mil
- Pertaining to new/incoming US APF employees: US APF Staffing at ramstein.staffing@us.af.mil
- Information on COVID vaccinations and other COVID-related subjects can be found at <https://www.ramstein.af.mil/COVID-19/>
- Extensive Civilian HR-related guidance on COVID can be found on the Ramstein CPF website at <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

V/r,

Matt Newburn
Civilian Personnel Flight Chief
Ramstein AB, Germany

2 Attachments:

1. [AF Memo 23 Oct 21](#)
2. [DAF Implementation DoD FHP Supp 23, Rev 1, Guide 22 Oct 21](#)

5 Tabs:

- A. [References DAF Implementation DoD FHP Supp 23, Rev 1](#)
 - B. [Electronic DD Forms 3175 and 3150 User Guides](#)
 - C. [Sample Supervisor/Commander Vaccination Directive Memorandum V5](#)
 - D. [Benefits of Vaccination](#)
 - E. [FAQs DAF Implementation DoD FHP Supp 23, Rev 1](#)
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From: AF/A1C Workflow <<mailto:AF.A1C.Workflow@us.af.mil>>

Date: Sunday, Oct 24, 2021, 4:57 PM

Subject: HAF A1C Message #2021-0052 -- DAF Implementation of Force Health Protection Guidance (Supplement 23) Revision 1

MESSAGE FROM THE CIVILIAN FORCE MANAGEMENT DIRECTORATE (A1C)

HAF/A1C Message # 2021-0052

SUBJECT: DAF Implementation of Force Health Protection Guidance (Supplement 23) Revision 1

SUSPENSE: N/A

1. PURPOSE: To inform Commanders, supervisors, and employees of DAF-specific guidance concerning the DoD Force Health Protection (Supplement 23) Revision 1.

2. 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, Oct 18, 2021

3. BACKGROUND: 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 by signing Executive Order 14043, "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees". To implement this EO, the Deputy Secretary of Defense directing compliance with the deadlines established in reference 2.a., and the Secretary of the Air Force subsequently issued reference 2.c., directing all DAF personnel to comply and achieve fully vaccinated status as quickly as possible and not later than November 22, 2021. DoD issued Force Health Protection Guidance (Supplement 23) Revision 1 - Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification on October 18, 2021.

4. STATUS:

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

b. The DAF will obtain civilian vaccination status via DD Form 3175 and accompanying vaccination documents as proof of status. All DAF civilian employees (regardless of whether they are authorized to telework/remote work), must attest to their vaccination status by completing Section A of the DD Form 3175 "Civilian Employee Certification of Vaccination," and must provide accompanying vaccination

documents as proof of their status. This action should be taken via milConnect, if available, at: <https://milconnect.dmdc.osd.mil>.

c. When screening testing is made available and local testing procedures are established (on or after November 22, 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 at least weekly (depending on the type of test kit used). This requirement also applies to local foreign national employees and Service members who are not on active duty who are also DAF civilian employees.

d. 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 locally established testing process.

e. 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.

f. Further guidance on processing exemption requests will be forthcoming from the Under Secretary of Defense for Personnel and Readiness and DAF via FHP 23 Revision 2. In the meantime, employees who wish to submit an exemption may initiate the process IAW guidelines in this guidance and submit exemption requests to their supervisors or authorized human resources officials; however, no action may be taken on any exemption requests received until further DAF guidance is issued.

5. This message will be released from the COVID Task Force and the information posted on the DAF COVID-19 Commander's Tool Kit at: <https://usaf.dps.mil/teams/COVID-19/SitePages/Home.aspx>.

6. All A1C Numbered Messages are maintained on A1C's SharePoint located at: https://usaf.dps.mil/sites/10097/a1c/numberedmessages/sitepages/home.aspx#inplviewhasha38ec229-8d30-4fa3-998d-a20e3762e55b=#InplviewHash42201ba6-242e-40e6-9270-11a16a61e3f3=Paged%3DTRUE-p_ID%3D30-PageFirstRow%3D31-ShowInGrid%3DTrue#InplviewHash91b72512-3c02-4569-a4f4-0dc27935ecc8=Paged%3DTRUE-p_SortBehavior%3D0-p_FileLeafRef%3D2021%252d002%2520A1C%2520Numbered%2520Message%252epdf-p_ID%3D55-PageFirstRow%3D46

7. A1C POC for this message: Ms. Chris Rowzee, AF/A1CP, <mailto:christy.a.rowzee.civ@mail.mil>, (501) 247-4775 (telework number).

Vr,

Glenda Scheiner, SES, DAF
Director, Civilian Force Management
DCS, Manpower, Personnel and Services

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