



**HEADQUARTERS OF THE AIR FORCE
OFFICE OF THE DIRECTOR OF STAFF
UNITED STATES AIR FORCE
WASHINGTON, DC 20330**

30 November 2021

MEMORANDUM FOR ALMAJCOM-ALFLDCOM-FOA-DRU/CC
DISTRIBUTION C

FROM: HAF/DS
Headquarters Air Force Director of Staff
1670 Air Force Pentagon Rm 4E877
Washington DC 20330

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

References: (a) Deputy Secretary of Defense memorandum, September 24, 2021, *Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings*
(b) Under Secretary of Defense for Personnel and Readiness memorandum, October 29, 2021, *Force Health Protection Guidance (Supplement 23) Revision 2 – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*
(c) Secretary of the Air Force memorandum, November 3, 2021, *Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings*

1. In accordance with reference (a), Department of Defense (DoD) sponsored in-person meetings, events, and conferences (hereinafter “meetings”) with over fifty (50) participants require DoD Component head approval (delegable to Principal Deputy). Additionally, DoD personnel 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 Component head (also delegable to Principal Deputy). In accordance with reference (c) the Under Secretary of the Air Force (USecAF) has been delegated approval authority for all Department of the Air Force (DAF) sponsored in-person meetings with greater than fifty (50) participants and for determining “mission-critical” travel. This memorandum delineates the process for obtaining USecAF approval for the aforementioned scenarios.

2. All requests for DAF-sponsored or hosted in-person meetings with greater than fifty (50) participants routed for USecAF approval will utilize attachments 1 and 2 of this document. Approval from the Major Command (MAJCOM) or Field Command (FLDCOM) Deputy Commander (or equivalent at DRU or FOA) is required prior to submitting for USecAF approval. For personnel assigned to the Headquarters Air Force, Headquarters Space Force, or Secretariat, approval from the respective 2-Letter or Level 2 Principal Deputy (or equivalent) is required prior to submitting for USecAF approval. Submit requests to the Headquarters Air Force, Executive Secretariat (HAF/ES) workflow at haf-es.workflow@us.af.mil. HAF/ES will

place all received requests in the task management tool (TMT) for appropriate routing and approval.

3. All requests for mission-critical travel routed for USecAF approval will utilize attachment 3 of this document. A mission-critical travel justification memorandum will accompany the request. Mission-critical travel requests are for individual DAF personnel and will not be submitted as a group request. Approval from the MAJCOM or FLDCOM Deputy Commander (or equivalent at DRU or FOA) or 2-Letter/Level-2 Principal Deputy is required prior to submitting for USecAF approval. Submit requests to the HAF/ES workflow at haf-es.workflow@us.af.mil. HAF/ES will place all received requests in TMT for appropriate routing and approval.

4. This memorandum supersedes any conflicting DAF guidance for the same subjects until this memorandum is rescinded or modified. For any questions or concerns regarding this topic, contact HAF/ES via email at haf-es.workflow@us.af.mil or via phone at (703) 695-1138.

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KATHERINA B. DONOVAN
Colonel, USAF
Senior Military Assistant

3 Attachments

1. USecAF Form Letter for In-Person Meetings
2. COVID-19 Mitigation Plan
3. USecAF Form Letter for Mission Critical Travel

MEMORANDUM FOR [INSERT ORGANIZATION NAME]

SUBJECT: Approval - [Insert Event Name]

References: (a) Deputy Secretary of Defense memorandum, September 24, 2021, *Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings*
(b) Under Secretary of Defense for Personnel and Readiness memorandum, October 29, 2021, *Force Health Protection Guidance (Supplement 23) Revision 2 – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*
(c) Secretary of the Air Force memorandum, November 3, 2021, *Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings*

In accordance with reference (a), Department of Defense (DoD) sponsored in-person meetings, events, and conferences with over fifty (50) participants require DoD Component head or Principal Deputy approval. Additionally, pursuant to that guidance, 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. Reference (b) provides descriptions of vaccination status, attestation, and testing policy.

Pursuant to references (a) and (c), I hereby approve the [Insert Event Name] at [Insert your Installation Name, State, on Month, Day, Year]. Department of the Air Force personnel who are not fully vaccinated, or who decline to provide information about their vaccination status, are not authorized to travel and will not attend this event. Event staff and organizers will ensure all DoD personnel, civilians, and contractors supporting and attending the event comply with DoD COVID-19 vaccination requirements as outlined in the attached mitigation plan and reference (b).

Gina Ortiz Jones

Attachment:
COVID-19 Mitigation Plan - Event Name

cc:
AF/CC
SF/CSO
SAF/PA

COVID-19 Mitigation Plan - [Insert Event Name, Location, Date]

This document is provided as an example plan to mitigate the spread of COVID-19 during the set-up, execution, and tear-down of an event. Please adjust the document as necessary to meet your organization's intent. The plan should be coordinated with local public health officials.

Background:

- Place a synopsis of the local COVID-19 7-day infection rate average, vaccination rate, and any restrictions/precautions which should be noted in this section

The following actions will be taken to mitigate the risk of the spread of COVID-19:

1. All attendees will show proof of vaccination against COVID-19 via a completed attestation form (DD Form 3150 or DD Form 3175, as applicable);
2. Mandate approved masks (IAW mask guidance set forth by DoD policy) and social distancing for all participants through standard base communication channels;
3. Signage, and regular announcements during the event to remind attendees of mask policy and social distancing;
4. Post signage encouraging washing hands and sanitizing regularly;
5. Consider cancelling or minimizing the occurrence of affiliated social events;
6. Limit capacity and registration of attendees/occupants in areas to ensure adequate physical distancing;
7. Require everyone to preregister and pay all fees prior to event (limit walk-in registration);
8. Develop an expedited, minimal to no contact registration process.

Event Timeline and Considerations

Day, DD Mmm YY (Time) Insert Event Name

- **Status – exposure threat Low/Medium/High:** crowd size ~###
- Personnel will be moving freight and setting up booths in the vendor area while guests will be registering for the conference in a separate area.
- Will minimize groups of people congregating during both events to ensure social distancing, check vaccination records, require masks, and providing sanitization stations.
- Will require early registration to the maximum extent possible to minimize crowds on the first day of the event and require social distancing for waiting lines.
- No group dining is scheduled for this day, and the regularly scheduled Icebreaker for that evening has been cancelled.
- Masks required IAW DoD policy.

Day, DD Mmm YY (Time) Insert Event Name

- **Status – exposure threat Low/Medium/High:** crowd size ~###
- Social distance through continuing to move people to other rooms and areas IAW posted signage, check vaccination records, require masks, and provide sanitization stations.
- Developing an expedited, minimal to no contact registration process.
- **Time** – Provide single serving items for breakfast with prepackaged condiments and continue to maintain social distancing while having multiple spread-out food stations.
- **Time** – Welcome and Keynote Speakers with virtual USG Zoom simulcast to an alt. area.
- Individually wrapped snacks will available all day and spread out on different tables for social distancing.
- **Time** – Open Vendor area with limited capacity (restricting access to # of people only).
- Masks required IAW DoD policy.

MEMORANDUM FOR [INSERT ORGANIZATION NAME]

SUBJECT: Mission-Critical Travel Authorization - [Insert Requestor's Name]

References: (a) Deputy Secretary of Defense memo, September 24, 2021, *Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings*
(b) Under Secretary of Defense for Personnel and Readiness memorandum, October 29, 2021, *Force Health Protection Guidance (Supplement 23) Revision 2 – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*
(c) Secretary of the Air Force memorandum, November 3, 2021, *Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings*

In accordance with reference (a), Department of Defense (DoD) personnel 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. In accordance with reference (c), the Under Secretary of the Air Force (USecAF) has been delegated approval authority for all Department of the Air Force (DAF) sponsored in-person meetings with greater than fifty (50) participants and for determining “mission-critical” travel. Reference (b) provides descriptions of vaccination status, attestation, and testing policy.

Pursuant to reference (a) and (c), I hereby authorize the request for [insert requestor's name] to travel to [insert event name] at [event location, city, state or country] from [insert dates of travel] as mission-critical for the Department of the Air Force. Pursuant to this authorization, [insert requestor's name] will obtain and have on-hand and ready to provide upon request, proof of a negative Food and Drug Administration-approved Coronavirus Disease 2019 test completed no earlier than 72 hours prior to official travel. Additional testing will be required at least weekly if the meeting/event is greater than one week in duration. The member will follow all applicable requirements under references (a) and (b).

Gina Ortiz Jones

Attachment:

Mission-Critical Travel Justification Memo

cc:

AF/CC

SF/CSO

SAF/PA