



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON

MAY 04 2022

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

SUBJECT: COVID-19 Restrictions for DAF-Sponsored In-person Events

References: (a) Under Secretary of Defense memo, *Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance*, April 4, 2022
(b) Secretary of the Air Force memo, *Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings*, November 3, 2021
(c) Under Secretary of the Air Force memo, *Approval – Events With Less Than 250 Participants*, March 9, 2022 (Rescinded)

In accordance with Section 6 of reference (a), for any planned Department of Defense (DoD) sponsored in-person meeting, event, or conference (referred collectively herein as “meetings”), with more than 50 participants, in a county or equivalent jurisdiction where the Centers for Disease Control and Prevention (CDC) COVID-19 Community Level is *High*, the meeting organizer will obtain advanced approval from the DoD Component head. In accordance with reference (b), approval authority for all Department of the Air Force (DAF) sponsored in-person meetings has been delegated to the Under Secretary of the Air Force.

No prior approval is needed for DAF-sponsored meetings with less than 50 in-person attendees or when the associated county, or equivalent jurisdiction, CDC COVID-19 Community Level is *Medium* or *Low*, or the corresponding Health Protection Condition (HPCON) is *Bravo* or *Alpha*. Installations will not host in-person meetings with more than 50 attendees, absent my individual approval, when the local CDC Community Level is *High*, the hosting installation is in HPCON *Charlie*, or DoD policy precludes the meeting. This approval is contingent on the hosting installation’s development and implementation of a *COVID-19 Mitigation Plan*, which includes the attached requirements. This does not constitute or imply approval of mission-critical official travel for non-vaccinated personnel.

Service members who are not fully vaccinated must have an approved or pending religious or medical exemption in order to attend meetings in-person. Individuals who are not fully vaccinated are not authorized to attend meetings in-person unless they provide the meeting organizer with proof of a negative COVID-19 test, completed no more than 72 hours before meeting check-in. Additionally, commanders will ensure compliance with applicable labor relations obligations. This memorandum rescinds and replaces reference (c).



Gina Ortiz Jones

Attachment:
COVID-19 Mitigation Plan Requirements

COVID-19 Mitigation Plan Requirements For DAF-Sponsored Meetings

Mitigation plans to reduce the risk of the spread of COVID-19 during DAF-sponsored meetings will include provisions to ensure the following:

1. A process to verify whether or not attendees are fully vaccinated against COVID-19. Individuals who are not fully vaccinated are not authorized to attend meetings in-person unless they provide the meeting organizer with proof of a negative COVID-19 test, completed no more than 72 hours prior to meeting check-in. Fully vaccinated is defined as two weeks past their second dose in a two-dose vaccination series, such as Moderna's Spikevax or Pfizer's Comirnaty vaccines, or two weeks past a single-dose vaccine, such as Johnson and Johnson's Janssen vaccine) with a vaccine that is either: (1) fully licensed or authorized or approved by the FDA; (2) listed for emergency use on the World Health Organization Emergency Use Listing (e.g., AstraZeneca/Oxford); or (3) approved for use in a clinical vaccine trial for which vaccine efficacy has been independently confirmed (e.g., Novavax).
2. The wear of appropriate/approved masks (indoor activities), set forth by current DoD policy, and the enforcement of appropriate social distancing for all participants.
3. Signage is posted and regular audible announcements are made during the meeting to remind attendees of social distancing policies.
4. Signage is posted encouraging regular hand washing and sanitizing.
5. Considerations for cancelling or minimizing the occurrence and number of participants (including spousal participants) at affiliated social events.
6. Limit capacity and registration of attendees/occupants in meeting areas to ensure adequate physical distancing.
 - a. Develop an expedited, minimal-to-no contact registration process.
 - b. Encourage participants to pre-register and pay all fees prior to the meeting (limit walk-in registration).

Note: Approval to conduct in-person meetings, whether held indoors or outdoors, does not constitute or imply approval of mission-critical official travel for non-vaccinated personnel.