



SECRETARY OF THE AIR FORCE  
WASHINGTON

03 NOV 2021

MEMORANDUM FOR UNDER SECRETARY OF THE AIR FORCE

SUBJECT: Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings

References: (a) DSD memo, September 24, 2021, *Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings*  
(b) USD(P&R) memo, October 18, 2021, *Force Health Protection Guidance (Supplement 23) Revision 1 – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*

Pursuant to reference (a), Department of Defense (DoD) sponsored and planned in-person meetings, events, and conferences (referred collectively herein as “meetings”) with more than fifty in-person participants require advance approval from the DoD Component head. Additionally, pursuant to reference (a), 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 as well as additional guidance on the scope of covered meetings.

In accordance to reference (a), I hereby delegate approval authority for any planned in-person meetings with more than fifty in-person participants and the authority for determining “mission critical” official travel to the Under Secretary of the Air Force. This authority is not further delegable.

If you have any questions, please contact HAF/DS.

A handwritten signature in black ink, appearing to read "Frank Kendall", is positioned above the printed name.

Frank Kendall

cc:  
AF/CC  
SF/CSO