



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON

MAR 09 2022

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

SUBJECT: Approval – Events With Less Than 250 Participants

References: (a) Deputy Secretary of Defense memorandum, *Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings*, September 24, 2021
(b) Secretary of the Air Force memorandum, *Delegation of Authority, COVID-19 Guidance Related to Travel and Meetings*, November 3, 2021
(c) Under Secretary of Defense for Personnel and Readiness memorandum, *Force Health Protection Guidance (Supplement 23) Revision 3 – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification*, December 20, 2021

In accordance with reference (a), any planned Department of Defense (DoD) sponsored in-person meetings, events, and conferences (herein after events) with more than 50 participants require 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 events with greater than 50 participants has been delegated to the Under Secretary of the Air Force.

Pursuant to reference (b), I hereby approve DAF-sponsored in-person events with less than 250 participants, provided that all Force Health Protection actions commensurate with the local Health Protection Condition (HPCON) are followed. This approval is intended to facilitate logistics planning for the event, while retaining the flexibility to adjust COVID-19 mitigation plans based on conditions in the surrounding community, policy, and guidance in effect at the time of the event. Installations will not host in-person events greater than 50 participants, absent my individual approval, where the local HPCON is at level CHARLIE or higher, or if DoD policy responsive to pandemic conditions changes to preclude the event. This approval is contingent on the hosting command's adoption of the attached *COVID-19 Mitigation Plan* and does not constitute or imply approval of mission-critical official travel for non-vaccinated personnel.

All DAF personnel who are not fully vaccinated or who, consistent with DoD policy, decline to provide the event organizer with proof of a negative COVID-19 test, completed no more than 72 hours before event check-in, are not authorized to attend the event in-person. Event staff and organizers will ensure all attendees comply with DAF and DoD policy related to vaccination and testing requirements as outlined in the attached mitigation plan and reference (c). Commanders will ensure compliance with applicable labor relations obligations.



Gina Ortiz Jones

Attachment:
COVID-19 Mitigation Plan

COVID-19 Mitigation Plan – For Events Less With Than 250 Participants

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

1. Service members attending without an approved or pending administrative, medical, or religious exemption shall be fully vaccinated against COVID-19 (two weeks after their second dose in a two-dose vaccination series, such as Moderna's Spikevax or Pfizer's Comirnaty vaccines, or two weeks after a single-dose vaccine, such as Johnson and Johnson's Janssen vaccine). Service members attending with an approved or pending administrative, medical, or religious exemption, will provide proof of a negative COVID-19 test obtained no more than 72 hours prior to event check-in. Civilian employees, DoD contractors and all other invited guests will provide either proof of vaccination or a negative COVID-19 test obtained no more than 72 hours prior to event check-in. Event organizers must implement a process to verify attendees' COVID-19 vaccination status, waiver, or negative COVID-19 test, at or before check-in;
2. Mandate approved masks (in accordance with mask guidance set forth by DoD policy) and social distancing for all participants through event communication channels;
3. Post signage and make regular announcements during the event to remind attendees of social distancing policy;
4. Post signage encouraging washing hands and sanitizing regularly;
5. Consider cancelling or minimizing the occurrence and number of participants at affiliated social events;
6. Limit capacity and registration of attendees/occupants in areas to ensure adequate physical distancing;
7. Require everyone to pre-register and pay all fees prior to event (limit walk-in registration);
8. Develop an expedited, minimal-to-no contact registration process, as required.

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