



**DEPARTMENT OF THE AIR FORCE
ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)
ARNOLD AIR FORCE BASE, TENNESSEE**

2 December 2021

MEMORANDUM FOR ALL AEDC PERSONNEL AND MISSION PARTNERS

FROM: AEDC/CC

SUBJECT: AAFB COVID-19 – Base Posture Regarding Coronavirus (Update 6)

- References:
- (a) AEDC/CC, Memo 19 March 2020, *AAFB COVID-19 – Social Distancing*
 - (b) AEDC/CC, Memo 22 March 2020, *AAFB COVID-19 – Determining Status of Military and Civilian Employees*
 - (c) AEDC/CC, Memo 9 April 2020, *AAFB COVID-19 – Mask Policy for Patrons of Commissary and Base Exchange*
 - (d) OSD, Memo 4 February 2021, *Use of Masks and Other Public Health Measures*
 - (e) AEDC/CC, Memo 13 August 2021, *AAFB COVID-19 - Base Posture Regarding Coronavirus (Update 5)*
 - (f) OSD, Memo 28 Jul 21, *Updated Mask Guidance for all DoD Installations and Other Facilities*
 - (g) OSD, Memo 18 October 2021, *Force Health Protection Guidance (Supp. 23, Revision 1)*
 - (h) DAF, Memo 22 October 2021, *DAF Mandatory Covid-19 Vaccination Guide*
 - (i) DAF, Memo 3 November 2021, *Delegation of Authority for Deciding Exemptions*
 - (j) DAF, Memo 6 November 2021, *Mandatory Vaccination and Vaccination Status of Civilian Employees*

1. In order to protect the health and safety of personnel and ensure mission accomplishment in light of the increasing spread of COVID-19 in the areas surrounding Arnold Engineering Development Complex locations, this directive supplements Base Posture Update 5, applies to Arnold Air Force Base or any Geographically Separated Units under my command which are not controlled by an installation commander (“the installation”), and is effective **8 December 2021**. Entry procedures found within Update 5 remain in effect but now include the requirements found within this supplement. AAFB Base Posture Update 5 can be found at <http://www.arnold.af.mil/coronavirus>.

2. Federal Employee Vaccine Requirements:

a. On 9 September 2021, the President of the United States directed mandatory COVID-19 vaccination for all Federal employees in order to ensure the health and safety of the Federal workforce and members of the public with whom they interact, subject to exceptions as provided by law, as discussed below. All Federal employees must be fully vaccinated by a licensed or emergency use vaccine approved by the FDA by 22 November 2021 and must adhere to the vaccination deadline schedule established within reference (h).

b. Federal employees will be granted duty time (including time spent traveling to/from the vaccination location and any waiting time), generally up to 4 hours, for the purpose of receiving any authorized COVID-19 vaccination. Federal employees will be granted up to 2 workdays of administrative leave (for each dose) if experiencing adverse side effects from a COVID-19 vaccination dose preventing them from working. Please see reference (h) for additional guidance.

c. Vaccine Attestation: Employees must complete the DD 3175 in accordance with AEDC/DP guidance, regardless of vaccination status or exemption. Supervisors must certify status and review vaccination substantiation in accordance with DP guidance.

d. Vaccine Exemptions: Employees submit exemptions to supervisors in accordance with Air Force, reference (i), AFMC, and AEDC/DP instruction. AEDC/DV is approval authority for vaccination exemptions for AEDC civilian personnel.

(1) Medical: Requests generally should be submitted in writing with supporting documentation through an employee's first-level supervisor by using the DD Form 3176. Employees must include sufficient information so that an individualized assessment can be made. Supervisors review and submit for review through the AFMC Dropbox in accordance with AEDC/DP instruction.

(2) Religious: Requests generally should be submitted in writing with supporting documentation through an employee's first-level supervisor by using the DD Form 3177. Submissions must include sufficient information so that an individualized assessment of the facts and circumstances of the nature of the request, along with the impact on the unit and mission can be made. Supervisors review and submit for functional review through the AFMC Dropbox in accordance with AEDC/DP instruction.

e. Vaccine Refusal: Civilian employees who refuse to be vaccinated or fail to provide proof of vaccination, absent a pending or approved exemption based on a medical or religious accommodation, may face disciplinary actions, up to and including removal from Federal service in accordance with AFI 36-704, Disciplinary and Adverse Actions of Civilian Employees. Additionally, DAF civilian employees who are not fully vaccinated must comply with all DAF requirements for individuals who are not fully vaccinated, including requirements and restrictions related to masking, physical distancing, travel and screening testing requirements.

3. Screening and Vaccination Verification: Reference www.arnold.af.mil/coronavirus and the attached flow chart to help determine base access and initial screening procedures. In addition to those procedures some personnel will be required to attest to vaccination status or submit to self-testing processing in accordance with reference (g), once the process is implemented, as a condition of installation entry:

a. DAF civilian employees will be required to submit vaccination verification based on AEDC/DP and supervisor instruction. Unvaccinated government employees will submit to self-testing and reporting in accordance with reference (g), as testing and reporting procedures are

implemented. Those who cannot access the installation because they do not meet the screening criteria must contact their first-level supervisor.

b. Contractors and Official Visitors: Contractors and official visitors must attest to vaccination status as a condition of base entry (documented and maintained by the individual through the DD Form 3150) and if unvaccinated submit to self-testing, as outlined in reference (g). This category includes any individual with credentialed, recurring access to DoD facilities, as well as non-DoD personnel seeking access to installation facilities in association with performance of DoD business, regardless of whether they are employed by a contractor requiring vaccination under EO 14042 and Class Deviation 2021-O0009. All contractor personnel and official visitors will comply with self-testing and screening procedures as they are implemented. Contractors are responsible for ensuring that its employees adhere to these requirements.

c. Exemptions to screening criteria and attestation requirements: Vaccination attestation and self-testing requirements do not apply to personnel receiving ad hoc access to the installation. Examples of ad hoc access include delivery personnel, taxi services, and personal visitors. Vaccination attestation and self-testing requirements also do not apply to access the grounds of, but not the buildings on, Arnold AFB, including groundskeepers, outdoor construction workers, and household goods transportation personnel, to include packers and unpackers. Moreover, vaccination attestation and self-testing are not required for personnel accessing DoD buildings unrelated to performance of DoD business, including residential housing, MWR facilities, fitness center, commissary and exchange facilities, and Veterans Affairs and medical treatment facilities.

d. Personnel who are unvaccinated and who refuse required screening testing will be denied access to Arnold AFB facilities. Federal employees who refuse required testing will be subject to corrective personnel actions.

4. Violations of the policies and procedures set forth or referenced in this memorandum are punishable under Titles 10 and 18 of the United States Code. Violators are subject to fines or imprisonment and may be barred from the installation.

5. My POC for this policy is Mrs. Sarah Morgan at (931) 454-7959.

JEFFREY T. GERAGHTY, Colonel, USAF
Commander

Attachment:

1. Base Access Flow Chart