



TAB E - FREQUENTLY ASKED QUESTIONS ON DAF MANDATORY COVID-19 VACCINATION GUIDE

Commanders, supervisors and DAF civilian employees are all encouraged to review the guidance and information from the Safer Federal Workforce Task Force, which can be accessed at <https://www.saferfederalworkforce.gov/>.

Q1. Are supervisors or Commanders authorized to *order* civilian employees to get vaccinated?

A1. Yes. Per President Biden's Executive Order 14043, DoD civilian employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to an accommodation for disability or medical condition, or sincerely held religious beliefs, practices or observances. Subsequently, DAF civilian employees may be ordered to take the necessary actions to comply with the Executive Order.

Q2. Are supervisors or Commanders authorized to offer civilian employees vaccination against COVID-19 through DoD sources?

A2. Yes. DAF civilian employees are eligible to receive the COVID-19 vaccine at any DoD vaccination site, including military medical treatment facilities. DAF civilian employees and contractor personnel are not *required* to receive vaccinations at their worksites. DAF civilian employees may *opt* to obtain COVID-19 vaccination through private providers, including locations such as retail pharmacies, private medical practices, and/or local and State public health department sites. If vaccination is offered to a DAF civilian employee through a DoD source at no cost to the employee, then the employee will not be eligible for reimbursement of the cost to get vaccinated if they opt to do so through their private provider.

Q3. By itself, does vaccination mean a person is safe (either from getting infected or from transmitting the virus) to be in the workplace?

A3. Not necessarily. These Novel vaccines are designed to protect people from severe COVID-19 disease and death. No vaccine is 100% effective; therefore Commanders must continue to implement/use all available mitigation strategies (i.e. maximizing telework, enforcing mandatory mask wearing for all individuals, physical distancing, etc.), continue to protect vulnerable populations, and use both mandatory and voluntary expanded testing capacity to surveil and protect the Total Force and our families. Managers and employees are also reminded that maximum vaccine efficacy isn't achieved until after a period of time (approximately 2 weeks) has passed following administration of the final dose (applies to the currently fully approved and

EUA-approved vaccines). Employees should also consult with their medical providers regarding risks associated with, and timing of, returning to regular worksites.

Q4. As more and more of the population gets vaccinated, can Commanders/supervisors require employees to return to the regular worksite even though they have self-identified as being at higher risk of serious complications or are members of CDC recognized “special populations”?

A4. Although risk from contracting severe disease/dying might be significantly reduced after completing the vaccination regimen, no vaccine is 100% effective, so anyone considered at higher risk of severe complications from COVID-19 continues to be considered as such under current CDC guidance. We also do not yet have sufficient data to know to what extent the vaccines will keep people from contracting COVID-19 and becoming severely ill or from transmitting the virus, or whether the current vaccines have similar efficacy against new variants of the virus. CDC guidance still calls for following all possible non-pharmaceutical interventions whether employees are vaccinated or not. Additionally, per existing DAF guidance, effective safeguards and mitigation measures must be put into place to ensure civilian employees who are required to work at traditional worksites are able to safely travel to and from work and perform their jobs in a safe manner. Status of the vaccination program is *only one factor* that contributes to any decision to progress towards recalling more civilian employees to traditional worksites, but shall not be used as a determinative factor. Commanders should make determinations in consideration of numerous factors, especially considering the current HPCON levels for the installation. Commanders nevertheless retain the ability to recall civilian employees to the workplace to meet mission-essential requirements, even though such action may be outside the scope of the phased return to optimized operations. In addition, a civilian employee who is at higher risk of serious complications from COVID-19, or who is a member of a special population, as defined by the CDC, may legally be entitled to reasonable accommodation under the Rehabilitation Act of 1973 (as amended by the Americans with Disabilities Act).

Q5. My civilian employee got vaccinated before the mandate and was granted administrative leave to obtain both doses of their vaccination. Now he wants to accompany his family member to get vaccinated. Does he have to take personal leave to do so?

A5. No. As of July 29, 2021, administrative leave **was** authorized for civilian employees to accompany family members for the purpose of the family member receiving the COVID-19 vaccination from DoD, Federal, State or local government organizations, or private health care organizations and pharmacies, up to 4 hours per vaccination event. This time includes travel to/from the vaccination site as well as the time to get vaccinated. However, if a family member experiences an adverse reaction to the vaccination and requires the employee’s presence and/or care, the employee should request sick leave for family care.

Q6. What if it takes less than 4 hours for the family member to get the vaccination? Or if it takes more than 4 hours?

A6. Employees are only authorized the administrative leave to accompany their family member to obtain the vaccination, so if it takes less than 4 hours, the employee should only be granted that amount of time it actually took. Additionally, it should generally not require more than 4 hours to obtain the vaccination. However, if there are unusual circumstances (such as extended

commuting time to the vaccination site, or extended waiting time at the site), employees may be granted additional administrative leave on a case-by-case basis.

Q7. I know civilian employees are supposed to be on official duty time to get vaccinated. What if an employee can only get vaccinated during non-work hours (e.g., an off-shift worker)? Can employees get overtime or compensatory time off for time spent outside of working hours to get vaccinated?

A7. Commanders are encouraged to explore a variety of options to facilitate their employees' ability to get vaccinated on official duty time, such as making adjustments to their work schedules (where practicable), and holding vaccination events at the worksite (although civilian employees cannot be required to get vaccinated at the worksite). However, if, due to unforeseen circumstances, a DAF civilian employee is unable to obtain vaccination during their basic tour of duty hours, the normal overtime hours of work rules apply.

Q8. What if an employee's family member can only get vaccinated during non-work hours (e.g., an off-shift worker)? Can employees get overtime or compensatory time off for time spent outside of working hours to accompany their family members to get vaccinated?

A8. No. If an employee accompanies their family member to a vaccination event outside their scheduled work hours, they will not be granted overtime pay or compensatory time off.

Q9. What time and attendance code should be used to document administrative leave granted for an employee to accompany a family member to a COVID-19 vaccination event?

A9. Per DoD guidance, the code for physical fitness should be used; specifically, "LN" for administrative leave and the environmental/hazard/other subcode of "PF".

Q10. What time and attendance code should be used to document administrative leave granted for a DAF civilian employee who experiences an adverse reaction to a COVID-19 vaccination event?

A10. Per DoD guidance, the code for physical fitness should be used; specifically, "LN" for administrative leave and the environmental/hazard/other subcode of "PF".

Q11. If full vaccination requires an employee's family member to receive two doses at two separate vaccination events, will the employee be granted four hours of administrative leave for each vaccination event?

A11. Yes. If an employee's family member's vaccination requires two events, up to four hours of administrative leave will be granted for each event.

Q12. What about booster shots? Will the employee be on official duty time to obtain a vaccination booster?

A12. No. An employee will be granted administrative leave (up to 4 hours per booster event) for the purpose of receiving any authorized COVID-19 vaccine booster shot. The 4 hours will cover travel as well as the time at the vaccination site. Employees will not be credited with administrative leave or overtime work for time getting a booster shot outside of their tour of duty. Similarly, an employee will be granted up to four hours of administrative leave for the purpose of accompanying a family member to obtain a COVID-19 booster vaccination.

Q13. If an employee's family member is unable to receive the vaccine when they arrive for their appointment, is the employee eligible to receive additional administrative leave for a rescheduled appointment?

A13. Yes, at the supervisor's discretion. Generally, an employee's family member will require no more than two vaccination events and will be granted no more than four hours of administrative leave to cover each vaccination event. However, a supervisor may grant additional administrative leave as needed for extenuating circumstances. If, for some reason, an employee's family member is unable to receive their vaccine after traveling to the vaccination location, the supervisor has discretionary authority to grant additional administrative leave for that time.

Q14. Will employees be reimbursed for travel expenses if they must travel to a vaccination site outside of the normal commuting area to get their own vaccination?

A14. Not generally. If vaccination is offered and available through DoD sources locally, employees may not be reimbursed for expenses related to obtaining the vaccine from a private source, and this would include any travel-related expenses. No reimbursement is authorized for expenses incurred for family member vaccinations.

Q15. My employee's vaccination appointment is scheduled during a time when I am unable to release her from performing her duties. Can I deny the employee's official duty time for a scheduled vaccination appointment?

A15. Supervisors may require employees to provide advance notice of anticipated absences and may, in certain circumstances, disapprove these requests. However, supervisors should keep in mind that getting the workforce vaccinated in accordance with the mandated deadlines is a high priority of the DAF. Moreover, 2nd doses medically must be administered within specified time frames after the 1st dose. Consequently, supervisors should only disapprove time away for vaccinations under truly mission critical circumstances. Finally, DoD guidance is that employees will be granted official duty time to obtain vaccinations; therefore, if a Commander or supervisor must disapprove a request due to mission critical circumstances, they must provide other opportunities for the employee to use the duty time necessary to get vaccinated.

Q16. What if an employee used personal leave to accompany their family member to get vaccinated before we began granting administrative leave for this purpose. Can employees use administrative leave retroactively?

A16. Yes. Employees who accompanied family members to get vaccinated prior to the date of the memorandum are authorized to retroactively substitute administrative leave for personal leave taken for the vaccination event. However, no retroactive administrative leave is authorized for any family member vaccination events prior to July 29, 2021. The retroactive substitution is subject to the same limitations as outlined herein.

Q17. What if an employee's family member experiences side effects and becomes ill after receiving the vaccine? Will the employee be authorized up to 2 days of administrative leave for the period of the family member's illness and/or recovery?

A17. No. If a family member experiences an adverse reaction to the vaccination and requires the employee's presence and/or care, the employee should request sick leave for family care.

Q18. The American Rescue Plan Act of 2021 (ARPA) authorized federal Agencies to grant emergency paid leave (EPL) and seek reimbursement from the Emergency Federal

Employee Leave Fund for vaccine administration and recovery from illness related to vaccination. Can employees still utilize EPL?

A18. No. EPL was only authorized through September 30, 2021.

Q19. I have an employee who has requested a reasonable accommodation of being placed or continued on Weather/Safety Leave related to their higher risk of severe illness from COVID-19. With more and more people getting vaccinated, when can I require them to come back to work?

A19. There is no “one-size-fits-all” answer to this question. Each case and situation must be addressed according to the specific circumstances of that case, including the specific pandemic conditions at the workplace and in the community/region. Employees at higher risk of severe complications from COVID-19 may be entitled to a reasonable accommodation. See Chapter 13 of AFI 36-2710, *Equal Opportunity Program*. If an employee requests a reasonable accommodation, the interactive accommodation process must be engaged. Commanders and supervisors are also strongly encouraged to contact their servicing Disability Program Manager, civilian personnel and legal offices for assistance. While an employee may be determined to be entitled to an accommodation, they are not necessarily entitled to the accommodation of their choosing. Extended periods of weather and safety leave (WSL) is generally not appropriate as a reasonable accommodation. However, no employee should be removed from WSL without a thorough, individualized review that includes input from both the servicing legal office and the local disability program manager. Prior to removing an employee from WSL, supervisors must consider approved unpaid leave or reassignment as an appropriate reasonable accommodation.

Q20. I have been teleworking due to my worksite being closed and I am able to perform all of my job duties this way. Now that everyone is getting vaccinated, our office is reopening. Do I have to return to my traditional worksite, or can I continue to telework full time?

A20. It remains DAF policy to maximize telework whenever possible. Where employees are able to perform the full range of their duties through telework, or where there is not an urgent mission need for the remaining duties to be performed in the immediate future, Commanders and supervisors are encouraged to continue allowing telework. However, telework is not an entitlement and Commanders and supervisors retain authority to approve or disapprove telework arrangements.

Q21. May a supervisor ask employees if they have been vaccinated for COVID-19?

A21. Yes. Supervisors have responsibility for front-line implementation of workplace safety measures and therefore need information regarding their employee’s vaccination status. Likewise, unit Commanders have responsibility for implementing this guidance and establishing Force Health Protection guidelines and workplace safety measures and therefore also need this information for employees in their units. The DAF will obtain civilian vaccination status via the DD Form 3175, “Civilian Employee Certification of Vaccination,” (Attachment 3 of reference (p)), and accompanying vaccination documents as proof of the employee’s status. All DAF civilian employees (including onsite local national employees and Service members not on active duty who are DAF civilian employees), (regardless of whether they are authorized to telework or perform remote work), must attest to their vaccination status by completing the DD Form 3175 and provide accompanying vaccination documents as proof of their status.

Q22. May a commander or supervisor require proof of COVID-19 vaccination?

A22. Yes. All DAF civilian employees (including onsite local national employees and Service members not on active duty who are DAF civilian employees), (regardless of whether they are authorized to telework or perform remote work), must attest to their vaccination status by completing the DD Form 3175 “Civilian Employee Certification of Vaccination,” (Attachment 3 of reference (p)) **and provide accompanying vaccination documents as proof of their status.** The form completion process includes the submission of vaccination proof documents and subsequent supervisory verification of vaccination status.

Documentation to prove vaccination status may include (in accordance with references (b) and (c)):

- Copy of record of immunization from a health care provider or pharmacy; or
- Copy of COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020); or
- Copy of medical records documenting the vaccination; or
- Copy of immunization records from a public health or state immunization information system; or
- Copy of any other administratively acceptable official documentation containing the required data points for supervisory verification.

Administratively acceptable documentation must be identifiable to the employee (i.e., contain their name) and must contain the following required data points, which the supervisor must verify:

- Type of vaccine administered;
- Number of doses received;
- Date(s) of administration; and
- Name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination may be submitted in hard copy form or in an electronic format, and the proof may be a photocopy or photograph of the vaccination record, provided that it clearly and legibly displays the required data points listed above. Any format submitted must be capable of being retained by management.

Q23. Will employees need to take personal leave/sick leave days if they are required to quarantine as a result of travel?

A23. Employees should be aware that official or personal travel may result in a mandatory quarantine before they are allowed to return to the workplace. If quarantine is required because of official travel or workplace exposure, telework eligible employees should be required to telework, or if employees are not telework eligible, commanders should provide weather and safety leave, or other administrative leave. If quarantine is required because of personal travel, and the employee is otherwise expected to be present onsite, the employee should take personal leave while quarantining. If an employee refuses to quarantine or refuses to take personal leave while under mandatory quarantine **after personal travel**, a commander may elect to bar the employee from the workplace for the safety of others. If the commander bars the employee from the workplace, the employee must be placed on administrative leave until it is determined what status the employee should be placed in while on quarantine. Commanders, however, should avoid placing an employee on extended administrative leave in this situation and should act quickly to determine the appropriate status for the employee. Commanders and

supervisors are strongly encouraged to consult with their servicing civilian personnel and legal offices in these situations.

Q24. At this stage of the COVID-19 national emergency, how should Commanders and supervisors be administering weather and safety leave?

A24. The guidance OPM has provided on the use of weather and safety leave in connection with the COVID-19 pandemic is still applicable. In addition to identifying certain specific covered circumstances, OPM communicated the general principle that, subject to statutory and regulatory limitations, agencies may use available flexibilities to provide weather and safety leave in circumstances where allowing an employee to travel to or perform work at the normal worksite would pose significant safety risks for the employee, other employees, or the general public. Weather and safety leave should not be used when an employee is capable of teleworking (5 CFR 630.1605) or when the employee is sick with COVID-19 (unable to work/telework) or otherwise in circumstances under which sick leave is appropriate.

Q25. My employee isn't required to submit to a COVID-19 screening test but would like to get tested anyway. Am I required to give her official duty time and/or supply a government-funded test kit?

A25. No. When an employee is not required to be tested but decides to obtain a COVID-19 test at their own initiative, the employee may request sick leave or other available paid time off for that situation and should obtain the test using their own resources.

Q26. Are DAF civilian employees who are required to participate in the screening testing program limited in their ability to work onsite in between weekly tests?

A26. No, if they have met the applicable testing requirement and have not tested positive for COVID-19, employees participating in the screening testing program are not limited in their ability to work onsite between weekly tests, although they must comply with all relevant safety protocols for not-fully vaccinated individuals. However, if the employee has come into close contact with a person with COVID-19 during the time period in between screening tests, they should follow CDC guidelines for testing and quarantine and not enter a worksite. Similarly, if they have symptoms consistent with COVID-19, they should not enter a worksite.

Q27. What if an employee misses a required testing time, e.g. they are on leave that day?

A27. If an employee misses their regularly scheduled or required testing time, they must coordinate with their supervisor for testing within the required testing period, and in no case should they be permitted to enter the worksite unless they have a negative test result within the last 72 hours.

Q28. What if an employee refuses to submit to screening testing?

A28. If a DAF civilian employee who is not fully vaccinated refuses COVID-19 screening testing that has been mandated due to their vaccination status (including those with an approved vaccination exemption), supervisors may take appropriate corrective personnel action, including adverse employment action, up to and including removal from Federal service, (after consultation with servicing civilian personnel and legal offices). Commanders and supervisors may bar such employees from their worksites on the installation or facility to protect the safety of others, including while adverse action is pending. While barred from their worksites on the installation or facility, such employees may be required to telework, as appropriate. If commanders do not bar such employees from their worksites (due to critical mission needs),

they must ensure appropriate mitigation measures are in place to ensure the safety of all employees.

Q29. Guidance refers to denying individuals access to installations and facilities. Where should such denied access occur? Are we required to post monitors at building entrances?

A29. Commanders should establish procedures that best fit their facilities and circumstances. It is not expected that monitors will be posted at facility entrances. Rather, the primary responsibility for ensuring compliance lies with front line supervisors and unit commanders. Supervisors should monitor screening testing compliance and ensure that employees who should not be in the workplace are informed they are not to be there, and are promptly sent home if they do come in.

Q30. What if my employee claims to have a medical or religious objection or reason for not getting the COVID-19 vaccination?

A30. A DAF civilian employee may request an exemption from the requirement(s) herein on the basis of a medical condition or circumstance, or a sincerely held religious belief, practice or observance. Exemptions will be granted in limited circumstances and only where legally required.

If a DAF civilian employee has requested an exemption, (e.g., a reasonable accommodation based on a medical condition/disability or religious beliefs, practices, or observances) from any portion of this guidance, approval authorities should determine if an appropriate flexibility or accommodation is legally required and can be provided.

While exemption requests are pending decision, employees should be granted a temporary delay in compliance with the vaccination mandate and no enforcement action should be taken during this time period. A religious or medical accommodation of exemption from COVID-19 vaccination is not an exemption from COVID-19 screening testing, or from other force health protection or workplace health and safety mitigation measures.

Q31. My employee has asked to be exempted from screening testing/mandated mask wear for religious reasons. What do I do?

A31. Similar to the above question and answer, a DAF civilian employee may request an exemption from screening testing or mandated mask wear on the basis of a medical condition or circumstance, or a sincerely held religious belief, practice or observance, and the same processes apply. It should be noted however, that religious accommodations are not the same as reasonable accommodations based on medical condition or disability because they are founded in different statutes and have different legal standards and requirements. There may be a "compelling need" for management to require testing and the wearing of masks, to protect the health of all Department of the Air Force (DAF) personnel, the communities we live and work in, and to preserve total force readiness and ensure mission accomplishment. Therefore, simply exempting employees from participating in testing or mask wear may not be appropriate, particularly during periods, or in areas, of high or substantial transmission rates. Commanders should look for the "least restrictive method", or viable alternatives to exemptions, that allow for accommodation of the religious belief without putting others at risk. Examples of such possible alternatives include but are not limited to: telework; altering work schedules or cohorting; and reassignment to a different position or to different duties that may allow for telework. Only after

all lesser restrictive alternatives have been considered and it is determined there is no viable alternative other than to require the employee to report to work, should an employee be compelled to submit to the testing/mask requirement.

Q32. When I originally completed the DD Form 3175, I was not fully vaccinated but now I am. How do I change my status?

A32. Employees who wish to change their status should update the electronic DD Form 3175 in milConnect, if milConnect was originally used by the employee. Otherwise, the employee should provide an updated hard copy DD Form 3175 to their supervisor (or designated human resources official) and ask that the original form be replaced with the updated version.

Q33. I believe my employee may have lied on their DD Form 3175. What should I do?

A33. The form completion process includes the submission of vaccination proof documents and supervisory verification of vaccination status. If, after review of the vaccination proof documents, there is still a reasonable belief the employee may have provided false information, the supervisor should immediately contact their servicing civilian personnel and legal offices for consultation. However, if an employee who has attested to being vaccinated exhibits symptoms of COVID-19 illness, the supervisor should apply the appropriate safety protocols, but this alone is generally not an appropriate reason to question the employee's vaccination status.

Q34. Should commanders allow individuals to update their vaccination status?

A34. Yes. In fact, DAF civilian employees are required to submit a new DD Form 3175 when their vaccination status changes. Care should be taken to update the form via MilConnect if that was the original entry method in order to ensure data integrity.

Q35. If a DAF civilian employee seeks to enter workspace under the control of another agency, must they complete a Civilian Employee Certification of Vaccination form at that agency?

A35. Yes, DAF employees are treated as visitors during their visit to another agency, meaning they would need to complete a Civilian Employee Certification of Vaccination form and, if they are not fully vaccinated, they would need to show proof of a negative COVID-19 test result within the past 72 hours. As with other visitors, the employee should keep the form with them during their time onsite at the other agency.

Q36. Are commanders and supervisors required to provide COVID-19 testing for work-related exposures? If so, are the screening self-test kits sufficient for this purpose?

A36. DAF civilian employees who have been exposed to persons with COVID-19 at work should receive diagnostic testing, (i.e., confirmatory laboratory-based molecular test.) The screening test kits should not be used for diagnostic purposes. If an employee believes they have been exposed and/or have become ill as a result of work-related incident, they may file a workers' compensation claim under the Federal Employees' Compensation Act (FECA). The employee should report the illness to their supervisor as soon as possible and the supervisor should remind the employee of the option to electronically file a form CA-1, Notice of Traumatic Injury, via the U.S. Department of Labor's ECOMP system. Supervisors are responsible for requesting a CA-16, Authorization for Exam and/or Treatment, by calling the Total Force Service Center at 1-800-525-0102 or via email at injury.compensation@us.af.mil, if necessary, no later than 7 calendar days from the date of the injury. Employees are reminded that claims are adjudicated by the Department of Labor.

Q37. We have a new hire who hasn't yet onboarded but is due to do so very soon. They have stated their intent to submit a request for exemption (on medical or religious basis) from the vaccination mandate. What do we do?

A37. In accordance with reference (f), new DAF civilian employees must be fully vaccinated by their entry on duty (start) date or November 22, 2021, whichever is later. If a new hire intends to request a medical or religious exemption, their start date should be delayed until the exemption process is complete and they either have been approved for an exemption, or they become fully vaccinated. **For new hire candidates with start dates prior to November 22, 2021, the local hiring official in coordination with the servicing Civilian Personnel office may determine whether to delay the start date pending confirmation that the new hire is fully vaccinated or will be by November 22, 2021.** Additionally, for urgent, mission-critical hiring needs in circumstances in which an employee could not have been fully vaccinated between the time the job announcement closes and the employee's start date, temporary exemptions in writing for up to 60 days after an employee's start date may be approved by SecAF (and may be delegated no lower than the Under Secretary of the Air Force). Commanders may request SecAF (or designee) approval of such temporary exemptions of this requirement, and requests should be submitted through the MAJCOM chain of command to AF.A1C.Workflow@us.af.mil.

Q38. What about a transfer employee who is scheduled to PCS and intends to file for an exemption? What do we do?

A38. Because there are significant funds expended when PCSing employees, and in some cases there are also service agreements involved, Commanders should carefully consider whether it is prudent to allow a transferring employee to PCS until they either have an approved exemption or they become fully vaccinated. Commanders are encouraged to consult with their servicing civilian personnel section in such cases.

Q39. One of my highest performing civilian employees is adamantly opposed to getting vaccinated, but not for a medical or religious-based reason. I would hate to lose this employee. Can't I grant an exemption to the requirement?

A39. No. The Executive Order does not permit exemptions from the vaccination requirement *except as required by law*. If the employee does not legally qualify for a medical or religious-based exemption, there is no authority to grant one.

Q40: What steps should a supervisor take when an employee has lost or does not have a copy of required vaccination documentation?

A40: If an employee states that they have lost their vaccination documentation or do not have a copy of it, they should be directed to contact the vaccination provider site where they received their vaccine. If the location where the employee received their COVID-19 vaccine is no longer operating, the employee should contact their health care provider, who, in most cases, can access a State or local health department's immunization information system (IIS) for the employee's record. In many States or localities, the employees may themselves be able to get their record by directly contacting the State or local health department's IIS. Employees should contact their State or local health department if they have additional questions about vaccination cards or vaccination records. If an employee was vaccinated in another country, the supervisor should direct the employee to contact the vaccination provider site where they received their vaccine for information on how to obtain records. Alternatively, the employee should contact the appropriate health department in that country. If an employee who claims they are fully vaccinated is able to demonstrate a good faith effort to locate required documentation, the

supervisor may hold any disciplinary action associated with failure to comply with the vaccination requirement in abeyance for a short period of time, pending the employee's submission of documentation providing proof of vaccination.

Q41: What workplace safety protocols should we apply to an onsite contractor employee who is not fully vaccinated because the contractor employee has been provided an exception to the vaccination requirement by their employer?

A41: In most circumstances, DAF should require an onsite contractor employee who is not fully vaccinated to follow applicable masking, physical distancing, and testing protocols. However, there may be circumstances in which it is determined that the nature of an onsite contractor employee's job responsibilities at a DAF workplace, or the location of their work at a DAF workplace, requires heightened safety protocols. In some cases, DAF may determine that the nature of an onsite contractor employee's responsibilities at a DAF workplace are such that no safety protocol other than vaccination is adequate—in that case, an onsite contractor employee who is not fully vaccinated would be unable to perform the requisite work at the DAF workplace. Such circumstances do not relieve the contractor from meeting all contractual requirements. In order for commanders to assess appropriate safety measures for contractor employees in DAF workplaces, contractors subject to a contractual requirement for maintaining COVID-19 workplace safety protocols pursuant to Executive Order 14042 should generally notify their contracting officers when one of their employees who works onsite at a DAF workplace has received an exception to the requirement to be fully vaccinated.

Q42. I'm an Air Force Reserve Technician (ART) and I have questions regarding which rules and processes I follow, the ones for military members or the ones for DAF civilian employees. Where do I go for answers?

A42. Air Force Reserve personnel should contact AFRC/A1CE at afrc.dpce@us.af.mil.

Q43. I'm a National Guard Title 32 dual status military technician. Do I follow the DAF civilian employee vaccination guidance? What if I'm a Title 5 State level National Guard employee.

A43. No. Title 32 dual status technicians will follow directives and procedures issued by their respective service component supplemented by the Air National Guard or Army National Guard.

Title 5 State level National Guard employees should follow directives and procedures issued by the National Guard Bureau Technician and Civilian Personnel Policy Division (NGB-J1-TCP). Their published guidance can be found on their GKO site located at <https://qko.portal.ng.mil/joint/J1/D06/>. For additional Title 5 State level information, personnel should contact NGB-J1-TCP, Mr. Nick Hoyt at 703-607-3155 or nicholas.j.hoyt.civ@army.mil.

Q44. Where do supervisors or Commanders go if they have additional questions regarding civilian employees?

A44. Commanders or supervisors should consult their servicing civilian personnel (Employee Relations), MTF, and/or Legal offices if they have additional questions. They are also encouraged to review the guidance and information in the DAF COVID-19 Commander's Toolkit at <https://usaf.dps.mil/teams/COVID-19/SitePages/Home.aspx> and from the Safer Federal Workforce Task Force, which can be accessed at <https://www.saferfederalworkforce.gov/>.