



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

15 June 2021

MEMORANDUM FOR ALL SUBORDINATE COMMANDS AND TENANT UNITS

FROM: 375 AMW/CC

SUBJECT: Exemptions for Workplace Occupancy Limits at HPCON Bravo

References: (a) 29 April 2021 SECDEF Memo, Guidance for Commanders' Risk-Based Responses and Implementation of the Health Protection Condition Framework During the Coronavirus Disease 2019 Pandemic  
(b) 19 May 2021 SECAF Memo, DAF Guidance for Commanders' Risk-Based Responses and Implementation of the Health Protection Condition Framework during the Coronavirus Disease 2019 Pandemic

1. References (a) and (b) allow for installation commanders, in a grade no lower than O-6, to grant exemptions for workplace occupancy limits under Health Protection Conditions (HPCON). For the purposes of this memo, "workplace" is defined as Scott Air Force Base (SAFB).
2. SAFB is currently at HPCON "Bravo." During HPCON B, workplace occupancy limitations are less than 50 percent of normal levels.
3. In accordance with the authority delegated to me in references a and b, unit Commanders, Directors, and Agency Chiefs at SAFB are now authorized to allow up to 100 percent workplace occupancy.
4. This memo is not to be construed as a requirement to bring back 100 percent workplace occupancy. Rather, this is an exemption to the current HPCON occupancy limitations that allows subordinate commanders and tenant commands the ability to determine the right occupancy rates for their respective workplaces, while maintaining a safe work environment.
5. Please refer any questions regarding civilian workforce manning to the Civilian Personnel Section.
6. In order to maintain a safe work environment, Commanders and Directors should emphasize that members continue following prevention practices, such as:
  - Maintaining physical distancing (6 feet or more)
  - Frequent hand sanitization using soap and water or hand sanitizer
  - Properly covering coughs and sneezes and/or wearing a mask if feeling slightly under the weather
  - Staying home or going home when sick and/or feverish
  - Mission permitting, use of telecommunications in place of face-to-face interactions should be considered
  - Frequently disinfecting common touch points, including vindicator pads, keyboards, door handles, etc.
7. The SAFB team will continue to monitor data concerning COVID-19 case rates and vaccinations to support a possible transition to HPCON A and a removal of the Public Health Emergency declaration.

JEREMIAH S. HEATHMAN, Colonel, USAF  
Commander

**EXECUTING RAPID GLOBAL MOBILITY**