



SECRETARY OF THE AIR FORCE  
WASHINGTON

MEMORANDUM FOR DISTRIBUTION C  
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08 OCT 2021

SUBJECT: Mandatory Coronavirus Disease 2019 Vaccination of Department of the Air Force  
Civilian Employees

References: (a) Executive Order 14043, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*, 9 September 2021  
(b) Deputy Secretary of Defense, *Mandatory Coronavirus Disease 2019 Vaccination of DoD Civilian Employees*, 1 October 2021

Effective immediately, commanders and supervisors in the Department of the Air Force (DAF) shall take all necessary steps to ensure all civilian employees receive the COVID-19 vaccine in accordance with the stated references. Commanders must take action systematically and as expeditiously as possible to ensure the health and safety of the Federal workforce and members of the public with whom they interact. Unless exempted, DAF civilian employees must be fully vaccinated by 22 November 2021. Employees are considered fully vaccinated two weeks after completing the second dose of a two-dose COVID-19 vaccine or two weeks after receiving a single dose of a one-dose COVID-19 vaccine. Guidance on requesting a medical exemption or religious accommodation is forthcoming.

Only COVID-19 vaccines that receive full licensure from the Food and Drug Administration (FDA) will be utilized for mandatory vaccinations unless a civilian employee volunteers to receive a vaccine that has obtained FDA Emergency Use Authorization or is included in the World Health Organization's Emergency Use Listing. Individuals with previous COVID-19 infection or positive serology are not considered fully vaccinated and are not exempt.

Employees who are not currently fully vaccinated must meet the following deadlines in order to be fully vaccinated by 22 November 2021:

- October 11: first dose deadline (if receiving the Moderna vaccine)
- October 18: first dose deadline (if receiving the Comirnaty/Pfizer-BioNTech vaccine)
- November 8: second dose deadline (if receiving the Moderna and Comirnaty/Pfizer-BioNTech vaccines)
- November 8: first (only) dose deadline (if receiving the Johnson & Johnson/Janssen vaccine)

Civilian employees who refuse to be vaccinated, or fail to provide proof of vaccination, will face disciplinary actions, up to and including removal from Federal service in accordance with Air Force Instruction (AFI) 36-704, *Disciplinary and Adverse Actions of Civilian Employees*. Civilian employees will not be placed on administrative leave while

pursuing an adverse action for refusal to be vaccinated, but will be required to work and follow safety protocols for employees who are not fully vaccinated when reporting to DAF worksites. New DAF civilian employees must be fully vaccinated by their entry on duty (start) date or 22 November 2021, whichever is later.

Together, we will win this fight against COVID-19. *One Team, One Fight!*

A handwritten signature in black ink, appearing to read 'Frank Kendall', with a stylized flourish at the end.

Frank Kendall  
Secretary of the Air Force