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## KIRTLAND AIR FORCE BASE INSTALLATION COMMANDER'S DIRECTIVE

ICD#: 055

DATE: 02 December 2021

TIME: 1100L

TASKED ORGANIZATIONS: 377 ABW and Kirtland DoD Mission Partners

DIRECTIVE: COVID Vaccine Exemption Process for DoD Civilians

1. All Kirtland Mission Partners provide the following information with the acceptance of receipt of this ICD:
  - a. Whether unit has an Exemption Review Team (ERT) or will use the 377 ABW ERT.
  - b. Identify the approval authority for your organization if not the 377 ABW/CC.
2. If neither using the 377 ABW ERT nor requiring the 377 ABW/CC as an approval official, reply with the above information and this ICD is informational only.
3. In accordance with DAF Civilian Employee Mandatory COVID-19 Vaccination Guide (Attachment 1) and DAFI 36-2710, *Equal Opportunity Program*, a DAF civilian employee may request an exemption from the requirements within the guide on the basis of a disability, medical condition/circumstance, or a sincerely held religious belief, practice or observance.
4. Exemptions will be granted in limited circumstances and only where legally required. In keeping with DoD requirements the exemption approval authority was placed at the following levels:
  - a. For DAF civilian employees at Installation Level – Wing/Delta Commanders. For AFMC units – Mission Execution Directors (SML Upper Wing equivalents) and Center CV.
  - b. For DAF civilian employees at Headquarters/Staff Organizations (including Field Operating Activities (FOA) and Direct Reporting Units (DRU)) – Organization heads will designate, in writing, a single Management Official as approval authority at a level no lower than O-6/GS-15.
5. IAW Attachment 1, in order to ensure that approval authorities are proactive in seeking out and considering possible accommodations and flexibilities, and are consulting with appropriate resources for assistance, 377 ABW will establish an Exemption Review Team (ERT). The ERT will assist the approval authority in determining the facts and circumstances of each request and provide consultation and advice to the approval authority as necessary. The ERT will also assist the

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approval authority, as needed, in obtaining reasonably necessary additional information (e.g., medical documentation, an interview of the requesting employee, supervisory statement, etc.) and will provide subject matter expertise to the approval authority.

- a. The ERT will include (at minimum) subject matter experts (SMEs) from servicing legal, occupational health, equal employment opportunity, Disability Program Manager (DPM), chaplain (for religious-based requests), civilian human resources offices, and may include other SMEs as deemed appropriate (e.g. public health, employee and labor relations).
6. The general request process for civilian employees (for both medical and religious-based exemption requests) is summarized as follows [**Note:** The below is only a general summary. Refer to Attachment 1 of this ICD for details. The provisions of DAFI 36-2710 generally still apply to medical accommodation requests].

**Step 1:** The DAF civilian employee should initiate the process with their supervisor or authorized human resources official via a written request. They must also update their DD Form 3175, Section A, to indicate they have submitted an exemption request. The DAF suspense for a timely request was established as 8 Nov 21. A civilian employee's failure to submit a timely request for exemption is not a basis to deny a request but may be relevant in evaluating the request.

See Attachment 1 to this ICD for request requirements.

**Step 2:** The supervisor/authorized human resources official will submit the request to the servicing ERT by e-mail to Ms. Sundra Thomas at [sundra.thomas@us.af.mil](mailto:sundra.thomas@us.af.mil), Ms. Cynthia Dominguez-Trujillo at [cynthia.domingueztrujillo@us.af.mil](mailto:cynthia.domingueztrujillo@us.af.mil) and Dr. Bobbie Murray at [bobbie.murray@us.af.mil](mailto:bobbie.murray@us.af.mil). Supervisor submissions must include the name, rank, and e-mail address of the appropriate approval authority, if not the 377 ABW/CC.

The supervisor/authorized human resources official will update the employee's DD Form 3175, Section B, (milConnect if used to submit the original form) to reflect a request for exemption has been received and is pending.

**Step 3:** The ERT may request additional information to evaluate the request, and will contact the employee, supervisor and/or appropriate SMEs to obtain the information. The ERT will review the request and provide advice and consultation to the approval authority via written memorandum(s) and include all supporting documents as well as the employee's written request.

After the review is complete, the ERT will forward the request package with their input to the appropriate approval authority.

**Step 4:** The approval authority will review the request and consult with the ERT as appropriate for each case. The approval authority will communicate the decision in

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writing to the employee, the employee's supervisor, and the ERT member tracking the request.

**Step 5:** Following the final decision, the DAF civilian employee and their supervisor/authorized human resources official must then properly annotate/update the employee's DD Form 3175, both Sections A and B.

7. IAW Attachment 1, an approved exemption from COVID-19 vaccination is not an exemption from COVID-19 screening testing, or from other force health protection and workplace health and safety mitigation measures. DAF civilian employees who are not fully-vaccinated, but who have a pending request for exemption from vaccination are required to comply with any mitigation measures that are applicable to all not-fully-vaccinated employees in the worksite (for example screening testing, masking, and physical distancing).
8. IAW Attachment 1, if a DAF civilian employee has requested an exemption, approval authorities should determine if an appropriate flexibility or accommodation is legally required in accordance with the appropriate legal standard, and can be provided. While exemption requests are pending decision, employees should be granted a temporary delay in compliance with the vaccination mandate. Discipline for failure to meet the COVID-19 vaccination requirement will not be initiated against a DAF civilian employee while a timely request for a medical or religious exemption from the COVID-19 vaccination requirement is pending determination. If an employee submits a request after discipline is initiated, disciplinary measures may be held in abeyance, where appropriate.
9. Tasked organizations/UCCs will acknowledge receipt of this ICD by replying back to [377 ABW Crisis Action Team](#) and include requested information from para. 1.

### **ADDITIONAL INFORMATION:**

1. The following ICDs remain in effect:
  - A. ICD 052A, *Mask Policy Update*
  - B. ICD 053A, *Implement HPCON BRAVO*
  - C. ICD 054, *COVID-19 Testing for Active Duty and DoD Civilians*
  - D. *Declaration of Public Health Emergency 27 Oct 21*

### **Installation Commander**

Attachments:

1. DAF Civilian Employee Mandatory COVID-19 Vaccination Guide, Revision 1 (6 Nov 21)
2. DD Form 3176, *Request for a Medical Exemption or Delay to the COVID-19 Vaccination Requirement*

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3. DD Form 3177, *Request for a Religious Exemption to the COVID-19 Vaccination Requirement*

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