



DEPARTMENT OF THE AIR FORCE

71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA

20 November 2020

MEMORANDUM FOR VANCE AFB PERSONNEL

FROM: 71 FTW/CC

SUBJECT: 71 FTW Coronavirus (COVID-19) Requirements

1. Vance AFB personnel continue to be under threat from COVID-19. To protect the people of Vance AFB and ensure that we have the ability to continue to provide the mission essential training the Department of the Air Force needs, I am instituting the following requirements.
2. Requirements:

Who is affected?	1.) All military personnel assigned to VAFB (even while on leave/pass outside the local area) and military personnel TDY at VAFB are ordered to comply with these requirements. ***Violations of these orders by military personnel may constitute a crime under Article 92, Uniform Code of Military Justice (UCMJ) and may result in administrative or disciplinary action, including but not limited to punishment under Article 15, UCMJ, or court-martial. 2.) The gathering limitations and face mask requirements are also applicable to civilians while on VAFB. ***Violations of these requirements may result in civilian discipline (as applicable) and/or debarment from VAFB. 3.) All others, including contractors, are required to follow these requirements, as we work toward safeguarding VAFB personnel, our families, and the mission.
COVID Reporting Requirements	1.) Military personnel and Government Civilians must report through their chain of command being tested for COVID and the COVID test results as soon as possible. 2.) If you are ill, or have symptoms that indicate illness, do not report to work and immediately notify your chain of command. 3.) If placed on quarantine or isolation will follow the associated instructions. 4.) If you believe you have been exposed to the COVID virus immediately notify your chain of command.

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Facial Coverings Required at : - All base facilities (incl. BX, Commissary) Exceptions: - While eating/drinking - When safety is a concern - When you are by yourself or people that live with you	1.) Facial coverings are required unless addressed under the exceptions listed below. 2.) Facial coverings must cover the nose and mouth; must be kept clean; and while in uniform, must be conservative, professional, and neutral in color. See additional guidance at https://www.vance.af.mil/Home/COVID-19/
Leave/Pass Rules	Sq/CC approval is required for all travel and leave. Given the virus's endemic nature we should assumed it is everywhere we travel. Sq/CCs will familiarize themselves with the guidance and travel risk assessment tool at https://www.vance.af.mil/Home/COVID-19/ Reference https://www.vance.af.mil/Home/COVID-19/ regarding receiving guests from out of town. Do NOT invite guests to your home who are experiencing COVID-19 symptoms or if you yourself are in quarantine or experiencing symptoms.
Teleworking	Telework is approved based on mission requirements. Sq/CCs and supervisors are encouraged to evaluate members in their units to determine if teleworking is possible. Should teleworking be approved for any member/employee, I expect that work will continue to be accomplished in a manner that does not substantially impede the mission.
Unit Functions/Military Ceremonies (On or Off Base) * These limitations apply to 71 FSS-hosted events	1.) Are limited to 50 people or fewer. 2.) Events will incorporate physical distancing of six feet or greater to the maximum extent possible. 2.) All events must be approved by a Sq/CC. 3.) Events may not include food service, unless it is a wing-sponsored event. (e.g., drop night, graduation, approved club events, etc.) 4.) Exception to policy authority for greater than 50 people is the 71 FTW/CC.
Off-Base Social Events excluding family gatherings	Military Personnel: - Limited to 10 guests. All Others: - Recommend following current CDC guidance.

Off-Base Establishments	Military Personnel: - Maintain physical distance to the maximum extent possible - Face coverings required (see guidance under face coverings section of this memorandum). All Others: - Recommend following current CDC guidance.
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3. Personal responsibility is key to protecting the people and mission at Vance AFB. I expect military personnel to use good judgment and consult with their chain of command when confronted with a situation not addressed by this memorandum.

4. The policies outlined in this memo are in effect immediately, and will remain in effect so long as Vance AFB remains in a status of HPCON-Bravo or higher, unless sooner rescinded. Group and squadron commanders have authority to impose further, more restrictive requirements, as operationally necessary. I will periodically review these requirements and make changes as conditions change.



TIMOTHY S. DANIELSON, Colonel, USAF
Commander