



DEPARTMENT OF THE AIR FORCE  
123RD EXAMPLE SQUADRON  
PLACEHOLDER AIR FORCE BASE

DD Month 2021

MEMORANDUM FOR [MEMBER'S RANK/NAME]

FROM: [123 ES/CC]

SUBJECT: Order to Receive Mandatory COVID-19 Vaccine

References: (a) Secretary of Defense, *Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Service Members* (24 August 2021)  
(b) **DAF Guidance**  
(c) AFI 48-110\_IP, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases* (16 February 2018)

1. On 24 Aug 21, the Secretary of Defense issued a mandate for all members of the Armed Forces under DoD authority on active duty or in the Ready Reserve, including the National Guard, to receive the COVID-19 vaccine (Reference (a)). Subsequently, on XX Aug 21, the Department of the Air Force issued additional guidance XXXXXXXX (Reference (b)).
2. Mandatory vaccination will only use COVID-19 vaccines that receive full licensure from the Food and Drug Administration (FDA).
3. As of XX Month 2021, the local medical facility did not have record of your COVID-19 vaccination. As a result, and in accordance with the above paragraph, **I am ordering you to receive an initial dose of a COVID-19 vaccine with full licensure approval from the FDA AND provide proof by \_\_\_\_\_(DATE). Additionally, you are ordered to receive the second dose of the same vaccine AND provide proof by \_\_\_\_\_(DATE).**
  - a. If you previously received the completed vaccination series but your military medical records do not reflect it, you similarly are required to provide proof of vaccination by the date listed above.
  - b. The due date above also applies to exemptions. This means you must provide either a completed request for a religious accommodation addressed to the MAJCOM/FLDCOM Commander (delivered to me) or proof of a medical exemption approved by a military medical provider.
4. The Pfizer COVID-19 vaccine is not the only option available for complying with this order. Alternatively, you may choose to receive the two-shot Moderna COVID-19 vaccine or the single shot J&J COVID-19 vaccine. If you choose to receive the Moderna series vaccine, you must

comply with the two deadlines listed above. If you choose to receive the J&J vaccine, you must comply with the first deadline listed above. It is YOUR responsibility to pay attention to these timelines. A request (to me) for good cause for an extension to this order must be received in writing before the ordered due date.

5. If you have concerns about the COVID-19 vaccine, you have access to free advice and counseling through any of the installation agencies listed below. The completion dates listed above should provide a reasonable amount of time in which to coordinate.

a. Medical Concerns – the base COVID-19 vaccination information office can be reached at [insert medical facility COVID-19 vaccine POC]

b. Legal Implications – the base Area Defense Counsel (ADC) can be reached at [insert base ADC phone number]

c. Religious Objections – the base Chaplain's Office can be reached at [insert base Chaplain phone number]

6. Failure to comply with this lawful order may result in administrative and/or punitive action for Failing to Obey an Order under Article 92, Uniform Code of Military Justice.

[NAME, Rank, USAF/USSF]  
Commander

1st Ind, [Member's Rank/Name]

MEMORANDUM FOR [123 ES/CC]

1. I acknowledge receipt of this order on \_\_\_\_\_(DATE). I understand the dates for starting and completing the COVID-19 vaccination process. I also understand I must provide proof by the dates listed in the order.

2. I understand a request for an extension to this order must be writing, prior to the due dates, and can only be approved by the Commander.

[NAME, Rank, USAF/USSF]

2d Ind to [123 ES/CC], [DD Mon 21], Order to Receive Mandatory COVID-19 Vaccine

[123 ES/CC]

DD Mon 21

MEMORANDUM FOR [MEMBER'S RANK/NAME]

On \_\_\_\_\_(DATE), Member:

- a. \_\_\_\_\_ provided proof of receiving an initial dose of a Pfizer or Moderna COVID-19 vaccination series;
- b. \_\_\_\_\_ provided proof of receiving of a J&J COVID-19 vaccination;
- c. \_\_\_\_\_ submitted a completed religious accommodation request;
- d. \_\_\_\_\_ provided proof of an approved military medical exemption; or
- e. \_\_\_\_\_ did not provide sufficient documentation and thus failed to comply with the order and Paragraph 2 (below) applies. Member failed to comply with my previously issued lawful order and is in violation of Article 92, UCMJ. Member must comply as soon as possible or risk continued adverse consequences.

[NAME, Rank, USAF/USSF]  
Commander

3d Ind to [123 ES/CC], [DD Mon 21], Order to Receive Mandatory COVID-19 Vaccine

[123 ES/CC]

DD Mon 21

MEMORANDUM FOR [MEMBER'S RANK/NAME]

On \_\_\_\_\_(DATE), Member:

- a. \_\_\_\_\_ provided proof of receiving a completed Pfizer or Moderna COVID-19 vaccination series; or
- b. \_\_\_\_\_ did not provide sufficient documentation and thus failed to comply with the order and Paragraph 2 (below) applies. Member failed to comply with my previously issued lawful order and is in violation of Article 92, UCMJ. Member must comply as soon as possible or risk continued adverse consequences.

[NAME, Rank, USAF/USSF]  
Commander