



HEADQUARTERS, UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96271-5327

FKCC

6 June 2022

MEMORANDUM FOR Service Members, Family Members, Civilian Employees, and Contractor Employees

SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

1. This memorandum clarifies and provides specific guidance for official travel and DoD-sponsored meetings in USFK in accordance with DoD and USINDOPACOM policy.
2. Official Travel. Individuals who are not fully vaccinated IAW DoD guidelines or who decline to provide information about their vaccination status may only conduct "mission critical" official travel, both domestic or international.
 - a. "Mission critical" may only be determined by the traveler's DoD or Office of the Secretary of Defense (OSD) Component head, or an individual delegated this authority.
 - b. Travel in connection with Authorized or Ordered Departures issued by the Department of State for purposes of this force health protection guidance is deemed to be "mission critical."
 - c. Commanders and supervisors will reference the Under Secretary of Defense for Personnel and Readiness memorandum, "Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance," dated 4 April 2022, for additional travel-related guidelines.
3. In-Person Meetings. Planned in-person meetings, events, and conferences (referred collectively herein as "meetings") sponsored by the DoD with more than fifty (50) participants in a county or equivalent jurisdiction where the CDC COVID-19 Community Level is high must obtain advance approval from the DoD or OSD Component head, or an individual delegated this authority.
 - a. Meetings do not include military training, exercise events, or recurring battle rhythm events.
 - b. When the COVID-19 Community Level assessed for the ROK is high or medium, Meeting Organizers will require attendees to show a completed DD Form 3150, *COVID-19 Certification of Vaccination*, prior to the meeting.

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

4. The Commander, USINDOPACOM, has delegated me authority to determine whether official travel is "mission critical" for individuals who are not fully vaccinated IAW DoD guidelines or who decline to provide information about their vaccination status. He has also delegated me authority to approve DoD-sponsored meetings with more than fifty (50) participants when the COVID-19 Community Level assessed for the ROK is high.

5. Individuals requesting approval for "mission critical" travel must follow the requirements in Enclosures 1 and 2. Individuals requesting approval for meetings with more than fifty (50) participants must follow the requirements in Enclosure 3 and 4.

Encl

1. Procedures for Mission Critical Travel
2. Sample Request - Travel
3. Procedures for DoD-Sponsored Meetings
4. Sample Request - Meetings


PAUL J. LaCAMERA
General, U.S. Army
Commander

FKCC

SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

Enclosure 1

Procedures for Requesting “Mission Critical” Travel

1. Applicability.

a. This requirement applies to Service Members, DoD Civilian Employees, and Contractor Personnel (if the travel is DoD-funded) who are not fully vaccinated IAW DoD guidelines or who decline to provide information about their vaccination status.

b. This requirement does not apply to fully vaccinated individuals as defined in the Under Secretary of Defense for Personnel and Readiness memorandum, “Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance,” dated 4 April 2022.

2. Submission.

a. Travelers who are not fully vaccinated, or who decline to provide information about their vaccination status, shall obtain a “mission critical” determination prior to official travel.

b. Requests for a “mission critical” determination shall be submitted through the traveler’s chain of command no later than fourteen (14) days prior to the date of travel. The traveler’s chain of command shall provide a recommendation on the request.

c. Once routed through the chain of command, requests should be submitted to USFK Secretary of Joint Staff for final routing and action.

d. While the template at Enclosure 2 is not required, all requests for a “mission critical” determination must include all of the information indicated in Enclosure 2.

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

Enclosure 2
Sample Request for “Mission Critical” Travel

OFFICIAL LETTERHEAD

DATE

MEMORANDUM THRU Chain of Command
Component Commander, [8A / 7AF / CNFK / MARFOR / SOCKOR]

FOR Commanding General, United States Forces Korea, Unit #15237, APO AP 96271

SUBJECT: Request to Allow Rank Name Conduct “Mission Critical” Travel

1. I respectfully request authority to conduct official, “mission critical” travel.

2. Traveler Details.

a. Rank & Full Name of Traveler. [Information]

b. Position & Unit of Assignment. [Information]

3. Travel Details.

a. Location of Travel. [Information]

b. Dates of Travel. [Information]

c. Mode of Travel. [Information]

d. Reason for Travel. [Information]

e. Explanation of Why Travel Is “Mission Critical.” [Provide a full explanation as to why the government-sponsored travel is necessary for the unit or DoD.]

4. Vaccination Status. Not Fully Vaccinated / Decline to State Vaccination Status.
[Not fully vaccinated Service members will explain the status of their exemption requests. Civilians and Contractors will include a copy of their DD Form 3150, COVID-19 Certification of Vaccination.]

Enclosure 3

Procedures for Requesting Meetings of 50+ Participants

1. Applicability. This requirement applies to any planned in-person meetings, events, and conferences sponsored by the DoD with more than fifty (50) participants when the COVID-19 Community Level assessed for the ROK is high.

2. Submission.

a. Meeting Organizers shall submit their request to host a meeting of more than fifty (50) participants through the chain of command no later than forty-five (45) days prior to the planned start date of the event. The Meeting Organizer's chain of command shall provide a recommendation on the request.

b. Once routed through the chain of command, requests should be submitted USFK Secretary of Joint Staff for final routing and action.

c. While the template at Enclosure 4 is not required, requests to host meetings of more than fifty (50) participants must include all of the information indicated in Enclosure 4.

3. Expectations of Meeting Organizers.

a. When the COVID-19 Community Level assessed for the ROK is high or medium, Meeting Organizers will require all attendees to show a completed DD Form 3150, *COVID-19 Certification of Vaccination*, prior to attending the meeting.

b. Prior to being admitted to the meeting, in-person attendees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting. If the meeting lasts more than one (1) week, proof of a negative FDA-authorized COVID-19 test must be provided weekly.

c. Attendees who are not fully vaccinated or who decline to provide information about their vaccination status and who have provided proof of a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting, must wear a mask at all times during the meeting and while indoors on federally owned or occupied property.

d. Individuals who are not fully vaccinated or who decline to provide information about their vaccination status and who do not provide proof of a negative FDA-authorized COVID-19 test completed 72 hours prior to the meeting, may not be permitted to attend the meeting.

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

Enclosure 4

Sample Request for Meetings of 50+ Participants

OFFICIAL LETTERHEAD

DATE

MEMORANDUM THRU Chain of Command
Component Commander, [8A / 7AF / CNFK / MARFORK / SOCKOR]

FOR Commanding General, United States Forces Korea, Unit #15237, APO AP 96271

SUBJECT: Request to Host DoD-Sponsored Meetings with More Than Fifty (50) Participants

1. I respectfully request authority to host a DoD-sponsored meeting with more than fifty (50) participants.

2. **Meeting Details.**

a. *Location of Meeting.* [Information]

b. *Dates of Meeting.* [Information]

c. *Reason for Meeting.* [Information]

d. *Expected Number of Attendees.* [Information]

e. *COVID-19 Mitigation Measures.* [Provide a thorough explanation of the COVID-19 mitigation measures that will be used throughout the course of the meeting.]

3. As the organizer, I will require all attendees to show a completed DD Form 3150, *COVID-19 Certification of Vaccination*, when the COVID-19 Community Level assessed for the ROK is high or medium.

Prior to being admitted to the meeting, in-person attendees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative FDA-authorized COVID-19 test-completed no earlier than 72 hours prior to the meeting. If the meeting lasts more than one (1) week, proof of a negative FDA-authorized COVID-19 test must be provided weekly.

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK) (Update 1)

4. As the organizer, I will ensure attendees who are not fully vaccinated or who decline to provide information about their vaccination status provide proof of a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting. [If the meeting lasts more than one week, add: I will also ensure that proof of a negative FDA-authorized COVID-19 test will be provided weekly.]
5. I will enforce the DoD provision requiring attendees who are not fully vaccinated or who decline to provide information about their vaccination status to wear appropriate face coverings throughout the duration of the meeting and while indoors on federally owned or occupied property.
6. As the organizer, I will not permit individuals who are not fully vaccinated or decline to provide information about their vaccination status to attend the meeting without a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting.
7. The point of contact for this memorandum is FN MI LN of Traveler at email or phone number.

FN MI LN of Meeting Organizers
Appropriate Signature Block

ACTION: _____ Approved _____ Disapproved

PAUL J. LaCAMERA
General, U.S. Army
Commander



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96271-5327

01 FEB. 2022.

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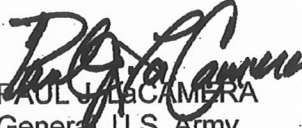
MEMORANDUM FOR Service Members, Family Members, Civilian Employees, and Contractor Employees

SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings in United States Forces Korea (USFK)

1. This memorandum is intended to provide further clarification on the DoD and USINDOPACOM guidance for official travel and DoD-sponsored meetings in USFK.
2. Official Travel. Individuals who are not fully vaccinated or who decline to provide information about their vaccination status may only conduct official, "mission-critical" travel, both domestic or international. "Mission critical" may only be determined by the traveler's DoD or Office of the Secretary of Defense (OSD) Component head, or an individual delegated this authority.
3. In-Person Meetings. Planned in-person meetings, events, and conferences (referred collectively herein as "meetings") sponsored by the DoD with more than fifty (50) participants must obtain advance approval from the DoD or OSD Component head, or an individual delegated this authority. Meetings do not include military training, exercise events, or recurring battle rhythm events.
4. The Commander, USINDOPACOM, has delegated me authority to determine whether travel is "mission critical" for individuals who are not fully vaccinated or who decline to provide information about their vaccinated status. He has also delegated me authority to approve DoD-sponsored meetings with more than fifty (50) participants.
5. Individuals requesting my approval for "mission critical" travel must follow the requirements in Enclosures 1 and 2. Individuals requesting my approval for meetings with more than fifty (50) participants must follow the requirements in Enclosure 3 and 4.

Encl

1. Procedures for Mission Critical Travel
2. Sample Request - Travel
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4. Sample Request - Meetings


PAUL J. LACAMERA
General, U.S. Army
Commander

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings

Enclosure 1

Procedures for Requesting "Mission-Critical" Travel

1. Applicability.

a. This requirement applies to Service Members, DoD Civilian Employees, and Contractor Personnel (if the travel is DoD-funded) who are not fully vaccinated or who decline to provide information about their vaccination status.

b. This requirement does not apply to fully vaccinated individuals as defined in the Under Secretary of Defense for Personnel and Readiness memorandum, "Force Health Protection Guidance (Supplement 23) – DoD Guidance for Coronavirus Disease 2019 Vaccination Attestation and Screening Testing for Unvaccinated Personnel."

2. Submission.

a. Travelers who are not fully vaccinated, or who decline to provide information about their vaccination status, shall obtain a "mission critical" determination prior to official travel.

b. Requests for a "mission critical" determination shall be submitted through the traveler's chain of command no later than fourteen (14) days prior to the date of travel. The traveler's chain of command shall provide a recommendation on the request.

c. Once routed through the chain of command, requests should be submitted to USFK Secretary of Joint Staff for final routing and action.

d. While the template at Enclosure 2 is not required, all requests for a "mission-critical" determination must include all of the information indicated in Enclosure 2.

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings

Enclosure 2

Sample Request for "Mission-Critical" Travel

OFFICIAL LETTERHEAD

DATE

MEMORANDUM THRU Chain of Command
Component Commander, [8A / 7AF / CNFK / MARFORK / SOCKOR]

FOR Commanding General, United States Forces Korea, Unit #15237, APO AP 96271

SUBJECT: Request to Allow Rank Name Conduct "Mission-Critical" Travel

1. I respectfully request authority to conduct official, "mission critical" travel:

2. Traveler Details.

- a. *Rank & Full Name of Traveler.* [Information]
- b. *Position & Unit of Assignment.* [Information]

3. Travel Details.

- a. *Location of Travel.* [Information]
- b. *Dates of Travel.* [Information]
- c. *Mode of Travel.* [Information]
- d. *Reason for Travel.* [Information]
- e. *Explanation of Why Travel Is "Mission Critical."* [Provide a full explanation as to why the government-sponsored travel is necessary for the unit or DoD.]

4. Vaccination Status. Not Fully Vaccinated / Decline to State Vaccination Status.
[Not Fully Vaccinated Service members will explain the status of their exemption requests. Civilians and Contractors will include a copy of their DD Form 3150, *COVID-19 Certification of Vaccination.*]

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SUBJECT: USFK Coronavirus Disease 2019 (COVID-19) Guidance Related to Official Travel and Meetings

Enclosure 3

Procedures for Requesting Meetings of 50+ Participants

1. Applicability. This requirement applies to any planned in-person meetings, events, and conferences sponsored by the DoD with fifty (50) or more participants.

2. Submission.

a. Meeting Organizers shall submit their request to host a meeting of fifty (50) or more participants through the chain of command no later than forty-five (45) days prior to the planned start date of the event. The Meeting Organizer's chain of command shall provide a recommendation on the request.

b. Once routed through the chain of command, requests should be submitted USFK Secretary of Joint Staff for final routing and action.

c. While the template at Enclosure 4 is not required, requests to host meetings of fifty (50) or more participants must include all of the information indicated in Enclosure 4.

3. Expectations of Meeting Organizers.

a. Meeting Organizers will require all attendees to show a completed DD Form 3150, *COVID-19 Certification of Vaccination*, prior to attending the meeting.

b. Prior to being admitted to the meeting, in-person attendees who are not fully vaccinated or who decline to provide information about their vaccination status must provide proof of a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting. If the meeting lasts more than one (1) week, proof of a negative FDA-authorized COVID-19 test must be provided weekly.

c. Attendees who are not fully vaccinated or who decline to provide information about their vaccination status and who have provided proof of a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting, must wear a mask at all times during the meeting and while indoors on federally owned or occupied property.

d. Individuals who are not fully vaccinated or who decline to provide information about their vaccination status and who do not provide proof of a negative FDA-authorized COVID-19 test completed 72 hours prior to the meeting, may not be permitted to attend the meeting.

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authorized COVID-19 test completed no earlier than 72 hours prior to the meeting. [If the meeting lasts more than one week, add: I will also ensure that proof of a negative FDA-authorized COVID-19 test will be provided weekly.]

5. I will enforce the DoD provision requiring attendees who are not fully vaccinated or who decline to provide information about their vaccination status to wear appropriate face coverings throughout the duration of the meeting and while indoors on federally owned or occupied property.

6. As the organizer, I will not permit individuals who are not fully vaccinated or decline to provide information about their vaccination status to attend the meeting without a negative FDA-authorized COVID-19 test completed no earlier than 72 hours prior to the meeting.

7. The point of contact for this memorandum is FN MI LN of Traveler at email or phone number.

FN MI LN of Meeting Organizers
Appropriate Signature Block

ACTION: ☐ Approved ☐ Disapproved

PAUL J. LaCAMERA
General, U.S. Army
Commander