



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

13 March 2020

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

SUBJECT: Funding Instructions for the Purchase of Preventive Health Items Personal Protective Equipment (PPE) to Mitigate COVID-19

1. This memorandum supplements Defense Health Agency 14 February 2020 guidance (attached) which addressed the use of Defense Health Program (DHP) Operations and Maintenance (O&M), specifically, that DHP O&M funds were not to be used to meet protective requirements outside of the Military Treatment Facility (MTF). The information which follows below provides guidance regarding the use of Air Force O&M funds (outside the MTF) for items commanders may determine are necessary for the execution of mission requirements.
2. The novel coronavirus COVID-19 continues to cause respiratory illness among infected persons in the United States and countries around the world. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. The Department of Health and Human Services (HHS) Center for Disease Control and Prevention (CDC) is closely monitoring the outbreaks and updating guidance at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
3. The CDC has recommended employers take appropriate precautions to minimize the risk of potential employee exposure, illness, and the spread of novel coronavirus in the workplace through general prevention strategies. Current guidance from the CDC advises employers to provide in the workplace sufficient facilities, soap, and water for hand washing; tissues; no-touch disposal receptacles; alcohol-based hand sanitizers (containing at least 60-95% alcohol); and disinfectant wipes so that commonly used surfaces can be wiped down by employees before each use. No special disinfectants or cleaning agents are recommended at this time. Facemasks also are not recommended; if an employee becomes sick during the day, that employee should be separated from other employees and sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). The following items may be considered an appropriate use of AF O&M funds subject to the aforementioned criteria:
 - a. Items provided in multiple centrally located common workplace areas only, such as lobbies, corridors, break areas, conference/meeting rooms, and restrooms:
 - (1) Alcohol-based (at least 60-95%) hand sanitizer or wipes.
 - (2) Facial tissues.
 - (3) No-touch disposable receptacles.

b. Items provided on commonly touched work surfaces (workstations, countertops, and door knobs):

- (1) Disinfectants to clean work station surfaces.
- (2) Disposable wipes to clean work station surfaces.
- (3) No-touch disposable receptacles.

c. Items for personnel whose workplace does not lend itself to the aforementioned “common workplace areas.” For example, missile crew members must sit at launch control stations that by design are separated; likewise, flight line maintainers are spread out on the ramp, and Security Police forces are dispersed throughout the installation and in patrol cars. In these cases, if more conducive to workplace circumstances, commanders may choose to provide the preventive items listed in paragraphs a. and b. above, but in a “family size.” Such items would remain at those work areas (e.g., within patrol cars, within toolkits, at launch control stations, etc.).

d. Overseas Contingency Operations (OCO) locations will use OCO funds to purchase the aforementioned items.

e. Non-appropriated Fund Instrumentalities (NAFIs) are authorized the use of existing AF Appropriated Fund (APF) O&M baseline funds for all categories of NAFIs, as an Executive Control and Command Supervision (ECCS) supply expense for the intents and purposes specified above. This authorization does not include Category C custodial supplies purchased as normal operating supplies (i.e., dish soap, bathroom tissue, cleaning supplies, etc.).

f. For other than MTF or OCO, commanders will use appropriated AF O&M baseline funds to purchase the aforementioned items within existing baselines; all costs must be absorbed (no additional funding will be provided). Do not use O&M funds for AF Working Capital fund (WCF) operations; AF WCF will absorb these expenses.

4. This guidance is provided for immediate implementation and has been coordinated with SAF/GCA; guidance specific to entitlements is being addressed separately by SAF/FMF and AF/A1 officials. My point of contact is Mr. John Uperti, SAF/FMB P&FC, Comm: (703) 695-0305, john.w.uperti.civ@mail.mil.

JOHN M. PLETCHER, Maj Gen, USAF
Deputy Assistant Secretary (Budget)

Attachment:

1. Defense Health Agency 14 February 2020 Memorandum, “Funding Instructions for the Purchase of Preventive Health Items and Personal Protective Equipment (PPE) to Mitigate COVID-19”