Memo for Record  *-date-*

From: (Traveler’s Name)

TO: CETAM-UCDC-APPO

SUBJECT: COVID Vaccine Status

\_\_\_\_\_\_\_\_\_\_\_ (Initials) I certify that I have completed DD Form 3175/3150 and it is on file in my personnel records. I am fully vaccinated and not restricted from traveling USACE OPORD 2021-38 (USACE Covid Steady State Operations)

\_\_\_\_\_\_\_\_\_\_\_\_ (Initials) I have an Exemption to Policy for mission-critical travel which was submitted and approved by the Under Secretary of the Army on XX MONTH XXXX IAW USACE OPORD 2021-38 (USACE Covid Steady State Operations.

  *-signed-*