

Good (morning, afternoon, evening),

As you may be aware, official visitors are required to attest to their vaccination status to gain entry to DoD facilities and installations, pursuant to the guidelines of the Safer Federal Workforce Task Force. We are requesting that you complete the attached DD Form 3150, Certification of Vaccination, and present the form upon entry to the DoD facility or installation. Do not return this form via email—you should complete the form and bring it with you. If you do not complete this form prior to your visit, you will be provided a blank DD Form 3150 and required to complete and present it prior to being granted access to the DoD facility or installation. You will be required to carry this form on your person for the duration of your visit.

Should you complete the form and attest to a vaccinated status other than fully vaccinated, you will be required to present a negative COVID-19 test from no earlier than 3 days prior to the date of your visit. Should you refuse to complete a DD Form 3150, you may be denied access to the DoD facility or installation.

[Insert signature block]

Attachment

DD Form 3150, Certification of Attestation