



**DEPARTMENT OF THE AIR FORCE
47TH FLYING TRAINING WING (AETC)**

24 November 2020

MEMORANDUM FOR 47 FTW ALL PERSONNEL

FROM: 47 FTW/CC

SUBJECT: Gathering Limitations

1. Due to the continued threat of Coronavirus Disease 2019 (COVID-19) and its potential to significantly impact force capabilities and mission readiness, I am establishing limitations on the size of in-person official gatherings during certain Health Protection Conditions (HPCONs):
2. **HPCON Charlie:** In-person official gatherings held inside Laughlin AFB facilities shall not exceed 10 individuals or 50% of the occupancy limitations of the meeting place, whichever is less, unless authorized as mission-essential by the respective Group Commander.
3. **HPCON Bravo:** In-person official gatherings held inside Laughlin AFB facilities shall not exceed 50 individuals or 50% of the occupancy limitations of the meeting place, whichever is less, unless authorized as mission-essential by the respective Group Commander. Events of 100 people or less are permitted in Anderson Hall as an exception to this policy due to the static nature of the seating. Masks will be worn at all times and 6 feet of social distance will be maintained during all events in Anderson Hall. In accordance with state of Texas guidance located at <https://open.texas.gov/>, official gatherings held outdoors are not restricted in size, but individuals will maintain 6-foot social distancing and wear masks where distancing is not feasible.
4. The following protocols must be completed for all in-person official gatherings, regardless of HPCON:
 - a. Within 30 minutes prior to the gathering, all surfaces must be wiped down with disinfectant.
 - b. All attendees must wash their hands or use hand sanitizer immediately before or upon entering the gathering location.
 - c. To the maximum extent possible, individuals must remain six feet apart from other individuals throughout the gathering. If unable to maintain a six foot distance between individuals, attendees must wear proper face coverings IAW Department of Defense guidance on the use of cloth face coverings, dated 5 April 2020.
 - d. All attendees must wash their hands or use hand sanitizer immediately before or upon exiting the gathering location.
 - e. Immediately following the gathering, all surfaces must be wiped down with disinfectant.

5. All unofficial gatherings must adhere to official state of Texas guidance found at <https://open.texas.gov/>.
6. “Official gatherings” include any/all work-related functions for which people assemble in a common area. Examples include, but are not limited to, meetings, briefings, training activities, classes, and guard mount. “Unofficial gatherings” include any/all social-related functions not described above, whether on or off Laughlin Air Force Base.
7. Force Support Squadron (FSS) facilities will adhere to all social distancing and mask wear requirements. Capacity at FSS facilities will not exceed 50 individuals or 50% of the occupancy limitations, whichever is less. FSS facility staff are responsible for ensuring these limits are not exceeded.
8. Violations of this order by military personnel may be punished under Article 92 of the Uniform Code of Military Justice. Violations of this order by civilian personnel may result in discipline under AFI 36-704. Address any questions you have regarding gathering limitations through your chain of command.

CRAIG D. PRATHER, Colonel, USAF
Commander