



DEPARTMENT OF THE [XXXXXX]
YOUR UNIT
POST/BASE NAME STATE

XX December 2021

MEMORANDUM FOR XXX/CC

SUBJECT: Clarification of My Position and Rights Under the Law – Rank First Last

1. I am being ordered to become fully vaccinated by [Name and Rank of Person giving Order]. This order is subsequent to the order by the SECDEF from August of 2021. I understand that [XX name and rank of person giving order] believes his/her order to be lawful, but I respectfully disagree.
2. As it is self-evident that 'short' timelines cannot be placed on the exercise of rights without due process, and whereas I require time to exercise my right to counsel over this matter, and whereas I have not received the necessary copies of the information which the MAJCOM/CC relied upon in making his decision, and whereas the appeals process has 30 days to make a decision once my appeal is received, I hereby give notice that I will be submitting my appeal by my requested date of extension of the xxnd of Month 2021. I rebut any presumption that this can be construed as a denial. Any attempt to change my status from 'request for accommodation to refusal' without first allowing me to exercise my right to counsel, and in violation of my reserved right to appeal, will be considered a knowing and intentional violation of my rights.
3. Further, I am currently conducting...personal work circumstance that prevents you completing your appeal in such a short amount of time...manning levels...and the requirement to fulfill my duties negates the ability to accomplish the actions above.
4. If you have any questions, please reach me at (XXX) XXX-XXXX or by email at XX.XX@us.af.mil.

FIRST M. LAST, Rank, USAF
Duty Title