



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

DHA-POLICY MEMORANDUM 21-004  
November 3, 2021

MEMORANDUM FOR ASSISTANT DIRECTOR FOR COMBAT SUPPORT  
ASSISTANT DIRECTOR FOR HEALTHCARE ADMINISTRATION  
ASSISTANT DIRECTOR FOR MANAGEMENT  
PROGRAM EXECUTIVE OFFICER, DEFENSE HEALTHCARE  
MANAGEMENT SYSTEMS  
GENERAL COUNSEL, OFFICE OF THE GENERAL COUNSEL  
CHIEF OF STAFF  
MARKET DIRECTORS  
DIRECTOR, SMALL MARKET AND STAND-ALONE MEDICAL  
TREATMENT FACILITY ORGANIZATION

**SUBJECT: Policy Memorandum on the Defense Health Agency Coronavirus Disease 2019  
Vaccination Attestation, Screening Testing, and Vaccination Verification**

This Defense Health Agency-Policy Memorandum, based on the authorities of References (a) and (b), and in accordance with the guidance of Reference (c), applies to all assigned, attached, or detailed Service members not on Active Duty, Federal civilian employees (includes students, volunteers, and interns), contractor employees (when required by the terms of the applicable contract), and onsite visitors. Federal civilian employees located at a military medical treatment facility (MTF) or dental treatment facility (DTF) under the authority, direction, and control of the Defense Health Agency (DHA), but who are not DHA Federal civilian employees, should follow their Service specific guidance until such time that they become a DHA employee.

The President established the Safer Federal Workforce Task Force (Task Force) to oversee the development and implementation of Federal agencies' coronavirus disease 2019 (COVID-19) workplace safety plans, in accordance with Reference (a). In the Executive Order entitled "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees," and the Executive Order entitled "Ensuring Adequate COVID Safety Protocols for Federal Contractors." The President directed the Task Force to issue guidance on implementing the requirements in these orders. The health and safety of the federal workforce is the administration's highest priority.

This memorandum provides guidance on the implementation of vaccination, attestation, and testing requirements in accordance with the References listed in Attachment 1 to reduce the transmission of the virus that causes COVID-19. To defend this Nation, the Department of Defense (DoD) needs a healthy and ready force. The DHA will follow the U.S. Center for Disease Control (CDC) guidelines, the U.S. Occupational Safety and Health Administration (OSHA) standards and guidelines, and implement best public health and agency model safety principles to protect our workforce and defend the American people.

*November 3, 2021*

Current Federal Civilian Employees COVID-19 Vaccination Requirements. To ensure the safety of the DHA workforce, federal civilian employees must be fully vaccinated against COVID-19 in accordance with reference (c), subject to such exemptions as required by law (i.e., reasonable medical and religious accommodation). The DHA will strive to ensure all federal civilian employees, not subject to a legal exemption, are fully vaccinated against COVID-19 as quickly as possible, and not later than November 22, 2021. This includes Federal civilian employees who do not report regularly or routinely to the worksite (e.g., are on maximum telework or working remotely). Service members who are not on Active Duty and who are also DoD Federal civilian employees must follow the requirements in this memorandum for DoD Federal civilian employees.

Federal civilian employees will be considered fully vaccinated 2 weeks after completing the second dose of a two-dose COVID-19 vaccine or 2 weeks after receiving a single dose of a one-dose COVID-19 vaccine. Federal civilian employees must be vaccinated with vaccines that are either fully licensed or authorized for emergency use by the Food and Drug Administration (FDA) (e.g., Pfizer-BioNTech/COMIRNATY, Moderna, Johnson & Johnson/Janssen vaccines); listed for emergency use on the World Health Organization Emergency Use Listing (e.g., AstraZeneca/Oxford); or approved for use in a U.S. site clinical trial vaccine for which vaccine efficacy has been independently confirmed (e.g., Novavax).

To meet the November 22, 2021 vaccination deadline, Federal civilian employees must receive their first doses no later than the following dates:

1. October 11: First dose deadline for Moderna COVID-19 vaccine.
2. October 18: First dose deadline for Pfizer-BioNTech/COMIRNATY COVID-19 vaccine.
3. November 8: Second dose deadline for Moderna and Pfizer-BioNTech/COMIRNATY vaccines.
4. November 8: First (only) dose deadline for Johnson & Johnson/Janssen COVID-19 vaccine.

Federal civilian employees must complete the required vaccination dose(s) by November 8, 2021 in order to be fully vaccinated by November 22, 2021.

The time a Federal civilian employee spends obtaining any COVID-19 vaccine (including travel time) will be considered regular duty time. Employees will be authorized up to 4 hours, per single dose (8 hours total for two doses). If an employee requires more than 4 hours to complete a single dose vaccination, they must document the reason for the additional time (e.g., long distance travel to get vaccine). Thus, administrative leave will not be granted for any time spent obtaining the COVID-19 vaccine during the normal tour of duty. If an employee is unable to obtain the COVID-19 vaccine during their normal duty hours, then normal overtime rules will apply. Paid time off up to 2 workdays may be credited to a Federal civilian employee

*November 3, 2021*

to address any side effects resulting from the employee's vaccination. Federal civilian employees should use the time and attendance code for "physical fitness" to record administrative leave for COVID-19 vaccination recovery that prevents the employee from working. The type hour codes is "LN" and the environment/hazard/other code is "PF".

Until such time as a Federal civilian employee is fully vaccinated against COVID-19, the employee must comply with all Task Force, CDC, OSHA, DoD, and DHA requirements for individuals who are not fully vaccinated, including the requirements related to masking, physical distancing, and travel noted in References (l), (m) and (q), subject to any legally required reasonable accommodation.

DHA strongly encourages all personnel to be fully vaccinated in the fight against COVID-19. If a federal civilian employee refuses to be vaccinated or provide proof of vaccination, DHA will pursue disciplinary measures, up to and including removal from federal service. If a federal civilian employee claims a legal exemption as the reason for not being vaccinated against COVID-19, or for not providing proof of vaccination, DHA will follow its established process to review set forth in Reference (o), unless supplanted by forthcoming DoD guidance and consider what, if any, accommodation must be granted in accordance with Reference (r). If the Federal civilian employee's request for an accommodation is denied, the employee will be required to receive their first (or, if a one-dose series, only) dose within 2 weeks of the final determination to deny the accommodation. If the employee does not then comply with the COVID-19 vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal Service.

Request for Religious Exemption to the COVID-19 Vaccination Requirement for Federal Civilian Employees. All Federal civilian employees are required to be fully vaccinated against COVID-19, with exemptions only as required by law. In certain circumstances, Federal law may entitle a Federal civilian employee who has a religious objection to the COVID-19 vaccination requirement to request an exemption from that requirement. If a Federal civilian employee is determined to be legally exempted from the COVID-19 vaccination mandate, the employee is required to comply with all safety protocols set forth by the Task Force, CDC, OSHA, DoD, and DHA for individuals who are not fully vaccinated against COVID-19. DHA is committed to respecting the important legal protections for Federal civilian employees' religious liberty. All decisions on exemption requests will be made under applicable Title VII standards for reasonable accommodation, absent undue hardship to the agency.

To be eligible for a religious exemption to the COVID-19 vaccine mandate, Federal civilian employees must first establish that their refusal to be vaccinated against COVID-19 is based upon a sincere belief or practice that is religious in nature. A refusal to be vaccinated against COVID-19 does not qualify for a religious exemption if it is based upon personal preference, concerns about the possible effects of the COVID-19 vaccine, or political opinions.

DHA Federal civilian employees may request an exemption to the COVID-19 vaccination requirement on the basis of a sincerely held religious belief, practice or observance in writing through their Supervisory channels no later than November 8, 2021. The DHA will take no action on any exemption requests received until further guidance on processing

*November 3, 2021*

exemptions is published by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). As soon as the USD(P&R) guidance is published, the DHA will incorporate the guidance into the DHA exemption process guidance and release it to the DHA Staff.

Request for a Medical Exemption to the COVID-19 Vaccination Requirement for Federal

Civilian Employees. As indicated above, all Federal civilian employees are required to be fully vaccinated against COVID-19, with exemptions only as required by law. Federal civilian employees may also seek a legal exemption to the COVID-19 vaccination requirement due to a medical condition and/or disability.

Decisions on medical exemptions will be made under applicable Rehabilitation Act standards for reasonable accommodations, absent undue hardship to the agency. Federal civilian employees may also request a delay for complying with the COVID-19 vaccination requirement based on certain medical considerations that may not justify an exemption under the Rehabilitation Act. Reference (d) provides guidance on medical considerations that may warrant a delay. The DHA will ensure the confidentiality of any medical information provided, subject to the applicable Rehabilitation Act standards and the Privacy Act. Federal civilian employees who receive an exemption or a delay from the COVID-19 vaccination requirement must follow all safety protocols set forth in Reference 4 and any future requirements as may be established by the Task Force, CDC, OSHA, DoD, or the DHA.

DHA civilian employees may request an exemption to the COVID-19 vaccination requirement on the basis of a medical condition in writing through their Supervisory channels no later than November 8, 2021. DHA will take no action on any exemption requests received until further guidance on processing exemptions is published by the USD(P&R). As soon as the USD(P&R) guidance is published, the DHA will incorporate the guidance into the DHA exemption process guidance and release it to the DHA Staff.

New Hire COVID-19 Vaccination Requirements. Candidates for employment who are scheduled to begin working for the DHA after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where a reasonable accommodation is required by law. The DHA Director may approve in writing a temporary exemptions of the COVID-19 vaccination requirement for up to 60 days after the new hire's start date when the new hire could not have been fully vaccinated between the time the job opportunity announcement closes and the candidate's start date (e.g., mission-critical hire). The DHA Director may delegate the authority to approve in writing to the DHA Deputy Director, but not lower.

In such instances, the new hire must follow all safety protocols set forth by the Task Force, CDC, OSHA, DoD, and the DHA, and any future requirements that may be established for not fully vaccinated individuals until the employee is fully vaccinated against COVID-19. Tentative employment candidates failing to meet the COVID-19 vaccination requirements may be subject to a rescission of their job offer. New federal civilian employees failing to meet COVID-19 vaccination requirements absent a legal exemption may be terminated from federal service (or subject to removal for employees who have accrued adverse action rights).

*November 3, 2021*

When advertising vacancies, DHA will clearly describe the COVID-19 vaccination requirement in all job announcements and, for positions with an official government worksite duty location, will include information about the DHA reentry plan, to the extent the plan has been finalized.

For hiring actions currently underway for which a tentative and final offer letter has been initiated, DHA will issue revised tentative and final offer letters to advise candidates of the new COVID-19 vaccination requirements as soon as practical.

#### Certification of COVID-19 Vaccination Status/Attestation

Federal Civilian Employees. DHA Federal civilian employees fully vaccinated against COVID-19 must submit required documentation to prove vaccination status (even if the employee previously attested to their COVID-19 vaccination status) to their Supervisor no later than November 22, 2021. Sufficient proof of employee vaccination status includes a copy of the employee's record of immunization from a health care provider or pharmacy, a copy of a completed COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r, published on September 3, 2020), a copy of a medical record documenting the vaccination, a copy of an immunization record from a public health or state immunization information system, or a copy of any other official document containing the requisite data points. The necessary data points are: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). The employee may also provide this information in legible digital form (e.g., scanned image, digital photo). Employees who submit proof of vaccination in an electronic format are encouraged to use encrypted email or password protected files with DoD SAFE file transfer (<https://safe.apps.mil/>). Employees must certify under penalty of perjury that the documentation they are submitting is true and correct. In order to provide proof of compliance with DoD vaccination requirements, employees should maintain a copy of their COVID-19 vaccination record(s).

In addition to providing proof to their supervisor, federal civilian employees will also complete section A of the DD Form 3175, DoD Civilian Employee Certification of Vaccination (Attachment 2) no later than November 5, 2021. Completion of the DD Form 3175 is required for all employees, regardless of their COVID-19 vaccination status (i.e., not, partial, fully, filing for an exemption), even if a completed DD Form 3150, Contractor Personnel and Visitor Certification of Vaccination (Attachment 3) was previously submitted. Such Federal civilian employees seeking an exemption on the basis of a medical condition or sincerely held religious belief should complete block 3.e., section A, on DD Form 3175. Federal civilian employees with access to milConnect (<https://milconnect.dmdc.osd.mil/>) will complete the DD Form 3175 via milConnect; otherwise submission of a hard copy is permitted. A fillable version of DD Form 3175 is available at [https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/). Federal civilian employees submitting a hard copy will provide the hard copy requisite documentation of COVID-19 vaccination compliance to their supervisor.

Supervisors will verify that the information provided by the Federal civilian employee contains the data points previously stated in the above paragraph. In addition to verifying the

*November 3, 2021*

required data points, supervisors will complete section B of DD Form 3175 beginning on or about November 7, 2021 (or when activation of the form is completed for supervisor use). Supervisors with access to milConnect will complete the DD Form 3175 via milConnect using the DoD civilian employee's Employee Identification Number, or other means as established in the milConnect system; otherwise use of a hard copy is permitted.

Supervisors will retain their federal civilian employees' proof of COVID-19 vaccination in accordance with Reference (o) in a manner meeting the privacy requirements in Attachment 4.

DHA will require federal civilian student, volunteers, interns, and other federal civilian employees who are on an extended break to submit the requisite COVID-19 vaccination documentation, establishing that they are fully vaccinated against COVID-19 (or request a legally required exemption) prior to returning to federal service.

DoD civilian employees on a detail assignment to the DHA from another DoD Component will submit their proof of COVID-19 vaccination and DD Form 3175 to their Supervisor in their originating organization. The DHA supervisor may ask DoD civilian employees, or may ask the employees' supervisors in the originating organizations, about an employee's COVID-19 vaccination status for purposes of implementing force health protection measures such as masking and physical distancing.

DoD civilian employees from another DoD Component who visit DHA facilities are required to provide certification of COVID-19 vaccination (DD Form 3175 or equivalent, such as the Office of Management and Budget (OMB) form (Control No. 3206-0277)) prior to entry. If unvaccinated for COVID-19, the DoD civilian employee must be able to show proof of a negative COVID-19 viral test result from within the previous 3 calendar days before entering any DHA facility.

New Hire Candidates. Employment candidates scheduled to begin working for the DHA after November 22, 2021, must submit required documentation prior to entrance on duty (EOD) date, demonstrating their compliance with the COVID-19 vaccination requirement. Sufficient proof of COVID-19 vaccination status for new hires includes the same proof necessary for current federal civilian employees listed above. New hire candidates should maintain a copy of their COVID-19 vaccination record(s).

Onsite Contractor Employees. Until and unless contractor employees are subject to a contractual requirement to be fully vaccinated against COVID-19, onsite contractor employees will be provided with the DD Form 3150, "Contractor and Visitor COVID-19 Certification of Vaccination," to attest to their COVID-19 vaccination status when they enter any DHA facility. A fillable version of this form is available at [https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/). Onsite contractor employees must attest to the truthfulness of the responses they provide. Contractor employees must keep the completed DD Form 3150 with them during their time in a DHA facility and must be prepared to present the form to appropriate government officials. Until and unless they are subject to a contractual requirement to be fully vaccinated against COVID-19, onsite contractor employees who are not fully vaccinated (or who decline to disclose vaccination status) will be subject to

*November 3, 2021*

COVID-19 screening testing. Additionally, onsite contractor employees are required to show proof of a negative COVID-19 viral test result from within the previous 3 calendar days before entering any DHA facility unless required to be regularly tested pursuant to a DHA COVID-19 testing program. Contractors and their employees must comply with all relevant Task Force, CDC, OSHA, DoD, and DHA guidance and safety protocols for individuals who are not fully vaccinated against COVID-19, including mask-wearing and physical distancing requirements, when accessing DHA facilities. Service members who are not on Active Duty, and who are also DoD contractor employees must follow the requirements in this memorandum for DoD contractor employees.

Official Visitors. Official visitors must attest to their COVID-19 vaccination status by completing a DD Form 3150, "Contractor and Visitor COVID-19 Certification of Vaccination," any time they enter a DHA facility and must keep the form with them during their time in the facility. Official visitors who are not fully vaccinated against COVID-19 or who decline to provide information about their COVID-19 vaccination status must provide electronic or paper copy proof of a negative COVID-19 viral test no later than the previous 3 calendar days prior to entry into a DHA facility. While in a DHA facility, official visitors must comply with all relevant Task Force, CDC, OSHA, DoD, and DHA guidance and safety protocols for individuals who are not fully vaccinated against COVID-19, including mask-wearing and physical distancing requirements.

DHA sponsors of official visitors are responsible for ensuring official visitor compliance with all required safety protocols while the visitors are within DHA facilities and/or workspaces. Visitors who present at a DHA facility to receive ad hoc access and/or to obtain a public benefit need not attest to their COVID-19 vaccination status but must comply with all relevant Task Force, CDC, OSHA, DoD, and DHA guidance and safety protocols for individuals who are not fully vaccinated against COVID-19, including mask-wearing and physical distancing requirements.

For purposes of this memorandum, visitors presenting at DHA facilities ad hoc, and/or to obtain a public benefit are considered MTF and DTF patients. A legal guardian of a minor child or incapacitated patient receiving care in an MTF/DTF is considered an extension of the patient. Visitors of patients within MTF/DTFs are subject to the official visitor requirements listed above. Volunteers, students, and interns within DHA facilities are not considered visitors, but rather DHA civilian employees for purposes of this guidance.

COVID-19 Screening Testing. DHA will establish a surveillance screening testing program for severe acute respiratory syndrome coronavirus 2 (SARS-2-CoV-2), the virus that causes COVID-19, to test Federal civilian employees, onsite contractor employees (not performing under a covered contract that requires COVID-19 vaccination), and official visitors (other than those who present at DHA facilities for ad hoc access or to obtain a public benefit) who are not fully vaccinated and/or have declined to attest to their COVID-19 vaccination status.

The DHA COVID-19 screening test programs will have the capability to test unvaccinated Federal civilian employees and DHA contractor employees who make unscheduled visits to a DHA workplace. To preclude long lines and wait times every Monday, those

*November 3, 2021*

personnel enrolled in a screening test program who routinely work onsite (e.g., more than 1 day in a given week or every day on alternating weeks) may take a screening test any time during the work week.

Federal civilian employees and/or onsite contractor employees that are not located near a DoD installation or facility may leverage third-party COVID-19 screening tests. Federal civilian employees may be authorized to use third-party COVID-19 screening tests (e.g., drug stores or urgent care providers). The DHA will be prepared to reimburse DHA Federal civilian employees who receive COVID-19 screening tests through third-party vendors. Reference (n) provides guidance on payment as reimbursement for personal expenses.

Onsite contractor employees who receive third-party screening results should coordinate with contractor program managers and the DHA Contracting Officers and/or Contracting Officer's Representatives for potential government reimbursement.

Federal Civilian Employees. After November 22, 2021, weekly COVID-19 screening testing will be required for those federal civilian employees who are not fully vaccinated against COVID-19, including those who have medical or religious exemptions. Federal civilian employees who telework or work remotely on a full-time basis are not subject to weekly COVID-19 testing requirement, but must provide a negative COVID-19 viral test result performed within the prior 3 calendar days for entry into a DHA facility. Federal civilian employees are responsible for providing documentation of the negative COVID-19 viral test results to their supervisor. Supervisors are responsible for maintaining any COVID-19 viral test results provided by their federal civilian employees in accordance with Attachment 2. Offsite COVID-19 screening testing may not be used if there is not a means to document results using government equipment. Regular COVID-19 screening testing is not required prior to November 22, 2021.

For federal civilian employees, COVID-19 screening testing is expected to take no more than one hour of regular duty time, per test, to complete. This includes time for travel to the testing site, time to complete testing, and time to return to work. Laboratory-based confirmatory COVID-19 testing for initial positive screening test results is expected to take no more than 2 hours of duty time. Supervisors will monitor duty time usage and keep duty time used for testing within these parameters, to the extent possible.

DHA may bar federal civilian employees who refuse the required COVID-19 screening testing from DHA facilities to protect the safety of others, to include the time that adverse action is pending. While barred from the worksite on the installation or in a facility, federal civilian employees may be required to telework as appropriate.

Onsite Contractor Employees. Until and unless they are subject to a contractual requirement to be fully vaccinated against COVID-19, onsite contractor employees who are not fully vaccinated (or who decline to disclose vaccination status) will be subject to COVID-19 screening testing at least weekly. Onsite contractors who refuse required COVID-19 screening testing will be denied access to DHA facilities.

*November 3, 2021*

The DHA may utilize any COVID-19 viral test, such as rapid/antigen or polymerase chain reaction (PCR) test, that has been approved or authorized by the FDA. The Defense Logistics Agency (DLA) serves as the consolidated source for all DoD ordering of COVID-19 test kits.

Individuals with a positive COVID-19 viral test will not be allowed access to DHA facilities and should follow CDC guidelines for self-isolation and recovery. The DHA will support diagnostic testing aligned with CDC guidelines and DoD Force Health Protection guidance for individuals with signs or symptoms consistent with COVID-19, or those exposed to COVID-19 even if fully vaccinated against COVID-19.

COVID-19 Vaccinations. In accordance with Reference (k), DoD civilian employees are eligible to receive the COVID-19 vaccine at any DoD vaccination sites, including MTFs. COVID-19 vaccinations are also available through an individual's healthcare provider or pharmacy, and other state and county resources (often at no cost to the individual).

COVID-19 Vaccination Enforcement Process. In accordance with Reference (c), DHA requires all federal civilian employees, with exemptions only as required by law, to be fully vaccinated against COVID-19 by November 22, 2021.

DHA federal civilian employees who have not provided proof of COVID-19 vaccination, have not requested and/or received an exemption, or who refuse to comply with the federal civilian employee vaccine mandate, may be subject to the DHA vaccine mandate enforcement process. The enforcement process will begin on November 9, 2021, for DHA Federal civilian employees who have not received their required COVID-19 vaccination dose by November 8, 2021, unless the federal civilian employee has received an exemption, or the DHA is in the process of reviewing an exemption request. Federal civilian employees are not to be placed in an administrative leave status during the pendency of any adverse action for refusal to be vaccinated against COVID-19. All federal civilian employees granted or pending an exemption result to the COVID-19 vaccine mandate, as well as those federal civilian employee refusing to be vaccinated, are required to follow all safety protocols established by the Task Force, CDC, OSHA, DoD, and DHA, for individuals who are not fully vaccinated against COVID-19 when reporting to DHA worksites.

DHA will comply with all statutory, regulatory, and collective bargaining agreement requirements (where applicable). DHA will apply a COVID-19 vaccination progressive enforcement approach to include, but not limited to, the following steps:

1. Federal civilian employees will be provided a 5-day counseling period to remind the employee of the COVID-19 vaccination requirement, emphasize the consequences for failure to comply (i.e., discipline up to and including removal or termination), address any questions, and inform the employee that they have 5 days to submit documentation establishing either the initiation or completion of their COVID-19 vaccination, as applicable, or to request an exemption.

*November 3, 2021*

2. Federal civilian employees who do not submit documentation to establish they have initiated or completed the COVID-19 vaccination process, absent a legally required exemption, may be suspended for up to 14 days, under the procedures established under Title 5, Code of Federal Regulation, Section 752.203. Senior Executive Service members may be suspended for a minimum of 14 days.

3. If a DHA Federal civilian employee continues refusal to comply with the COVID-19 vaccination requirement, the DHA will pursue disciplinary measures, up to and including termination or removal from federal service. In pursuing disciplinary action, the DHA will provide the federal civilian employee with all procedural due process rights and will follow the DHA processes contained in References (i) and (s), including any DHA policies or collective bargaining agreement requirements concerning disciplinary matters.

Compliance During the Disciplinary Process. If, during the suspension period, the DHA federal civilian employee provides appropriate documentation reflecting they are now fully vaccinated against COVID-19, the DHA may end the suspension. The federal civilian employee's Suspension Request for Personnel Action would be corrected to reflect the date the documentation was received. If a federal civilian employee provides appropriate documentation proving they have received the first dose in a 2-dose series COVID-19 vaccine, the DHA will hold the balance of the suspension in abeyance. Federal civilian employees will be provided a deadline of no more than 5 weeks from the date of receiving the first dose to the final dose of the COVID-19 vaccine, and will be required to provide appropriate documentation. Absent proof of attempted/initiated compliance with the vaccine requirement, the suspension will continue. Federal civilian employees who continue to remain non-compliant with the vaccine mandate, absent a legal exemption, or fail to provide appropriate documentation by the new deadline may be subject to removal or termination.

If, after November 8, 2021 and prior to the issuance of a decision during the disciplinary process, such as suspension or removal, a DHA federal civilian employee provides appropriate documentation to reflect they are now fully vaccinated against COVID-19, the disciplinary process will end.

If a federal civilian employee provides appropriate documentation after November 8, 2021 showing they have received the first dose in a 2-dose series COVID-19 vaccine, DHA will hold any disciplinary action in abeyance pending receipt of appropriate documentation that the employee has received the second dose within the designated 3 or 4 week interval, even if this means the employee will not be fully vaccinated against COVID-19 until after November 22, 2021. Employees will be given a deadline for receiving the final dose of the COVID-19 vaccine and to provide their supervisor appropriate documentation.

In these instances, until a federal civilian employee reaches a fully vaccinated status, employees will be required to follow all applicable Task Force, CDC, OSHA, DoD, and DHA safety protocols for individuals who are not fully vaccinated against COVID-19 if reporting to a DHA worksite.

*November 3, 2021*

Benefits of the COVID-19 Vaccine. The CDC lists a number of benefits to receiving the COVID-19 vaccination, including those listed below.

1. COVID-19 vaccines are effective
2. COVID-19 vaccines can keep you from getting and spreading the virus
3. COVID-19 vaccines help to keep you from getting seriously ill, even if you do get COVID-19
4. Getting the vaccine may protect people around you, particularly people at increased risk for illness from COVID-19

Additional CDC vaccination benefit guidance can be found at:  
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html?s>.

As additional guidance is received, DHA will issue further guidance as appropriate. My point of contact is SGM Isaac Bray. He may be reached at (703) 681-5550 or [isaac.a.bray.mil@mail.mil](mailto:isaac.a.bray.mil@mail.mil).

This DHA-Policy Memorandum is cleared for public release.

/S/  
RONALD J. PLACE  
LTG, MC, USA  
Director

Attachments:

1. References
2. DD Form 3175, DoD Civilian Employee Certification of Vaccination
3. DD Form 3150, Contractor Personnel and Visitor Certification of Vaccination
4. DHA Privacy Requirements

*November 3, 2021*

## ATTACHMENT 1

## REFERENCES

- (a) Executive Order 13991, "Protecting the Federal Workforce and Requiring Mask-Wearing," January 20, 2021
- (b) Executive Order 14042, "Ensuring Adequate COVID Safety Protocols for Federal Contractors," September 9, 2021
- (c) Executive Order 14043, "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees," September 9, 2021
- (d) Safer Federal Workforce Task Force, "COVID-19 Workplace Safety: Agency Model Safety Principles," September 13, 2021, as amended
- (e) Safer Federal Workforce Task Force, "COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors," September 24, 2021
- (f) United States Office of Personnel Management, "Guidance on Enforcement of Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043," October 1, 2021
- (g) United States Office of Personnel Management, "Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043," October 1, 2021
- (h) 5 Code of Federal Regulations (CFR) Part 293, Subpart E, Employee Medical File System Records (i) 5 CFR Part 752.203, Adverse Actions
- (j) Deputy Secretary of Defense Memorandum, "Mandatory Coronavirus Disease 2019 Vaccination of DoD Civilian Employees," October 1, 2021
- (k) Deputy Secretary of Defense Memorandum, "Coronavirus Disease 2019 Vaccine Guidance," December 7, 2020
- (l) Under Secretary of Defense for Personnel and Readiness, "Force Health Protection Guidance (Supplement 23) Revision 1 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing and Vaccination Verification," October 18, 2021
- (m) Director of Administration and Management, "Supplemental Guidance for Implementing Mandatory COVID-19 Vaccination of DoD Civilian Employees for the DoD Fourth Estate," October 25, 2021
- (n) Department of Defense (DoD) Financial Management Regulation, Volume 10, Chapter 11, "Payment as Reimbursement for Personal Expenditures," August 2009, as amended
- (o) DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," January 29, 2019
- (p) Defense Civilian Personnel Advisory Service, "Administrative Leave for Coronavirus Disease 2019 Vaccination of Department of Defense Employees," April 19, 2021
- (q) Defense Health Agency (DHA), "Administrative Offices Coronavirus Disease 2019 (COVID-19) Safety Plan," August 20, 2021
- (r) Defense Health Agency Administrative Instruction, Number 1020.01, "Reasonable Accommodation (RA)," November 2, 2020
- (s) Defense Health Agency Administrative Instruction, Number 029, "Disciplinary and Adverse Actions," May 24, 2018

November 3, 2021

ATTACHMENT 2

**DD Form 3175 – “DoD Civilian Employee Certification of Vaccination”**

CUI (when filled in)

DoD CIVILIAN EMPLOYEE CERTIFICATION OF VACCINATION	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>Authority:</b> Pursuant to 5 U.S.C. chapters 11 and 79, and in discharging the functions directed under Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (Sept. 9, 2021), DoD is authorized to collect this information. Additional authorities for the systems of records associated with this collection of information also include: E.O. 13991, Protecting the Federal Workforce and Requiring Mask-Wearing; E.O. 12196, Occupational Safety and Health Program for Federal Employees; 10 U.S.C. 113, 10 U.S.C. 136, 10 U.S.C. 7013, 10 U.S.C. 8013, 10 U.S.C. 9013, 10 U.S.C. 2672; DoD Directive 5525.21; and DoD Instruction 6200.03. Providing this information is mandatory, and DoD is authorized to impose penalties for failure to provide the information pursuant to applicable Federal personnel laws and regulations.</p> <p><b>Principal Purpose:</b> This information is being collected and maintained to implement Coronavirus Disease 2019 (COVID-19) workplace safety plans, and ensure the safety and protection of the DoD workforce, workplace, and other DoD facilities and environments, consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.</p> <p><b>Routine Use(s):</b> While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a person, organization or governmental entity as necessary and relevant to notify them of, respond to, or guard against a public health emergency, or other similar crisis, including to comply with laws governing the reporting of communicable disease or other laws concerning health and safety in the work environment; adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; contractors, grantees, experts, consultants, students, and others as necessary to perform their duties for the Federal government; or agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf.</p> <p>A complete list of routine uses may be found in the applicable System of Records Notice (SORN) associated with the collection of this information as follows: For most Federal civilian employees: OPM/GOVT-10, Employee Medical File System Records, 75 Fed. Reg. 35099 (Jun. 21, 2010), amended 80 Fed. Reg. 74815 (Nov. 30, 2015). For Federal civilian employees not covered by OPM/GOVT-10: DPR 39 DoD, DoD Personnel Accountability and Assessment System of Records, 85 Fed. Reg. 17047 (Mar. 26, 2020) (also available at <a href="https://dp.cld.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf">https://dp.cld.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf</a>).</p> <p><b>Consequences of Failure to Provide Information:</b> Providing this information is mandatory. Unless granted an exemption, all covered Federal civilian employees are required to be vaccinated against COVID-19. Employees are required to provide documentation concerning their vaccination status to their employing DoD Component. Failure to provide this information may subject you to disciplinary action, including and up to removal from Federal service.</p>	
<p><b>INSTRUCTIONS:</b> Section A of this form should be completed by DoD civilian employees only. Section B of this form should be completed by the DoD civilian employee's supervisor (or authorized human resources official). This form should be completed by DoD civilian employees only. Service members and employees of DoD contractors should not complete this form.</p>	
<b>SECTION A. To be completed by DoD civilian employees.</b>	
1. CIVILIAN EMPLOYEE NAME (Last, First, MI):	2. CIVILIAN EMPLOYEE DoD ID NUMBER:
<p><b>3. PLEASE CHECK ALL THAT COINCIDES WITH YOUR COVID-19 VACCINATION STATUS:</b></p> <p><input type="checkbox"/> 3.a. I am fully vaccinated. Individuals are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine or two weeks after receiving a single dose of a one-dose vaccine. Accepted COVID-19 vaccines are those which have received a license or emergency use authorization from the U.S. Food and Drug Administration and those COVID-19 vaccines on the World Health Organization Emergency Use Listing. "Fully vaccinated" also includes circumstances in which the individual was a participant in a U.S. site clinical trial and has received all recommended doses.</p> <p><input type="checkbox"/> 3.b. I have received one or more doses, but I am not yet considered fully vaccinated (in accordance with the definition of fully vaccinated above).</p> <p><input type="checkbox"/> 3.c. I have submitted proof of vaccination to my supervisor. Proof of vaccination includes a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation. Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that is clear and legible.</p> <p><input type="checkbox"/> 3.d. I have not received any vaccination doses.</p> <p><input type="checkbox"/> 3.e. I have submitted a request for an exemption from vaccination and a decision is still pending.</p> <p><input type="checkbox"/> 3.f. I have an approved exemption from vaccination.</p>	

DD FORM 3175, OCT 2021

CUI (when filled in)

Controlled by: OUSD(P&R)  
Controlled by: ASD(HA)  
CUI Category: HLTH, PRIVCY, OPSEC  
LDC: DL(DoD Only)  
FOUO: oad.pentagon.ousd-p-r.mike.jonasz@mail.mil

Page 1 of 2

November 3, 2021

ATTACHMENT 3

**DD Form 3150 – “Contractor Personnel and Visitor Certification of Vaccination”**

CUI (when filled in)

<b>CONTRACTOR PERSONNEL AND VISITOR CERTIFICATION OF VACCINATION</b>		OMB No. 0704-0613 Expiration: 20220228
<b>AGENCY DISCLOSURE NOTICE</b>		
<p>The public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>Authority:</b> DoD is authorized to collect the information on this form pursuant to Executive Order (E.O.) 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors; E.O. 13991, Protecting the Federal Workforce and Requiring Mask-Wearing; and E.O. 12196, Occupational Safety and Health Program for Federal Employees; as well as 10 U.S.C. 113, 10 U.S.C. 136, 10 U.S.C. 7013, 10 U.S.C. 8013, 10 U.S.C. 9013, 10 U.S.C. 2672, 5 U.S.C. chapter 79, and DoD Instruction 6200.03.</p> <p><b>Principal Purpose:</b> This information is being collected to implement Coronavirus Disease 2019 (COVID-19) workplace safety plans, including DoD's COVID-19 testing programs, and to ensure the safety and protection of the DoD workforce, workplace, and other DoD facilities and environments, consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.</p> <p><b>Routine Use(s):</b> While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a person, organization, or governmental entity as necessary and relevant to notify them of, respond to, or guard against a public health emergency or other similar crisis, including to comply with laws governing the reporting of communicable disease or other laws concerning health and safety in the work environment; adjudicative or administrative bodies or officials when the records are relevant and necessary to an adjudicative or administrative proceeding; contractors, grantees, experts, consultants, students, and others as necessary to perform their duties for the Federal government; agencies, courts, and persons as necessary and relevant in the course of litigation; and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of routine uses may be found in the applicable System of Records Notice (SORN) associated with the collection of this information from contractor personnel and DoD visitors: DPR 39 DoD, DoD Personnel Accountability and Assessment System of Records, 85 Fed. Reg. 17047 (Mar. 25, 2020) [also available at <a href="https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf">https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf</a>].</p> <p><b>Consequences of Failure to Provide Information:</b> Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including subject to COVID-19 screening testing and/or denied access to DoD facilities. Failure to provide such information may also hinder DoD's ability to implement COVID-19 workplace safety plans, thereby increasing the health or safety risk to DoD-affiliated personnel and DoD facilities.</p>		
<b>INSTRUCTIONS:</b> This form should be completed by DoD contractor personnel and official visitors in accordance with current DoD Force Health Protection Guidance. DoD civilian employees should not complete this form.		
1. NAME (Last, First, MI):		2. DoD ID NUMBER:
<p><b>3. PLEASE CHECK THE BOX BELOW THAT COINCIDES WITH YOUR COVID-19 VACCINATION STATUS :</b></p> <p><input type="checkbox"/> I am fully vaccinated. Individuals are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine or two weeks after receiving a single dose of a one-dose vaccine. Accepted COVID-19 vaccines are those which have received a license or emergency use authorization from the U.S. Food and Drug Administration and those COVID-19 vaccines on the World Health Organization Emergency Use Listing. "Fully vaccinated" also includes circumstances in which the individual was a participant in a U.S. site clinical trial and has received all recommended doses.</p> <p><input type="checkbox"/> I am not yet fully vaccinated. I received only one dose of an accepted two-dose COVID-19 vaccine, or I received my final dose of an accepted COVID-19 vaccine less than two weeks ago.</p> <p><input type="checkbox"/> I have not been vaccinated.</p> <p><input type="checkbox"/> I decline to respond.</p> <p>Individuals who choose not to complete the form will be assumed to be not fully vaccinated for purposes of application of the safety protocols. If you are not vaccinated due to medical or religious reasons, please check either "I have not been vaccinated" or "I decline to respond." Note that if you have already received one dose of a vaccine, but are not yet fully vaccinated, or if you received your final dose less than two weeks ago, then you will be treated as not fully vaccinated until you are at least two weeks past your final dose and resubmit your vaccination information.</p> <p><input type="checkbox"/> I certify that the information provided in this form is accurate and true to the best of my knowledge.</p> <p>I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that making a false statement on this form could result in additional administrative action including an adverse personnel action up to and including removal from my position.</p>		
4. DATE (YYYYMMDD)		5. SIGNATURE (Full Name)

DD FORM 3150, OCT 2021

CUI (when filled in)

Controlled by: OUSD(P&R)  
Controlled by: ASD(HA)  
CUI Category: HLTH: PRVCY, OPSEC  
LDC: DL(DoD Only)  
POC: [osd.certmgr@osd.mil](mailto:osd.certmgr@osd.mil)

Page 1 of 1

*November 3, 2021*

## ATTACHMENT 4

## DHA PRIVACY REQUIREMENTS

Medical and other information collected from individuals, including vaccination information, test results, and vaccine exemption requests, will be treated in accordance with applicable laws and policies on privacy, including the Privacy Act of 1974 and DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," January 29, 2019 (reference (m)), the Rehabilitation Act of 1973, as amended ("Rehabilitation Act"), and 5 CFR part 293, subpart E. While such information may be sensitive and is to be safeguarded as described above, it is not covered by the Health Insurance Portability and Accountability Act (HIPAA) and the associated HIPAA Rules.

Medical information obtained from DHA Federal civilian employees, including vaccination status, will be accessible only to those persons who have a need to access the information under the Rehabilitation Act, including immediate supervisors and authorized human resources officials who must access the information to implement the guidance in this memorandum. The Rehabilitation Act's requirements on confidentiality of medical information apply whether or not a DHA Federal civilian employee has a disability.

Supervisors are advised to consult with the DHA Privacy Office and servicing legal office if there is a need to share medical information with DHA personnel other than immediate supervisors and authorized human resources officials or individuals outside of DHA.

DHA personnel will use appropriate safeguards in handling and storing DHA Federal civilian employee medical information, including an employee's proof of vaccination, the DD Form 3175, and COVID-19 test results. Appropriate safeguards may include encrypting emails and electronic files, and role-based access to electronic storage environments where this information is maintained. In the event the information is maintained in paper form, supervisors and other authorized DHA personnel must ensure DHA Federal civilian employee medical information remains confidential and is maintained separately from other personnel files, e.g., stored in a separate, sealed envelope marked as confidential DHA Federal civilian employee medical information and maintained in locked file cabinets or a secured room. DHA supervisors are advised to refer to applicable internal guidance on the handling and storage of DHA Federal civilian employee's medical records, and to consult with the DHA Privacy Office as needed for further guidance.