



THE ASSISTANT SECRETARY OF THE NAVY
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WASHINGTON, D.C. 20350-1000

OCT 07 2021

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE NAVY
GENERAL COUNSEL
COMMANDANT OF THE MARINE CORPS
CHIEF OF NAVAL OPERATIONS

Subject: Mandatory Coronavirus Disease 2019 Vaccination of Department of Navy
Civilian Employees

- Reference: (a) Secretary of Defense Memorandum, "Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Service Members," August 24, 2021
(b) Executive Order 14043, "Requiring Coronavirus Disease 2019 Vaccination for Federal Employees," September 9, 2021
(c) Deputy Secretary of Defense Memorandum, "Mandatory Coronavirus Disease 2019 Vaccination of DoD Civilian Employees," October 1, 2021

Protecting the health of the force and warfighting readiness is of paramount importance. The Department of the Navy (DON) has a duty to provide and maintain a workplace that is free of known hazards. Coronavirus disease 2019 (COVID-19) adversely affects DON force readiness and mission execution. Vaccination is the most effective tool we have to prevent widespread manifestation of COVID-19 in our total force. On August 24, 2021, the Secretary of Defense directed mandatory vaccination of Service members against COVID-19, reference (a). On September 9, 2021, the President ordered each federal agency to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law, reference (b).

In accordance with references (b) and (c), all DON civilian employees must be fully vaccinated by **November 22, 2021** subject to exceptions required by law, such as those based on medical or religious reasons. Employees who are on maximum telework or working remotely are not excused from this requirement. New DON civilian employees must be fully vaccinated by their entry on duty (start) date or November 22, 2021, whichever is later. Guidance for contract employees will be provided under separate cover.

Employees 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 COVID-19 vaccine. Vaccines must be either fully licensed or authorized for emergency use by the U.S. Food and Drug Administration (e.g., Pfizer, Moderna, Johnson & Johnson); listed for emergency use on the World Health Organization (WHO) Emergency Use Listing (e.g., AstraZeneca/Oxford); or an approved clinical trial vaccine for which vaccine efficacy has been independently confirmed (e.g., Novavax). Evidence of COVID-19 anti-bodies as a result of previous infection(s) does not satisfy this requirement; these individuals must also be fully vaccinated.

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Those who are not currently fully vaccinated must meet the following deadlines in order to be fully vaccinated by November 22, 2021:

Vaccine	1 st Dose Deadline	2 nd Dose Deadline
Moderna	October 11	November 8
Pfizer	October 18	November 8
Johnson & Johnson	November 8	n/a

Foreign National employees who are fully vaccinated with a WHO-approved vaccine (e.g. AstraZeneca), are considered to meet the requirements of this policy. A list of WHO-approved vaccines is available at: <https://extranet.who.int/pqweb/vaccines/covid-19-vaccines>.

Reference (b) replaced the requirement for employees to attest to their vaccination status with a vaccination requirement. A new form, DD Form 3175 “Civilian Employee Certification of Vaccination,” will be used for documenting employees’ vaccination. The digital version of this form along with the ability to electronically submit the form via milConnect is expected on or about October 22, 2021. More information will be released as soon as possible.

DON employees who are not fully vaccinated must continue to comply with all requirements for individuals who are not fully vaccinated, including those related to masking, physical distancing, and travel.

It is important to note that documented COVID-19 cases among immunized personnel are very infrequent and all cases have been mild to moderate. We are using the best available information from the Centers for Disease Control and Prevention (CDC) and specific modeling conducted by the Navy and Marine Corps Public Health Center to support risk decisions. COVID is a readiness issue. The rise of the highly transmissible Delta variant and the speed with which it transmits among individuals have significantly increased risk to our workforce and the DON mission. Not only will the vaccination requirement promote a safer workplace, it will also help to slow the spread of COVID-19 and help to prevent infection from Delta or other emerging variants.

Please visit the CDC’s website at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html> to obtain information regarding the benefits of getting a COVID-19 vaccination. The Office of Personnel Management also posted information at <https://www.opm.gov/policy-data-oversight/covid-19/>.

DON guidance will be developed, reviewed and adjusted, as necessary to align with any subsequently issued policy or guidance from DoD and/or the Safer Federal Workforce Task Force. Individual commands may also develop amplifying and/or clarifying guidance, as necessary, to address command specific issues. Questions may be directed to Ms. Christina Lhamon, Director, Workforce Relations and Compensation, at christina.lhamon@navy.mil.



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Acting

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