



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP - 7 2021

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
COMMANDERS OF THE COMBATANT COMMANDS  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Force Health Protection Guidance (Supplement 23) – Department of Defense  
Guidance for Coronavirus Disease 2019 Vaccination Attestation and Screening  
Testing for Unvaccinated Personnel

- References:
- (a) Safer Federal Workforce Task Force, "COVID-19 Workplace Safety: Agency Model Safety Principles," July 29, 2021
  - (b) Secretary of Defense Memorandum, "Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Service Members," August 24, 2021
  - (c) DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," Change 1, December 8, 2020
  - (d) Acting Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 15) Revision 2 – Department of Defense Guidance for Coronavirus Disease 2019 Laboratory Testing Services," July 2, 2021
  - (e) Acting Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 22) – Department of Defense Guidance for Coronavirus Disease 2019 Surveillance and Screening Testing," July 21, 2021
  - (f) DoD Coronavirus Task Force Diagnostics and Testing Lead Memorandum, "Optimization of Coronavirus Disease 2019 (COVID-19) Testing Resources," March 8, 2021
  - (g) Acting Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 18) – Department of Defense Guidance for Protecting All Personnel in Department of Defense Workplaces During the Coronavirus Disease 2019 Pandemic," March 17, 2021
  - (h) Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer of the Department of Defense, "DoD Response to the Novel Coronavirus – Cost Reporting Guidance," April 13, 2020

This memorandum provides guidance for implementing additional force health protection and workplace safety measures directed by the White House Safer Federal Workforce Task Force (reference (a)) to reduce the transmission of the virus that causes the coronavirus disease 2019 (COVID-19). In accordance with reference (a), attestation of an individual's status as fully vaccinated or presentation of a recent negative COVID-19 test is a condition of physical access to DoD buildings and DoD-leased spaces in non-DoD buildings in which official DoD business takes place (referred to jointly in this memorandum as "DoD facilities"). These additional

measures are necessary to continue protecting the health of all DoD personnel, the communities we live and work in, and to preserve total force readiness.

This memorandum applies to all individuals issued a credential by DoD that affords the individual recurring access, classified herein as “credentialed recurring access” (CRA) (e.g., Common Access Cardholders), to DoD facilities, and to non-DoD individuals seeking access, one time or recurring, in association with the performance of official DoD business (“official visitors”) (e.g., to attend a meeting).

This memorandum does not apply to personnel receiving ad hoc access to DoD facilities (e.g., delivery personnel, taxi services); to individuals who have access to the grounds of, but not into the buildings on, DoD installations<sup>1</sup> (e.g., contract groundskeepers, fuel delivery personnel, household goods transportation personnel); to personnel accessing DoD buildings unrelated to the performance of DoD business (e.g., residential housing); or to personnel accessing DoD facilities to receive a public benefit (e.g., commissary; exchange; public museum; air show; Morale, Welfare, and Recreation resources).

Individuals other than visitors seeking access to facilities located on DoD installations but operated by other Federal Departments and Agencies will follow the policies and procedures of that other Department or Agency. Visitors will follow applicable policies and procedures of both DoD and the Department or Agency they are visiting.

In accordance with reference (b), Service members (Armed Forces under DoD authority on active duty or in the Ready Reserve, including the National Guard) are required to be vaccinated for COVID-19, and therefore are not required to complete a DD Form 3150, “COVID-19 Certification of Vaccination” (Attachments 1 and 2), nor are they subject to the COVID-19 screening testing set forth in this guidance (Attachments 3 and 4). Service members who receive an exemption from the vaccination requirement are subject to COVID-19 screening testing set forth in this guidance.

DoD civilian employees (regardless of whether they are authorized to telework or perform remote work) and DoD contractor personnel with CRA must attest to their vaccination status by completing DD Form 3150. Such civilian employees and contractor personnel who are unvaccinated for COVID-19, as defined in this guidance, or who decline to attest to their COVID-19 vaccination status will be subject to COVID-19 screening testing at least weekly as set forth in this guidance (Attachment 3). Such civilian employees and contractor personnel who refuse required screening testing, will be denied access to DoD facilities. Service members who are not on active duty and who also hold a DoD civilian personnel position or who are DoD contractor personnel are subject to the requirements in this paragraph.

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<sup>1</sup> For the purpose of this memorandum, a DoD installation is a base, camp, post, station, yard, center, homeport facility for any ship, or other area under the jurisdiction of the Secretary of a Military Department or the Secretary of Defense, including any leased location, or in the case of an activity in a foreign country, any area under the operational control of the Secretary of a Military Department or the Secretary of Defense, without regard to the duration of operational control.

Official visitors will be asked to complete DD Form 3150. Official visitors who are unvaccinated, as defined in this guidance, or who decline to volunteer their vaccination status, must show an electronic or paper copy of negative results from a COVID-19 test administered no earlier than 3 days prior to their visit. If an official visitor is unable to show a negative COVID-19 test result, the visitor may be provided onsite self-testing, if available, or will be denied access to the DoD facilities to which access is sought. Service members who are not on active duty at the time of their visit are subject to the requirements in this paragraph.

Heads of DoD Components, the Director of Administration and Management (for the Office of the Secretary of Defense Components, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and DoD Field Activities), and the Commanders of the Combatant Commands will:

- publish any necessary supplemental instructions and begin implementing the attestation requirements of this memorandum no later than September 13, 2021, followed by implementation of the screening testing requirements based on the availability of testing supplies; and
- ensure that all contract and associated funding implications are considered.

DoD Components should engage with employee unions at their earliest opportunity as they develop agency-specific testing plans and otherwise satisfy any applicable collective bargaining obligations under the law at the earliest convenience, including on a post-implementation basis where appropriate.

This memorandum and other COVID-19 guidance memoranda are centrally located at: <https://www.defense.gov/Explore/Spotlight/Coronavirus/Latest-DOD-Guidance/>.

My point of contact for this guidance is Mr. Steven P. Jones, at (703) 681-7335 or [steven.p.jones10.civ@mail.mil](mailto:steven.p.jones10.civ@mail.mil).



Gilbert R. Cisneros, Jr.

Attachments:  
As stated

**ATTACHMENT 1**  
**Determining COVID-19 Vaccination Status**

**1. Privacy:**

- a. Medical and other information collected from individuals, including vaccination information and test results, 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 (c)).
- b. Such information, including vaccination status, will be accessible only to authorized DoD personnel who have a need to access the record in the performance of their duties to implement the guidance in this memorandum. DoD Components are advised to consult their Component Privacy Officer if there is a need to share this information outside of DoD.

**2. Determining Vaccination Status for the Purpose of this Guidance:**

- a. An individual will be considered "fully vaccinated" when:
  - i. at least 2 weeks have elapsed after a second dose in a two-dose COVID-19 vaccine series, such as of the Pfizer-BioNTech/Comirnaty or Moderna COVID-19 vaccines; or at least 2 weeks have elapsed after a single-dose COVID-19 vaccine, such as Johnson & Johnson's Janssen COVID-19 vaccine. The vaccine may be either authorized for emergency use or fully approved; or
  - ii. he or she has completed the recommended dose series of COVID-19 vaccines authorized for emergency use by the World Health Organization (e.g., AstraZeneca/Oxford).
- b. "Unvaccinated" will apply to an individual who either:
  - i. has not completed the full COVID-19 vaccination dose series; or
  - ii. declines to attest to his or her COVID-19 vaccination status.
- c. Completion of DD Form 3150, "Certificate of Vaccination" (Attachment 2):
  - i. Individuals with access to Milconnect (<https://milconnect.dmdc.osd.mil/>) should complete the DD Form 3150 via Milconnect; otherwise use of other means is acceptable.
  - ii. For Service members (Armed Forces under DoD authority on active duty or in the Ready Reserve, including the National Guard), commanders will determine the COVID-19 vaccination status of their Service members by accessing the Service-specific Individual Medical Readiness (IMR) system. If a Service member has been vaccinated outside the Military Health System, that Service member must show written proof of his or her COVID-19 vaccination status to update the IMR system.
  - iii. For DoD civilian employees (including onsite local national employees and Service members not on active duty who are DoD civilian employees):
    - DoD civilian employees will complete DD Form 3150 and provide an electronic copy or hard copy to the appropriate commander or supervisor.
    - The appropriate commander or supervisor will maintain or access the completed DD Form 3150 in accordance with applicable law and policy, including appropriate privacy protection measures. (See paragraph 1 of this attachment).

- iv. For DoD contractor personnel with CRA (including Service members not on active duty who are employees of DoD contractors):
  - DoD contractor personnel will complete DD Form 3150; and
  - Maintain a copy of the completed DD Form 3150 and show it to authorized DoD personnel, upon request.
  - Failure to complete the DD Form 3150 may result in denial of access to the DoD facility to which access is sought.
- v. For official visitors (including Service members not on active duty):
  - Official visitors will complete DD Form 3150; and
  - Maintain a copy of the completed DD Form 3150 and show it to authorized DoD personnel, upon request.
  - Failure to complete the DD Form 3150 may result in denial of access to the DoD facility to which access is sought.

## ATTACHMENT 2 DD Form 3150 – “Certification of Vaccination”

CUI (when filled in)

<b>CERTIFICATION OF VACCINATION</b>		<small>OMB No. 0704-0613 Expiration: 20220228</small>
<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 <a href="mailto:whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil">whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil</a>. 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.) 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. chapters 11, and 79, and DoD Instruction 6200.03.</p> <p><b>Principal Purpose:</b> This information is being collected and maintained 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 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; 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. For most Federal employees: OPM/GOVT-10, Employee Medical File System of Records, <a href="#">75 Fed. Reg. 35099 (Jun. 21, 2010)</a>, amended <a href="#">80 Fed. Reg. 74815 (Nov. 30, 2015)</a>. For Federal employees not covered by OPM/GOVT-10, contractor personnel, and other DoD-affiliated persons: DPR 39 DoD, DoD Personnel Accountability and Assessment System of Records, <a href="#">85 Fed. Reg. 17047 (Mar. 26, 2020)</a> (also available at <a href="https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf">https://dpcl.d.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 with respect to mask-wearing, physical distancing, testing, travel, quarantine, and restrictions on access to DoD facilities and environments. 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>		
<p><b>INSTRUCTIONS:</b> This form should be completed by civilian employees, onsite contractor employees, and other individuals if required in accordance with current DoD Force Health Protection Guidance. Service members should not complete this form.</p>		
<p><b>1. NAME (Last, First, MI):</b></p>	<p><b>2. DoD ID NUMBER:</b></p>	
<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 (e.g., Pfizer-BioNTech or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson &amp; Johnson/Janssen).</p> <p><input type="checkbox"/> I am not yet fully vaccinated. I received my first dose of Moderna or Pfizer and my second appointment is scheduled, or I received my final dose of any 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 attest 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>		
<p><b>4. DATE (YYYYMMDD)</b></p>	<p><b>5. SIGNATURE (Full Name)</b></p>	

DD FORM 3150, SEP 2021

CUI (when filled in)

Controlled by: OUSD(P&R)  
Controlled by: ASD(HA)  
CUI Category: HLTH: PRVY: OPSEC  
LDC: DL(DoD Only)  
POC: [osd.pentagon.ousd-p-r.mbx.forms@mail.mil](mailto:osd.pentagon.ousd-p-r.mbx.forms@mail.mil)

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**ATTACHMENT 3**  
**COVID-19 Screening Testing Requirements for DoD Civilian Employees and DoD Contractor Personnel with CRA**

1. For DoD civilian employees and DoD contractor personnel with CRA who attest that they are fully vaccinated for COVID-19 using the DD Form 3150, COVID-19 screening testing under this policy is not required. COVID-19 screening testing may be required or offered pursuant to references (d)–(f) regardless of vaccination status.
2. For DoD civilian employees and DoD contractor personnel with CRA, DoD Components will:
  - a. execute the screening testing requirement with COVID-19 self-collection kits or self-tests at least weekly that can be performed primarily onsite on the installation or facility with proper supervision and documentation of testing results. If onsite COVID-19 screening testing is not feasible, as an alternative the self-testing can be performed at home or in other locations (Note: these COVID-19 self-tests do not require a health care provider’s clinical care order and are, therefore, considered an over-the-counter test and do not require medical support to complete);
  - b. procure and provide these COVID-19 self-tests and establish guidance for where and how these tests will be distributed and conducted and how results are to be reported.
    - i. DoD civilian employees are responsible for providing documentation of negative COVID-19 test results, upon receipt, to the appropriate commander or supervisor. DoD civilian employees may not be required to use their own personal equipment for the purpose of documenting test results; offsite tests may not be used if there is not a means to document results using government equipment. The commander or supervisor is responsible for maintaining any COVID-19 test results provided by DoD civilian employees in accordance with applicable law and policy, including appropriate privacy protection measures (See paragraph 1 of Attachment 1).
    - ii. DoD contractor personnel with CRA will maintain a copy of their most recent COVID-19 test result and show such results to authorized DoD personnel, upon request.
3. After screening testing procedures are established, for COVID-19 unvaccinated DoD civilian employees and contractor personnel with CRA entering a DoD facility, COVID-19 screening testing with a Food and Drug Administration (FDA) authorized or approved test is required and a negative COVID-19 screening test result is required for entry into the worksite in the DoD facility. If the COVID-19 screening test is administered offsite, the negative result must be from a test performed in the past 3 days. If the negative result is over 3 days old, a new test is required.
4. DoD civilian employees and contractor personnel with CRA who have positive COVID-19 screening tests will be required to remain away from the workplace in accordance with reference (g). DoD civilian employees, and DoD contractor personnel with CRA with positive COVID-19 screening tests will be offered, but are not required to take, confirmatory laboratory-based molecular (i.e., polymerase chain reaction) testing paid for by their DoD Component. If the confirmatory test is negative, the individual is not COVID-19 positive and will be allowed into the workplace. Contact tracing will be conducted in accordance with references (d) and (e).

5. For DoD civilian employees, COVID-19 screening testing is expected to take no more than 1 hour of regular duty time, per test, to complete required testing as directed by the DoD Component. 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. Commanders and supervisors will monitor duty time usage and keep duty time used for testing within these parameters to the extent possible.
6. Refusal of COVID-19 testing by unvaccinated DoD civilian employees:
  - a. DoD Components may initiate adverse employment action, up to and including removal, against unvaccinated civilian employees who refuse COVID-19 testing.
  - b. DoD Components may bar such employees from their worksites on the installation or facility to protect the safety of others, including while adverse action is pending. While barred from their worksites on the installation or facility, such employees may be required to telework or will be placed on administrative leave, as appropriate.
  - c. A religious or medical exemption from COVID-19 vaccination is not an exemption from the COVID-19 testing required by this policy. If a DoD civilian employee requires a religious or medical exemption from participation in COVID-19 screening tests, DoD Components should follow existing processes to determine if an appropriate flexibility or accommodation may be provided.



**ATTACHMENT 4**  
**Requirements for Obtaining Self-Collection Kits and Self-Tests**

1. COVID-19 self-tests must have Instructions for Use and FDA Approval, 510(K) clearance or have an FDA Emergency Use Authorization, and will be made available through the Defense Logistics Agency.
2. Cost reporting for the purchase of testing materials or reimbursement for member tests should be in accordance with reference (h).
3. Funding for COVID-19 testing: If self-collection kits or self-tests are not available:
  - a. DoD Components are responsible for funding required COVID-19 screening tests.
  - b. Each DoD Component will establish procedures to reimburse Service members and DoD civilian employees for COVID-19 screening tests that require payment for purposes of meeting the screening testing requirement (e.g., if the screening test is not available through the DoD Component and must be administered by a facility who charges for the test).
  - c. For COVID-19 testing of DoD contractor employees with CRA, DoD Components will offer COVID-19 testing similar to that offered to DoD civilian employees at the DoD Component's expense and at no cost to the employee or their employer.