13 Oct. 2021

MEMORANDUM

From: Ann E. Rondeau, President Naval Postgraduate School

To: NPS Civilian Faculty and Staff

Subj: NOTICE OF REQUIREMENT – MANDATORY CORONAVIRUS DISEASE

2019 VACCINATION

Ref: (a) Executive Order 14043 “Requiring Coronavirus Disease 2019 Vaccination for

Federal Employees, Signed 9 September 2021

(b) SECNAVINST 12752.1a

1. On 9 September 2021, President Joseph R. Biden signed reference (a), mandating Coronavirus Disease 2019 (COVID-19) vaccination for all Federal Employees, including Non-Appropriated Fund (NAF) employees. Since we are in a nationwide public health emergency, President Biden determined that to promote the health and safety of the Federal workforce and the efficiency of the civil service, it is necessary to require COVID-19 vaccination for all Federal employees, subject to exceptions, such as those based on medical or religious reasons, as required by law.

In accordance with reference (a) and the Naval Postgraduate School’s duty to provide and maintain a workplace that is free of known hazards, we are implementing a mandatory COVID-19 vaccination policy effective immediately. Not only will the vaccination requirement promote a safe workplace, it will also help to slow the spread of COVID–19 and assist in the prevention of infection from the highly contagious Delta variant or other variants.

2. You must become fully vaccinated no later than **22 November 2021**. You are considered fully vaccinated two weeks after your second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. This means that by **8 November 2021** you must have received your final dose of the vaccine in order to meet the established 22 November deadline. Employees who are on maximum telework or working remotely are not excused from this requirement.

3. Exceptions from the mandatory COVID-19 vaccination may include a reasonable accommodation because of a disability, or a religious accommodation because of a sincerely held religious belief, practice, or observance. If you would like to seek an exception for medical or religious reasons, it is requested that you do so by notifying Equal Employment Manager Ms. Tammy Lowery via Teams or at [tammy.lowery@nps.edu](mailto:tammy.lowery@nps.edu) by 8 November 2021. Notifications may be made using the documents found [here.](https://nps.edu/web/eeo/reasonable-accommodation)

4. You will be required to complete DD Form 3175 “Civilian Employee Certification of Vaccination” to document your vaccination status. The electronic version of this form will be available on or about 22 October 2021. The form will be completed and submitted electronically via Defense Manpower Data Center’s milConnect system available [here.](https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e1s1)

5. You should provide proof of vaccination by 9 November 2021, even if you have previously attested to your vaccination status. Acceptable supporting documentation will include a copy of the record of immunization from an authorized 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 medical documentation containing required data points.

Any official medical documentation submitted as proof of vaccination must contain the following data points:

1. your name
2. type of vaccine administered;
3. date(s) of administration; and
4. the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

You will be required to certify under penalty of perjury that the documentation you are submitting is true and correct. You may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above.

6. Absent your timely assertion and production of administratively acceptable evidence which demonstrates that you are prevented from complying with this vaccination requirement due a legally mandated exemption, your failure to be fully vaccinated against COVID-19 by 22 November 2021, or to provide proof of vaccination, negatively affects the agency's ability to carry out its mission and may result in disciplinary action up to and including your removal from federal service in accordance with reference (b). If you request an exception on or after 9 November 2021, your request will be processed in accordance with DON procedures. However, it does not preclude the DON from initiating disciplinary action in accordance with reference (b) for the period of time prior to your submission of an exception request.

7. The Privacy Act permits disclosure within the agency to employees “who have a need for the record in the performance of their duties.” 5 U.S.C. 552a(b)(1). Your vaccination status will only be shared with appropriate agency officials who have a need to know to ensure full compliance with reference (a) and this resulting directive, as well as the Command’s continued effective implementation of the safety protocols, which, in many cases, will include your supervisors.

8. COVID-19 vaccines are widely available. There are several ways you can locate vaccination providers near you in the United States.

1. Visit [Vaccines.gov](https://www.vaccines.gov/) to find vaccination providers near you.
2. Text your ZIP code to 438829 or call 1-800-232-0233 to find vaccine locations near you in the United States.
3. Check your local pharmacy’s website to see if vaccination appointments are available. Find out which pharmacies are participating in the Federal Retail Pharmacy Program.
4. Contact your state health department to find additional vaccination locations in your area.

9. If you are experiencing any personal issues or concerns that may be affecting you and/or your ability to comply with this mandatory vaccination requirement, you may obtain confidential counseling through the Departme

nt of the Navy Civilian Employee Assistance Program (DONCEAP). If you would like information concerning CEAP, please call 844-366-2327 or visit their website at [www.magellanascend.com](http://www.magellanascend.com). Use of this program does not exempt you from the meeting of the vaccination requirement.

10. This Command desires your success on the job and your continued safety in the workplace. Therefore, to promote the efficiency of the service, your full compliance with the above instructions is necessary and appreciated. We encourage you to 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. Should you have any questions regarding this requirement or my resulting instructions, please contact Kenneth Stewart via Teams or X2007.

Ann E. Rondeau, Ed.D.

Vice Admiral, U.S. Navy (Ret.)

My signature below indicates that I received this notice, it does not indicate agreement or disagreement with the contents of this letter:

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Employee Name Date