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SUBJECT: SMALLPOX VACCINATIONS FOR CIVILIANS AND CONTRACTORS IN NEWLY DESIGNATED AREAS

REFERENCES:

REF A. DEPUTY SECRETARY OF DEFENSE (DEPSECDEF) MEMO, EXPANSION OF FORCE HEALTH PROTECTION ANTHRAX AND SMALLPOX IMMUNIZATION PROGRAMS FOR DOD PERSONNEL, 28 JUN 04

REF B. UNDERSECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)) MEMO, EXPANSION OF FORCE HEALTH PROTECTION ANTHRAX AND SMALLPOX IMMUNIZATION PROGRAMS FOR EMERGENCY-ESSENTIAL AND EQUIVALENT DOD CIVILIAN EMPLOYEES, 22 SEP 04

REF C. DOD DIRECTIVE 1401.10, EMERGENCY-ESSENTIAL DOD U.S. CITIZEN CIVILIAN EMPLOYEES, 10 APR 92

REF D. AIR FORCE SMALLPOX VACCINATION IMPLEMENTATION PLAN, JAN 03

REF E. USD(P&R) MEMO, POLICY ON ADMINISTRATIVE ISSUES RELATED TO THE SMALLPOX VACCINATION PROGRAM, 13 DEC 02

REF F. DOD INSTRUCTION 3020.37, CONTINUATION OF ESSENTIAL DOD CONTRACTOR SERVICES DURING CRISES
<http://www.dtic.mil/whs/directives/corres/html/302037.htm>

REF G. HQ USAF/XO MESSAGE, EXPANSION OF ANTHRAX AND SMALLPOX IMMUNIZATION PROGRAMS, DTG 152126Z SEP 04

REF H. U.S. DEPARTMENT OF DEFENSE "SMALLPOX VACCINATION PROGRAM INFORMATION STATEMENT AND ACKNOWLEDGEMENT",
<http://www.smallpox.mil/documents/118Smallpoxack.pdf>

REF I. MILITARY VACCINE AGENCY EDUCATIONAL BROCHURE, "WHAT YOU NEED TO KNOW ABOUT SMALLPOX VACCINE",
<http://www.smallpox.mil/documents/453spTrifold.pdf>

REF J. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS MEMO, TRACKING ANTHRAX AND SMALLPOX VACCINATIONS, 4 OCT 04

1. THIS MESSAGE IMPLEMENTS THE PORTION OF THE EXPANSION GUIDANCE CONTAINED IN REF A RELATING TO SMALLPOX VACCINATIONS ONLY FOR

EMERGENCY ESSENTIAL (E-E) CIVILIAN (TO INCLUDE ADULT DEPENDENTS) AND MISSION ESSENTIAL (ME) CONTRACTOR PERSONNEL.

2. EXPANSION OF SMALLPOX VACCINATIONS FOR E-E CIVILIAN EMPLOYEES BASED ON GEOGRAPHIC LOCATION (REFS A, B AND C) :

2.A. EFFECTIVE IMMEDIATELY, BEGIN MANDATORY SMALLPOX VACCINATIONS FOR E-E CIVILIAN EMPLOYEES ASSIGNED IN OR DESIGNATED AS EARLY DEPLOYERS (C-DAY TO C+20) TO THE KOREAN PENINSULA FOR 15 OR MORE CONSECUTIVE DAYS.

2.B. EFFECTIVE IMMEDIATELY, EXPAND MANDATORY SMALLPOX VACCINATIONS TO INCLUDE E-E CIVILIAN EMPLOYEES SERVING IN OR DEPLOYING TO THE CENTRAL COMMAND (CENTCOM) AREA OF RESPONSIBILITY (AOR) FOR 15 OR MORE CONSECUTIVE DAYS.

2.C. IN IMPLEMENTING THIS POLICY, COMMANDERS ARE REQUIRED TO UNDERTAKE AND COMPLETE ANY AND ALL LOCAL BARGAINING OBLIGATIONS:

2.C.1. COMMANDERS IN AREAS DESIGNATED IN PARAGRAPHS 2.A. AND 2.B. ABOVE MUST IDENTIFY E-E CIVILIAN EMPLOYEES REQUIRING VACCINATION AND DIRECT THEM TO A MILITARY MEDICAL UNIT FOR EDUCATION, SCREENING, AND VACCINATION AS APPROPRIATE. COMMANDERS WILL PROVIDE A LIST OF E-E CIVILIANS REQUIRING VACCINATION TO THE MILITARY IMMUNIZATION CLINIC. E-E CIVILIANS MUST PRESENT PROOF THEY ARE AN E-E EMPLOYEE (E.G., IDENTIFICATION CARD) AND IMMUNIZATION RECORD, IF AVAILABLE, TO MEDICAL PERSONNEL.

2.C.2. FOR E-E CIVILIANS THAT ARE NON-BARGAINING UNIT MEMBERS VACCINATIONS WILL BEGIN IMMEDIATELY. VACCINATIONS WILL BE GIVEN IAW EXISTING POLICY AND SUBJECT TO RESTRICTIONS IN REFS D AND E.

2.C.3. FOR E-E CIVILIANS THAT ARE BARGAINING UNIT MEMBERS WHO HAVE ALREADY DEPLOYED OR CURRENTLY RESIDE IN AREAS DESIGNATED ABOVE, VACCINATIONS WILL BEGIN IMMEDIATELY; POST-NEGOTIATIONS WILL BE ACCOMPLISHED AS DEEMED NECESSARY. VACCINATIONS WILL BE GIVEN IAW EXISTING POLICY AND SUBJECT TO RESTRICTIONS IN REFS D AND E.

2.C.4. FOR E-E CIVILIANS THAT ARE BARGAINING UNIT MEMBERS WHO HAVE YET TO DEPLOY TO AREAS DESIGNATED IN PARAGRAPHS 2A AND 2B, LIMITED LOCAL BARGAINING OBLIGATIONS (E.G., EDUCATION) MUST BE MET PRIOR TO RECEIVING THE VACCINATIONS. UPON COMPLETION, THE SERVICING CIVILIAN PERSONNEL FLIGHT WILL INFORM THE MILITARY MEDICAL COMMUNITY THAT BARGAINING OBLIGATIONS HAVE BEEN COMPLETED AND COMMANDERS WILL PROVIDE A LIST OF E-E CIVILIANS REQUIRING VACCINATION TO THE MILITARY IMMUNIZATION CLINIC. VACCINATIONS WILL CONTINUE TO BE ADMINISTERED IAW EXISTING POLICY AND SUBJECT TO THE RESTRICTIONS IN REFS D AND E.

3. EXPANSION OF SMALLPOX VACCINATIONS FOR ME CONTRACTOR PERSONNEL BASED ON GEOGRAPHIC LOCATION (REF A) :

3.A. EFFECTIVE IMMEDIATELY, BEGIN MANDATORY SMALLPOX VACCINATIONS FOR ME CONTRACTOR PERSONNEL ASSIGNED TO KOREA FOR 15 OR MORE CONSECUTIVE DAYS.

3.B. EFFECTIVE IMMEDIATELY, EXPAND MANDATORY SMALLPOX VACCINATIONS TO INCLUDE ME CONTRACTOR PERSONNEL IN THE CENTCOM AOR FOR 15 OR MORE CONSECUTIVE DAYS.

3.C. VACCINATION OF ME CONTRACTOR PERSONNEL WILL BE A REQUIREMENT OF THE APPLICABLE CONTRACT:

3.C.1. NO LATER THAN 21 JAN 05, COMMANDERS MUST, IAW REF F, IDENTIFY THEIR MISSION ESSENTIAL SERVICES AND INFORM THE COGNIZANT CONTRACTING OFFICERS. CONTRACTING OFFICERS WILL MODIFY CONTRACTS THAT DO NOT ALREADY COVER THE DESIGNATED MISSION ESSENTIAL SERVICES.

3.C.2. CONTRACTING OFFICERS SHOULD TAKE APPROPRIATE ACTIONS TO MODIFY CONTRACTS TO ADDRESS: IDENTIFICATION OF THE MISSION ESSENTIAL SERVICES; THE CONTRACTOR'S RESPONSIBILITY TO IDENTIFY THEIR EMPLOYEES WHO WILL PERFORM THE MISSION ESSENTIAL SERVICES DURING A CRISIS; AND, FUNDING AND LIABILITY. IN ADDITION TO THIS MESSAGE, SAF/AQC WILL PROVIDE ADDITIONAL GUIDANCE (I.E., CONTRACT MODIFICATION INFORMATION, VACCINATION PROCEDURES, ETC.) TO CONTRACTING OFFICERS.

3.C.3. ONCE MISSION ESSENTIAL SERVICES ARE CONTRACTUALLY COVERED, CONTRACTING OFFICERS WILL DIRECT CONTRACTORS TO IDENTIFY THEIR MISSION ESSENTIAL EMPLOYEES. CONTRACTING OFFICERS WILL PROVIDE A LIST OF THESE EMPLOYEES TO COMMANDERS AND THE MILITARY IMMUNIZATION CLINIC. THESE INDIVIDUALS SHOULD BE VACCINATED AS SOON AS POSSIBLE IAW EXISTING POLICY.

4. EXPANSION OF VOLUNTARY SMALLPOX VACCINATIONS:

4.A. UNDER THE AF SMALLPOX VACCINATION PROGRAM, VOLUNTARY VACCINATIONS ARE AUTHORIZED FOR THE FOLLOWING INDIVIDUALS WHO ARE DEPLOYED TO, OR RESIDING IN, KOREA AND THE CENTCOM AOR (UNLESS MEDICALLY EXEMPT): ALL NON-E-E CIVILIAN PERSONNEL (TO INCLUDE NON-APPROPRIATED FUND EMPLOYEES), ADULT FAMILY MEMBERS OF ALL CIVILIAN PERSONNEL, AND ALL DOD CONTRACTOR PERSONNEL NOT DESIGNATED AS PROVIDING MISSION ESSENTIAL SERVICES (BUT NOT TO INCLUDE THEIR ADULT FAMILY MEMBERS). INDIVIDUALS VOLUNTEERING FOR VACCINATIONS MUST PRESENT PROOF (E.G., IDENTIFICATION CARD) THEY FALL INTO ONE OF THE ABOVE CATEGORIES AND AN IMMUNIZATION RECORD, IF AVAILABLE, TO MEDICAL PERSONNEL. NOTE: VOLUNTARY VACCINATIONS FOR ADULT DEPENDENTS OF MILITARY PERSONNEL ARE ADDRESSED IN REF G.

4.B. VOLUNTARY SMALLPOX VACCINATIONS UNDER THE DEPARTMENT OF STATE (DOS) VACCINATION PROGRAM CONTINUE TO BE AUTHORIZED FOR AF PERSONNEL (MILITARY AND THEIR ADULT DEPENDENTS, E-E AND NON-E-E CIVILIANS AND THEIR ADULT DEPENDENTS, AND ME AND NON-ME CONTRACTOR PERSONNEL) SERVING AT DOS MISSIONS IN COUNTRIES OTHER THAN THOSE CAPTURED IN PARA 4.A.

4.C. VOLUNTARY VACCINATIONS WILL BE ADMINISTERED IAW EXISTING POLICY. ANY INDIVIDUAL VOLUNTARILY RECEIVING THE SMALLPOX VACCINE WILL SIGN THE REQUIRED VACCINE ADMINISTRATION CONSENT FORM PRIOR TO VACCINATION (REF H).

4.D. NON-MISSION ESSENTIAL CONTRACTOR PERSONNEL VOLUNTEERING FOR SMALLPOX VACCINATIONS MAY NOT BE VACCINATED UNTIL THEIR EMPLOYER'S CONTRACT AUTHORIZES THE VACCINES. AFFECTED CONTRACTS WILL ADDRESS PROCEDURES FOR THE CONTRACTOR TO SUBMIT A LISTING OF PERSONNEL VOLUNTEERING TO BE VACCINATED TO THE CONTRACTING OFFICER AND FOR THE CONTRACTING OFFICER TO ANNOTATE THE LISTING WITH AN APPROVAL STATEMENT. EMPLOYERS WILL GIVE EACH VOLUNTEER A COPY OF THE LISTING. IN ORDER TO BE ELIGIBLE FOR VACCINATION, NON-ME CONTRACTOR PERSONNEL WILL PRESENT THIS LISTING, ALONG WITH AN APPROPRIATE FORM OF PERSONAL IDENTIFICATION, TO THE IMMUNIZATION CLINIC.

5. COMPLIANCE WITH FDA GUIDANCE AND CLINICAL AND ADMINISTRATIVE POLICIES OUTLINED IN REFS D AND E (INCLUDING EXCEPTION POLICIES) FOR THE SMALLPOX VACCINATION PROGRAM REMAIN IN EFFECT. COMMANDERS SHOULD WORK WITH THEIR ESTABLISHED SMALLPOX BASE IMPLEMENTATION TEAMS TO ENSURE TIMELY POLICY EXECUTION AND TO ENSURE THE BASE POPULACE IS KEPT ABREAST OF THE MOST CURRENT POLICY GUIDANCE.

6. MEDICAL PERSONNEL MUST ENSURE ALL IMMUNIZATIONS ARE IMMEDIATELY ENTERED INTO THE AIR FORCE COMPLETE IMMUNIZATION TRACKING APPLICATION (AFCITA), AND STEPS ARE TAKEN TO ENSURE DATA TRANSFER TO THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS). IMMUNIZATION PERSONNEL WILL PROVIDE AN EDUCATIONAL BROCHURE, "WHAT YOU NEED TO KNOW ABOUT SMALLPOX VACCINE" (REF I) IMMEDIATELY PRIOR TO VACCINATION AND ASK IF THOSE RECEIVING THE VACCINE HAVE ANY QUESTIONS. QUESTIONS AND CONCERNS WILL BE ADDRESSED PRIOR TO VACCINATION.

7. MEDICAL PERSONNEL MUST ENSURE THEY ARE COMPLIANT WITH DOD DIRECTIVE 6025.18, "PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION IN DOD HEALTH CARE PROGRAMS", DECEMBER 19, 2002, WHICH IS BASED ON THE REQUIREMENTS OF THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, PUBLIC LAW 104-191.

8. LEADERS AT ALL LEVELS CAN TRACK UNIT IMMUNIZATION COMPLIANCE RATES BY ACCESSING THE FOLLOWING WEBSITE:
<https://www.afchips.brooks.af.mil/main.htm> (SELECT IMMUNIZATION STATUS FOR ACTIVE DUTY, AIR NATIONAL GUARD OR AIR FORCE RESERVE). IMMUNIZATION CURRENCY IS ONE OF SIX MEDICAL ITEMS USED IN DETERMINING IF A MEMBER IS MEDICALLY READY TO DEPLOY. MEMBERS WHO ARE OVERDUE IMMUNIZATIONS ARE CONSIDERED "NOT READY", WHICH AFFECTS THE UNIT'S INDIVIDUAL MEDICAL READINESS (IMR) RATE.

9. IAW REF J, COMMANDERS MUST COORDINATE WITH THEIR MEDICAL PERSONNEL TO ESTABLISH PROCESSES THAT ENSURE SUSTAINMENT OF HIGH CURRENCY RATES. CURRENCY RATES ARE MONITORED BY SENIOR LEADERS AND MONTHLY REPORTS ARE REVIEWED BY THE ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS.

10. AIR FORCE END-USERS WILL DIRECTLY REQUISITION SMALLPOX VACCINE FROM THE U.S. ARMY MEDICAL MATERIEL AGENCY (USAMMA) THROUGH THEIR MEDICAL LOGISTICS FLIGHTS IAW GUIDELINES IN REF D. AIR FORCE POC TO USAMMA: AIR FORCE MEDICAL LOGISTIC OFFICE DSN 343-4170; FAX: 343-6844. WEBSITE: <http://www.usamma.army.mil/smallpox/index.htm>

11. A COMPLETE LISTING OF SMALLPOX GUIDANCE CAN BE FOUND AT:
https://www.xo.hq.af.mil/xos/xosf/xosfc/CCBRNE_resource/biological/smallpox/index.shtml

12. HQ USAF/XO POC IS LT COL DONNA HUDSON, DSN 222-0371 (DONNA.HUDSON@PENTAGON.AF.MIL).

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