



ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000



JUN 25 2001

FORCE MANAGEMENT
POLICY

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Notifying Emergency-Essential Employees Regarding Anthrax
Immunization Requirements

Title 10, United States Code, as amended by section 751 of the National Defense Authorization Act for FY 2001, provides that the Secretary of Defense shall:

- (1) prescribe regulations for the purpose of ensuring that any civilian employee of the Department of Defense who is determined to be an emergency-essential employee and who is required to participate in the anthrax vaccine immunization program is notified of the requirement to participate in the program and the consequences of a decision not to participate; and
- (2) ensure that any individual who is being considered for a position as such an employee is notified of the obligation to participate in the program before being offered employment in such position.

Pursuant to the above, effective immediately, all current and future emergency-essential employees shall be notified that they may be required to take the immunizations as a condition of employment. A notice similar to the one attached shall be given to each emergency-essential employee. A record that the employee has been notified should be filed with the signed DD Form 2365, "DoD Civilian Employee Overseas Emergency-Essential Position Agreement." Also, effective immediately, all vacancy announcements for emergency-essential positions shall include a statement regarding the obligations of prospective employees to participate in the immunization program, and position descriptions for emergency-essential positions shall be reviewed to determine whether inclusion of this requirement is appropriate.



Implementation of this memorandum is subject to the collective bargaining obligations of affected DoD organizations.

The above requirements will be reflected in DoD Directive 1404.10 with its next revision.



Charles S. Abell

Attachment:
As stated

**Notice of Requirement to Participate in
the Anthrax Vaccine Immunization Program**

This is to notify you that your position has been designated as emergency essential. You may be required, as a condition of employment, to take the series of anthrax vaccine immunizations to include annual boosters. This may also include other immunizations that may in the future be required for this position, or for a position you may fill as an emergency-essential alternate.

Failure to take the immunizations may lead to your removal from this position or separation from Federal service.