

MARADMIN 075/03



Date signed: 02/21/2003 **MARADMIN Number:** 075/03

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FM CMC WASHINGTON DC//

TO ML MARADMIN//

MARADMIN

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MARADMIN 075/03

MSGID/GENADMIN/CMC WASHINGTON DC/PPO//

SUBJ/AUTHORIZATION TO BEGIN SMALLPOX VACCINATION PROGRAM (SVP) FOR EMERGENCY-ESSENTIAL (E-E) AND MISSION-ESSENTIAL (M-E) CIVILIAN AND CONTRACTOR PERSONNEL SUPPORTING MARINE CORPS UNITS//

REF/A/DOC/DEPSECDEF MEMO/30 SEP 02//

REF/B/DOC/DEPSECDEF MEMO/12 DEC 02//

REF/C/DOC/USECDEF PR MEMO/13 DEC 02//

REF/D/DOC/ASDHA MEMO/26 NOV 02//

REF/E/DOC/USECDEF PR MEMO/13 DEC 02//

REF/F/DOC/ USECDEF PR MEMO/26 DEC 02//

REF/G/MSG/CMC/MARADMIN 008-03/081821Z JAN 03//

AMPN//REF A IS DEPSECDEF MEMO, DEPARTMENT OF DEFENSE SMALLPOX RESPONSE PLAN. REF B IS DEPSECDEF CLASSIFIED MEMO, AUTHORIZATION FOR SVP STAGE TWO. REF C IS USECDEF PR CLASSIFIED MEMO, DEPARTMENT OF DEFENSE SMALLPOX VACCINATION PROGRAM. REF D IS ASDHA MEMO, CLINICAL EXECUTION GUIDANCE FOR SMALLPOX. REF E IS USECDEF PR MEMO, POLICY ON ADMINISTRATIVE ISSUES RELATED TO SMALLPOX VACCINATION PROGRAM. REF F IS USECDEF PR MEMO, APPROVAL OF SMALLPOX IMPLEMENTATION PLAN. REF G IS MARADMIN 008-03, AUTHORIZATION TO BEGIN SMALLPOX VACCINATION PROGRAM (SVP)//

POC/MCGINNIS TD/LTCOL/HQMC PPO PLN/-/TEL:703 695 0221 DSN 225

/EMAIL:MCGINNISTD@HQMC.USMC.MIL//

POC/BAKER JD/LTCOL/HQMC/CL/-/TEL:703 697 5357 DSN 227

/EMAIL:BAKERJD@HQMC.USMC.MIL//

POC/GALE LS/G214/HQMC/MRA/MPO-37/-/TEL:703 784 9382 DSN 278
/EMAIL:GALELS@MANPOWER.USMC.MIL//

POC/SCHOR K/CAPT (USN)/HQMC PREVENTIVE MEDICINE/-
/TEL:703 614 4477 DSN 224/EMAIL:SCHORKW@HQMC.USMC.MIL//

POC/STILWELL D/COL/HQMC PPO POC/-/TEL:703 614 2151 DSN 224
/EMAIL:STILWELLDM@HQMC.USMC.MIL//

POC/READING M/CDR/HQMC IL LPC-4/-/TEL:703 695 8926 DSN 225
/EMAIL:READINGMJ@HQMC.USMC.MIL//

POC/LEPE F/HMC/HQMC IL LPC-4/-/TEL:703 695 8926 DSN 225
/EMAIL:LEPEFJ@HQMC.USMC.MIL//

POC/QUIVERS C/LCDR/CNO N931/-/TEL:703 601 1716
/EMAIL:QUIVERS.CELIA@HQ.NAVY.MIL//

POC/UPTON S/CAPT/HQMC PA/-/TEL:703 614 4309 DSN 224
/EMAIL:UPTONST@HQMC.USMC.MIL//

RMKS/1. GENERAL.

A. THIS MESSAGE CONSTITUTES AUTH TO BEGIN SMALLPOX VACCINATIONS FOR EMERGENCY ESSENTIAL (E-E) AND MISSION ESSENTIAL (M-E) CIVILIAN AND CONTRACTOR PERSONNEL SUPPORTING MARINE CORPS UNITS, AND ADVISES COMMANDERS ON THE ADMINISTRATIVE AND CLINICAL GUIDELINES RELATED TO THE DOD SMALLPOX VACCINATION PROGRAM (SVP). REFS A - G PROVIDE GUIDANCE ON SVP.

B. DEFINITIONS IAW REF E: E-E: A CIVILIAN EMPLOYEE ASSIGNED TO AN EMERGENCY ESSENTIAL POSITION THAT IS REQUIRED TO ENSURE THE SUCCESS OF COMBAT OPERATIONS OR TO SUPPORT COMBAT-ESSENTIAL SYSTEMS SUBSEQUENT TO MOBILIZATION, AN EVACUATION ORDER, OR SOME OTHER TYPE OF MILITARY CRISIS (SEE DOD DIR 1404.10). M-E: A SERVICE PROVIDED BY A FIRM OR AN INDIVIDUAL UNDER CONTRACT TO DOD TO SUPPORT VITAL SYSTEMS CONSIDERED OF UTMOST IMPORTANCE TO THE U.S. MOBILIZATION AND WARTIME MISSION. (SEE DOD INST 3020.37).

2. CMC INTENT: IMPLEMENT THE DOD SVP IOT PROTECT CIVILIAN AND CONTRACTOR PERSONNEL TO SUPPORT AND PRESERVE COMBAT EFFECTIVENESS OF THE TOTAL FORCE IN THE EVENT OF A SMALLPOX ATTACK.

3. ACTION. COMMANDERS WILL IMPLEMENT THE FOLLOWING:

STEP 1: IDENTIFY ALL FEDERAL CIVILIAN AND CONTRACTOR PERSONNEL THAT ARE EITHER E-E OR M-E AND MEET THE CRITERIA FOR STAGES 1A, 1B, OR 2, AS DESCRIBED IN REFS A, B, C, AND E. COORDINATE WITH THE HEAD OF CIVILIAN PERSONNEL AND HUMAN RESOURCES OFFICER (HRO) TO IDENTIFY CIVILIAN EMPLOYEES WHO ARE E-E AND THROUGH THE CONTRACTING OFFICER TO IDENTIFY M-E CONTRACTING PERSONNEL. ENSURE THAT THE POSITION DESCRIPTIONS (FOR CIVILIAN PERSONNEL) AND CONTRACTS (FOR CONTRACTOR PERSONNEL) SPECIFY IN WRITING THAT THE PERSON IS E-E OR M-E, RESPECTIVELY. IF NO SUCH SPECIFICATION EXISTS, BUT THE COMMANDER CONSIDERS THE INDIVIDUAL TO BE EITHER E-E OR M-E, THE COMMAND WILL MODIFY THE POSITION DESCRIPTION FOR GOVERNMENT EMPLOYEES AND THE CONTRACTING OFFICER WILL ATTEMPT TO MODIFY THE CONTRACT FOR CONTRACTORS. REFER TO PARAGRAPH 5.12 OF CONTRACTOR SUPPORT IN THE THEATER OF OPERATIONS DOD DESKBOOK SUPPLEMENT, 28 MARCH 2002, FOR APPROPRIATE LANGUAGE (AVAILABLE AT WWW.HQMC.USMC.SMIL.MIL/PLN/PLN_HOME.HTM). IF THE PARTIES CANNOT AGREE, THEN THE GOVERNMENT SHOULD SEEK ANOTHER SOURCE. ONLY VERIFIED E-E AND M-E PERSONNEL WHO MEET THE CRITERIA FOR STAGE 1A, STAGE 1B, OR STAGE 2, WILL RECEIVE VACCINATIONS. PERSONNEL NOT IN STAGE 1A, STAGE 1B, OR STAGE 2 ARE NOT AUTH TO BE GIVEN VACCINATIONS.

STEP 2: NOTIFY ALL E-E AND M-E PERSONNEL OF THE INTENT FOR THEM TO RECEIVE SMALLPOX VACCINATION. COMPREHENSIVE PERSONNEL EDUCATION IS THE CORNERSTONE OF A SAFE AND SUCCESSFUL SMALLPOX IMPLEMENTATION PROGRAM. DISTRIBUTE EDUCATIONAL MATERIALS, INCLUDING SMALLPOX TRI-FOLDS, AND IMPLEMENT EDUCATIONAL TRAINING TO ALL E-E AND M-E PERSONNEL PRIOR TO VACCINATION. REFERENCES AND EDUCATIONAL MATERIALS MAY BE VIEWED AND DOWNLOADED FROM WWW.VACCINES.ARMY.MIL OR WWW.HQMC.USMC.SMIL.MIL/PLN/PLN_HOME.HTM.

STEP 3: DETERMINE WHETHER OR NOT E-E CIVILIAN PERSONNEL ARE COVERED BY A COLLECTIVE BARGAINING AGREEMENT. THE HRO CAN ASSIST IN THIS PROCESS. NOTIFY LOCAL

COUNSEL, THE OFFICE OF COUNSEL FOR THE COMMANDANT (CODE CL), AND THE HQMC LABOR RELATIONS OFFICE (MPO-37), (703) 784-9382/83/84/ DSN 278; EMAIL TO LEE GALE, DEAN LEGACY, OR MICHELLE NERENG, WITH THE NAMES OF ALL PERSONNEL COVERED BY SUCH AN AGREEMENT. FOR IDENTIFIED EMPLOYEES COVERED BY A COLLECTIVE BARGAINING AGREEMENT, SATISFY ANY OBLIGATIONS UNDER CHAPTER 71 OF TITLE 5, UNITED STATES CODE BEFORE VACCINATING E-E BARGAINING UNIT MEMBERS. DIRECT ANY QUESTIONS REGARDING THIS PROCESS TO THE HQMC LABOR RELATIONS OFFICE.

STEP 4: DIRECT THE VACCINATION OF ALL E-E PERSONNEL IDENTIFIED IN STEP ONE WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT. VACCINATIONS WILL BE DONE PER REFS D AND E AND BE ADMINISTERED ACCORDING TO FDA LABEL REQUIREMENTS. UTILIZE ALL MEDICAL GUIDANCE AND PROCEDURES IN REF G FOR IDENTIFIED CIVILIAN AND CONTRACTOR PERSONNEL. PER REFS B AND E, SVP IS MANDATORY FOR ALL IDENTIFIED E-E PERSONNEL THAT ARE IN STAGE 1A, STAGE 1B, OR STAGE 2 STATUS.

STEP 5: DIRECT THE VACCINATION OF ALL M-E CONTRACTOR PERSONNEL IDENTIFIED IN STEP ONE. VACCINATIONS WILL BE DONE PER REFS D AND E AND BE ADMINISTERED ACCORDING TO FDA LABEL REQUIREMENTS. UTILIZE ALL MEDICAL GUIDANCE AND PROCEDURES IN REF G FOR IDENTIFIED CONTRACTOR PERSONNEL. PER REFS B AND E, SVP IS MANDATORY FOR ALL IDENTIFIED M-E PERSONNEL THAT ARE IN STAGE 1A, STAGE 1B, OR STAGE 2 STATUS. VACCINATIONS WILL BE GIVEN AT NO COST TO AUTH PERSONNEL.

STEP 6: COORDINATE VACCINATION REFUSALS BY FEDERAL CIVILIAN EMPLOYEES WITH THE HRO AND THE OFFICE OF COUNSEL FOR THE COMMANDANT (CODE CL) OR ONE OF ITS FIELD OFFICES. EMPLOYEES THAT REFUSE VACCINATION MAY BE SUBJECT TO NON-ADVERSE ACTION (REASSIGNMENT TO A NON-E-E POSITION) OR ADVERSE ACTION, UP TO AND INCLUDING, REMOVAL FROM THE FEDERAL SERVICE FOR FAILURE TO MEET A CONDITION OF EMPLOYMENT. IN THE EVENT OF VACCINATION REFUSALS BY AN EMPLOYEE COVERED BY A COLLECTIVE BARGAINING AGREEMENT, COORDINATE

WITH HQMC LABOR RELATIONS OFFICE (MPO-37), (703)
784-9382/83/84/ DSN 278; EMAIL TO LEE GALE, DEAN LEGACY,
OR MICHELLE NERENG. COORDINATE VACCINATION REFUSALS BY
CONTRACTOR PERSONNEL WITH THE APPROPRIATE CONTRACTING OFFICER
AND THE OFFICE OF COUNSEL FOR THE COMMANDANT (CODE CL)
OR ONE OF ITS FIELD OFFICES.

4. ADMINISTRATIVE GUIDANCE:

A. MEDICAL AND ADMINISTRATIVE EXEMPTION POLICIES, DETAILED
IN REF G, ARE APPLICABLE TO ALL CIVILIAN AND CONTRACTOR
PERSONNEL.

B. ADMINISTRATIVE EXCEPTION POLICY IS CONTAINED IN REF E
(APPLICABILITY AND SCOPE). THESE ADMINISTRATIVE
EXCEPTIONS APPLY TO THOSE PERSONNEL/UNITS NOT QUALIFYING
AS STAGE 1 OR STAGE 2 VACCINE RECEIPIENTS, BUT WHO WARRANT
SPECIAL CONSIDERATION FOR VACCINATION DUE TO EXTENUATING
CIRCUMSTANCES. SUBMIT REQUESTS FOR EXCEPTIONS THROUGH
THE CHAIN OF COMMAND TO THE APPLICABLE COMBATANT
COMMANDER OR HIGHER HEADQUARTERS. BASED UPON SUBSEQUENT
RECOMMENDATIONS THROUGH THE CHAIN OF COMMAND,
EXCEPTIONS WILL BE DETERMINED BY THE ASDHA,
IN CONSULTATION WITH THE DIRECTOR, JOINT STAFF AND THE
EXECUTIVE AGENT.

C. DEPLOYABILITY. PER REF E, ELIGIBILITY FOR
SMALLPOX VACCINATION, INCLUDING INSTANCES WHERE AN
EMPLOYEE OR CONTRACTOR IS ADMINISTRATIVELY OR
MEDICALLY EXEMPT, WILL NOT IN ITSELF BE A FACTOR IN
DETERMINING THE INDIVIDUAL'S DEPLOYABILITY. CIVILIAN
AND CONTRACTOR PERSONNEL MAY BE DEPLOYED REGARDLESS OF
THEIR SMALLPOX IMMUNIZATION STATUS. DEPLOYMENT
EXEMPTION AUTH RESTS WITH THE FIRST GO/FO TO
WHOM THE E-E OR M-E CIVILIAN OR CONTRACTOR PERSONNEL
IS ASSIGNED. UPON DETERMINING TO DEPLOY A
NON-IMMUNE/NON-VACCINATED INDIVIDUAL, COUNSE
L THE INDIVIDUAL THAT SHOULD AN OUTBREAK OF SMALLPOX OCCUR,
REQUIRING ACTIVATION OF THE DOD SMALLPOX RESPONSE PLAN,
SECDEF INTENDS TO DIRECT SMALLPOX VACCINATION OF DEPLOYED
NON-IMMUNIZED INDIVIDUALS IN A TIMELY MANNER.

5. THIS MARADMIN IS APPLICABLE TO THE MARINE CORPS
RESERVE ONLY TO THE EXTENT WHERE THERE ARE QUALIFYING
CIVILIAN OR CONTRACTOR EMPLOYEES.

6. EXPIRATION DATE CANNOT BE DETERMINED.//