



File Code: 1300**Date:** August 17, 2021**Subject:** Vaccination Status Certification Letter**To:** National Leadership Council Members

Controlling the coronavirus pandemic is the first of our national priorities for the Forest Service. Yesterday morning Deputy Secretary Bronaugh emailed all USDA employees with an update on our next steps for implementing the [White House actions](#) to slow the spread of the Delta variant of COVID. Safety comes first in everything we do. It is a core value along with interdependence. These two values must continue to guide our decisions and actions while we operate during the global pandemic. The information in this letter is the next important step in our fight against the pandemic and our efforts to prioritize your health and safety.

The USDA Forest Service is working closely with the Department on this implementation, and we are moving forward with all federal government agencies to establish specific safety protocols for fully vaccinated individuals and not fully vaccinated individuals. These protocols are consistent with the [Centers for Disease Control and Prevention](#) (CDC) July 27, 2021 guidance and align with the [revised model safety principles](#) from the Safer Federal Workforce Task Force.

To determine the safety protocols required for each employee, all Forest Service employees should complete the [Certification of Vaccination form](#) no later than August 31, 2021.

Employees who do not attest that they are fully vaccinated or decline to submit the form will be treated as not fully vaccinated and are required to wear a mask, physically distance, comply with a weekly or twice-weekly screening test requirement if they work onsite, and are subject to Government-wide restrictions on official travel.

As a reminder, all Forest Service employees, contractors, partners, and the public are currently required to wear a mask in Forest Service facilities and vehicles regardless of vaccination status or local conditions.

Employees may submit a new Certification of Vaccination form should their vaccination status change. Employees who are not vaccinated due to medical or religious reasons should indicate they have not been vaccinated and are required to follow the safety protocols in place for individuals not fully vaccinated. After submitting the form, they may then use the agency's established reasonable or religious accommodation process to seek an accommodation, if necessary, related to agency safety protocols or procedures.

All federal agencies are using the same Certification of Vaccination form, and it should only take a few minutes to complete. When filling out the form, please ensure your supervisor and



official duty station are correct and update if necessary. If you are in a GSA-leased or private facility and receive this form, notify them that you are replying through your agency. If you have any questions, please reach out to your supervisor.

Supervisors will receive an email when their employees complete the form. The email will include a link to the “self-certification vaccination report” and the supervisor may be asked to sign in for security purposes. If prompted, they should click “Allow” for SharePoint and Office 365 access. The report will list all employees under their direct supervision who have completed the form to date.

Only persons with a need to know will have access to an employee’s completed Certification of Vaccination form. This form will be held in accordance with all applicable laws, including the Privacy Act.

We will continue to continue to make this information available through Inside the Forest Service and our internal pandemic webpage. We are awaiting additional guidance on testing and will share more as soon as we have it.

As we move forward to comply with this direction, please see this as an opportunity to live our core values. This effort ties to our commitment to create and maintain a safety culture and demonstrate our care for every employees’ wellbeing. Each of us must do our part to model the behavior we want to see in our workplace. Please remain attuned to the evolving situation and protecting yourself and others by getting vaccinated, wearing masks, and following all recommended protocols to help control the pandemic.

Thank you for all you do to keep yourself, your family, your friends and colleagues, and the people we serve safe.

RANDY MOORE
Chief