



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

5 MAY 2009

Contract Policy Memo 03-C-09

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Anthrax and Smallpox Vaccinations for Volunteer Contractor Personnel

OSD has directed the Military Services to offer voluntary anthrax and smallpox vaccinations to several categories of people deployed or residing in high-threat areas, including contractor personnel. The attached AF/XO message provides information and additional references regarding smallpox and anthrax vaccinations for volunteers. This memorandum is in addition to previous policy memoranda 03-C-02 and 03-C-07 that provide guidance on vaccinations of mission essential contractor personnel. This memorandum provides additional direction for contracting officers to implement the OSD policy and the Air Force's vaccination program.

Before volunteer contractor personnel can be vaccinated, contracting officers must accomplish the following:

- a. Contracts must be awarded/modified to include:
 - (1) Eligible volunteer contractor personnel may receive the government-furnished anthrax and/or smallpox vaccinations
 - (2) Contractor volunteer personnel will be required to sign a vaccination acknowledgement statement prior to the vaccination(s)
 - (3) Follow-on care for any potential adverse reactions will be provided by the Government on a reimbursable / non-reimbursable basis (CO to select the appropriate basis--See Note 1 below)
 - (4) Contractors must provide a listing of all eligible volunteer contractor personnel to the CO to be annotated with an authorization statement (Note that two separate lists are required (one for smallpox and one for anthrax) since the eligibility criteria for these vaccines are different); and
 - (5) Contractors will provide a copy of the "CO annotated" listing to each volunteer. Subsequently, the "volunteer" contractor personnel must present a copy of the listing and a proper form of identification to medical treatment facilities (MTFs) in order to be voluntarily vaccinated.

b. Contracting officers will annotate the listing(s) with the following statement:

As of (insert date), (Contractor's name) has identified the above contractor personnel under (insert contract number) as volunteers to receive the government furnished _____ (as applicable, insert "anthrax vaccination series" or "smallpox vaccination") at military medical treatment facilities (MTFs). The above listed contractor personnel are authorized to receive the vaccination on a non-reimbursable basis. Follow-on care for adverse reactions shall be provided on a reimbursable / non-reimbursable (CO to select the appropriate basis--See Note 1 below). Each of the volunteer personnel is required to sign a vaccination acknowledgement statement form prior to the vaccination(s). Any questions related to this listing should be directed to: (CO's name, number, address). (Signature of CO).

Note 1. If health care is addressed in the existing contract as government furnished, then care associated with reactions to either vaccine will be government furnished. If health care is not a part of the existing contract, then any care received that is required because of the vaccine(s) will be reimbursable to the Government (i.e., responsibility for reimbursement will be upon the volunteer).

For copies of the DoS and OSD memoranda related to this issue and other additional information, refer to the SAF/AQC web page at:
<http://www.safaq.hq.af.mil/contracting/vaccines/index.htm>.

Our focal point for contracting issues pertaining to smallpox and anthrax vaccinations is Lt Col Stephen Smith, SAF/AQCP, (703) 588-7058, DSN 425-7058.


MAUREEN M. CLAY, Col, USAF
Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
HQ USAF/XO msg, 072000Z APR 03

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FM HQ USAF WASHINGTON DC//XO//
DTG 072000Z APR 03
TO ALMAJCOM//CV//
NGB WASHINGTON DC//CF//
INFO HQ USAF WASHINGTON DC//SG/JA/DP/SGZ/SGX/JAG/DPP//
SAF WASHINGTON DC//AQ/MR/GC/AQC/MRM/GCQ/GCA//

SUBJECT: VOLUNTARY ANTHRAX AND SMALLPOX VACCINATIONS

REFERENCES:

A. 13 MAR 03 ASD/HA MEMORANDUM, CLARIFICATION OF SERVICE RESPONSIBILITIES IN VACCINATING DEPARTMENT OF DEFENSE (DOD) PERSONNEL AND DEPENDENTS ASSIGNED TO DEPARTMENT OF STATE (DOS) MISSIONS OR RESIDING IN HIGH-THREAT AREAS,
<https://chembio.xo.hq.af.mil/bio-anthrax.shtml>

B. 14 FEB 03 ASD/HA MEMORANDUM, VACCINATING DEPARTMENT OF DEFENSE (DOD) PERSONNEL AND DEPENDENTS ASSIGNED TO DEPARTMENT OF STATE (DOS) MISSIONS AND IN HIGH-THREAT AREAS,
<https://chembio.xo.hq.af.mil/bio-anthrax.shtml>

C. (U) 14 FEB 03 USD/P&R MEMORANDUM, REVISION OF PRIORITY 3 ANTHRAX AND STAGE 2 SMALLPOX VACCINATIONS FOR FOLLOW-ON FORCES (S),
<http://chembio.xo.af.pentagon.smil.mil/bio-anthrax.shtml>

1. PER REF A, OSD HAS DIRECTED THE SERVICES TO OFFER VOLUNTARY ANTHRAX AND SMALLPOX VACCINATIONS.
2. EXISTING POLICIES REMAIN IN EFFECT FOR MANDATORY VACCINATION OF MILITARY PERSONNEL, EMERGENCY ESSENTIAL CIVIL SERVICE EMPLOYEES, AND MISSION ESSENTIAL CONTRACTOR PERSONNEL DEPLOYED TO DESIGNATED HIGH-THREAT AREAS AS DEFINED IN REF C. ALSO, PER REF A, VACCINATIONS ARE MANDATORY FOR THESE PERSONNEL ASSIGNED TO DOS MISSIONS IN DOD DESIGNATED HIGH-THREAT AREAS.
3. SPECIFICALLY, VOLUNTARY VACCINATIONS ARE AUTHORIZED FOR THE FOLLOWING INDIVIDUALS WHO ARE DEPLOYED TO, OR RESIDING IN, DOD DESIGNATED HIGH-THREAT AREAS AS DEFINED IN REF C: ADULT FAMILY MEMBERS OF MILITARY PERSONNEL; ALL DOD CIVILIAN EMPLOYEES (TO

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INCLUDE NON-APPROPRIATED FUND EMPLOYEES) AND THEIR ADULT FAMILY MEMBERS; AND ALL DOD CONTRACTOR PERSONNEL (BUT NOT TO INCLUDE THEIR ADULT FAMILY MEMBERS).

4. VOLUNTARY VACCINATIONS ARE ALSO AUTHORIZED FOR ABOVE LISTED INDIVIDUALS, TO INCLUDE MILITARY PERSONNEL, SERVING AT DOS MISSIONS IN AREAS NOT DEFINED IN REF C, BUT WHERE ANTHRAX AND SMALLPOX VACCINATIONS ARE AUTHORIZED UNDER THE DOS VACCINATION PROGRAM.

5. COMMANDERS SHOULD WORK WITH THEIR ESTABLISHED ANTHRAX AND SMALLPOX BASE IMPLEMENTATION TEAMS TO INITIATE THIS ACTION. VOLUNTARY VACCINATIONS WILL BE ADMINISTERED IAW EXISTING POLICY. VOLUNTARY VACCINEES WILL SIGN THE REQUIRED VACCINE ADMINISTRATION CONSENT FORM PRIOR TO VACCINATION.

6. CONTRACTOR PERSONNEL VOLUNTEERING FOR ANTHRAX AND 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 (CO) AND FOR THE CO TO ANNOTATE THE LISTING WITH AN APPROVAL STATEMENT. EMPLOYERS WILL GIVE EACH VOLUNTEER A COPY OF THE LISTING THAT MUST BE PRESENTED ALONG WITH AN APPROPRIATE FORM OF PERSONAL IDENTIFICATION TO THE IMMUNIZATION CLINIC IN ORDER TO BE ELIGIBLE FOR THE VACCINES.

7. HQ USAF/XO POC IS LT COL GWENDOLYN HALL, DSN 224-0402 (GWENDOLYN.HALL@PENTAGON.AF.MIL). HQ USAF/SG POC IS LT COL KELLY WOODWARD, DSN 297-4268 (KELLY.WOODWARD@PENTAGON.AF.MIL).

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