



U.S. Department of Justice

Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

September 29, 2021

MEMORANDUM FOR ALL STAFF

A handwritten signature in blue ink that reads "M.D. Carvajal".

FROM: M.D. Carvajal
Director

SUBJECT: Vaccination Mandate

On September 9, 2021, President Biden signed new Executive Orders in furtherance of the Administration's efforts to halt the spread of COVID-19. The Orders mandate vaccinations for all DOJ employees. Specifically, all federal employees covered by the Orders and without a legally required exception need to be fully vaccinated by November 22, 2021. On September 10, 2021, the Assistant Attorney General for Administration sent an email notifying all staff of the vaccination mandate. This memo serves as additional notice to you. This mandate is essential to limit the spread of COVID-19, including the new and highly contagious Delta variant, and is designed to reduce infection rates and contain the global pandemic. This memorandum serves to inform you of the processes BOP is undertaking to meet the presidential vaccination mandate.

Vaccination Timeline and Resources

In order to be considered fully vaccinated, you must have received the final dose at least two weeks prior to the November 22, 2021 deadline; therefore, all BOP staff must receive their last dose of a COVID vaccine no later than November 8, 2021. The following information is provided to assist you in ensuring that you are fully vaccinated by that time:

- Staff receiving the Moderna COVID-19 vaccine should get their first vaccination dose no later than October 11, 2021 (note that October 11, 2021 is a Monday and federal holiday).
- Staff receiving the Pfizer COVID-19 vaccine should get their first vaccination dose no later than October 18, 2021.

- Since the Johnson and Johnson vaccine only has one dose, staff have until November 8, 2021 to receive this vaccination in order to meet the November 22, 2021 deadlines to be fully vaccinated.

During the week of September 27, 2021, additional COVID-19 vaccine doses were shipped to assist with completion of first round vaccinations of staff who have yet to be vaccinated. As in the past, these doses are to be utilized for staff who choose to receive the vaccine from the BOP as an alternative to scheduling the vaccination in the community. Staff who choose to obtain the vaccination in the community at no cost can visit www.vaccines.gov for additional information.

Vaccination Proof

The Safer Workforce Taskforce Guidance requires documented proof of vaccination status. For those staff that completed vaccinations through BOP, nothing further is required. For all other staff (i.e. those that were vaccinated in the community and those not yet vaccinated), BOP has established an electronic portal for staff to utilize to report their vaccination status. Once the electronic portal is live, additional instructions will be disseminated for staff to enter the required information and documentation.

Staff who have or are going to request a reasonable accommodation for a medical exemption or religious waiver should notify their supervisor or local Human Resource Office as soon as possible, but no later than October 18, 2021, to ensure proper processing of your request prior to the November 22, 2021 deadline. Staff are expected to enter this information into the electronic portal as quickly as possible.

Emergency Paid Leave and Administrative Leave

Pursuant to the American Rescue Plan Act of 2021, the availability of Emergency Paid Leave will expire on September 30, 2021.

Staff who elect to take the vaccination offsite will be on duty time. Administrative leave will be authorized for staff who have an adverse reaction to the vaccination (up to 16 hours per dose.)

Vaccination Enforcement

BOP staff are our most valued resource. Meeting this vaccination requirement is vital to keeping our staff, families, co-workers, and inmate population safe. To reiterate, vaccinations are required for all staff, with limited legal exceptions. Unless you are exempt for a religious or qualifying medical reason, you must be fully vaccinated by November 22, 2021, or you will be subject to disciplinary action, up to and including removal from the federal service.