



MANPOWER AND
RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
1500 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1500

August 28, 2021

Ms. Sharon Block
Acting Administrator
Office of Information and Regulatory Affairs
Office of Management and Budget
725 17th Street, NW
Washington, DC 20503

Dear Ms. Block:

Pursuant to Office of Management and Budget (OMB) procedures established at 5 C.F.R. Part 1320, Controlling Paperwork Burdens on the Public, I request that the proposed Department of Defense (DoD) information collection covered by DD Form 3150, "Certification of Vaccination," (enclosed), be processed as an emergency clearance request in accordance with 5 C.F.R. § 1320.13, Emergency Processing.

I have determined that this information must be collected prior to the time periods established under Part 1320 of the regulations and that this information is essential to implement health and safety measures included within recent Centers for Disease Control and Prevention and Safer Federal Workforce Task Force Guidance.¹ DoD has an urgent need to request attestation of vaccination status from individuals entering DoD installations.² Applying regular Paperwork Reduction Act clearance procedures is likely to cause harm because of the threat of COVID-19 exposure and transmission.

Because of the nature of the public health emergency and the urgent need for this collection, it is impracticable for DoD to consult in advance with interested agencies and members of the public in order to minimize the burden of the collection of information pursuant to 5 C.F.R. § 1320.13(c). Therefore, DoD requests a 180-day emergency clearance to establish the collection covered by DD Form 3150, "Certification of Vaccination," allowing individuals to attest to their vaccination status in advance of or upon entry to DoD installations. During the 180-day emergency clearance period, DoD will work to establish a regular clearance submission

¹ See generally Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing (January 20, 2021); Executive Order 13994: Ensuring a Data-Driven Response to COVID-19 and Future High-Consequence Public Health Threats (January 21, 2021). See also Executive Order 12196: Occupational Safety and Health Programs for Federal Employees, as amended (February 26, 1980) ("The head of each agency shall . . . [f]urnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm").

² For the purpose of this memorandum, a DoD installation is a base, camp, post, station, yard, center, homeport facility for any ship, or other area under the jurisdiction of the Secretary of a Military Department or the Secretary of Defense, including any leased location, or in the case of an activity in a foreign country, any area under the operational control of the Secretary of a Military Department or the Secretary of Defense, without regard to the duration of operational control.

of this information collection request under the Paperwork Reduction Act procedures. As this request for approval concerns an urgent safety need, DoD is also seeking OMB's approval to waive the need for the Federal Register Notices otherwise required by 5 C.F.R. §§ 1320.5(a)(1)(iv) and 1320.8(d)(1) prior to publication and implementation of this disclosure.

We would appreciate if you could please provide a determination on this request to collect information under an emergency clearance by close of business on Tuesday August 31, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "Veronica E. Hinton", followed by a horizontal line.

Veronica E. Hinton
Acting Deputy Assistant Secretary
Civilian Personnel Policy

Enclosure:
As stated