



**VACCINATION REQUIREMENT FOR EMPLOYEES WITHOUT ACCESS TO SAFETY MANAGEMENT INFORMATION SYSTEM**

**IMPORTANT:** Upon completion of this form the Controlled Unclassified Information marking is **CONTROLLED//HLTH**. This form is for use only if an employee is unable to access the Safety Management Information System (SMIS) at: <https://www.smis.doi.gov> via Pulse Secure or a Department of the Interior computer network. The supervisor can accept a copy of the employee's vaccination documentation and sign this form and deliver this completed form and the employee's documentation to a bureau Vaccination Specialist via email or physical mail.

**Section 1: Employee Certification** \*required fields

1. First Name:*	2. Last Name:*
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3. Supervisor's Full Name:\*

*By signing below, I certify that I have provided my supervisor with a copy of one of the following documents and the information being submitted is true and accurate to the best of my knowledge:*

- *Record of immunization from a health care provider or pharmacy;*
- *Coronavirus Disease 2019 (COVID-19) Vaccination Record Card (i.e., Centers for Disease Control and Prevention (CDC) Form MLS-319813\_r, published September 3, 2020);*
- *Medical records documenting the vaccination;*
- *Immunization records from a public health or state immunization information system; and/or*
- *Any other official documentation containing required data points (e.g., date(s) of vaccine, who administered the COVID-19 vaccine, type of COVID-19 vaccine, name of employee).*

4. Employee's Signature:*	5. Date:*
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**Section 2: Supervisor Certification** \*required fields

*By signing below, I accept the employee's document(s); will submit to my Bureau Vaccination Specialist for uploading into SMIS.*

6. Supervisor's Signature:*	7. Date:*
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**Privacy Act Statement**

**Authority:** Pursuant to 5 U.S.C. chapters 11 and 79, and in discharging the functions directed under Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (Sept. 9, 2021), we are authorized to collect this information. The authority for the system of records notice (SORN) associated with this collection of information, OPM/GOVT-10, Employee Medical File System of Records, 75 Fed. Reg. 35099 (June 21, 2010), amended 80 Fed. Reg. 74815 (Nov. 30, 2015), also includes 5 U.S.C. chapters 33 and 63 and Executive Order 12196, Occupational Safety and Health Program for Federal Employees (Feb. 26, 1980). Providing this information is mandatory, and we are authorized to impose penalties for failure to provide the information pursuant to applicable Federal personnel laws and regulations.

DOI is also authorized to collect this information from Indian educators and other personnel pursuant to 5 U.S.C. 301, Executive Order 13994; Executive Order 14043; 5 U.S.C. 7902; 25 U.S.C. 2012, Indian Education Personnel; 25 CFR chapter I, subchapter E, Education; and 29 U.S.C. chapter 15. Additional authorities and authorized routine uses are outlined in the INTERIOR/DOI-92, Public Health Emergency Response Records, SORN published at 86 FR 60900 (Nov. 4, 2021).

**Purpose:** This information is being collected and maintained to promote the safety of Federal workplaces and the Federal workforce consistent with the referenced authorities, Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021), the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

**Routine Uses:** While the information requested is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; to other agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in the SORN associated with this collection of information.

**Consequence of Failure to Provide Information:** Providing this information is mandatory. The failure to provide this information may result in appropriate corrective action, up to and including removal from federal service.

**Records Disposition:** Temporary, DAA-GRS-2017-0010-0009 (GRS 2.7, Item 060) - Occupational Individual Medical Case Files. Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.

### **Additional Guidance for Managers/Supervisor on DI-6510**

Managers/supervisors will collect copies of the employees' proof of vaccination status, privately and confidentially on a one-on-one basis. After collecting copies managers/supervisors should return any original proof of vaccination status to the employee.

Managers/supervisors must handle the collection of medical records (including copies of medical documents) with care. Managers/supervisors must not share the information provided with anyone who does not have a legitimate need to know that information. Supervisors have a legitimate need to know whether an employee is fully vaccinated against COVID-19 in order to ensure compliance with DOI COVID-19 health and safety protocols.

However, federal laws prohibit the disclosure of such information beyond those who have a legitimate need to know. When in possession of an employee's medical records, a supervisor should store the medical records in a secure location. A secure location is one that is not accessible to others even when the supervisor is not present in the office. For example, a locked metal filing cabinet, or any form of storage that offers a similar or greater level of protection meets this requirement.

Both the employee and supervisor must complete and sign the DI-6510 form. The signed form and proof of the employee's vaccination status should be forwarded to the bureau vaccination specialist.

Careful custody of the proof of vaccination status is important because an employee's vaccination history is medical information, which must be stored in compliance with the requirements of the Rehabilitation Act, the Privacy Act, the Records Act, OSHA's Employee Exposure and Medical Records Standard, and other relevant laws, rules, and regulations.

**Supervisors are encouraged to contact the servicing HR office if they have any questions about how to appropriately handle employee medical information.**