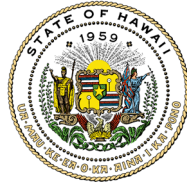


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NGHI-HRO (RN 600B)

28 September 2021

MEMORANDUM FOR Hawaii National Guard (HING) Title 5 (T5) Employees

SUBJECT: Mandatory COVID-19 Vaccination Requirement for Federal Employees

1. On 9 September 2021, President Biden issued Executive Order 14043, requiring Coronavirus Disease 2019 Vaccination for Federal Workers. The Safer Federal Workforce Task Force has subsequently issued implementation guidance for all agencies to expeditiously ensure that their employees are fully vaccinated as quickly as possible and by no later than 22 November 2021. In limited circumstances, employees may apply for reasonable accommodation for medical or religious purposes.

2. Employees will be considered fully vaccinated for COVID-19 two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is two weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single-dose.

3. All employees should receive their last dose of their vaccine no later than 8 November 2021, in order to meet the deadline of 22 November 2021 to be fully vaccinated. The timing between the first and second shots depends on which vaccine is received. If someone receives the following vaccination regimen:

a. Pfizer-BioNTech COVID-19 vaccine, then that person should get their second shot 3 weeks (or 21 days) after the first. This means for Federal employees to meet the vaccination deadline, they should receive their first vaccination no later than 18 October 2021. They would not be eligible for the second dose until 8 November 2021, which is the deadline by which they need to have received both shots.

b. Moderna COVID-19 vaccine, then that person should get their second shot 4 weeks (or 28 days) after their first. This means for Federal employees to meet the

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vaccination deadline, they should receive their first vaccination no later than 11 October 2021. They would not be eligible for the second dose until November 8, which is the deadline by which they need to have received both shots.

c. Since the Johnson & Johnson vaccine only has one shot, employees have until 8 November 2021 to receive that shot and still meet the 22 November 2021 deadline to be fully vaccinated.

4. Employees are authorized up to 4 hours of administrative leave per vaccination event and up to two days for vaccination related recovery per dose (if required). Employees should use leave code "LN" with the environmental/hazard/other code 'PF" to record administrative leave for COVID-19 vaccinations and recovery.

5. To protect the health and safety of the Hawaii National Guard workforce and to promote the efficiency of the civil service, all employees will have to be fully vaccinated by 22 November 2021, regardless of where they are working. Employees who are on maximum telework or working remotely are not excused from this requirement.

8. Point of contact is Mr. John K.C. Yim, Deputy HRO, at (808) 672-1555 or email at john.k.yim4.civ@mail.mil

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