



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1950

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Pentagon Reservation Plan for Distributing COVID-19 Vaccine

Please see the attached, detailed plan for the administration of the COVID-19 vaccination on the Pentagon Reservation. This plan is formatted as “Questions and Answers” and provides information on our process for vaccinating over 50,000 employees from the Services, OSD Components, and Defense Agencies and Field Activities who work in the Pentagon, Mark Center, and Department of Defense Leased Facilities that fall under the purview of the Pentagon Reservation. This plan will be a work in progress over the next few months and will be adjusted as appropriate based on any updates/changes as well as the availability of the COVID-19 vaccine.

Questions may be directed to the Vaccination Program Manager, Bill Hopper, at william.l.hopper6.civ@mail.mil; (w) 703-693-8935/(c) 571-221-2184 or the Vaccination Scheduler/Coordinator, Stephanie Radman, at stephanie.a.radman.civ@mail.mil; (w) 703-692-7198.

Thomas M. Muir
Interim Director

Attachment:
As discussed

Pentagon Reservation Plan for Distributing COVID-19 Vaccine

The Department of Defense (DoD), in collaboration with the Department of Health and Human Services (HHS), is currently delivering COVID-19 vaccines to service members, retirees and their families through Military Medical Treatment Facilities, your local civilian healthcare provider and TRICARE network and non-network pharmacies. This plan includes providing COVID-19 vaccines to the Pentagon Reservation workforce (see eligibility below) who volunteer to receive the vaccine. The Pentagon Reservation is defined as the Pentagon, Mark Center, Raven Rock Mountain Complex, and Federal leased or owned buildings in the National Capital Region where Department of Defense (DoD) employees or federal government contractors work.

Why should I get the vaccine?

According to the Centers for Disease Control and Prevention and Control (CDC), the COVID-19 vaccines currently available in the United States have proven to be highly effective at preventing serious consequences of the COVID-19 disease. By getting vaccinated, you may also protect others in the Pentagon Reservation workforce around you, particularly those at increased risk for severe illness from COVID-19 who cannot receive the vaccine for medical or other reasons. COVID-19 can result in serious, life-threatening complications that can be significantly reduced or eliminated by the vaccine. Learn more about why you should get the vaccine here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

What vaccines are available for the Pentagon Reservation?

The Pentagon Reservation DiLorenzo TRICARE Health Clinic is primarily delivering the Pfizer COVID-19 vaccine. You can learn more about the Pfizer vaccine here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/Pfizer-BioNTech.html>. The DiLorenzo TRICARE Health Clinic recently received and administered its first doses of the Moderna vaccine. You can learn more about the Moderna vaccine here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/Moderna.html>. Both of these COVID-19 vaccines received an Emergency Use Authorization from the Food and Drug Administration for those individual who wish to receive it. Both the Pfizer and Moderna COVID-19 vaccines require two shots to achieve maximum effectiveness. The approved dosing schedule is at least 21 days between the first and second shots of the Pfizer vaccine and at least 28 days between the first and second shots of the Moderna vaccine.

Are the vaccines safe?

The Pfizer and Moderna vaccines prevent serious complications from SARS-CoV-2 infection. SARS-CoV-2 is the virus that causes COVID-19. According to the Centers for Disease Control and Prevention (CDC), mRNA vaccines teach our cells how to make a protein that triggers an immune response inside our bodies. That response, which produces antibodies, is what protects us from getting infected if the virus that causes COVID-19 enters our bodies. These vaccines:

- Don't contain the live virus that causes COVID-19. You can't get COVID-19 from the vaccine.
- Don't affect or interact with our genetic material in any way.
- Have gone through the same safety tests and meet the same standards as any other vaccine produced through the years. There is also a system in place that allows the CDC to track any issues that arise and make sure the vaccines continue to stay safe.

The vaccines may cause side effects in some people, which may include sore muscles, fatigue, and/or mild fever. For most people, these side effects will last no more than a day or two. Having these side effects doesn't mean you have COVID-19. If you have questions about how you're feeling after your shot, contact your provider or call the MHS Nurse Advice Line, see here:

[https://www.tricare.mil/ContactUs/CallUs/NAL#:~:text=Visit%20MHSNurseAdviceLine.com%20for%20web,%2D2273\)%2C%20option%201.](https://www.tricare.mil/ContactUs/CallUs/NAL#:~:text=Visit%20MHSNurseAdviceLine.com%20for%20web,%2D2273)%2C%20option%201.)

It's rare, but if you have a severe allergic reaction after receiving the vaccine, call 911 or go to your nearest emergency department. A severe allergic reaction would usually occur within 15 minutes after receiving a dose of the vaccine.

Who is eligible to get the vaccine at the Pentagon?

All Pentagon workforce members are eligible to receive the vaccine at the Pentagon, including active duty, National Guard, and Reserve military forces assigned or on temporary duty to the Pentagon Reservation; government federal civilians assigned or on temporary duty to the Pentagon Reservation; Non-Appropriated Fund employees assigned to the Pentagon Reservation; and federal government contractor personnel subject to DoD policy, guidance, and applicable contract provisions. See Deputy Secretary of Defense memo here:

[https://www.whs.mil/Portals/75/Coronavirus/20201207%20DSD%20Coronavirus%20Disease%202019%20Vaccine%20Guidance%20\(OSD011566-20\)%20\(002\).pdf?ver=iHGW74AfEG104VluVOjSbA%3d%3d.](https://www.whs.mil/Portals/75/Coronavirus/20201207%20DSD%20Coronavirus%20Disease%202019%20Vaccine%20Guidance%20(OSD011566-20)%20(002).pdf?ver=iHGW74AfEG104VluVOjSbA%3d%3d.)

Are family members eligible to get the vaccine at the Pentagon?

The Department of Defense is making COVID-19 vaccines available for TRICARE beneficiaries including military, military retirees, and eligible family members. Please contact your nearest Military Medical Treatment Facility or TRICARE network provider to confirm eligibility. The

Pentagon DiLorenzo TRICARE Health Clinic will not be providing vaccinations for family members until the vaccine becomes more readily available. Until that time, only the Pentagon Reservation workforce including military, federal civilian employees, and contractor personnel will be able to receive the vaccine at the Pentagon.

Who is getting the vaccine first?

While the supplies of COVID-19 vaccines are limited, the Pentagon Reservation workforce will use the DoD population schema published by the Defense Health Agency to determine phases for vaccine distribution. Below are those prioritized to receive the vaccination:

- Individuals providing direct medical care
- Individuals maintaining essential installation functions
- Deploying forces
- Adults age 75 or older
- Individuals at the highest risk for developing severe illness from COVID-19

Vaccines will be given to the Pentagon Reservation workforce at the Pentagon Library and Conference Center (PLCC) as well as other Military Treatment Facilities and civilian healthcare systems for TRICARE beneficiaries as more vaccine is made available. You can learn more about the DoD population schema here:

<https://www.defense.gov/portals/1/Spotlight/2020/coronavirus/vaccine-availability/SCHEMA.pdf>

When can I get the vaccine?

The Pentagon Reservation and DiLorenzo TRICARE Health Clinic will use the DoD population schema to prioritize the administration of COVID-19 vaccine. The Pentagon will offer prioritized COVID-19 vaccinations to persons in each phase, in the order depicted on the DoD population schema, until all who want to receive the vaccine, receive their two shots. There are several thousand Pentagon Reservation members who are identified as eligible for the vaccine under Phase 1, with the remainder of the workforce eligible under Phase 2.

Teams from the DiLorenzo TRICARE Health Clinic began vaccinating at the PLCC in January 2021. We have completed vaccinating the Pentagon workforce within Phase 1A and began vaccinating personnel in Phase 1B on February 1, 2021. We will vaccinate the Pentagon Reservation workforce wishing to receive the vaccine as more becomes available until all have been vaccinated.

The DoD population schema focuses on vaccinating health care, emergency, and safety personnel first, followed by other essential or critical and at-risk groups.

- Phase 1A is for emergency department and urgent care center personnel and first responders (Sub-Tier 1); health care and support personnel at military hospitals and

clinics (Sub-Tier 2); and outpatient health care and support personnel including service members deploying to support COVID-19 response operations (Sub-Tier 3).

- Phase 1B includes national critical capabilities personnel; those deploying to locations outside of the continental United States; personnel preparing to deploy within the next three months; TRICARE beneficiaries aged 75 or older; and front line essential workers who are in the fields of education, child care, eligible defense manufacturing, DoD postal services, DoD public transit workers, commissary, and other installation food services.
- Phase 1C includes eligible beneficiaries 65-74 years old; eligible beneficiaries between the ages of 16-64 with increased risk for severe illness as defined by the CDC; and OSD, Defense Agencies, Field Activities, and Military Service and Reserve Component personnel designated as key, essential, or mission essential.
- Phase 2 includes healthy uniform personnel, other TRICARE beneficiaries, Pentagon Reservation Federal civilian workforce, and contractor personnel that are not otherwise mentioned in Phase 1.
- See the info graphic here: https://www.tricare.mil/-/media/Files/TRICARE/Infographics/COVID19_Vaccination_Infographic-VERSION-2_WhoGetsItFirst.jpg?la=en&hash=F4DAA191761F7F9EA5EB7040BCBD4666A6A291A6FAB4109230E83119D28000D6

Where will I get the vaccine on the Pentagon Reservation?

The DiLorenzo TRICARE Health Clinic will be using the PLCC to administer COVID-19 vaccine to the Pentagon Reservation Workforce. Please do not go to the DiLorenzo Clinic itself or the PLCC for your shot unless you are specifically asked to do so by your leadership or notified by personnel from the DiLorenzo Clinic.

Where else can I get the vaccine?

We strongly encourage you to also seek other opportunities to become vaccinated. Military members and their TRICARE beneficiaries, including military retirees and beneficiaries, can also receive their vaccinations at local Military Medical Treatment Facilities and clinics. You can visit your military hospital's website, or follow news media or social media to receive information about vaccine updates.

Eventually, you will also be able to get the COVID-19 vaccine at:

- Your local military hospital or clinic
- Your civilian provider
- TRICARE network pharmacies
- TRICARE non-network pharmacies
- Local, county, or state vaccination sites

Wherever you decide to receive your vaccination, please remember that you should check availability before showing up.

How much does the vaccine cost?

The vaccine itself is offered at no cost, but there may be a cost dependent upon your plan for non-pharmacy office visits or if you require follow-on care.

How many vaccinations are available each day at the Pentagon Library Conference Center?

Approximately 250 new doses a day are anticipated initially. Our goal is to provide 1,000 or more doses each day once the supply of vaccine allows.

What are the days and/or hours for vaccination availability at the Pentagon Library and Conference Center?

The PLCC will typically administer vaccine from 0800-1545 hours, daily, Monday through Friday, weather dependent. Military Departments, the Joint Staff, the Office of the Secretary of Defense Components, and Defense Agencies and Field Activities are provided advanced times for their designated personnel to arrive each day. Should there be an OPM-delayed opening due to adverse weather or closure of the federal government for in-person services, the PLCC will adjust to OPM federal workforce guidelines. Please check the federal government operation status at <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>.

Service/component representatives should work with the vaccination scheduler/coordinator (see POCs below) should cancellations occur due to weather.

How do I get scheduled to receive the vaccine first dose?

Washington Headquarters Services (WHS), working closely with the Military Departments, the Joint Staff, the Office of Secretary of Defense (OSD) Components, Defense Agencies and Field Activities has developed a prioritized ordering and distribution system for COVID-19 vaccines. Your individual service/component representatives have been provided a required number of doses aligned with the DoD population schema for each of the Phases 1A, 1B, 1C, and 2. These representatives will work with supervisors to schedule your vaccination once available for your respective Phase. The Pentagon Reservation workforce should work through their supervisors to ensure scheduling for the vaccine depending upon supply availability.

How do I get scheduled for my second shot?

The DiLorenzo TRICARE Health Clinic (DTHC) team will notify you via email for your scheduled appointment; however, if you have reached your 21st day (Pfizer) since your 1st shot, proceed to the PLCC check-in location. You do not need to take action independently to be scheduled for your second dose.

How does my front office coordinate to receive the vaccine?

The Military Departments, the Joint Staff, and the Office of the Secretary of Defense Components, and Defense Agencies and Field Activities will each designate a Service/component point of contact to assist the WHS team in coordinating schedules for Pentagon Reservation workforce employees volunteering to receive COVID-19 vaccinations. WHS will work with your service/component POCs to schedule by-name reservations at least 48 hours prior to the appointed time, and will confirm the dates, times, and names of those to be vaccinated with unit POCs.

What days of the week can I expect to be notified for my vaccination once scheduled?

WHS is working with the Defense Health Agency (DHA) and DiLorenzo TRICARE Health Clinic (DTHC) team to keep a routine schedule for days to vaccinate organizational members. Below is the tentative schedule that we will continue to improve and adjust.

Remarks	Monday	Tuesday	Wednesday	Thursday	Friday
2 nd Doses only	0800-1100	0800-1100	0800-1100	0800-1100	0800-1100
1 st Doses only	<u>OSD</u> 1100-1545	<u>DON/USMC</u> 1100-1430	<u>USAF</u> 1100-1430 <u>USSE</u> 1100-1430 <u>Joint Staff</u> 1430-1545	<u>Army</u> 1100-1430 <u>OSD</u> 1430-1545	

Defense Agencies and Field Activities will be scheduled during OSD timeslots.

Who can my service/component representative contact at WHS to coordinate my unit or front office to receive COVID-19 vaccinations?

WHS Vaccination Program Manager: Bill Hopper at william.l.hopper6.civ@mail.mil; (w) 703-693-8935/(c) 571-221-2184

WHS Vaccination Scheduler/Coordinator: Stephanie Radman at stephanie.a.radman.civ@mail.mil; (w) 703-692-7198/(c) 919-434-7688.

Can't this be automated? I heard that my local, county and/or State office is using an automated reservation system to schedule vaccination appointments.

We expect to offer an automated solution within the next several weeks for the Pentagon Reservation workforce to use in order to make specific reservations for first and second dose vaccination shots offered by the DiLorenzo TRICARE Health Clinic at the PLCC. Supervisors should check with service/component points of contract for the URL and reservation system guidance within the next several weeks.

What do I need to do once I am notified that today is my scheduled day for the first or second dose of the vaccine?

Please ensure that you have notified your supervisor before reporting for your first vaccination. We ask that you do not report to the PLCC without a confirmed appointment, or otherwise having been notified by your service/component point of contract or from your supervisor directly. **We also recommend you wear clothing that allows quick access to your upper arm.**

Please fill out a Defense Health Agency Form 207 and have it ready in hard copy to turn in upon arrival for both your first and second vaccinations. You may find the current version of the form here (see Pentagon COVID-19 Vaccine Program): <https://www.whs.mil/COVID-19/>. If you are receiving your second dose, bring your CDC COVID-19 Vaccination Record Card that you received with your first vaccination.

You will be asked to check in with the front desk staff on the Mezzanine level of the PLCC. You must provide your Common Access Card or other identification card (PFAC, etc.) to ensure that the appointment is appropriately scheduled. Please also provide your DoD email address to the front desk team in order to ensure you receive an email notice to remind you of your second dose appointment.

Once checked in, proceed down the escalator to the basement level and appropriately line up following physical distance markers, wearing masks, and using hand sanitizer stations.

After receiving your first or second dose of the vaccine, the health care workers at the vaccination site will monitor you for adverse reactions for at least 15 minutes prior to releasing you back to your work stations. Please monitor yourself for symptoms and notify the DiLorenzo TRICARE Health Clinic team if you are experiencing any uneasiness or adverse symptoms. We will be there for you and ensure that you are well taken care of should you experience an adverse reaction.

We ask that you properly wear your face mask, observe physical distancing, and practice good hand hygiene at all times while on the Pentagon Reservation, including during the time you are waiting in line or receiving your COVID-19 vaccination. Protect yourself and others!

What if I am feeling sick the day that I am scheduled to receive the vaccine? Should I still come in and get it?

If you are sick, please stay home! Notify your supervisor and work with your office to reschedule your COVID-19 vaccination. You will be rescheduled at the earliest opportunity and when you are well and fully recovered. If you think that you may have COVID-19, please use the DoD symptom checker: <https://mysymptoms.mil/>

Who can I contact for additional information?

For additional information please contact: Regina M. Grant, Director, Pentagon Services Division, Washington Headquarters Services (WHS) at regina.m.grant6.civ@mail.mil or call (w) 703-614-6443 or (c) 770-846-9031.