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# Supplemental COVID-19 Vaccination Documentation Guide

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**OPM** HR SOLUTIONS  
*by government, for government*

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# Table of Contents

Introduction .....	3
How to collect vaccination documentation from New Hires.....	3
Step 1: Create New Hire and HR User tasks to collect and review COVID-19 Vaccination Documentation. ....	3
New Hire-Owned Task .....	3
HR Owned Task .....	5
Step 2: Assign New Hire and HR User tasks .....	6
How to send updated tentative and official job offers informing New Hires of the vaccination requirement .....	6
Replicate Existing Offer Template into a Custom Template .....	6
Send the Amended Offer and capture response .....	6
How to identify New Hires who fail to onboard due to the vaccination requirement.....	7
Step 1: Tag the New Hire record.....	7
Step 2: Update the Certificate audit .....	7
How to identify New Hires who request a reasonable accommodation.....	8
Appendices:.....	9
Appendix A: Acceptable forms of Proof of Vaccination.....	9
Appendix B: Sample Language for Tentative and Official Offers .....	9
Tentative Offer .....	9
Official Offer .....	9

## Introduction

The information presented here is intended to supplement the [Safer Federal Workforce](#) website and OPM's [Guidance on Applying Coronavirus Disease 2018 Vaccination Requirements to New Hires](#) memo. It is only intended for USA Staffing customers, and agencies should form their own policies based on the official directives set forth by the Safer Federal Workforce task force, OPM, OMB, and the CDC.

## How to inform applicants of the vaccination requirement

According to OPM's [memo on vaccination requirements](#), agencies should clearly describe in their job opportunity announcements the COVID-19 vaccination requirement and, for positions with a duty location having an official government worksite, information about the agency's reentry plan, to the extent that plan has been finalized. Here is sample language agencies may wish to use or revise:

- As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.
- Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement within [X] days. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.

## How to collect vaccination documentation from New Hires

Executive Order 13991 mandates that all individuals who start their government service after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where a reasonable accommodation is legally required. USA Staffing's onboarding module may be used to collect vaccination documentation from new hires but may not be used to collect information related to a medical or religious reasonable accommodation request for an exemption. The following steps describe how this information should be collected.

### Step 1: Create New Hire and HR User tasks to collect and review COVID-19 Vaccination Documentation.

A user with Admin-level permissions should create Onboarding tasks for both the New Hire and Human Resources user with the settings below. These tasks should focus on the submission (for the New Hire) and verification (for the HR user) of documentation demonstrating that the New Hire has received the COVID-19 vaccination. We have added the "Vaccination Documentation" document type for this purpose. See Appendix 1 below for a list of eligible items for this requirement.

The New Hire-owned task instructions **must include the specific language below** and should describe your agency's process for requesting an exemption in place of the highlighted text. You may supplement the required language as needed.

#### New Hire-Owned Task

Purpose: Onboarding

Owned By: New Hire

Task Type: Document Upload

Allow this task to be assigned to candidates with return status of Vetting: Yes

Assigned Document Type: Vaccination Documentation

Task Instructions:

*[BEGIN REQUIRED LANGUAGE]*

Federal employees who start their government service after November 22, 2021, must be fully vaccinated prior to their start date, except in limited circumstances where a reasonable accommodation is legally required.

OPM is authorized to collect the information requested through this website pursuant to Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. This information will be used by the agency that has extended the offer of employment to verify that you meet the requirements of the Executive Order. This information will not be distributed to outside entities.

Providing this information to is voluntary. However, failure to provide this information may have consequences including delay in entry on duty or termination of the offer of employment. **If you wish to request a reasonable accommodation, please contact [reasonableaccommodation@agency.gov](mailto:reasonableaccommodation@agency.gov).**

**Please upload documentation to verify that you are or will be fully vaccinated by your projected start date.** Valid documentation includes:

- A copy of the record of immunization from a health care provider or pharmacy
- A copy of the COVID-19 Vaccination Record Card,
- A copy of medical records documenting the vaccination,
- A copy of immunization records from a public health or state immunization information system, or
- A copy of any other official documentation containing required data points. The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

By providing this documentation, you are certifying under penalty of perjury that the documentation you are submitting is true and correct. For more information on the Federal government's vaccination mandate, please visit <https://www.saferfederalworkforce.gov/>.

OMB Control Number 3206-0278

*[END REQUIRED LANGUAGE]*

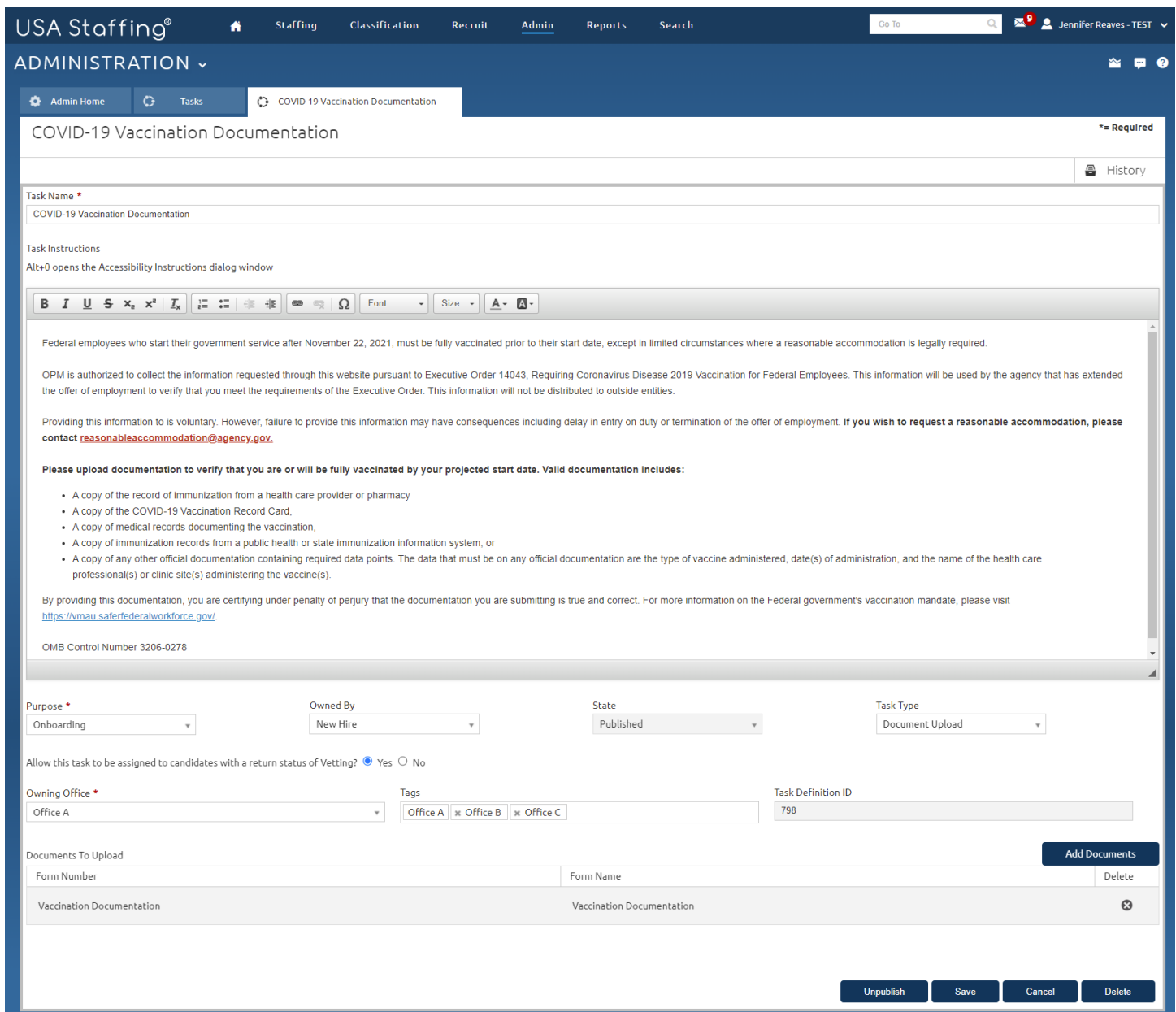


Figure 1 - Screen Shot of Sample New Hire Task

## HR Owned Task

Purpose: Onboarding

Owned By: Human Resources

Allow this task to be assigned to candidates with return status of Vetting: Yes

Task Type: General

Instructions: There is no required language for the HR-owned task instructions. Follow your agency's normal business process for HR tasks.

Agencies may decide to bundle these tasks together in a new or existing Workflow with task rules that activate the HR user's task when the New Hire's task is complete.

The process for requesting a reasonable accommodation must direct new hires outside of USA Staffing. We recommend including instructions for how new hires may contact someone in your reasonable accommodation office to request an exception, likely via email, in place of the highlighted text. All documentation related to exception requests must be shared and stored outside of USA Staffing.

## Step 2: Assign New Hire and HR User tasks

Process Owners for existing New Hires should add the vaccination documentation tasks or workflow to the New Hire's record. If all existing tasks have been completed, the HR user will be prompted to send a system generated email to the New Hire informing them of additional tasks to be completed.

## How to send updated tentative and official job offers informing New Hires of the vaccination requirement

USA Staffing does not allow for reuse of Tentative or Official Offers which have already been accepted by the New Hire. If an amended offer containing COVID-19 documentation requirements needs to be sent, we recommend the following process which applies to both Tentative and Official Offers.

### Replicate Existing Offer Template into a Custom Template

- A user with permission to create and edit notification types should identify the offer notification template to copy and convert into a custom notification template.
- Open the source template, and click the copy button in the bottom right-hand corner of the interface
- Complete the required fields for Template name, Template Description and Owning Office.
  - Ensure that the name and description indicate this template clearly as a COVID-19 related amended offer.
- Set the Notification Type to *Custom* and acknowledge the warning popup (there will be no acceptance URL in this notification)
- Update the Subject line and Body Text as appropriate:
  - Add language regarding vaccination and documentation requirements (see [Appendix 2](#) below for sample language).
  - Add language which instructs the new hire how to respond to this amended offer. As there will be no offer page, they will need to respond by email or telephone, according to your agency policy.
  - As applicable, remove any references to the link to login to accept the offer.
- Save the new template
  - Repeat this process for any other affected Tentative or Official Offers.

### Send the Amended Offer and capture response

- In the appropriate New Hire record—the HR user will send the newly created *Amended COVID-19 offer* following the same process as they did when sending the already accepted offer.
  - If necessary, they can review the stored copy of that offer in the notification history to ensure that the details align.
- The New Hire will respond according to whichever method specified, and the HR user will take appropriate action according to the response provided, such as:
  - Proceed with Onboarding process
  - Document declination/withdrawal
- The original notification will remain in the notification history and a new notification will be added with the correct information.

# How to identify New Hires who fail to onboard due to the vaccination requirement

## Step 1: Tag the New Hire record

New Hires have an opportunity to exit the hiring process at several points. While some selectees may immediately decline a Tentative Job Offer, others may accept an initial offer only to decline an Official Job Offer at a later point. A New Hire may also accept all job offers, but ultimately fail to provide vaccination documentation.

In the above scenarios, USA Staffing recommends adding tags to the Additional Information section in the New Hire record. Tags can be used to identify New Hires who decline positions due to the vaccination requirement or fail to provide proof of vaccination prior to entering on duty.

Summary		Contact Information	
Name	Dan Stenning	Supervisor/Manager	HR One x ▾
Pay Plan-Series-Grade	GS- 0343- 13	Onboarding Process Owner	HR One x ▾
PCS Eligible	<input type="checkbox"/>	HR Contacts	
Position Title	Program Specialist	Benefit Contacts	
Office	Philadelphia Services Branch	Payroll Contacts	
Customer	Customer A	Additional Information	
Creation Date	7/21/2020	New Hire Tags	x Sample COVID-19 Tag
Start Date	9/10/2021		
Request Number	20200721-56993		
Tentative Offer	Accepted: 7/21/2020 Login.gov/USAJOBS Username ⓘ		

Adding tags will ensure an agency can accurately report on the number of individuals who failed to onboard due to the vaccination requirement.

To assist with standardized reporting, USA Staffing has added the following system-level tags to account for two different scenarios in which a New Hire may fail to onboard due to the vaccination requirement.

- **Declined Due to COVID-19 Vaccination Requirement** – To be applied to New Hires who decline a tentative or official job offer because of the vaccine mandate.
- **Failed to Provide COVID-19 Vaccine Documentation** – To be applied to New Hires who tentatively accept a job offer but fail to provide documentation of their vaccination status or request a reasonable accommodation.

USA Staffing does not allow tags to be added to New Hire records that are cancelled. **Ensure all appropriate tags are added to the New Hire record before proceeding to Step 2.**

## Step 2: Update the Certificate audit

When a new hire record is cancelled, we recommend updating the certificate audit to reflect the selectees who failed to onboard. The following audit codes are currently available; select the code that best aligns with your agency's internal guidance on how to process New Hires who are not onboarded due to the vaccination requirement.

- Declined During Negotiations
- Removed from Consideration
- Removed – Medical

## How to identify New Hires who request a reasonable accommodation

The system-level **Pursuing COVID-19 Vaccine Exemption** tag should be applied to new hires who submit a reasonable accommodation request to be exempted from the vaccine mandate.



# Appendices:

## Appendix A: Acceptable forms of Proof of Vaccination

- A copy of the record of immunization from a health care provider or pharmacy
- A copy of the COVID-19 Vaccination Record Card
- A copy of medical records documenting the vaccination
- A copy of immunization records from a public health or state immunization information system
- A copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s))

## Appendix B: Sample Language for Tentative and Official Offers

### Tentative Offer

This is a tentative offer of employment. If you receive a final offer, it will be contingent on you providing appropriate documentation of proof of COVID-19 vaccination by the date set in the final offer letter. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.

### Official Offer

Documentation of proof of COVID-19 vaccination must be received by [insert date]. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.