



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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IN REPLY REFER TO
BUMEDNOTE 6000
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BUMED NOTICE 6000

From: Chief, Bureau of Medicine and Surgery

Subj: CORONAVIRUS DISEASE 2019 SCREENING TEST PROCESS PROGRAM

Ref: (a) Force Health Protection Guidance (Supplement 23) Revision 3 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification
(b) CNO WASHINGTON DC 241805Z Nov 21 (NAVADMIN 268/21)
(c) Defense Health Agency Policy Memorandum 21-004, November 3, 2021

1. Purpose. To establish the process for access to Department of Defense (DoD) facilities in the case of unvaccinated budget submitting office 18 (BSO-18) Service members, DoD civilians, contractors, and contract personnel.

2. Background. Per reference (a), all unvaccinated personnel are required to be screened for Coronavirus Disease 2019 (COVID-19) infection prior to gaining access to DoD facilities or DoD-leased spaces in non-DoD buildings in which official DoD business takes place (referred to jointly in this notice as “DoD facilities”). For the purpose of this guidance, and to the maximum extent possible while respecting host nation agreements and laws, “DoD civilian employee” includes foreign nationals employed by the DoD outside the United States. It also includes DoD civilian employees who are engaged in full-time telework or remote work.

3. Scope and Applicability. Per references (a) and (b), this instruction applies to all unvaccinated personnel in these categories: (1) administratively assigned to BSO-18 activities; (2) contractors and contract personnel issued DoD credentials for recurring access to DoD facilities in support of BSO-18 missions; and (3) non-DoD personnel without credentials for DoD facility access who are seeking access (one time or recurring) in association with the performance of official BSO-18 business (e.g., to attend a meeting). This policy is not applicable to transitory personnel such as delivery drivers and vending machine suppliers who have access to DoD facilities. Such personnel should maintain COVID-19 safety protocols such as mask wearing, ensuring proper social distancing, and washing their hands.

a. BSO-18 activities are not required to conduct weekly testing for individuals not assigned. However, BSO-18 activities should maintain communication with co-located non-BSO-18 activities to facilitate overall DoD facility compliance.

b. This BUMEDNOTE does not apply to patients who are seeking care within a DoD military treatment facility (MTF). Per reference (c), a legal guardian of a minor child or incapacitated patient receiving care in an MTF is considered an extension of the patient. Visitors of patients within MTFs are subject to the official visitor requirements.

4. Responsibilities. COVID-19 screening is required at least weekly for those personnel who are unvaccinated or not fully vaccinated (including those who have an exemption request under review or who are exempted from COVID-19 vaccination). This applies to Service members, DoD civilian personnel, credentialed contractors, and contract personnel regularly entering (i.e., once per week or more often) any DoD facility. For those BSO-18 personnel who enter government facilities less often than once per week, but who have plans to visit a DoD facility, a negative COVID-19 screening test is required within 72 hours of planned entry. Personnel who are unvaccinated or not fully vaccinated should not access the DoD facility until after they have obtained a negative screening test result. The responsibilities in subparagraphs 4a through 4e are applicable based on the BSO-18 employee or supervisor type:

a. Service Members and DoD Civilian Employees

(1) Unvaccinated or not fully vaccinated Service members and DoD civilian employees working on-site will provide proof of a negative screening test once a week to their supervisor by providing a signed copy of the NAVMED 6000/6 BSO-18 Personnel Weekly Attestation of Negative COVID-19 Test form.

(2) Per reference (a), screening tests for Service members and DoD civilian employees will be provided through an on-site facility, via self-collection kits or screening self-tests, or through an off-site facility, all at government expense.

(3) Depending on the DoD facility, on-site screening may be available. Alternatively, and subject to supervisor approval, screening self-testing may be performed at home or in other locations utilizing screening self-collection kits or screening self-tests provided by the government. BSO-18 personnel may obtain COVID-19 self-tests as per local unit guidance (which should delineate where these tests will be distributed and how they will be conducted). The military Service will incur the cost of the testing kits provided to BSO-18 personnel. COVID-19 screening tests privately purchased by the Service member, or DoD civilian employee are not authorized and will not be reimbursed. (Note: COVID-19 screening self-tests do not require a health care provider's clinical care order and are, therefore, considered an over-the-counter screening test and do not require medical support to complete).

(4) For Service members and DoD civilian employees, COVID-19 screening is expected to take no more than 1 hour of regular duty time, per screening test, to complete. Laboratory-based confirmatory COVID-19 testing for an initial positive result is expected to take no more than 2 hours of duty time. This includes time for travel to the screening site, time to complete screening testing, and time to return to work. Service members and DoD civilian employees will not be required to use leave time for COVID-19 screening or confirmatory testing. Commanders and supervisors will monitor duty time usage and keep duty time used for screening within these parameters to the extent possible.

(5) When test results reveal a positive COVID-19 screen, the Service member or DoD civilian employee will immediately inform their supervisor and will not enter the work-site. The Service member or DoD civilian employee will not be permitted access to any DoD facility until

they have met Centers for Disease Control and Prevention (CDC) recommended return to work requirements, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

(6) Per reference (a), DoD civilian employees who have a positive COVID-19 screen may be offered, but are not required to take, confirmatory laboratory-based molecular (i.e., polymerase chain reaction) testing at government expense. If the confirmatory test is negative, the individual is not considered to be COVID-19 positive and will be allowed into the workplace. For active duty personnel who have a positive COVID-19 screen, but who receive a negative confirmatory test (i.e., polymerase chain reaction), the individual is not considered to be COVID-19 positive and will be allowed into the workplace.

(7) Per CDC guidance, personnel who have recovered from a recent COVID-19 infection and who remain asymptomatic are exempted from regular screening tests for 90 days following their documented date of recovery. Documented proof of this recovery will be provided upon request.

(8) DoD civilian employees who refuse required COVID-19 screening may be barred from their worksites on the DoD installation or facility to protect the safety of others. This is also applicable while any progressive disciplinary actions are pending.

b. Contractors and Contract Personnel

(1) Per references (a) and (c), fully vaccinated credentialed contractors and contract personnel will complete the DD Form 3150 Contractor Personnel and Visitor Certification of Vaccination, maintain a current completed DD Form 3150 on hand, and show it to authorized DoD personnel upon request. Failure to present the DD Form 3150 may result in denying DoD contractors or contract personnel access to DoD facilities.

(2) Contractors and contract personnel working on-site who are not fully vaccinated against COVID-19, or who decline to attest to their COVID-19 vaccination status, will be required to take a COVID-19 screening test. They will also be required to maintain their most recent COVID-19 test result and show such results to authorized DoD personnel upon request.

(3) Per applicable contracts or contractors, contract personnel may receive on-site COVID-19 screening tests, per facility availability, at government expense. Contractors and contract personnel may also receive or complete COVID-19 screening tests via self-collection kits or screening self-tests.

(4) Depending on the DoD facility, onsite screening testing may be available. Alternatively, and per applicable contracts, screening self-testing for DoD contract employees may be performed at home or in other locations utilizing screening self-collection kits or screening self-tests. The military Service, per applicable contracts, will incur the cost of the testing kits provided to contract employees. (Note: COVID-19 screening self-tests do not

require a health care provider's clinical care order and are, therefore, considered an over-the-counter screening test and do not require medical support to complete). Individually purchased COVID-19 screening tests are not authorized and will not be reimbursed.

(5) Upon positive COVID-19 screening test results, contractors or contract personnel will not be permitted access to any DoD facility until they have met CDC-recommended return to work requirements, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>. Likewise, contractors and contract personnel should immediately inform their employer of positive COVID-19 screening test results.

(6) Per reference (a), DoD contractors or contract personnel with recurring access who have a positive COVID-19 screening test may be offered, but not required to take, confirmatory laboratory-based molecular (i.e., polymerase chain reaction) testing. If the confirmatory test is negative, the individual is not considered to be COVID-19 positive and will be allowed into the workplace.

(7) Per CDC guidance, personnel who have recovered from a recent COVID-19 infection and who remain asymptomatic are exempted from regular screening tests for 90 days following their documented date of recovery. Documented proof of this recovery will be provided upon request.

(8) Per references (a) and (c), DoD contractors or contract personnel who refuse required screening may be barred from their worksites on the DoD installation or facility to protect the safety of others.

c. Official On-Site Visitors

(1) Service members who are not on active duty at the time of their official visit are subject to the requirements in subparagraphs 4c(2) through 4c(4).

(2) All official on-site visitors will need to have a DD Form 3150 completed to disclose vaccination status in order to access a DoD facility. Official on-site visitors must maintain their DD Form 3150 throughout the duration of their visit and show it to authorized DoD personnel upon request. Official on-site visitors not fully vaccinated, or who decline to complete and show a DD Form 3150, will be required to provide proof of a negative screening test result within the previous 72 hours. It is an official on-site visitor's responsibility to complete the necessary actions to access a DoD facility. It is the responsibility of the Service member, civilian employee, or contractor sponsoring the official visitor to collect the DD Form 3150 from the visitor prior to escorting the visitor into the DoD facility.

(3) Per CDC guidance, personnel who have recovered from a recent COVID-19 infection and who remain asymptomatic are exempted from regular screening tests for 90 days following their documented date of recovery. Documented proof of this recovery will be provided upon request.

(4) Official on-site visitors who are unable to show a negative COVID-19 screening test result may receive on-site COVID-19 screening tests, per facility availability, at government expense. If on-site COVID-19 screening tests are not available, the official on-site visitor will be denied access to DoD facilities.

d. Supervisors of Service Members and DoD Civilian Employees. Supervisors will instruct unvaccinated Service members and DoD civilian employees under their supervision that the requirements noted herein, including weekly screening tests that are applicable to all unvaccinated BSO-18 personnel in order to access DoD facilities, are effective January 10, 2022, depending on screening self-test availability. Supervisors will distribute the NAVMED 6000/6 and share the instructions for receiving weekly screening testing. Supervisors will ensure screening testing is completed, per reference (a), and maintain the documents, per applicable privacy laws.

e. Contractors and Contract Personnel. Contracting officer representatives will inform BSO-18 contractors and contract personnel who are not fully vaccinated against COVID-19, or who decline to attest to their COVID-19 vaccination status, that the requirements noted herein, including a weekly screening test, are effective January 10, 2022, in order to access any DoD facility, depending on screening self-test availability. BSO-18 contractors and contract personnel will maintain their most recent COVID-19 test result and show such results to authorized DoD personnel upon request. Supervisors will distribute the NAVMED 6000/6 and share the instructions for receiving weekly screening testing. Supervisors will ensure screening testing is completed, per reference (a), and maintain the documents, per applicable privacy laws. BSO-18 contractors and contract personnel who refuse required screening testing, or refuse to show their negative test result, will be denied access to DoD facilities.

5. Privacy. Information collected from individuals under this guidance, including vaccination information, screening tests results and attestation forms, will be treated as per applicable privacy laws and policies. Supervisors are responsible for maintaining any COVID-19 screening test results and attestation forms, and will use appropriate safeguards in handling and storing this information. Appropriate safeguards may include encrypting e-mails and electronic files, and role-based access to electronic storage environments where this information is maintained. In the event the information is maintained in paper form, supervisors and other authorized DoD personnel must ensure the information is maintained in locked file cabinets or a secured room. While such information may be sensitive and is to be safeguarded, it is not covered by the Health Insurance Portability and Accountability Act (HIPAA) regulations found at 45 CFR parts 160, 162, and 164, and as implemented in DoD Instruction 6025.18, Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs, and DoD Manual 6025.18, Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs. Remember to refer to applicable internal guidance on the handling, storage, and disposition of employee medical records and to consult component privacy officers as needed for further guidance.

6. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Forms

a. DD Form 3150 Contractor Personnel and Visitor Certification of Vaccination is available at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3150.pdf>.

b. NAVMED 6000/6 BSO-18 Personnel Weekly Attestation of Negative COVID-19 Test form is available at <https://www.med.navy.mil/Directives/NAVMED-Forms/>.


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This notice is cleared for public release and is available electronically only via the Navy Medicine Web Site, <https://www.med.navy.mil/Directives>