



October 26, 2021



Wednesday, October 27th, 2021

is the deadline for those who are fully or partially vaccinated to upload their proof of vaccination documentation in [VaxTrak](#).

Supervisors, please review submitted vaccination documentation **as quickly as possible** to provide employees the maximum amount of time to troubleshoot technical issues or locate alternate documentation, if necessary.

Additional Vaccine Deadlines

If you have yet to obtain your second dose in a two-dose series OR your first dose in a one-dose series, you have until **November 8th** to do so. If this situation applies to you, you must also upload proof of vaccination documentation in [VaxTrak](#) within five business days of receiving a vaccine dose. If you get your vaccine during your tour of duty, please charge to [duty time](#) rather than administrative leave. However, [administrative leave](#) should be used for time spent obtaining an additional dose (including a booster shot) or taking a family member to a vaccine appointment.



If a DOL Federal employee continues to refuse to be vaccinated or provide proof of vaccination, absent being granted a reasonable accommodation for a qualifying medical condition or a sincerely held religious belief, practice, or

observance, DOL will pursue disciplinary measures, consistent with OPM guidance and up to and including removal from Federal service.

Having trouble with VaxTrak?

It is critical for the Department to have all employees' vaccination documentation compiled and approved in [VaxTrak](#) in a timely manner to meet [Executive Order](#) requirements. Extensive information can be found on the [VaxTrak Information page](#), but we've outlined answers to the most frequently asked questions regarding the system and required documentation here:

Documentation

Q: What kind of proof of vaccination is required?

A: Employees may 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. The data on your official documentation should contain:

- Type of vaccine administered
- Date(s) of administration
- Name of the health care professional(s) or clinic site(s) administering the vaccine(s)

Employees must certify under penalty of perjury that the documentation they are submitting is true and correct.

Employees may provide a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above.

Q: How should I get a copy of my documentation onto my government computer to upload to VaxTrak?

A: You can use the Camera application on your computer to take a picture of your vaccination card and upload into the tool. If that's not possible, take a photo with your DOL issued government mobile device. Page 2 of the [VaxTrak: User Information](#), contains step-by-step instructions to assist you. If neither option works for you, contact the [Enterprise Service Desk](#) for

support. The CDC provides [some guidance](#) on obtaining vaccination records and [many states provide guidance](#) specific to that state.

Q: What should I do if my state-provided vaccination record does not include the healthcare professional or site that administered the vaccine?

A: Your official state-provided vaccination record is an acceptable proof of vaccination. If it does not include the healthcare professional or site that administered the vaccine, it will still be accepted.

Q: I am retiring soon. Do I still need to submit my vaccination information in VaxTrak?

A: All employees onboard on 11/22 must be fully vaccinated. If you are considering retirement or have specific questions, you should contact your retirement specialist to discuss your options. [Retirement specialists](#) are assigned by alphabet based on the first letter of your last name.

Technical Issues

Q: When I try to upload my proof of vaccination documentation, I get a “Request Failed Status 413” error. What should I do?

A: If you are seeing a “Request Failed Status 413” error, the file size of the documentation that you uploaded might be too big. Please make sure the files that you upload are 1MB or smaller. Microsoft has a helpful reference guide for changing file sizes at [Compress a picture](#) webpage. If you have more than one document (e.g., photos of both the front and back of your vaccine card), you will need to combine them into one file as described [in these instructions](#).

Q: Are new employees who recently onboarded to DOL able to access VaxTrak?

New hires are required to show proof of vaccination upon Entry on Duty (EOD) and must then complete VaxTrak reporting requirements as they gain access to the system. New employee data is delayed in VaxTrak because it must first be processed by HRConnect and then sync with the VaxTrak application. New employees who cannot enter the VaxTrak system and supervisors who do not see their newly hired direct reports in the system should expect this issue to be resolved within a couple weeks. Supervisors who become able to see a newly hired direct report should inform the employee that they now have access to the system.

Privacy Concerns

Q: Is it a violation of privacy or HIPAA to request vaccination status?

A: No. DOL is authorized to collect the information requested on the [VaxTrak](#) form pursuant to [Executive Order 14043](#), Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (September 9, 2021); [Executive Order 13991](#), Protecting the Federal Workforce and Requiring Mask-Wearing (January 20, 2021); [Executive Order 12196](#), Occupational Safety and Health Program for Federal Employees (February 26, 1980); and 5 U.S.C. chapters [11](#), and [79](#). Pursuant to the executive order, all DOL Federal employees must be fully vaccinated as quickly as possible and by no later than November 22, 2021. Additionally, the Department of Labor is not a covered entity under HIPAA.

Q: How will the vaccination status information be used?

A: The information in VaxTrak is accessible to supervisors and appropriate agency officials who have a need to know this information to ensure effective implementation and enforcement of the Department's safety protocols.

Check out these and other resources on the DOL COVID-19 LaborNet page!

- [VaxTrak Info Page](#)
- [Vaccine Info Page](#)
- [DOL VaxTrak Agency Points of Contact](#)
- [State-specific COVID-19 Vaccine Records](#)
- [DOL Workplace Safety Plan](#)
- [DOL Reentry and Post-Reentry Plan](#)

Questions? Please email us at 