

## Launching VaxTrak for Collecting Information About Vaccine Status

**This message is intended for all DOL Federal Employees.**

Hello!

The Department of Labor is committed to mitigating the spread of COVID-19 in DOL facilities. Consistent with guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force, DOL is establishing specific safety protocols for people who are fully vaccinated and for those who are not fully vaccinated. The [DOL COVID-19 Workplace Safety Plan](#) details the applicable health and safety guidance.

Given the different safety protocols for individuals who are fully vaccinated and those who are not fully vaccinated, DOL has developed [VaxTrak](#), an online system to collect vaccination status information of all DOL employees. **You are required to complete the vaccination certification form by Friday, September 17.**

**Below are instructions for accessing VaxTrak and submitting your response.**

- Enter [VaxTrak](#) from a government-issued computer while connected to the VPN.
- Review the important instructions, including the Privacy Act Statement (also provided below), on the main page of your employee profile.
- Provide your response by clicking on the “Add Vaccine Response” button.
- Validate, or update as needed, the information about your agency, supervisor, and duty station. This system utilizes HR data to populate these fields.
- Respond to the Certification of Vaccination questions.
- Review the attestation before submitting your response.

You can also access VaxTrak from [LaborNet](#), where you’ll find additional user information for [employees](#) and [supervisors](#). The COVID-19 Coordination Team will host an open forum on VaxTrak for DOL employees on Friday, September 10 (2-3PM EDT).

**VaxTrak Open Forum for Employees.**

- **When:** Friday, September 10 from 2-3PM EDT
- **Where:** [Microsoft Teams Live Meeting Link](#)
- **Information:** No registration necessary. The open forum will provide an overview of VaxTrak and address questions that have been raised. Questions will be taken from the audience through the chat function. Participation is voluntary. Closed captioning is available by selecting “More Options” (three dots icon in the meeting toolbar) and then selecting “turn on live captions.” To receive the American Sign Language (ASL) interpreting link, please email



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

**Please complete the VaxTrak form by Friday, September 17.** If you have questions or comments about the system and guidance, please submit them to [REDACTED] **Please do not submit your medical information to this inbox.**

Thank you for your cooperation.

Best,

**Rachana Desai Martin** (she/her)

Assistant Secretary for Administration and Management  
Office of the Assistant Secretary for Administration and Management  
U.S. Department of Labor

---

## Privacy Act Statement (Retain for your records)

**Authority:** We are authorized to collect the information requested on this form pursuant to Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021); Executive Order 12196, Occupational Safety and Health Program for Federal Employees (Feb. 26, 1980); and 5 U.S.C. chapters 11, and 79.

**Purpose:** This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

**Routine Uses:** While the information requested on this form is intended to be used primarily for internal purposes, in certain circumstances it may be necessary to disclose this information externally, for example to disclose information to: a Federal, State, or local agency to the extent necessary to comply with laws governing reporting of communicable disease or other laws concerning health and safety in the work environment; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding Federal employment; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; to other agencies, courts, and persons as necessary and relevant in the course of litigation, and as necessary and in accordance with requirements for law enforcement; or to a person authorized to act on your behalf. A complete list of the routine uses can be found in the system of records notice associated with this collection of information, OPM/GOVT-10, Employee Medical File System of Records, 75 Fed. Reg. 35099 (June 21, 2010), amended 80 Fed. Reg. 74815 (Nov. 30, 2015).

**Consequence of Failure to Provide Information:** Completing the form is mandatory. In completing the form, you may elect not to disclose your vaccination status. If you decline to provide information as to your status, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

**Questions?** [Visit the COVID-19 Guidance and Resources on LaborNet](#) or email us at [covid19questions@dol.gov](mailto:covid19questions@dol.gov)

**Posted:** September 8, 2021