



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Sharon Block  
Acting Administrator  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Dear Ms. Block:

Pursuant to Office of Management and Budget (OMB) procedures established at 5 C.F.R. Part 1320, Controlling Paperwork Burdens on the Public, I request that the proposed information collection, the Certification of Vaccination Common Form, OMB Control No. 3206-NEW, be processed as an Emergency Clearance Request in accordance with 5 C.F.R. §1320.13, Emergency Processing.

I have determined that this information must be collected prior to the time periods established under Part 1320 of the regulations and that this information is essential to implement agencies' health and safety measures included within recent Centers for Disease Control and Prevention and Safer Federal Workforce Task Force Guidance.<sup>1</sup> Government agencies have an urgent need to request attestation of vaccination status from individuals entering Federal buildings and workspaces. Applying regular Paperwork Reduction Act clearance procedures is likely to cause harm because of the threat of COVID-19 exposure and transmission.<sup>2</sup>

Therefore, the Office of Personnel Management requests a 180-day emergency clearance to establish the Certification of Vaccination Common Form allowing individuals to attest to their vaccination status in advance of or upon entry to Federal buildings and workplaces. During the 180-day approval, OPM and the Safer Federal Workforce Task Force will work to establish a

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<sup>1</sup> See generally Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing (January 20, 2021); Executive Order 13994: Ensuring a Data-Driven Response to COVID-19 and Future High-Consequence Public Health Threats (January 21, 2021). See also Executive Order 12196: Occupational Safety and Health Programs for Federal Employees, as amended (February 26, 1980) ("The head of each agency shall . . . [f]urnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm").

<sup>2</sup> Moreover, I have determined that because of the nature of the public health emergency and the urgent need for this collection, it is impracticable for OPM to consult in advance with interested agencies and members of the public in order to minimize the burden of the collection of information pursuant to 5 C.F.R. 1320.13(c). OPM estimates that this collection will entail minimal public burden (two minutes per response). OPM will consult with other agencies through the Safer Federal Workforce Task Force.

regular clearance submission of this information collection request under the Paperwork Reduction Act procedures. As this request for approval concerns an urgent safety need, OPM is also seeking OMB's approval to waive the need for the Federal Register Notices otherwise required by 5 C.F.R. 1320.5(a)(1)(iv) and 1320.8(d)(1) prior to publication and implementation of this disclosure.

We would appreciate if you could please provide an approval/disapproval determination of this request to collect information under an emergency clearance by close of business on Friday, August 6, 2021.

Sincerely,

Robert H. Shriver, III  
Associate Director  
Employee Services

Enclosures