

# HUMAN RESOURCES DIVISION



TO: Executive Department Employees  
CC: Secretariat Human Resources Officers  
FROM: Jeff McCue, Assistant Secretary and Chief Human Resources Officer  
DATE: October 14, 2021

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Dear Colleagues,

Since the issuance of Executive Order #595, **over 40,000 employees** in the Executive Departments have confirmed that they are fully COVID-19 vaccinated or have sought religious or medical exemptions to this requirement. This has been an exceptional effort by Executive Department employees to ensure the safety and health of themselves, their families, their co-workers, and the individuals we are all charged with serving in our roles as public employees.

Beginning the week of October 18, the next steps in this comprehensive program involves the review of compliance levels across all Executive Departments, confirming reported vaccine compliance, and responding to instances of employees failing to meet the terms of the vaccine mandate.

As the mandate deadline approaches, **unless expressly directed not to report to work by your manager or Agency Head, all Executive Branch employees should report for work on their regularly scheduled shift on October 18, 2021.** Agencies will be communicating directly with staff identified as not having filed attestations of vaccine receipt to confirm their status and to initiate progressive discipline where required.

This substantial public health initiative has been challenging in many regards and will test us further as we move through the steps of full implementation. Your professionalism and concern for your fellow employees has been exceptional to date, and this continued commitment will serve us well in the days ahead.

Thank you.

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**Jeff McCue**  
Assistant Secretary  
Chief Human Resources Officer  
Human Resources Division