



KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

S: 12 October 2021

MNHS

7 October 2021

MEMORANDUM FOR All State Active Duty and Supervisors of State Active Duty

SUBJECT: MNHS BULLETIN 2021-A: State Active Duty COVID-19 Vaccine Proof and Testing

1. Commencing 12 October 2021, all State Active Duty (SAD) Service Members on an active mission with the Division of Military and Naval Affairs (DMNA), are required and expected to be fully vaccinated for COVID-19 or will be tested weekly.
2. Individuals are considered fully vaccinated for COVID-19 when at least two (2) weeks have passed after receiving either:
 - a. the second dose in a two-dose series (e.g., Pfizer-BioNTech or Moderna), or
 - b. a single-dose vaccine (e.g., Johnson & Johnson [J&J]/Janssen).
3. The following provides information for SAD Service Members regarding how to submit proof of a COVID-19 vaccination:
 - a. The Office of Information Technology Services (ITS) has created a secure vaccination and test result submission portal (portal) that allows individuals to submit proof of COVID-19 vaccination and COVID-19 test results. This portal is accessible at <https://covidsubmit.ny.gov/>. Please see the attached SAD Service Member handout for instructions on the use of the portal.
 - b. State Active Duty Service Members must immediately go to the portal to start the process of providing proof of vaccination. SAD Service Members are required to submit information into the portal by 0700 **12 October 2021**.
 - c. Please note in order to be fully vaccinated by the 12 October deadline, and not subject to the weekly testing requirement, a SAD Service Member must have received a J&J single dose COVID-19 vaccination or the second dose of a two-dose series by **27 September 2021**.
 - d. State Active Duty Service Members who become fully vaccinated after this date should enter information into the portal as soon as it is available. The weekly testing requirement will remain in effect until proof of being fully vaccinated is uploaded to the portal.

MNHS

SUBJECT: MNHS BULLETIN 2021-A: State Active Duty COVID-19 Vaccine Proof and Testing

e. Submission of proof of vaccination through the portal is done either by scanning or uploading an Excelsior Pass/Excelsior Pass Plus QR Code or by uploading a picture of the CDC Vaccination Card. Other acceptable documentation that can be uploaded includes a copy of an individual's New York State Immunization Information System/Citywide Immunization Registry (NYIIS/CIR) record, or a copy of an Electronic Medical Record from a personal care provider.

f. State Active Duty Service Members can access the portal from state computers or from personal devices. It is acceptable to use state provided equipment to scan a copy of a CDC vaccination card (or other acceptable information) and to sign up for Excelsior Pass.

g. If a SAD Service Member does not have access to a computer or mobile device, a supervisor must be notified. Supervisors should contact State Human Resources (MNHS) to assist with completing the vaccination proof process.

h. The portal data will be reviewed and managed by MNHS on a regular basis to ensure SAD Service Members are submitting the proof of vaccination or have completed the weekly testing requirement.

i. Service Members joining a SAD mission after the date of this bulletin, **7 October 2021**, must join the mission fully vaccinated. Only The Adjutant General may allow an exception to this requirement.

4. For assistance with Excelsior Pass/Excelsior Pass Plus please visit <http://on.ny.gov/epass-help>.

5. For assistance with scheduling a vaccination, please refer SAD Service Members to <https://covid19vaccine.health.ny.gov>. This site has information on making an appointment at either a State-run vaccination site or other vaccination sites, like pharmacies, near where the individual lives.

6. Mission Commander (or their appropriate designee) may afford SAD Service Members up to four (4) hours of leave during a shift to get vaccinated during the workday. At this time no special NYSIS code is needed, however, it should be noted on the Daily Record of Attendance sign-in/out sheet.

7. Additional guidance will follow with information and instructions regarding the weekly testing requirement for unvaccinated SAD Service Members.

8. Please note this information is subject to change.

9. For questions about this Bulletin or other SAD COVID-19 related matters, please contact MNHS at 518-786-4830 or send an email to Mrs. Laurie Romer laurie.m.romer.nfg@mail.mil and the undersigned at marilyn.m.hartley.nfg@mail.mil.

FOR THE ADJUTANT GENERAL:

Enclosed

MARILYN HARTLEY
Director, Human Resources
Management