DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT GEORGE G. MEADE
4451 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO ATTENTION OF:

S: 13 October 2000

ANME-CD (40-562) 13 September 2000

MEMORANDUM OF INSTRUCTION

SUBJECT: Operational Plan for the 2000-2001 Influenza Program

1. **PURPOSE.** To define specific immunization and unit-level coordination requirements necessary to maximize protection from the influenza virus.

2. **AUTHORITY.** AR 40-562, Air Force Joint Instruction 43-110, BUMEDINST 6230.15, CG COMDTINST M6230.4E, Immunizations and Chemoprophylaxis, 1 November 1995.

3. **GENERAL.**

a. In accordance with the above references, the annual influenza immunization is **mandatory for all active duty personnel (AD) and reserve military personnel entering active duty for periods in excess of 30 days (10 days for Naval Reserve personnel).**

b. Target rate for compliance is 100% with a minimum of 90%. For the first time in over five years the compliance rate at Fort George G. Meade (FGGM) last year was 83%. Previous annual compliance rates were between 40-50%. Force Health Protection and Readiness requires protection against influenza. Influenza can negatively effect operations through unnecessary illness and lost duty time.

c. Mass immunization of units will be **by appointment only** at McGill Community Activity Center in the Ballroom on the following dates: **14-16, and 28-30 November 2000.** Additional immunization dates are: **5-7, and 12-14 December 2000.** Vaccinations will be administered from **0830-1130 and 1300-1500 only** on the scheduled dates. Units will be scheduled on a first-come, first-served basis. Immunizations can be administered at a rate of approximately 100 vaccinations per hour.

d. Immunization make-up dates are: **9-10 January 2001** for unit personnel who were absent from their unit during the unit's originally scheduled vaccination date in November and December (i.e., TDY, emergency/ordinary leave, new arrivals, etc.). **Only under special circumstances and prior approval by the MEDDAC Commander will an entire unit be rescheduled on these dates.**

4. RESPONSIBILITIES.

a. Commander, USA Medical Department Activity (USAMEDDAC) will:

(1) Provide a MEDDAC POC to coordinate and schedule vaccinations between the units and the MEDDAC.

(2) Provide a shot team to administer the vaccine.

(3) Ensure currently published influenza standards/recommendations from the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) are carefully reviewed and followed.

(4) Provide a unit vaccination/protection compliance summary report to the Garrison Commander **NLT 45 days** after the end of the scheduled vaccination period.

b. Brigade, battalion, and tenant commander (at every level) will:

(1) Educate unit personnel on the influenza program requirements and ensure **all military personnel** under their jurisdiction receive the influenza vaccine on the scheduled date and time.

(2) Appoint a **unit health monitor** to serve as the unit POC and coordinator for the influenza program.

c. Unit Health Monitors will:

(1) Provide their name(s) and phone numbers to the MEDDAC POC: Ms. Joanie Rainey, Force Health Protection Coordinator, Preventive Medicine Service at (301) 677-8039. Additionally, the email addresses of the unit commander and first sergeant will also be provided to the MEDDAC POC.

(2) Provide a **current alpha roster, the primary and alternate unit vaccination date(s), and the total number of personnel to be expected on the scheduled vaccination date(s)** to the MEDDAC POC **NLT 13 October 2000.**

(3) **Report to the vaccination site on the scheduled vaccination date** (i.e., primary, alternate and make-up dates) **with a current alpha roster to ensure proper unit level recording of all individuals who receive their immunization.**

(4) Furnish the names, total number, and percentage of personnel receiving the vaccination to the MEDDAC shot team NCOIC immediately following the unit's scheduled appointment. Additionally, a by name roster of medically excused **(e.g., personnel with a medically documented history of a previous reaction to the flu vaccine, a serious allergy to eggs, a history of Guillain-Barre Syndrome (GBS), current illness, and females in their first trimester of pregnancy)** and non-compliant personnel will be submitted to the MEDDAC shot team NCOIC on the day of the unit's scheduled vaccination appointment.

(5) Ensure unit personnel bring their PHS 731 (yellow shot record) and medical record to the vaccination site on the day of the scheduled vaccination date.

d. MEDDAC POC will:

(1) Communicate and coordinate scheduling activities between the unit health monitors and the MEDDAC.

(2) Provide a completed compliance report of each unit scheduled and overall installation compliance to the MEDDAC Commander **NLT 30 days** following the unit level influenza vaccination period.

e. Individual Soldiers will:

(1) Obtain the influenza vaccine with his/her unit during the scheduled period. Report anticipated absences **(e.g., approved TDY/leave, etc.)** during the scheduled period to the unit health monitor **NLT 13 October 2000.** Coordinate, through the unit health monitor, vaccination make-up date and time to ensure proper scheduling and recording of compliance. All excused personnel will be reported by name to the Command.

(2) Provide to the unit health monitor any medical documentation regarding the history of a previous reaction to the flu vaccine, a serious allergy to eggs, a history of Guillain-Barre Syndrome. Females in their first trimester (3 months or less) of pregnancy are required to inform the unit health monitor of their status as well. **Medical written documentation is required for all individuals excused from the vaccination. All personnel with a reported, but medically unsubstantiated, reaction/request for deferment from the influenza vaccine will be referred to a medical provider for evaluation/recommendation.**

(3) Bring to the vaccination site his/her PHS 731 (yellow shot record) and medical record.

(4) **Remain in the vaccination area for 20 minutes after receiving the vaccine.** Ensure the influenza vaccination is documented in the above records before leaving the vaccination site.

5. Further information or questions regarding this memorandum should be directed to the Chief, Community Health Nurse, Captain Saddler, at (301) 677-8436 or the Assistant Chief, Captain Aaron, at (301) 677-8413.

// SIGNED //
MICHAEL J. STEWART
COL, MI
Commanding

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