



# Office of the Procurement Executive

U.S. DEPARTMENT *of* STATE

UNCLASSIFIED

July 16, 2021

## **SENIOR PROCUREMENT EXECUTIVE MEMORANDUM**

TO: All Contractors Supporting the U.S. Mission to Iraq

FROM: Michael W. Derrios, Senior Procurement Executive

SUBJECT: COVID-19 Vaccine for Contractor Personnel Supporting Mission Iraq

REFERENCE: (a) COM letter to OPE dated July 15, 2021  
(b) Federal Acquisition Regulation (FAR) 52.225-19, Contractor personnel in a Designated Operation Area or Supporting a Diplomatic Consular Mission Outside the United States (May 2020)

On July 15, 2021 the Chief of Mission (COM) directed that the Senior Procurement Executive require all contracted companies, including subcontractors, to ensure their personnel performing work in Iraq under a Department of State contract, blanket purchase agreement or order be fully vaccinated against COVID-19 (see attached Tab 1). See attached (Tab 2) guidance from the Centers for Disease Control and Prevention (CDC) for the definition of fully vaccinated that applies to the content of this memorandum.

The Department of State will enforce the COM directive under FAR 52.225-19 until otherwise notified.

- Companies shall submit a statement of compliance with FAR 52.225-19 to the Department of State contracting officer and contracting officer representative no later than August 30, 2021.
- All contractor personnel preparing for travel to Iraq shall be fully vaccinated prior to receiving Department of State approval to travel to Iraq.
- All contractor personnel currently performing in Iraq must be fully vaccinated no later than August 30, 2021.

All U.S. citizen, third country national, and local national personnel employed by companies must comply with this memorandum. In accordance with CDC guidelines this memorandum

UNCLASSIFIED

includes all individuals that have tested positive for COVID-19 and recovered. The maintenance of a healthy and safe workplace is of the highest concern and mitigating risk to the workforce is of critical importance.

Companies must provide reasonable accommodations for disability and religion consistent with EEOC guidance found at <https://www.eeoc.gov/newsroom/eeoc-issues-updated-covid-19-technical-assistance>.

Questions relating to the content of this memorandum should be addressed in writing to [AcquisitionsInquiry@state.gov](mailto:AcquisitionsInquiry@state.gov) with copy to the contracting officer and contracting officer's representative.

---

Michael W. Derrios  
Senior Procurement Executive  
U.S. Department of State

Attachments:

Tab 1 – COM letter to OPE dated July 15, 2021.

Tab 2 – CDC definition of fully vaccinated as of June 17, 2021.