



Headquarters NZDF  
Defence House  
34 Bowen Street  
Wellington 6011  
NEW ZEALAND

20 Dec 21

**See Distribution List**

## **CDF DIRECTIVE 31/2021**

### **VACCINE MANDATE – MEMBERS OF THE ARMED FORCES**

#### **Authority**

1. Issued by the Chief of Defence Force pursuant to the Defence Act 1990.

#### **Applicability**

2. This Directive constitutes a General Order to members of the Armed Forces, and instructions to members of the Civil Staff.
3. Non-compliance with this Directive may result in disciplinary action being taken in accordance with the Armed Forces Discipline Act 1971.

#### **Purpose**

4. The purpose of this Directive is to provide direction to all members of the NZDF regarding the requirement for members of the Armed Forces to be vaccinated in accordance with the COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021.

#### **Context**

5. COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021 extends the classes of specified work to include members of the Armed Forces.<sup>1</sup>

#### **Situation**

6. COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021 mandates:
  - a. all members of the Armed Forces are to have received their first COVID-19 vaccination no later than 2359 16 Jan 22 and their second COVID-19 vaccination no later than 2359 28 Feb 22, and
  - b. the maintenance of a vaccination record by the NZDF containing:

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<sup>1</sup> COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021, Schedule 2.

- (1) the name and vaccination status of each member of the Armed Forces;
  - (2) the name of the COVID-19 vaccine or vaccines that the member has received; and
  - (3) the date or dates on which the member received a COVID-19 vaccination.
7. The NZDF recognises those vaccinations defined in clause 4 of the COVID-19 Public Health Response (Vaccinations) Order.

#### **Discharge of non vaccinated members of the Armed Forces**

8. Any member of the Armed Forces who is not vaccinated pursuant to, or duly authorised or exempt under, the COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021 is to be discharged from the NZDF.

#### **Cancellation of CDF Directive 14/2021 and CPO Administrative Instruction 04/2021**

9. CDF Directive 14/2021<sup>2</sup> and CPO Administrative Instruction 04/2021<sup>3</sup> are cancelled with effect the date of this Directive.
10. All members of the Armed Forces who are not vaccinated with both their first and second COVID-19 vaccinations and are under a process of review, discharge or waiver in accordance with CDF Directive 14/2021 and CPO Administrative Instruction 04/2021, are to have the process stopped. The orders in this Directive take precedence and are to be applied.

#### **DFO 3 amendment**

11. DFO 3 has been amended to include a new discharge category – Vaccination. A copy of this amendment is provided in annex A.

#### **Implementation timeframe**

12. The implementation timeframe for members of the Armed Forces (excluding members on parental leave, but including members on sick leave, medically downgraded, or on leave without pay) is as follows:
  - a. **No later than 24 Dec 21.** All members who are not vaccinated with both their first and second COVID-19 vaccinations are to be notified that:
    - (1) they do not meet the COVID-19 vaccination requirement; and
    - (2) that discharge (category Vaccination) will be initiated if they are not vaccinated with both their first and second COVID-19 vaccinations by 2359 28 Feb 22.

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<sup>2</sup> CDF Directive 14/2021 – Addressing incomplete vaccination baseline status: Process for commanders and approving authorities, dated 7 Jul 21.

<sup>3</sup> CPO Administrative Instruction 04/2021, – Addressing incomplete vaccination baseline status: Process for commanders and approving authorities, dated 8 Jul 21.

- b. **17 Jan 22.**
    - (1) Members posted within New Zealand who are not vaccinated with at least one dose of an approved COVID-19 vaccine or where vaccination status is unknown, are to be stood down from duty.<sup>4</sup>
    - (2) Members who are overseas (on posting, deployment or flexible working arrangement) and not vaccinated with both their first and second COVID-19 vaccination are to be:
      - (a) stood down from duty; and
      - (b) notified that their overseas posting, deployment or flexible working arrangement is cancelled with effect with 17 Jan 22, and
      - (c) returned to New Zealand no later than 28 Feb 22.
  - c. **31 Jan 22.** Members who do not have their first and second COVID-19 vaccination are to be notified that they will be discharged (category Vaccination) with effect 1 Mar 22, if they have not received their first and second COVID-19 vaccination by 2359 28 Feb 22.
  - d. **1 Mar 22.** Terminal date for members who are not vaccinated with both their first and second COVID-19 vaccination.
13. The implementation timeframe for members of the Armed Forces on parental leave is as follows:
- a. **No later than 16 Jan 22.** Members who are on parental leave and not vaccinated with both their first and second COVID-19 vaccination are to be notified that:
    - (1) they do not meet the COVID-19 vaccination requirement, and
    - (2) discharge (category Vaccination) will be initiated if their parental leave ends on 1 Mar 22, or later, and they are not vaccinated with both their first and second COVID-19 vaccinations by their last day of parental leave.

#### **Member initiated release**

- 14. Members who do not have their first and second COVID-19 vaccination may initiate their own release<sup>5</sup> with a Terminal Date no later than 28 Feb 22.
- 15. If the release process is not completed by 2359 28 Feb 22 and the member is not vaccinated with both their first and second COVID-19 vaccination, the member is to be discharged (category Vaccination) with effect 1 Mar 22.

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<sup>4</sup> COVID-19 leave (paid) is to be applied for the period stood down for Regular Force. Stood down for members of the Reserve Force means that they are no longer permitted to attend training or otherwise carry out work for the NZDF.

<sup>5</sup> DFO 3, part 8, chapter 11, section C.

**Responsibilities**

- 16. Service Chiefs or delegate not below BRIG(E) are the approval authority for discharge category - Vaccination.
- 17. CPO is responsible for co-ordinating the implementation of this Order.

**Administration**

- 18. CPO Administrative Instruction 05/2021 provides direction regarding the application of this Directive.

**Cancellation**

- 19. This Directive is cancelled with effect 31 Dec 22.



**KR SHORT**  
Air Marshal  
Chief of Defence Force

**Annex**

- A. DFO 3 amendment – Discharge category Vaccination

**Enclosure**

- 1. CPO Administrative Instruction 05/2021

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DFO 3 AMENDMENT– DISCHARGE CATEGORY VACCINATION

<b>DFO 3 Part 11 Chapter 8: Departing the NZDF (Military)</b>	
<b>Discharge - Vaccination</b>	
<b>Paragraph</b>	<b>New provision</b>
11.8.189	<b>Introduction</b> A member of the Armed Forces who declines to be vaccinated in accordance with the COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021, is to be discharged using the category Vaccination.
11.8.190	<b>ROSO or Bond</b> All outstanding ROSO or Bonds are waived.
11.8.191	<b>Reserve liability</b> Reserve liability is waived.
11.8.192	<b>Endorsement of service record</b> The following terminology applies to the member's Record of Service: (1) Discharge reason code: Vaccination. (2) Record of service endorsement: Having satisfactorily completed ..... years' service.
11.8.193	<b>Approving authority</b> The approving authority is single Service Chief, or delegate.

Amendment to DFO 3 Part 11 Chapter 8: Departing the NZDF (Military)

**APPROVED**



KR SHORT  
Air Marshal  
Chief of Defence Force

20 DEC 21

## DEFENCE HUMAN RESOURCES CHIEF PEOPLE OFFICER

17 Dec 21

HQNZDF 5145

See distribution

### **CPO ADMINISTRATIVE INSTRUCTION 05/2021 IMPLEMENTATION OF VACCINE MANDATE – MEMBERS OF THE ARMED FORCES**

#### **Authority**

1. Administrative Instruction 05/2021 is issued by CPO.

#### **Applicability**

2. This Administrative Instruction is a General Order to members of the Armed Forces, and instructions to the Civil Staff.

#### **Purpose**

3. The purpose of this Administrative Instruction is to implement CDF Directive 31/2021.
4. Any member of the Armed Forces who elects to not be vaccinated with the COVID-19 vaccination, is to be discharged from the NZDF.

#### **Cancellation of CDF Directive 14/2021<sup>1</sup> and CPO Administrative Instruction 04/2021<sup>2</sup>**

5. CDF Directive 14/2021 and CPO Administrative Instruction 04/2021 are cancelled with effect the date of CDF Directive 31/2021.
6. All unvaccinated members of the Armed Forces who are under a process of review, discharge or waiver, in accordance with CDF Directive 14/2021 and CPO Administrative Instruction 04/2021 are to have the process stopped. The Orders in CDF Directive 31/2021 and this Administrative Instruction take precedence and are to be applied.

#### **Discharge category - Vaccination**

7. DFO 3 has been amended to include a new discharge category – Vaccination. A copy of this is provided in annex A.

#### **Responsibilities**

8. Service Chiefs or delegate not below BRIG(E) are:
  - a. responsible for implementation of CDF Directive 31/2021 and CPO Administrative Instruction 03/2021, and

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<sup>1</sup> CDF Directive 14/2021 – Addressing incomplete vaccination baseline status: Process for commanders and approving authorities, dated 7 Jul 21.

<sup>2</sup> CPO Administrative Instruction 04/2021, – Addressing incomplete vaccination baseline status: Process for commanders and approving authorities, dated 8 Jul 21.

- b. the approving authority for discharge category – Vaccination.
9. AC DHR is responsible for:
- a. co-ordinating the implementation of CDF Directive 31/2021, and
  - b. providing guidance and direction regarding the administrative processes to be applied to manage the discharge of members who are not vaccinated.

#### Implementation time frame

10. The implementation time frame for members of the Armed Forces (excluding members on parental leave, but including members on sick leave, medically downgraded, or on leave without pay) is as follows:
- a. **No later than 24 Dec 21.** All members who are not vaccinated with both their first and second COVID-19 vaccinations are to be notified that:
    - (1) they do not meet the COVID-19 vaccination requirement, and
    - (2) that discharge (category Vaccination) will be initiated if they are not vaccinated with both their first and second COVID-19 vaccinations by 2359 28 Feb 22.
  - b. **17 Jan 22.**
    - (1) Members posted within New Zealand who are not vaccinated with at least one dose of an approved COVID-19 vaccine or where vaccination status is unknown, are to be stood down from duty.<sup>3</sup>
    - (2) Members who are overseas (on posting, deployment or flexible working arrangement) and not vaccinated with both their first and second COVID-19 vaccination are to be:
      - (a) stood down from duty, and
      - (b) notified that their overseas posting, deployment or flexible working arrangement is cancelled with effect with 17 Jan 22, and
      - (c) returned to New Zealand no later than 28 Feb 22.
  - c. **31 Jan 22.** Members who do not have their first and second COVID-19 vaccination are to be notified that they will be discharged (category Vaccination) with effect 1 Mar 22, if they have not received their first and second COVID-19 vaccination by 2359 28 Feb 22.
  - d. **1 Mar 22.** Terminal date for members who are not vaccinated with both their first and second COVID-19 vaccination.

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<sup>3</sup> COVID-19 leave (paid) is to be applied for the period stood down for Regular Force. Stood down for members of the Reserve Force means that they are no longer permitted to attend training or otherwise carry out work for the NZDF.

11. The implementation timeframe for members of the Armed Forces on parental leave is as follows:
- a. **No later than 16 Jan 22.** Members who are on parental leave and not vaccinated with both their first and second COVID-19 vaccination are to be notified that:
    - (1) they do not meet the COVID-19 vaccination requirement, and
    - (2) discharge (category Vaccination) will be initiated if their parental leave ends on 1 Mar 22, or later, and they are not vaccinated with both their first and second COVID-19 vaccinations by their last day of Parental leave.

### Administration

12. The provisions of DFO 3, part 11, chapter 8 – Departing the NZDF (Military) are to be applied to all members of the Armed Forces being discharged category Vaccination. In addition, the following administrative process is also to be applied:
- a. **Stand-down period.** With effect from 17 Jan 22, all members of the Armed Forces who are not vaccinated with at least one dose of an approved COVID-19 vaccine or where vaccination status is unknown, are to be stood down from duty, as follows:
    - (1) Regular Force. The member is to be placed on COVID-19 Leave.
    - (2) Territorial Force. Members are not to attend any training or duty periods and are not to be paid.
  - b. **Vaccination exemption.** If a member applies for a vaccination exemption,<sup>4</sup> the discharge (category Vaccination) process is to proceed. The discharge (category Vaccination) process is to stop if a vaccination exemption is granted by the Director-General of Health.
  - c. **Member advises that they will be vaccinated.** If an unvaccinated member advises that they will be vaccinated, the discharge (category Vaccination) process is to proceed. The discharge (category Vaccination) process is to stop when confirmation has been received from the Defence Health Directorate that the member has received both the first and second COVID-19 vaccination.
  - d. **Member initiated release.** If a member initiates their own release<sup>5</sup> and the approving authority approves a Terminal Date no later than 28 Feb 22, the release process is to be applied.

### Points of contact

13. Any queries or request for clarification are to be directed to the single Service point of contact:
- a. Navy, CDR SH Kingsbury;
  - b. Air Force, SQNLDR AC Wenden-Richardson; and

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<sup>4</sup> COVID-19 Public Health Response (Vaccinations) Order 2021, section 9B.

<sup>5</sup> DFO 3, part 8, chapter 11, section C.



c. Army, MAJ TP To'ia.

**Cancellation**

14. This Administrative Instruction is cancelled on 31 Dec 22.



**MD WESTON**

BRIG

CPO

**Annexes**

A. DFO 3 amendment – Discharge category vaccination

**Distribution:**

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**DFO 3 AMENDMENT– DISCHARGE CATEGORY VACCINATION**

<b>DFO 3 Part 11 Chapter 8: Departing the NZDF (Military)</b>	
<b>Discharge - Vaccination</b>	
<b>Paragraph</b>	<b>New provision</b>
11.8.189	<p><b>Introduction</b></p> <p>A member of the Armed Forces who declines to be vaccinated in accordance with the COVID-19 Public Health Response (Specified Work Vaccinations) Order 2021, is to be discharged using the category Vaccination.</p>
11.8.190	<p><b>ROSO or Bond</b></p> <p>All outstanding ROSO or Bonds are waived.</p>
11.8.191	<p><b>Reserve liability</b></p> <p>Reserve liability is waived.</p>
11.8.192	<p><b>Endorsement of service record</b></p> <p>The following terminology applies to the member’s Record of Service:</p> <p>(1) Discharge reason code: Vaccination.</p> <p>(2) Record of service endorsement: Having satisfactorily completed ..... years’ service.</p>
11.8.193	<p><b>Approving authority</b></p> <p>The approving authority is single Service Chief, or delegate.</p>