Vaccination Site Guidance

- The Vaccination site may be accessed at the following site:

  https://apps.sp.pentagon.mil/sites/Vaccination/Pages/Home.aspx

Registering for an appointment:

Navigate to the homepage by utilizing the following link:
https://apps.sp.pentagon.mil/sites/Vaccination/Pages/Home.aspx

- The homepage to the Vaccination site will populate as seen in the below sample.

- To access the calendar from the home page, select the link located just under the schedule time frames or at bottom of the page titled **"Registration Link"** for the Pentagon Library and Conference Center

Remarks	Monday	Tuesday	Wednesday	Thursday	Friday
2nd Doses only	0800-1100	0800-1100	0800-1100	0800-1100	0800-1100
1st Doses only	1200-1545	1200-1545	1200-1545	1200-1545	1200-1545

Make Reservation at one of the locations listed below:

Location	Registration Link
Pentagon Library and Conference Center	Click here to make a reservation at Pentagon Library and Conference Center

- Once the Registration Link has been selected the site will then navigate to calendar. In the calendar can be viewed the appointments. You may also select "More items" to view more available times. To register an appointment just click the desired appointment time from within the calendar.

Pentagon Library and Conference Center

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
28	29	30	31	1	2	3
	➕Add					
4	5	6	7	8	9	10
			8:30 am Army Dose 1 - 4/7/2 8:45 am Army Dose 1 - 4/7/2 9:15 am Army Dose 1 - 4/7/2 ▾ 22 more items	8:45 am Army Dose 1 - 4/8/2 9:00 am Army Dose 1 - 4/8/2 9:15 am Army Dose 1 - 4/8/2 ▾ 18 more items	8:15 am Army Dose 1 - 4/9/2 8:45 am Army Dose 1 - 4/9/2 9:00 am Army Dose 1 - 4/9/2 ▾ 23 more items	
11	12	13	14	15	16	17

When "More Items" has been selected in the image below shows more time slots are displayed

Pentagon Library and Conference Center

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
			8:30 am Army Dose 1 - 4/7/2 8:45 am Army Dose 1 - 4/7/2 9:15 am Army Dose 1 - 4/7/2 9:30 am Air Force Dose 1 - 4/ 9:45 am Air Force Dose 1 - 4/ 10:00 am Air Force Dose 1 - 4 10:15 am Air Force Dose 1 - 4 10:30 am Air Force Dose 1 - 4 12:00 pm USD Policy Dose 1 - 12:00 pm OSD DOT&E Dose 1 12:15 pm USD Policy Dose 1 - 12:30 pm DOD IG Dose 1 - 4/ 12:30 pm NGB National Guard 12:45 pm JSP Dose 1 - 4/7/20 1:00 pm JSP Dose 1 - 4/7/202 1:00 pm DLA Dose 1 - 4/7/20 1:15 pm DARPA Dose 1 - 4/7/ 1:30 pm DARPA Dose 1 - 4/7/ 1:30 pm SD Comm Dose 1 - 4 1:30 pm SDA Dose 1 - 4/7/20 1:45 pm USD A&S Dose 1 - 4/ 2:00 pm USD A&S Dose 1 - 4/ 2:00 pm OEA Dose 1 - 4/7/20 2:00 pm DCMA Dose 1 - 4/7/2	8:45 am Army Dose 1 - 4/8/2 9:00 am Army Dose 1 - 4/8/2 9:15 am Army Dose 1 - 4/8/2 10:00 am Air Force Dose 1 - 4 10:30 am Air Force Dose 1 - 4 12:00 pm DARPA Dose 1 - 4/8 12:15 pm DARPA Dose 1 - 4/8 12:15 pm DPAA Dose 1 - 4/8/ 12:30 pm DHRA Dose 1 - 4/8/ 12:45 pm DHRA Dose 1 - 4/8/ 12:45 pm SCO Dose 1 04/08/ 12:45 pm DoDCC Dose 1 - 4/8 12:45 pm COVID Vaccination 1:00 pm DHRA Dose 1 - 4/8/20 1:15 pm JSP Dose 1 - 4/8/202 1:15 pm USD Policy Dose 1 - 1:15 pm DLIFLC Dose 1 - 4/8/ 1:30 pm DOD IG Dose 1 - 4/8 1:45 pm DOD IG Dose 1 - 4/8 1:45 pm COVID Vaccination - 5:00 pm Shift Workers Dose 1 ▴ collapse	8:15 am Army Dose 1 - 4/9/2 8:45 am Army Dose 1 - 4/9/2 9:00 am Army Dose 1 - 4/9/2 9:15 am Army Dose 1 - 4/9/2 9:30 am Air Force Dose 1 - 4/ 9:45 am Air Force Dose 1 04/0 10:00 am Air Force Dose 1 - 4 10:15 am Air Force Dose 1 - 4 10:30 am Air Force Dose 1 - 4 12:00 pm DHRA Dose 1 - 4/9/ 12:15 pm DHRA Dose 1 - 4/9/ 12:15 pm DSCA Dose 1 - 4/9/ 12:30 pm DTSA Dose 1 - 4/9/ 12:45 pm DHA Dose 1 - 4/9/2 1:00 pm DHA Dose 1 - 4/9/20 1:00 pm Vietnam War Comme 1:00 pm Trans/Reform Dose 1 1:15 pm OGC/DLSA/OMC Dos 1:15 pm COVID Vaccination - 1:30 pm OGC/DLSA/OMC Dos 1:30 pm NSCAI Dose 1 - 4/9/ 1:30 pm DoDCC Dose 1 - 4/9/ 1:30 pm ONA Dose 1 - 4/9/20 1:30 pm COVID Vaccination -	

- Verify the selected time and select the "**Register**" link.

- Enter the following information:
  - **Last Name**
  - **First Name**
  - **Email Address**
  - **POC Email**
  - **Office**
  - **Schema Category**
- Then select "**Save**".

Deleting/Unregistering a Reservation:

- Select "**My Reservation**" on the Home page.

VACCINATION

NOTICE: OPEN/SELF-RESERVATIONS ARE AUTHORIZED AT THIS TIME.
Right now we are vaccinating employees in the 1a, 1b and 1c Schemas. Only register if you fall in one of these Schemas.

Please read the statements below prior to booking your appointment.

1. I am an Active duty, National Guard, or Select Reserve Service Member, a TRICARE beneficiary, a DoD employee or DoD contractor.

2. I am currently eligible for the COVID-19 vaccine based on one or more of the following:

- TIER 1A:
  - ○ DoD first responder personnel
  - ○ Health care and support personnel at military hospitals and clinics
  - ○ Supporting COVID-19 response operations in Title 10 or Title 32 duty status within the next 90 days
- TIER 1B:
  - ○ National critical capabilities
  - ○ Personnel preparing to deploy OCONUS within 90 days
  - ○ DoD front line essential workers
- TIER 1C:
  - ○ Eligible beneficiaries ages 65 years or greater
  - ○ Eligible beneficiaries ages 16-64 years and have one or more of the followings high risk medical conditions:
    - Cancer
    - Chronic kidney disease
    - Chronic Obstructive Pulmonary Disease

- Your information should be present, if not enter the exact information that was used to register the individual, then "**Save**".
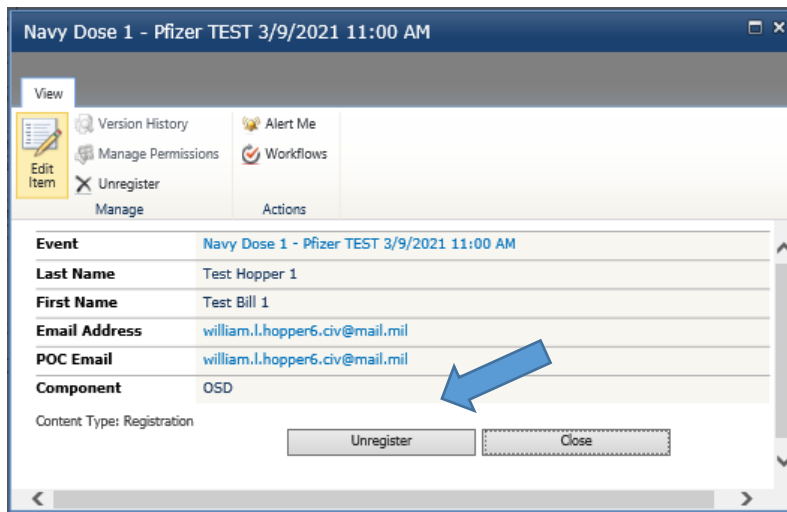
My Account

My Account

Last Name *	[ ]	**This field is required.**
	Please enter your last name	
First Name *	[ ]	**This field is required.**
	Please enter your first name	
Email Address *	[ ]	**This field is required.**
	Please enter your email address	
Supervisor Email *	[ ]	**This field is required.**
	Enter your supervisor's email address. This is used for special events that require s	
Office *	[Choose ... ▾] **This field is required.**	
	Please select your office	
Phone Number	[ ]	
	Please enter your phone number	

[Save   ]

- Your appointment times you've registered for will display below on same page. Select the "**Registration**" you wish to delete or change in the "**My Registration History**" below by selecting the blue hyperlink.

My Registration History

Event	First Name	Last Name	Status	Start Date
Navy Dose 1 - Pfizer TEST 3/9/2021 11:00 AM	Test Bill 1	Test Hopper 1	Registered	3/9/2021 11:00:00 AM
Navy Dose 1 - Pfizer TEST 3/9/2021 11:00 AM	Test Bill 1	Test Hopper	Registered	3/9/2021 11:00:00 AM

- Then select**" Unregister".** Emails will be sent to the individual and the POC/Supervisor.

- These Directions can also be found on the Vaccination site on the home page and Calendar page at: https://apps.sp.pentagon.mil/sites/Vaccination/Pages/Home.aspx

PENTAGON LIBRARY AND CONFERENCE CENTER

Vaccination Reservation Time Slot Instructions:

1. Click the reservation time slot in the calendar below.
   NOTE: If the maximum capacity has been reached you will not be able to register for that time slot on that day. A new day and time may be selected.
2. In the registration form, click the register links.
3. Fill in/review your profile information and click the 'Save' button.
4. A registration dialogue box will be displayed informing you of your successful registration and you will receive a confirmation email of your registration.

To un-register from a Reservation time slot:

1. Hover over the 'My Account' menu item at the top right of the page and select the 'My Profile' item by clicking on it.
2. Scroll down to see the 'My Registration History' section.
3. Select the event by clicking on it.
4. In the dialogue box click the 'Unregister' button. You will see a confirmation dialogue box informing you that you have been unregistered.