



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE SECRETARY

10 May 2023

MEMORANDUM FOR DACOWITS

FROM: HQ USAF
1720 Air Force Pentagon
Washington DC 20330-1720

SUBJECT: USAF DACOWITS RFI Response RFI #7

QUESTION #7

In October 2022, Secretary Austin published a memorandum entitled, “Ensuring Access to Reproductive Health Care,” which directed that policy be developed to allow for administrative absences for non-covered reproductive health care, to establish travel and transportation allowances to facilitate official travel to access non-covered reproductive health care, and to extend command notifications of pregnancy to 20-weeks unless specific circumstances require earlier reporting. The Committee would like to understand how these policies are being implemented.

a. What guidance and directives have been published to implement the SecDef’s directives? Are those policies now in effect? If not, when?

All DAF guidance to implement the SecDef’s directives are now in effect. On 27 Feb 23, SecAF disseminated a directive to implement all SecDef’s access to reproductive health care policies immediately. To implement the DoD policy, DAF policy, AFGM 2022-01 to AFI 44-102, *Medical Care Management*, 13 July 2022, removed pregnancy language from the medical profile, allowing Airmen/Guardians to be assessed for necessary duty and mobility restrictions, without notifying commanders of a pregnancy diagnosis (except in situations where risk to mission or pregnancy necessitates commander notification). In addition, DAFGM 2023-02 to AFI 36-3003, *Military Leave*, was updated 23 Feb 2023 and added Table 3.6, Rule 25 for Non-Covered Reproductive Health Care. Commanders may authorize administrative absence days for both male and female service members, whether or not it is available within the local area of their duty location. Finally, the DoD policy on travel funding authorizes service members or their dependents travel and transportation allowances for a non-covered reproductive healthcare procedure published in the JTR 1 Mar 23 with a 16 Feb 23 effective date; DAF did not publish amplifying DAF guidance and instead relies on the JTR for travel and transportation allowances.

b. Provide copies or links to all relevant publications.

The SecAF directive can be found [here](#).

DAFI36-3003_DAFGM2023-03 can be found [here](#). Please note: this guidance was republished in March to incorporate bereavement leave guidance.

AFI44-102_AFGM2022-01 can be found [here](#).

The JTR reference is provided in supporting documents.

c. Who/what position is the approval authority for granting non-covered administrative leave requests?

Unit commanders and equivalent civilian directors have approval authority for granting non-covered administrative leave requests.

d. What is the process or appeal mechanism for non-covered administrative leave requests which are disapproved? May the servicewoman appeal the disapproval? Is it a mandatory or discretionary appeal? Who/what position is the appeal authority and is there a minimum grade requirement?

Airmen and Guardians utilize their chain of command to appeal disapprovals of any leave request including non-covered administrative leave requests. Additionally, Airmen and Guardians may request assistance from the Inspector General if the issue remains unresolved.

e. What are the published criteria and guidance defining whether and when a commander may disapprove a non-covered administrative leave request, and how does a commander document those reasons? Is a narrative reason required or just a “check the box” tick mark?

DAF adheres to the Secretary of Defense’s policy memorandum stating, “Requests for administrative absence should be given all due consideration and should be granted to the greatest extent practicable, unless, in the commanding officer's judgment, the Service member's absence would impair proper execution of the military mission.” LeaveWeb, the DAF system of record to request administrative absence, requires the commander to document a narrative reason for disapproval of any leave request to include nonchargeable leave.

f. How have servicewomen been made aware of the new policies regarding non-covered administrative leave requests, travel and transportation allowances, and delayed pregnancy notification policy provisions?

Starting 27 Feb 23, DAF expanded on OSD’s announcement of the program and published guidance regarding reproductive health care. The news article (found [here](#)) disseminated information and links to women’s health medical websites as well as links to the other policies regarding access to reproductive health. The SecAF directive and news article was disseminated through official channels to all DAF service members. Additionally, the medical policies were briefed to all the SGHs back in March 2023 and then to all MAJCOM SGs in April 2023 to disseminate to wings and Service men and women seeking reproductive health care.