

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-3013**



5 AUGUST 2021

Personnel

**LACTATION ROOMS AND BREAST
MILK STORAGE FOR NURSING
MOTHERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1S

Certified by: SAF/MR

Supersedes: AFGM2020-36-01

Pages: 12

This publication implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, and is consistent with Public Law 111-148, *The Patient Protection and Affordable Care Act*, Section 4207; United States (US) Office of Personnel Management (OPM) Memorandum for Heads of Executive Departments and Agencies, *Nursing Mothers in Federal Employment*; US OPM, *Guide for Establishing a Federal Nursing Mother's Program*; Under Secretary of Defense for Personnel and Readiness Memorandum, *Department-Wide Policy for Nursing and Lactation Rooms*; Department of Defense (DoD) Unified Facilities Criteria (UFC) 1-200-01, *DoD Building Code (General Building Requirements)*; and, Air Force Manual (AFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. It establishes minimum requirements for providing lactation rooms to meet the needs of Total Force Airmen and Guardians, including US government civilian employees, herein referred to as "personnel," within units to express human breast milk. It also identifies additional considerations and requirements for the refrigeration and storage of expressed milk. In collaboration with the Director of Personnel and Logistics for the United States Space Force, Chief of the Air Force Reserve, Director of the Air National Guard, and Deputy Air Force Chief of Staff for Manpower, Personnel and Services, the Assistant Secretary of the Air Force for Manpower and Reserve Affairs develops policy for Total Force Human Resource Management. This instruction applies to all Department of the Air Force (DAF) units and facilities that have personnel, as previously described, assigned. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force

Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

Chapter 1

OVERVIEW

1.1. Purpose. DAF is committed to women's health as a core component of a lethal, ready force and will provide a lactation room for personnel that are mothers who choose to breastfeed upon return to duty or work following pregnancies. The procedures to implement a lactation room balance the mission readiness needs of units while affording nursing mothers the opportunity to continue breastfeeding, pursuant to the United States Surgeon General's goals for increasing breastfeeding for a period of a minimum of one year after a child's birth.

1.1.1. The requirement for elements of the Executive Branch to implement policies and procedures for lactation rooms stems from Public Law 111-148, §4207. Following passage of this Act, the President of the United States delegated authority to the OPM to regulate implementation throughout the Executive Branch. OPM subsequently issued a *Nursing Mothers in Federal Employment* memorandum for heads of Executive departments and agencies, and *Guide for Establishing a Federal Nursing Mother's Program*. DoD policy was established in the memorandum, *Department-Wide Policy for Nursing and Lactation Rooms*, as provided in [Attachment 2](#), [Figures A2.1](#) and [A2.2](#). Providing nursing mothers with a private space was further codified in DOD UFC 1-200-01, *DoD Building Code (General Building Requirements)*, Chapter 1, paragraph 1-4.2..

1.1.2. The guidance contained herein details procedures for commanders to support nursing mother personnel with a lactation room to express milk (or even nurse their infant if circumstances permit) in close proximity of a nursing mother's workplace within unit facilities under the control of a unit commander or equivalent.

1.2. DAF Installations. For the purposes of providing lactation rooms, the guidance contained herein applies to all DAF controlled real property and facilities, and is administered by commanders or directors at the unit level or higher. In regard to facilities, the DAF defines unit as squadron-level or equivalent. Units other than a squadron-level may coordinate requirements with other installation units similar to the procedures in [paragraph 2.6.1](#) and subparagraphs. These requirements also apply to training centers, functional community schoolhouses, or other centralized DAF controlled real property such as managing headquarters facilities.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): exercises authority and oversight on all health matters, including women's health issues and nursing mothers, for all personnel.

2.2. The Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE): exercises authority and oversight on all matters involving utilization of DAF real property and facilities, to include those used for lactation rooms for personnel who are nursing mothers.

2.3. The Air Force Surgeon General (AF/SG): serves as the DAF focal point for matters involving the military health readiness, to include those matters of women's health and personnel who are nursing mothers.

2.4. The Deputy Air Force Chief of Staff for Logistics, Installations and Mission Support (AF/A4): serves as the DAF focal point for matters involving utilization of DAF real property and facilities for lactation rooms on DAF installations, to include issuing additional guidance or instructions to meet requirements.

2.5. The Deputy Air Force Chief of Staff for Manpower, Personnel and Services (AF/A1): serves as the DAF focal point for issuance of policy and guidance for lactation rooms to support personnel who are nursing mothers. The Directorate of Air Force Services (AF/A1S) develops policy and guidance for DAF installations to establish lactation rooms pursuant to established law and policy requirements.

2.6. Unit Commanders:

2.6.1. Will identify a private, secure (lockable from the inside) and clean area, other than a restroom, as a lactation room in the immediate vicinity of unit facilities or temporary workstations that are available to meet the needs of breastfeeding personnel to express breast milk **(T-0)**. Ensure additional lactation room requirements and storage of expressed milk are in accordance with paragraphs **3.1**, **3.2**, and **3.3**.

2.6.1.1. When establishing the location of the lactation room, consideration should be given to the obligation to provide personnel with a reasonable break time to express breast milk. Units in close proximity to each other (within the same building complex or in buildings that have entrances within 100 feet) may choose to share lactation rooms.

2.6.1.2. The time needed for nursing mothers will vary per individual and also implicates desirable endstates that nursing mothers should be relaxed, well hydrated, and in a space with comfortable temperatures, adequate lighting, and soundproofing.

2.6.2. Consult with:

2.6.2.1. Appropriate installation civilian personnel offices for appropriated and non-appropriated fund employees to determine break time entitlements for nursing mother practices. **(T-1)**. Break times for US government employee nursing mothers to express breast milk will be in accordance with Department of Defense Instruction (DoDI) 1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*.

2.6.2.2. The Civil Engineer Squadron, or equivalent organization, for submitting and obtaining approval for work required to modify facilities to establish lactation rooms consistent with DoD UFC 1-200-01. **(T-1)**.

2.6.2.3. Installation medical services for information on nursing mother issues, cleaning requirements, expressed milk storage, or any other associated medical issues that may arise when establishing or maintaining a lactation room. **(T-3)**.

2.6.3. Establish organizational rules and procedures for scheduling and/or utilization, to include maintenance and cleaning, of lactation rooms for nursing mothers. **(T-3)**.

2.6.4. Ensure supervisors provide nursing mother personnel time to utilize the lactation room and transport expressed milk to a storage location, as needed, while balancing work schedules and complying with statutory requirements for appropriated and non-appropriated fund employee break time entitlements. **(T-0)**.

2.6.5. During field training or exercises and as schedules permit, ensure nursing mother personnel have a clean, private space, specifically not a restroom or latrine, in which to pump breast milk. **(T-1)**. With the consent of all lactation room users and provided adequate space exists, more than one nursing mother may utilize the lactation room at one time under these field or exercise conditions.

2.7. Nursing Mother Personnel:

2.7.1. Should identify the need for a lactation room or space through normal supervisory or temporary duty (TDY) chain of command authorities at the earliest opportunity to ensure commanders can comply with requirements in [paragraph 2.6](#).

2.7.2. Must provide their own breast pump equipment and hygiene cleaning materials. **(T-0)**.

Chapter 3

LACTATION ROOMS AND STORAGE OF EXPRESSED MILK

3.1. Establishing a lactation room:

3.1.1. A lactation room can be temporary, depending on the unit's circumstances and personnel needs. Temporary or flexible space can be available offices, conference rooms, break rooms or other rooms which meet criteria identified in [paragraph 2.6.1](#).

3.1.2. If a lactation room is configured for multiple users, the room will be configured so each user has privacy. **(T-1)**. Privacy for each user in a space with multiple users may be achieved by use of portable partitions, curtains, or other similar space-separating equipment or material.

3.1.3. When establishing the location of the lactation room, consideration should be given to the obligation to provide personnel with a reasonable break time to express breast milk. Units in close proximity to each other (within the same building complex or in buildings that have entrances within 100 feet) may choose to share lactation rooms.

3.1.4. A lactation room must:

3.1.4.1. Remain clean and sanitary. **(T-0)**. The rooms should be cleaned as often as are restrooms. Restrooms, to include shower rooms and locker rooms, will not be used. **(T-0)**.

3.1.4.2. Be near a source of hot and cold water for hand washing/breast pump cleaning and contain multiple electrical outlets within the room for use of breast pumps. **(T-0)**. The room must contain a trash can, paper towels, disinfectant wipes, and appropriate cleaning supplies made available by the unit. **(T-1)**.

3.1.4.3. Have comfortable seating and a table or similar flat surface, other than the floor, to place the breast pump and other supplies. **(T-0)**. The room(s) must also have good lighting, a capability to maintain a comfortable temperature, and proper ventilation. **(T-0)**. Clothing hooks may be added to aid nursing mothers with a place to hang outer clothing or work-place garments.

3.1.5. Units at a home-station should consider establishing rules for storage of expressed milk in refrigerators that are US government property located within workcenters to provide temporary storage for nursing mother personnel when milk is expressed during the work shift.

3.2. Units with industrial work settings: identify and maintain lactation rooms consistent with direction for break rooms per AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

3.2.1. Lactation rooms will not contain toxic materials, chemicals, or industrial shop contaminants. **(T-1)**.

3.2.2. Nursing mother personnel using a lactation room should adhere to the same industrial hygiene practices as a break room by removing personal protective equipment, changing clothes when contaminated with solvents, lubricants or fuels prior to entry, and washing their hands prior to using the lactation room.

3.2.3. Air Force Public Health will inspect lactation rooms in industrial workplaces as part of the normal industrial workplace inspection or at the request of the Commander. **(T-1)**.

3.3. Personnel who are nursing and on temporary duty travel (TDY):

3.3.1. Commanders supporting TDY nursing mother personnel at the installation must provide refrigeration and freezer storage units for expressed human breast milk. **(T-1)**.

3.3.1.1. If the requirements of field training and exercises under TDY conditions permit, commanders should work with the supporting medical officer to determine whether milk storage or transportation of frozen expressed breast milk will be feasible. The time nursing mother's need to pump or express breast milk should include additional time, if needed, to transport milk to a storage location.

3.3.1.2. If nursing mother personnel cannot transport expressed milk to their home station, the commander will permit nursing mother personnel the same time and space to express and discard breast milk with the intent to maintain physiological capability for lactation. **(T-1)**.

3.3.1.3. Commanders will work with the supporting medical officer to counsel nursing mother personnel and discuss the potential risks of storing milk during field training and mobility exercises. **(T-1)**.

3.3.1.4. When storing expressed human breast milk in a refrigerator or freezer (e.g. any unit used in whole or part to store human food or beverage), nursing mother personnel will place in sealable separate package (bag, bottle, etc.) contained inside a larger, clean, covered, leak-proof container labeled with the individual's name, unit, contact information, and date of milk expression. **(T-1)**.

3.3.1.5. Breast milk should be contained and labeled by nursing mother personnel to avoid contamination by other items located in the vicinity. Information regarding breast milk storage is available on the CDC Breastfeeding Web page at: http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm.

3.3.1.6. Personnel responsible for the facility in which expressed milk is stored under TDY conditions will make every effort to contact the nursing mother and obtain her decision on disposition. **(T-1)**. When disposition is not obtained, then personnel will:

3.3.1.6.1. Discard refrigerated expressed breast milk not retrieved by the nursing mother personnel after four days from the recorded date of expression. **(T-1)**.

3.3.1.6.2. Discard frozen expressed breast milk not retrieved by the nursing mother after six months from the recorded date of expression. **(T-1)**.

3.3.1.6.3. Discard expressed milk immediately if not properly packaged, labeled, and dated in accordance with [paragraph 3.3.1.4](#). **(T-1)**.

3.3.1.6.4. Handle expressed breast milk according to the local policy for other food items during a refrigerator/freezer failure. **(T-1)**.

3.3.2. Recommended locations to store expressed breast milk include, but not limited to, lactation room refrigerators, lodging guest room refrigerators for lodging guests, schoolhouse refrigerators, or field kitchens.

3.3.2.1. Local dining facilities generally are not the preferred storage location; however, they are not excluded as a potential local storage location. Installations must assess the readiness of the dining facility to store expressed breast milk. **(T-1)**.

3.3.2.2. If no other installation storage facility capabilities are available, installations should be prepared to allow access to local dining facilities if there is adequate refrigeration space to isolate breast milk from other food products.

JOHN A. FEDRIGO
Acting Assistant Secretary of the Air Force
(Manpower & Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-30, *Military Entitlements*, 11 April 2019

PL 111-148, *Patient Protection and Affordable Care Act*, 23 March 2010

OPM Memorandum for Heads of Executive Departments and Agencies, *Nursing Mothers in Federal Employment*, 22 December 2010

OPM *Guide for Establishing a Federal Nursing Mother's Program*, January 2013

Under Secretary of Defense for Personnel and Readiness Memorandum, *Department-Wide Policy for Nursing and Lactation Rooms*, 1 November 2016

DoD Unified Facilities Criteria (UFC) 1-200-01, *DoD Building Code (General Building Requirements)*, Change 1, 1 October 2020

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DoDI 1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*, 19 April 2019

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1S—Directorate of Air Force Services

AF/A4—Deputy Chief of Staff for Logistics, Installations and Mission Support

AF/SG—Air Force Surgeon General

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

DoDI—Department of Defense Instruction

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

SAF/IE—Assistant Secretary of the Air Force for Installations, environment, and Energy

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

TDY—Temporary duty travel

UFC—Unified Facilities Criteria

US—United States

Terms

Lactation Room—a private, secure (lockable from the inside) and clean area, other than a restroom, in the immediate vicinity of unit facilities or temporary work-station that is available to meet the needs of breastfeeding personnel to express breast milk.

Personnel—refers to all Total Force Airmen and Guardians, including US government civilian employees.

Attachment 2

OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND
READINESS POLICY MEMORANDUM

Figure A2.1. Office of the Under Secretary of Defense for Personnel and Readiness Policy Memorandum

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

NOV - 1 2016

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Department-Wide Policy for Nursing and Lactation Rooms

On January 29, 2016, the Secretary announced a series of family-focused initiatives as part of the Department of Defense's Force of the Future effort. One of these reforms addressed a lack of facilities within the Department for mothers to express breast milk in a private space. This memorandum provides guidance for nursing and lactation rooms for use by Service members as well as for civilians on military installations and in Department of Defense facilities.

Commanders and civilian supervisors at military installations and Department of Defense facilities are encouraged to review the Office of Personnel Management *Guide for Establishing a Federal Nursing Mother's Program* (available at <https://www.opm.gov/policy-data-oversight/worklife/reference-materials/nursing-mother-guide.pdf>), and to implement best practices for creating a successful nursing mother's program, consistent with the demand of the workplace and the needs of the mission.

Military installations and Department of Defense facilities should feature a clean, private space (which can be temporary, depending on the unit's or agency's circumstances and Service member/employee needs) for use by nursing mothers. A nursing room may not be space set aside within a restroom and may not be in direct proximity to restroom stalls, but may be in a space adjacent to a restroom that utilizes a common entrance. The room should include a place to sit and a flat surface, other than the floor. Additionally, each nursing room should have adequate temperature control and lighting, be equipped with electrical outlets and furniture (ideally, at least one comfortable chair and one table or similar flat surface other than the floor, on which mothers can place their breast pump and other supplies), and be within a reasonable distance of clean, hot and cold running water for washing hands and cleaning lactation equipment. Each room must have a door locking mechanism that permits locking from the inside.

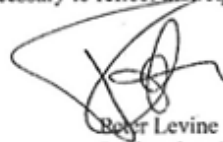
Consistent with workplace demands and needs of the mission, commanders and supervisors should ensure that Service members and civilian employees have adequate time to breastfeed or express milk, recognizing that each person's situation is unique. When and where possible, commanders and supervisors will provide Service members and civilian employees with reasonable lactation breaks, for a period of at least one year after a child's birth.

If the requirements of field training and exercises permit, commanders should ensure that Service members have a clean, private space, specifically not a restroom or latrine, in which to pump breast milk. A geographic combatant commander may exclude operational areas in his or her area of responsibility from compliance with this policy, should the mission require.

Figure A2.2. Office of the Under Secretary of Defense for Personnel and Readiness Policy Memorandum (continued)

Installation commanders may exercise discretion to ensure that the location, number, and availability of nursing rooms are adequate to meet the need, consistent with the mission. Additionally, the Secretaries of the Military Departments may provide additional guidance related to the physical distribution of nursing and lactation rooms at installations under their control.

Where nursing rooms are employed, the Secretaries of the Military Departments will ensure their Service members and civilian employees at such locations are educated on the requirements of this memorandum, as appropriate. Applicable policy references, issuances, and instructions also will be updated as necessary to reflect the requirements of this memorandum.



Peter Levine
Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness

DISTRIBUTION:

Secretaries of the Military Departments
Chairman of the Joint Chiefs of Staff
Under Secretaries of Defense
Deputy Chief Management Officer
Chief of the National Guard Bureau
Commanders of the Combatant Commands
General Counsel of the Department of Defense
Director, Cost Assessment and Program Evaluation
Inspector General of the Department of Defense
Director, Operational Test and Evaluation
Department of Defense Chief Information Officer
Assistant Secretary of Defense for Legislative Affairs
Assistant to the Secretary of Defense for Public Affairs
Director of Net Assessment
Directors of the Defense Agencies
Directors of the DoD Field Activities