

**1AD and Fort Bliss Standing  
Operating Procedure**

**Breastfeeding Policy**

**Headquarters**

**1st Armored Division**

**Fort Bliss, Texas**

**01 JUNE 2015**

Unclassified

Headquarters  
HQ, 1st Armored Division  
Fort Bliss, Texas

HQ, 1st AD SOP

Sustainment

BREASTFEEDING POLICY

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**History.** This is a new publication.

**Summary.** This SOP provides information on procedures and responsibilities of all personnel who are assigned to or work within the Fort Bliss Installation regarding breastfeeding and breast pumping.

**Applicability.** This SOP applies to all organizations assigned or attached to 1st Armored Division with female Servicemembers, Federal employees, or contractors who are breastfeeding/pumping.

**Proponent and exception authority.** The proponent of this publication is the 1st AD Division Surgeon.

**Army management control process.** This publication does not contain management control provisions.

**Supplementation.** Supplementation of this publication is prohibited without prior approval from the 1st AD Division Surgeon.

**Suggested Improvements.** Users of this regulation are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Division Surgeon, 1st AD, Fort Bliss Texas 79916.

(AFBL-CS)

  
RICHARD R. COFFMAN  
COL, GS  
Chief of Staff

**Distribution.** This publication is only available in electronic media.

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## **Chapter 1**

### **1-1. Purpose**

The Army doesn't have a formal policy on breastfeeding at this time, but supports healthy families by allowing six weeks of maternity leave and a six month deferment for deployment.

Federal policy ensures a woman's right to breastfeed her child on federal property and encourages workplace lactation support programs and flexible work schedules options.

The purpose of this regulation is to provide guidance and procedures necessary for implementing and directing local breastfeeding policies and procedures IAW Federal Law on Fort Bliss in order to support mothers who desire to express milk during duty hours and field training exercises.

### **1-2. Objectives**

This SOP implements section 4207 on Public Law 111-14, Patient Protection and Affordable Care Act, which amended section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C.207), requiring that an employer shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk for her nursing child.

### **1-3. Intent**

It is critical that leaders support their breastfeeding Servicemembers, Federal employees, and contractors. The ability to successfully continue breastfeeding after returning to work involves space, time and support. Leaders need to provide social and administrative support to those who choose to breastfeed after returning from maternity leave and understand the local state and Federal laws regarding breastfeeding/pumping in the workforce.

### **1-4. Applicability**

This policy applies to all organizations assigned or attached to 1st Armored Division and all organizations within the Fort Bliss Installation with female Servicemembers, Federal employees, or contractors who are breastfeeding or pumping their breastmilk. "Breastfeeding females" will be used, unless specifically stated, which will encompass the above mentioned Servicemembers, Federal employees, and contractors.

### **1-5. References**

Appendix D lists all required and related publications.

### **1-6. Explanation of abbreviations and terms**

The glossary explains abbreviations and terms used in this regulation.

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## **Chapter 2**

### **Responsibilities**

#### **2-1. Command responsibilities**

The Senior Installation Commander has a responsibility to ensure that Commanders are meeting Federal and local states laws as well as following Army guidelines and addressing any immediate issues from other services on Fort Bliss regarding such.

Commanders at all levels have a primary responsibility for ensuring that Soldiers who are breastfeeding or pumping have an adequate area and time allotted to fully express milk within the Federal and local state laws and that Army guidelines are being followed.

#### **2-2. Staff Responsibilities**

1. The Division Surgeon Section (DSS) provides the overall guidance regarding breastfeeding and educates healthcare providers. No breastfeeding profile is necessary for breastfeeding/pumping Servicemembers.

a. The Pregnancy and Postpartum Physical Training (P3T) Program NCOIC will ensure during Organizational Inspection Program (OIP) that they check for a lactation room or area available within the Brigade footprint for females to pump.

b. DSS will consult with lactation consultant(s) (IBCLCs) at William Beaumont Army Medical Center (WBAMC) with any questions, issues, or concerns they may have regarding breastfeeding females.

2. Fort Bliss Legal Assistance provides and assists Command Teams with the legal guidance regarding federal laws pertaining to breastfeeding/ pumping.

#### **2-3. Commander and Supervisor Responsibilities**

1. All Commanders and supervisors down to the lowest level, are responsible for following this policy. Each commander may develop an additional policy for implementation of this policy within their units. Any additional policies must be in compliance with this Breastfeeding policy. See Appendix A for example.

2. Incorporate options for Enlisted Soldiers into the mandatory pregnancy counseling under Chapter 8 of AR 635-200, Active Duty Enlisted Administrative Separations.

3. Incorporate options for Officers into the mandatory pregnancy counseling under Chapters 2 and 3 of AR 600-8-24, Officer Transfers and Discharges.

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4. Each Brigade Commander will establish a space for breastfeeding females within their footprint. This space may be a room, unused office space, or a conference room. Latrines are not considered an appropriate location for such and is prohibited. In addition, a female may choose to use her private office or other space, identified in consultation with her Supervisor. See Chapter 3 for guidance on establishing a room.

5. Support the breastfeeding female at least one year following the birth of her child.

6. On return from maternity leave, Supervisors should conduct a counseling to discuss a pumping schedule. See Appendices' B-D for sample pumping plan/memorandum. This schedule is amendable per the females' needs. See 2-4, Breastfeeding Females Responsibilities, to see criteria for schedule/memo.

7. Ensure Soldiers who are breastfeeding or pumping remain eligible for field training, mobility exercises, and deployments. See Chapter 4, Breastfeeding in Field Environments.

a. Female Readiness Guide suggests that those who are breastfeeding or pumping be kept from austere environments for 6 months.

b. Females have a deferment from deployment for 6 months following delivery of baby.

8. Ensure breastfeeding females are afforded the opportunity every 2-3 hours for 30-40 minutes to pump breast milk during a normal 8 hour workday. The amount of time needed to express milk is very individualized, and the time needed may vary. In general, Soldiers will need to pump less frequently as the baby gets older. Per the Patient Protection and Affordable Care Act ("Affordable Care Act") employers must "provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth *each time such employee has need to express the milk.*"

#### **2-4. Breastfeeding Female Responsibilities**

1. Complete the proposed plan for breastfeeding and/or pumping, see Appendices' B-D for examples, that includes:

a. A work schedule that allows for PT time (specific for Soldiers), lunch, and a projected series of breaks to pump.

b. Proposed locations to pump that is clean and private with an electrical outlet. A Latrine is prohibited.

c. A backup plan for breastfeeding support in emergencies or unusual situations, such as processes for pumping, storing, and transporting breastmilk during field exercises or long duty days. This should include the Soldier supplying ice packs and a cooler, if necessary.

d. Provide cold packs and cooler for storing breastmilk if refrigerator is not available.

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2. When breastfeeding or pumping in uniform in public, ensure that a professional appearance contributing to good order and discipline is maintained.

### **2-5. Healthcare Provider Responsibilities**

1. Provide information to breastfeeding Soldiers and Commanders per USAPHC TG 281 pertaining to the time and space available for expressing milk and any additional medical and lactation support resources available.

2. Educate Commanders and supervisors that breastfeeding females who are not afforded the opportunity to express milk can pose a medical risk and cause breast infections.

### **2-6. Garrison Responsibilities**

In addition to Garrison units following this breastfeeding policy, Garrison will also be responsible for the overall support of this policy by ensuring that IMCOM facilities are aware of this policy and are supportive of females breastfeeding in their facility environment.

Females who are breastfeeding may do so without covering or being told to go to another location to breastfeed. A woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Address those who submit an Interactive Customer Evaluation (ICE) complaint/comment within 72 working hours and address personnel, if necessary, accordingly.

## **Chapter 3**

### **Establishing a Lactation Room or Rooms**

1. All 1st Armored Division Brigades and Fort Bliss units who have females assigned that need to pump, will establish a lactation room or space within their unit's footprint. All major fixed facilities belonging to IMCOM will ensure that there is space allocated for females wishing to breast pump. Allocated space will be, at a minimum, clean and private with adequate HVAC and, when possible, a locking mechanism and "occupied" sign to display when room is in use to avoid intrusion and to keep female's privacy.

2. The rooms will be clean and private, latrines are prohibited and will contain, at minimum:

- a. Comfortable chair(s)
- b. Table
- c. Appropriate signage to designate space / room for pumping staff.

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d. Electrical outlet

3. If available, the room should also include the following:

a. Installed sink & refrigerator

b. Lockers

c. Foot Stool

d. Hooks to hang clothing on

e. Cleaning Supplies (to include paper towels, trash cans, and hand sanitizer)

f. Bulletin board with educational materials

g. Computer and/or telephone (allowing the female to continue working and/or training while pumping.)

4. When no dedicated room is available, units will provide a mixed-use space for breastfeeding females. In cases such as these, breastfeeding mothers will have priority over all other uses of the space.

a. If a room will be utilized by multiple women, consider a clipboard with a schedule, or an online calendar to book room and ensure privacy is kept.

5. Lactation rooms will be added to OIP and fall under the P3T Program section. All questions relating to the OIP for P3T can be directed to the P3T Program NCOIC within the 1AD Division Surgeon Section.

## **Chapter 4**

### **Breastfeeding in Field Environments**

Soldiers who are breastfeeding or pumping remain eligible for field training, mobility exercises, and deployments within certain guidelines. See Chapter 2, 2-3. Commander and Supervisor Responsibilities, (7) for restrictions.

Following, Public Health Command recommendations as well as to prevent potential contamination of milk and other medical related issues, Soldiers who are in a field environment will need:

a. A refrigerator or alternate cooling storage place to store breastmilk. If a refrigerator is not available, it will be up to the Soldier to provide resourcing as per Chapter 2, 2-4 Soldier Responsibilities.

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b. Breastfeeding Soldiers will need to express breast milk every 2-3 hours in order to prevent medical complication and maintain milk supply. In general, Soldiers will need to pump less frequently as the baby gets older.

c. Access to soap and water to wash hands and clean pumping equipment.

d. Breastfeeding Soldiers may need a transportation source to transport pumped breastmilk to their childcare provider if Soldier will remain in field longer than a 24 hour time period or does not have an adequate milk supply stored for childcare provider during this time period. Units can use the field trains to transport the milk to FT Bliss for pick up. In the absence of field trains, units are strongly encouraged to provide refrigeration or freezers to properly store the milk until return from the field environment.

e. A clean, quiet, private area that is shielded from view and free from intrusion. The area should have an electrical source and good lighting/proper ventilation and a place to sit, other than the ground. Port-a-potties are strictly forbidden.

## APPENDIX A



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
[Unit Address]

[Office Symbol]

[date]

MEMORANDUM FOR All Nursing Soldiers in [Brigade and/or Battalion]

SUBJECT: Command Support for Nursing Soldiers

1. Purpose. To articulate a support plan if you desire to breastfeed your baby upon returning to duty from maternity leave.

2. I support your decision to nurse your child. To facilitate this decision, the following resources are available:

a. Expressing milk. I encourage you to express breast milk so that your caregiver can bottle feed your baby should you choose to pump. I encourage you to express breast milk by directly breastfeeding your baby, if you choose to.

b. Equipment. If you do not have a breast pump, I encourage you to contact your Healthcare Provider in order to obtain a prescription to purchase a breast pump through TriCare and also see a Lactation Consultant (LC) at William Beaumont Army Medical Center (WBAMC).

c. Location. You may use [location or name of] room. While in the room, please lock the door and put up a "do not disturb" sign to ensure privacy. If requested, I can schedule an occupational hazard workplace consultation to ensure that the location does not pose a risk to you or your child. Note: a latrine will not be designated for use as this is unacceptable.

d. Time. Your supervisor will permit you reasonable break times to express breastmilk. You can also have access to the room before/after PT and during your lunch period. If you feel you need more or alternative times, please let me know.

e. Storage. If you use a community refrigerator to store your breast milk, please make sure you label the container with your name and take it home daily.

f. Field Exercises. I support your continued effort to express breastmilk while participating in field training. You will be afforded a private area with access to electricity for reasonable breaks to pump your breastmilk. When available, expressed milk may be transported on a daily basis at a pick-up location on post for the childcare provider to pick up. If transportation isn't available, you should provide your own freezer packs and cooler/storage container. Coordination may also be made with the food-service NCOIC if a mermite container can be used during training to keep expressed milk refrigerated.

3. I encourage you to contact the Installation P3T NCOIC or your LC if you have further questions or concerns about breastfeeding.

4. The Point of contact for this memorandum is the P3T Program NCOIC, SSG Amanda Marion at 915-744-6774 or [amanda.h.marion.mil@mail.mil](mailto:amanda.h.marion.mil@mail.mil).

[FULL NAME]  
[RANK and BRANCH]  
Commanding

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## APPENDIX B



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
[Unit Address]

[Office Symbol]

[date]

### MEMORANDUM FOR RECORD

SUBJECT: Breastfeeding/Pumping 8 hour Work Plan for [list employee name here]

1. This memo is to notify my Immediate Rating Supervisor that after the birth of my child on [insert date], I plan to return to work but continue to breastfeed/express breast milk for at least one (1) year.

2. I understand that during my 8 hour work day, any time required in addition to my two (2) paid 15 minute breaks and [insert number] minutes lunch will be unpaid (break/lunch times may be divided as the employee sees fit in agreement with their Supervisor). The Department of Labor also states that "the employee must be completely relieved from duty or else the time must be compensated as work time. For your convenience, I have listed a proposed schedule below which is only flexible 15-20 minutes before or after the time as breast milk production is a physiological function that is dependent on consistent breast emptying in order to maintain my breast milk supply for my child. Work schedule with the following times to pump is as follows: [insert specific times of day below as appropriate]

- 1) Morning break (paid / unpaid)
- 2) Lunch break (paid / unpaid)
- 3) Afternoon break (paid / unpaid)
- 4) Additional unpaid break times

3. I will be using [list location] that allows for required privacy, adequate space, electrical outlet if needed, and access to nearby sink while I express my milk. If the room that I will be using is a mixed-use space (meaning that someone else will also need to use the space for official business), that I will have priority over all other uses. I will also be responsible for maintaining the cleanliness of the room after expressing breastmilk and will clean up any spills that occur.

4. I will have a sign posted, that will ensure my privacy during usage, so personnel will know that the room is currently occupied and not to disturb.

5. Expressed breastmilk will be safely stored in breastmilk collection bags/bottles and properly labeled in separate storage container. I will clean up any breastmilk spills that occur in the refrigerator should I use a refrigerator instead of a personal cooler. Breastmilk will be safely stored [explain where]

6. A copy of this MFR will be placed in the personal file of employee for future reference. Should the time requirements of the Employee change in order to accommodate her breastmilk expression (increased time or decreased time requirement), this memo can be rewritten and will supersede the preceding memo.

EMPLOYEE NAME

SUPERVISOR NAME

GRADE

RANK/GRADE  
POSITION

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# APPENDIX C



DEPARTMENT OF THE ARMY  
(Unit Address)

REPLY TO:  
ATTENTION:

[Office Symbol]

[date]

## MEMORANDUM FOR RECORD

SUBJECT: Breastfeeding/Pumping 12 hour Work Plan for [list employee name here]

1. This memo is to notify my Immediate Rating Supervisor that after the birth of my child on [insert date], I plan to return to work but continue to breastfeed/express breast milk for at least one (1) year.

2. I understand that during my 12 hour work day any time required in addition to my three (3) paid 15 minute breaks and [insert number] minutes lunch will be unpaid (break/lunch times may be divided as the employee sees fit in agreement with their Supervisor). The Department of Labor also states that "the employee must be completely relieved from duty or else the time must be compensated as work time. For your convenience, I have listed a proposed schedule below which is only flexible 15-20 minutes before or after the time as breast milk production is a physiological function that is dependent on consistent breast emptying in order to maintain my breast milk supply for my child. Work schedule with the following times to pump is as follows: [insert specific times of day below as appropriate]

- 1) 1st break (paid / unpaid)
- 2) Lunch break (paid / unpaid)
- 3) 2nd break (paid / unpaid)
- 4) 3rd break (paid / unpaid)
- 5) Additional unpaid break times

3. I will be using [list location] that allows for required privacy, adequate space, electrical outlet if needed, and access to nearby sink while I express my milk. If the room that I will be using is a mixed-use space (meaning that someone else will also need to use the space for official business), that I will have priority over all other uses. I will also be responsible for maintaining the cleanliness of the room after expressing breastmilk and will clean up any spills that occur.

4. I will have a sign posted, that will ensure my privacy during usage, so personnel will know that the room is currently occupied and not to disturb.

5. Expressed breastmilk will be safely stored in breastmilk collection bags/bottles and properly labeled in separate storage container. I will clean up any breastmilk spills that occur in the refrigerator should I use a refrigerator instead of a personal cooler. Breastmilk will be safely stored (explain where)

6. A copy of this MFR will be placed in the personal file of employee for future reference. Should the time requirements of the Employee change in order to accommodate her breastmilk expression (increased time or decreased time requirement), this memo can be rewritten and will supersede the preceding memo.

EMPLOYEE NAME

SUPERVISOR NAME

GRADE

RANK/GRADE  
POSITION

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## APPENDIX D



REPLY TO  
ATTENTION:

[Office Symbol]

DEPARTMENT OF THE ARMY  
[Unit Address]

[date]

### MEMORANDUM FOR RECORD

SUBJECT: Soldier's Breastfeeding/Pumping Work Plan

1. Purpose: Provide a breastfeeding/pumping work plan to gain support for me to breastfeed my baby upon return to duty.
2. Work schedule with the following times to pump is as follows: [insert specific times of day below as appropriate]
  - 1) Before PT time
  - 2) After PT time
  - 3) Morning (if needed)
  - 4) Lunch
  - 5) Afternoon (if needed)
3. I will be using [list location] that allows for required privacy, adequate space, electrical outlet if needed, and access to nearby sink while I express my milk.
4. I will have a sign posted, that will ensure my privacy during usage, so personnel will know that the room is currently occupied and not to disturb.
5. In emergencies or unusual situations, such as during an FTX or long duty stays, the following processes will be implemented to accommodate my breastfeeding/pumping: [insert what will be done as the plan]
6. Expressed breastmilk will be safely store [explain where and how]

SOLDIERS NAME  
RANK, USA  
POSITION

COMMANDER NAME  
RANK, CORP  
Commanding

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## APPENDIX E

a. Department of the Navy, Marine Corps Order 5000.12E, Marine Corps Policy Concerning Pregnancy and Parenthood, 08 DEC 04

b. MARADMIN, Change 2 to Marine Corps Policy Concerning Pregnancy and Parenthood, MARADMIN Active Number 358/07, 14 JUNE 2007

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## APPENDIX F

a. Department of the Navy, OPNAVINST 6000.1C, Navy Guidelines Concerning Pregnancy and Parenthood, 14 JUN 07

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- a. Air Force Instruction 44-102, Medical Care Management, 17 MARCH 2015

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a. U.S. Department of Homeland Security / United States Coast Guard, Pregnancy in the Coast Guard, Commandant Instruction 1000.9, 28 Sep 2011

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- c. United States Office of Personnel Management, Guide for Establishing a Federal Nursing Mother's Program, January 2013
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- e. Section 7(r) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207), Break Time for Nursing Mothers Provision.
- f. Patient Protection and Affordable Care Act, Public Law 111-148, section 4207
- g. U.S. Department of Labor, Fact Sheet on Break Time for Nursing Mothers under FLSA
- h. United States Army Public Health Command (USAPHC) Technical Guide 281, A Guide to Female Soldier Readiness, June 2010
- i. United States Army Public Health Command's Breastfeeding Resources at <http://phc.amedd.army.mil/topics/healthyliving/wh/Pages/BreastfeedingandBreastHealth.asp>
- ⓧ
- j. DODI 1342.19, Family Care Plans, section 4g, 7 May 2010
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- l. AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated Policies, table d-1, 15 April 2010
- m. AR 600-63, Army Health Promotion, 7 May 2007, RAR 7 September 2010
- n. American Academy of Pediatrics, Policy Statement Breastfeeding and the Use of Human Milk, 2012

## **Glossary**

**1AD**

1st Armored Division

**AR**

Army Regulation

**DODI**

DoD Instructions

**DSS**

Division Surgeon Section

**IAW**

In accordance with

**IBCLC**

International Board Certified Lactation Consultant

**IMCOM**

Installation Management Command

**IOT**

In order to

**NCOIC**

Non-Commissioned Officer in Charge

**OIP**

Organizational Inspection Program

**P3T**

Pregnancy and Postpartum Physical Training

**P3T Program NCOIC**

Pregnancy and Postpartum Physical Training Program Non-commissioned Officer in Charge

**PT**

Physical Training

**RAR**

Rapid Action Release

**SOP**

Standard Operating Procedures

**U.S.**

United States

**U.S.C**

United States Code

**USAPHC**

United States Army Public Health Command

**TG**

Training Guide

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