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NAVADMIN 046/25

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SUBJ/NAVY SUPPLEMENTAL GUIDANCE FOR ADMINISTRATIVE ABSENCE AND TRAVEL FOR
NON-COVERED ASSISTED REPRODUCTIVE TECHNOLOGY//

REF/A/ALNAV 019/25//
REF/B/NAVADMIN 058/23//

NARR/REF A IS ALNAV 019/25, ADMINISTRATIVE ABSENCE OR FUNDED TRAVEL FOR
NON-COVERED ASSISTED REPRODUCTIVE TECHNOLOGY.

REF B IS NAVADMIN 058/23, NAVY SUPPLEMENTAL GUIDANCE TO COMMAND
NOTIFICATION OF PREGNANCY POLICY, ADMINISTRATIVE ABSENCE AND TRAVEL FOR
NON-COVERED REPRODUCTIVE HEALTH CARE.//

RMKS/1. This NAVADMIN provides supplemental guidance to reference (a).
Reference (b) is canceled, and all hands shall be made immediately aware
of this guidance.

2. Approval Timeline and Appeals. Reference (a) provides the
methodology that must be applied for the approval of administrative
absence or funded travel for non-covered Assisted Reproductive Technology
(ART).

a. Approval Timeline. Commanding Officers (CO) or approval
authorities must act promptly and with appropriate discretion when
considering a request for administrative absence or funded Temporary Duty
(TDY) travel. If a command structure does not have a designated CO, the
approval authority is defined as the head of the unit, activity, or
organization who holds command and control authority. Due to the time-
sensitive nature of non-covered ART, approval decisions should be made no
later than 5 days after the request is submitted.

b. Appeal Process. If the CO or approval authority denies the
administrative absence or funded travel for non-covered ART:

(1) the CO or approval authority must notify the first
O6/GS15 or higher Immediate Superior in Command (ISIC), and

(2) the Service Member may appeal the request to the same
O6/GS15 level or higher ISIC. Appeal decisions should be made promptly,
no later than than 5 days after the request is denied.

3. Administrative Procedures.

a. Requesting administrative absence. The Navy Standard Integrated

Personnel System (NSIPS) will be used for non-covered ART requests.

(1) Select "Admin Absence - Repro Care" in block 12a of the leave request. Do not input any Health Insurance Portability and Accountability Act (HIPAA) information into NSIPS.

(2) Administrative absence requests will be limited to the lesser of 21 days, or the minimum number of days essential to receive the required care and travel needed to access the care by the most expeditious means of transportation practicable.

(3) Requests for convalescent leave following receipt of non-covered ART must be submitted as a separate convalescent leave period and may be approved based on a recommendation from a Department of Defense (DoD) health care provider or a non-DoD health care provider from whom the Service Member is receiving care.

(4) Leave approvers are responsible for ensuring the duration of the administrative absence is the minimum amount required to receive the required care and requisite travel within the limits outlined in this NAVADMIN.

b. Requesting funded TDY travel. If requesting funded TDY travel, the request shall be submitted in Defense Travel System (DTS) as a routine TDY. No HIPAA information will be uploaded into DTS as part of substantiating documentation for funded travel.

4. Command Tracking Requirement. Reference (a) guidance requires Navy commands to track travel costs executed by all authorized travelers for non-covered ART. The following is required:

a. Reports must use the template located at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Parenthood-Pregnancy/Reports>, which includes the required data in paragraphs 7.c.4(a) through paragraph 7.c.4(e) of reference (a).

b. Reports of usage of the cost and usage of funded travel shall be submitted to Navy_Parenthoodandpregnancy@us.navy.mil once the TDY period has concluded.

5. The current OPNAVINST 6001.D Navy Guidelines for Parenthood and Pregnancy dated 12 March 2018 will be updated to reflect new guidance and policies.

6. Additional resources. Additional fact sheets and frequently asked questions are located at the below addresses:

a. <https://www.mynavyhr.navy.mil/References/Messages/ALNAV-2025/>.

b. <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2025/>.

c. <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Parenthood-Pregnancy/>.

7. The point of contact is OPNAV N172 (Office of Women's Policy) by e-mail at Navy_Officeofwomenspolicy@us.navy.mil.

8. This NAVADMIN will remain in effect until superseded or canceled.

9. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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