



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE SECRETARY

February 11, 2025

MEMORANDUM FOR ALMAJCOM-FOA-DRU-FLDCOM-COCOM/C

FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Department of the Air Force Family Days

The Department of the Air Force (DAF) routinely uses Family Days to recognize our teams' contributions to the mission and our families' enduring support of our efforts. On these days, DAF will minimize the number of meetings and scheduled activities.

Commanders, directors, and supervisors may authorize a regular pass for military members on these dates. For military members requested to perform duties on these dates, commanders, directors, and supervisors may grant compensatory time off, mission requirements permitting. Pass and leave rules apply per Department of the Air Force Instruction 36-3003, *Military Leave Program*.

Federal law does not permit the DAF to grant civilian personnel additional leave. However, commanders, directors, and supervisors are encouraged to treat family days as "liberal leave" days to the maximum extent possible, for which use of leave, previously earned compensatory time, or previously approved time-off awards may be applied, as eligible. Unless otherwise exempted, if civilian employees are not on an excused absence, they should be working at their current duty location. Please reference Department of Defense Instruction 1400.25V630_AFI 36-815, *DoD Civilian Personnel Management System: Leave*, for further guidance. Contractor employees must adhere to their respective contract requirements and employer policies.

Over the next several weeks, DAF will evaluate Family Days to ensure they align with our ability to support warfighter readiness.

GWENDOLYN R. DeFILIPPI, SES, DAF
Acting Assistant Secretary of the Air Force for
Manpower and Reserve Affairs

CC: CSAF
CSO
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