



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR-ZA

1 March 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (Updated) Dissemination of Secretary of Defense Guidance for Department of Defense Employees on Responding to the Office of Personnel Management's "What You Did Last Week" Email

1. The Secretary of Defense provided guidance to all Department of Defense (DoD) civilian employees in the enclosed memorandum. The memorandum directs DoD civilian employees to submit five bullets on their previous week's achievements in response to an expected email that will come on Monday, 3 March 2025. This email will come from the Department of Defense.
2. Ensure immediate dissemination of the Secretary of Defense's guidance to your civilian employees and the managers of civilian employees.
3. Army civilians are directed to reply to the email, copying their supervisor, within 48 hours. Bullets should focus on achievements that support DoD priorities, and must exclude classified, sensitive, or privileged information.
4. Employees currently without email access due to leave, shift work, temporary duty, or other valid reasons must comply within 48 hours of regaining access. Supervisors of employees without regular access to their Army email should facilitate access for purposes of accomplishing this requirement.
5. The points of contact for this memorandum within the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) are [REDACTED] at [REDACTED] or [REDACTED] and [REDACTED] at [REDACTED] or [REDACTED].

Encl

JULIE A. BLANKS
Senior Official Performing the Duties of the
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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Commander

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