



SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

FEB 27 2025

MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES

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

Following a review of Pentagon procedures and consultation with the Office of Personnel Management (OPM), I am issuing updated guidance.

On or around February 22, 2025, OPM requested federal civilians to submit approximately five bullet points detailing their prior week's accomplishments. The Department of Defense initially paused this directive over the weekend but now requires **all DoD civilian employees** to submit five bullets on their previous week's achievements.

You will receive an email on Monday, March 3, 2025; reply to that email and cc your supervisor within 48 hours.

Submissions must exclude classified or sensitive information and will be incorporated into weekly situation reports by supervisors. Non-compliance may lead to further review.

Employees currently without email access due to leave, shift work, temporary duty, or other valid reasons must comply within 48 hours of regaining access. Managers of those who do not regularly work in office settings with access to email, e.g. warehouses and shipyards, should address directly with their employees.

The civilian workforce remains vital to the Department's mission, and your critical contributions support our renewed focus on DoD's core warfighting objectives under President Trump's leadership.

FBH
SD29



OSD001699-25/CMD002238-25