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Subject: FW: DOD GUIDANCE: What Did You Do Last Week | Suspense: March 11, 2025
Date: Friday, March 7, 2025 2:15:21 PM
Importance: High

From: OSD PR <osd.pr13@mail.mil>
Sent: Friday, March 7, 2025 1:36 PM
Subject: DOD GUIDANCE: What Did You Do Last Week | Suspense: March 11, 2025
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UPDATE: Your 5 Bullet Points

First, thanks to each of you who responded to my March 3, 2025, email. Based on a continuing review of Pentagon procedures, I am now issuing additional guidance:

All DoD civilian employees must submit five bullet points detailing their previous week's achievements to their immediate supervisor NLT 1200pm EDT each Tuesday until instructed otherwise.

Reply to this email CCing your supervisor with five bullet points describing your achievements last week.

- 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 12 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.

Going forward, we will email you each Friday to remind you of this requirement and direct you to reply to the email and CC your supervisor NLT 1200pm EDT on the following Tuesday.

As I have stated before, 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.

Pete Hegseth
29th Secretary of Defense
