



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

February 24, 2025

MEMORANDUM FOR SAF/HAF/HQSF
ALMAJCOM-FOA-DRU-FLDCOM-COCOM/CC
Distribution C

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

SUBJECT: OPM email, subject "What did you do last week?"

References: (a) Hr@opm.gov email, "What did you do last week?," sent February 22, 2025
(b) Osd.Pentagon.OUSD-P-Rmbx.no-reply@mail.mil email, "OPM Email "What did you do last week?," sent February 23, 2025

Employees received the above referenced emails over the weekend of February 22-23, 2025. In the first, employees were instructed to reply to the email with approximately five (5) bullet points of what they accomplished in the prior week, copying their manager. In the second, employees were instructed to pause any responses, pending further Department of Defense guidance. This memo provides further clarifying guidance for Department of Air Force (DAF) employees.

OPM has clarified that a non-response to its email request will not be considered a resignation. Some of you may already have provided input to OPM, and this is acceptable. For those who have not, you are directed to hold further input pending additional guidance from DoD and DAF as to how we will meet the OPM request for additional information. DoD is responsible for reviewing the performance of its personnel, and it will conduct any review in accordance with its own procedures.

My point of contact in SAF/MR is Mr. Thomas Haas,
SAF.MREO.tigerteam@us.af.mil.

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

cc:

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