



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

February 28, 2025

MEMORANDUM FOR ALMAJCOM-FOA-DRU-FLDCOM-CCMD/CC  
Distribution C

FROM: SAF/MR  
1660 Air Force Pentagon  
Washington, DC 20330-1665

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

Reference: Secretary of Defense Memorandum, "Guidance for Department of Defense Civilian Employees on Responding to the Officer of Personnel Management's 'What You Did Last Week' Email," 27 February 2025

On 3 March 2025, Department of the Air Force (DAF) civilian employees will receive an email from the Department of Defense (DoD) (@mail.mil domain) requesting submission of five bullets on their previous week's achievements.

DAF civilian employees are directed to reply to the email, copying their supervisor, within 48 hours of the date/time stamp of the e-mail. The bullets should focus on achievements that support DoD priorities.

**Submissions must exclude classified, privileged, or sensitive information.** Employee submissions may be reviewed by DoD personnel and are subject to Freedom of Information Act requests. Failure to respond may result in disciplinary action.

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 DAF email should facilitate access for purposes of accomplishing this requirement.

The points of contact for this action are Annie Pascua, [annie.pascua.1@us.af.mil](mailto:annie.pascua.1@us.af.mil), AF/A1CM (USAF) and Edward Emden, [edward.emden@spaceforce.mil](mailto:edward.emden@spaceforce.mil), SF/S1C, (USSF).

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

Attachment:

1. Secretary of Defense Memorandum, "Guidance for Department of Defense Civilian Employees on Responding to the Officer of Personnel Management's 'What You Did Last Week' Email," 27 February 2025
2. SAF/MR Memorandum, "OPM Email, Subject "What did you do last week?" 24 February 2025

cc:

AF/A1

USSF/S1

NGB/A1

AF/RE

MAJCOM/A1

FLDCOM/S1