



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

March 7, 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 Secretary of Defense's 7 March 2025 "What Did You Do Last Week" Email

On or about 7 March 2025, Department of the Air Force (DAF) civilian employees will receive an email from the Department of Defense (DoD) (email address ending in @mail.mil) requesting submission of five bullets on their previous week's achievements. Submissions will be required on a weekly basis.

DAF civilian employees are directed to reply to the email, copying their supervisor, NLT 1200pm EDT each Tuesday until instructed otherwise. The bullets should focus on achievements that support DoD priorities.

First line supervisors of employees without regular access to their DAF email (e.g. childcare workers, depot workers, civil engineering workforce) may facilitate this requirement by providing a set of bullets for their teams, detailing the members of the team and the accountability of the team.

DAF civilians who also are members of the civilian intelligence community and receive the DoD e-mail on an un-classified network will reply to the DoD e-mail with "I will share work updates separately with my supervisor due to their sensitive nature." Civilian intelligence community members who do not receive the DoD e-mail are not required to reply.

Dual Status Military Technicians (or Air Reserve Technicians) who receive the DoD e-mail will reply with "I am a dual status military technician." Dual Status Military Technicians (or Air Reserve Technicians) who do not receive the DoD e-mail are not required to reply.

If supervisors regularly prepare weekly activities reports (WAR), situational reports (SITREP), or equivalent organizational reports, then supervisors may use inputs received through these emails as they prepare requirements. This memorandum ***does not*** establish new organizational reporting requirements.

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 e-mail access due to leave, shift work, temporary duty, or other valid reasons must comply within 12 duty hours of regaining access. Replies to the DoD e-mail are considered compliance with future Office of Personnel Management (OPM) e-mails.

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

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

cc:
AF/A1
USSF/S1
NGB/A1
AF/RE
MAJCOM/A1
FLDCOM/S1