

**To:** OSD PR[osd.pr16@mail.mil]  
**Cc:** (b)(6)  
**From:** (b)(6)  
**Sent:** Mon 3/3/2025 10:25:47 AM  
**Subject:** RE: DoD GUIDANCE: What Did You Do Last Week  
**Received:** Mon 3/3/2025 10:26:09 AM  
[smime.p7s](#)

5 Bullets:

1. Developed and scheduled the delivery of advanced coursework on Strategic Planning for the Executive Program Manager's Course who's students will reforming the acquisition process and implement the leadership required for rapid fielding of emerging technologies
2. Prepared expert instruction for the Army's Force Manager Course, to achieve course outcomes that enhance leadership, strategic decision-making, and risk management in a class of young officers who will have influence on major defense acquisition programs
3. Compliance with Legal and Regulatory Standards: Ensured all training materials and acquisition strategies complied with relevant federal statutes, DoD directives, and acquisition policies, promoting legal and regulatory adherence throughout the acquisition lifecycle which will help eliminate waste.
4. Managed an ongoing process to judge submissions for the Defense Acquisition Workforce Writing Awards established by Section 801 of the FY 2023 National Defense Authorization Act (NDAA) to encourage curiosity and persistence in overcoming obstacles and to promote innovation in acquisition.
5. Shaped three acquisition lessons (Acquisition Strategy, Acquisition Pathways and Strategic Planning) for an upcoming Defense Acquisition Executive Overview Workshop (DAEOW) to a Department of Defense Senior leader who will have influence over precious tax dollars and warfighter capabilities.

(b)(6)

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**From:** OSD PR <osd.pr16@mail.mil>  
**Sent:** Monday, March 3, 2025 10:19 AM  
**Subject:** [External Sender] DoD GUIDANCE: What Did You Do Last Week  
**Importance:** High

UPDATE: Your 5 Bullet Points

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

On or around February 22, 2025, and February 28, 2025, OPM requested federal civilians to submit approximately five bullet points detailing their prior week's accomplishments. **All DoD civilian employees** must submit five bullets on their previous week's achievements to their immediate supervisor within 48 hours of receiving this email.

**Reply to this email and cc your supervisor.**

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.

Pete Hegseth

29<sup>th</sup> Secretary of Defense

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**Cc:** (b)(6); (b)(6)  
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**From:** (b)(6)  
**Sent:** Mon 3/3/2025 10:26:14 AM  
**Subject:** Re: DoD GUIDANCE: What Did You Do Last Week  
**Received:** Mon 3/3/2025 10:26:32 AM

- Prepared Course Materials: Delivered scheduled materials for three courses, and spent significant time updating and preparing materials for upcoming classes.
- Graded Assignments and Exams: Dedicated approximately 6 hours grading student papers, assignments, and providing feedback.
- Conducted Research: Worked on four ongoing research papers, which may have included data analysis, literature review, or writing.
- Held Office Hours and Met with Students: o Held scheduled office hours and met with individual students to discuss their academic research and final projects.
- IC Lesson 12 Part A and B: Attended both ICC sessions with (b)(6) and (b)(6)
- Responded to Emails and Administrative Tasks: Managed a large volume of emails from students and completed various administrative tasks.

(b)(6)  
National Defense University - College of Information and Cyberspace  
Fort Lesley J. McNair  
Washington, DC 20319  
Office Hours: M – W 1000 to 1200  
Virtually - By Appointment  
Office - (b)(6) Cell - (b)(6)

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**From:** OSD PR  
**Sent:** Monday, March 3, 2025 10:18 AM  
**Subject:** DoD GUIDANCE: What Did You Do Last Week  
UPDATE: Your 5 Bullet Points

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**To:** OSD PR[osd.pr16@mail.mil]  
**From:** (b)(6)  
**Sent:** Mon 3/3/2025 10:26:16 AM  
**Subject:** Re: DoD GUIDANCE: What Did You Do Last Week  
**Received:** Mon 3/3/2025 10:26:39 AM

I am not a DOD employee. Please stop sending me this type of email!

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**From:** OSD PR <osd.pr16@mail.mil>  
**Sent:** Monday, March 3, 2025 9:23 AM  
**Subject:** DoD GUIDANCE: What Did You Do Last Week

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Cc: (b)(6)

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From: (b)(6)

Sent: Mon 3/3/2025 10:25:58 AM

Subject: RE: DoD GUIDANCE: What Did You Do Last Week

Received: Mon 3/3/2025 10:26:18 AM

[smime.p7s](#)

Good Morning,

Below are 5 bullets of my accomplishments for the week of February 24-28, 2025.

- Updated and published the weekly clearance tracker
- Owned in DISS and initiated the SF86 for inbounds
- Contacted those needing to submit statements and sign LRS's
- Requested and downloaded cases from CAS
- Performed prescreen checks and interviews

Respectfully,

(b)(6)

Personnel Security Specialist

Passport Acceptance Agent

Presidential Helicopter Squadron (HMX-1)

Quantico, Virginia

Office: (b)(6)

Cell: (b)(6)

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