



OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

JAN 11 2010

PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense Employee Wellness Awareness Information
Campaign

The Deputy Secretary of Defense announced on January 4, 2010, a Department-wide initiative to improve employee wellness, satisfaction and engagement, and asked your support as it unfolds. The initiative is in response to the President and Office of Management and Budget's program objectives, as well as our desire to keep the Department a model employer.

The wellness initiative will encompass a multi-pronged approach that addresses the four pillars of a healthy lifestyle: physical activity, nutrition, healthy choices, and prevention. A key strategy of this approach will be increasing employee awareness of the value of a fit lifestyle and the easy, everyday choices that can be made to accomplish this goal. A memorandum to the Department's workforce that announces the campaign is attached for your distribution.

To facilitate increased employee awareness, the Department is sponsoring an information campaign, which will be conducted over calendar year 2010, with different



topics featured each month. A listing of the 2010 monthly topics is enclosed for your information and to enable any specific planning you may want to do around the campaign themes. January's theme, "Setting Realistic Goals for the New Year," is an excellent launch for the overall fitness campaign; I ask that you download and distribute the January information, and encourage your workforce to set personal goals to improve their health and wellness in 2010. Marketing materials have also been developed for use throughout the Department to further enhance employee awareness of the value of a fit lifestyle. The Department's fitness campaign slogan, "Stay Fit. Stay Smart. Stay Ready," is featured throughout the marketing materials.

The marketing materials and monthly campaign information will be available for download at www.cpms.osd.mil. I ask that you download and disseminate to your workforce the monthly information on a timely basis and supplement it as you deem appropriate. Furthermore, please prominently display the marketing materials throughout your organizations. I encourage you to undertake wellness activities specific to your Components and to share with my staff innovative ideas you may have or best practices you have realized. My point of contact is Ms. Pam Budda, the Department's Quality of Worklife Program Manager, who can be reached at pam.budda@cpms.osd.mil.

Programs that promote health and well-being demonstrate the value we place on our workforce, and enable more efficient and effective mission operations. As such, I am counting on you to enable and encourage an environment of wellness throughout the Department.



Gail H. McGinn

Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
Under Secretary of Defense
Personnel and Readiness

Attachments:
As stated

Monthly Wellness Themes for 2010

Month	Overall Theme
January 2010	"Setting Realistic Goals for the New Year"
February	Heart Health
March	Nutrition
April	Mental Health
May	Employee Health and Fitness
June	Home Safety
July	Sun Safety – Skin Cancer Awareness
August	Immunization Awareness
September	Suicide Prevention (Stress Management)
October	Work and Family Month
November	Smoking Cessation
December	Holiday Health

- All 4 pillars of a healthy lifestyle represented
 - Fitness
 - Nutrition
 - Healthy choices
 - Prevention
- Themes selected based on national health topics, months, weeks, days and can be customized and/or enhanced at the Component and/or local level

Civilian Personnel Policy (CPP)



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MEMORANDUM FOR THE DEPARTMENT OF DEFENSE (DoD) WORKFORCE

Subject: Employee Wellness Campaign

The Department will be conducting an employee wellness campaign during calendar year 2010. The purpose of the campaign is to increase employee awareness of, and commitment to, the four pillars of a healthy lifestyle: physical activity, nutrition, healthy choices, and prevention. As part of the campaign, you will see monthly information sheets on a variety of wellness topics, as well as links to web-sites from which you can obtain additional information. The campaign will also include periodic structured events, through which wellness activities will be promoted or sponsored. I encourage each of you to become familiar with the provided information, participate, to the extent that you can, in the wellness activities, and set personal goals for making your lifestyle more healthy and fit.

A handwritten signature in cursive script that reads "Gail H. McGinn".

Gail H. McGinn
Deputy Under Secretary of Defense (Plans)
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Under Secretary of Defense
Personnel and Readiness