



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

PERSONNEL AND  
READINESS

DEC 8 2010

MEMORANDUM FOR: SEE DISTRIBUTION

Subject: Department of Defense Employee Awareness Information Campaign

This is the twelfth bulletin issued in support of the Department's Employee Wellness Awareness Campaign, as discussed in the Under Secretary of Defense for Personnel and Readiness Memorandum of January 11, 2010.

The marketing materials and campaign information for December are available for download at [www.cpms.osd.mil/wellness](http://www.cpms.osd.mil/wellness). December's theme is "Holiday Health." The materials developed in support of this theme provide a wealth of information on stress management tips and ways to cope during the holiday season.

I ask that you immediately download and disseminate to your workforce and your serviced Commands the campaign materials for December, and encourage you to supplement it, as needed, with initiatives specific to your Component. My point of contact for this matter is Ms. Pamela Budda, the Department's Quality of Worklife Program Manager, who can be reached at [Pamela.budda@cpms.osd.mil](mailto:Pamela.budda@cpms.osd.mil).



Kathleen A. Ott

Director for Talent Acquisition, Development and Management  
Civilian Personnel Policy



DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY  
(DEPARTMENT OF THE ARMY)  
DEPUTY ASSISTANT SECRETARY, CIVILIAN HUMAN  
RESOURCES (DEPARTMENT OF THE NAVY)  
DIRECTOR, PERSONNEL POLICY  
(DEPARTMENT OF THE AIR FORCE)  
DIRECTOR FOR MANPOWER AND PERSONNEL (J1)  
(JOINT CHIEFS OF STAFF)  
DIRECTOR, PERSONNEL AND SECURITY  
(DEPARTMENT OF DEFENSE INSPECTOR GENERAL)  
DIRECTOR, HUMAN RESOURCES MANAGEMENT  
(DEFENSE COMMISSARY AGENCY)  
CHIEF, HUMAN RESOURCES MANAGEMENT DIVISION  
(DEFENSE CONTRACT AUDIT AGENCY)  
CHIEF, CIVILIAN PERSONNEL DIVISION  
(DEFENSE THREAT REDUCTION AGENCY)  
DIRECTOR, CIVILIAN HUMAN RESOURCES MANAGEMENT  
(UNIFORMED SERVICES UNIVERSITY OF THE HEALTH  
SCIENCES)  
DIRECTOR FOR HUMAN RESOURCES  
(NATIONAL GUARD BUREAU)  
DIRECTOR (CIVILIAN PERSONNEL MANAGEMENT  
SERVICE)  
DIRECTOR FOR CORPORATE RESOURCES  
(DEFENSE FINANCE AND ACCOUNTING SERVICE)  
DIRECTOR, MANPOWER PERSONNEL AND SECURITY  
(DEFENSE INFORMATION SYSTEMS AGENCY)  
CHIEF, OFFICE FOR HUMAN RESOURCES  
(DEFENSE INTELLIGENCE AGENCY)  
DIRECTOR, HUMAN RESOURCES OFFICER  
(DEFENSE SECURITY SERVICE)  
EXECUTIVE DIRECTOR, HUMAN RESOURCES  
(DEFENSE LOGISTICS AGENCY)  
DIRECTOR, HUMAN RESOURCES  
(NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY)  
DIRECTOR, HUMAN RESOURCES SERVICES  
(NATIONAL SECURITY AGENCY)  
PERSONNEL DIRECTOR

(DEPARTMENT OF DEFENSE EDUCATION ACTIVITY)  
DIRECTOR FOR HUMAN RESOURCES  
(WASHINGTON HEADQUARTERS SERVICES)  
EXECUTIVE DIRECTOR, HUMAN RESOURCES  
(DEFENSE CONTRACT MANAGEMENT AGENCY)