



**DEPARTMENT OF THE ARMY**  
WASHINGTON DC 20310-0200

S: 31 January 2023

DACS-ZDV-ESG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Armywide Distribution and Call for Membership of the Army Women's Initiatives Team

1. References:

a. Secretary of the Army Memorandum, Establishment of the Army Women's Initiatives Team, 15 December 2022

b. Secretary of the Army Charter, Army Women's Initiatives Team, 15 December 2022

2. Background:

a. On 15 December 2022, the Secretary of the Army established the Army Women's Initiatives Team. The team will report to and receive direction from the Assistant Secretary of the Army (Manpower and Reserve Affairs) to advocate for Army policy, program, and resource changes to set conditions for women's recruitment, retention, readiness, health, well-being, empowerment, and advancement across the Total Army. The team will bring together representatives from across the Total Army to study issues, develop actionable policy changes, and make recommendation(s) to Army Senior Leaders pertaining to women in the Army.

b. Members of the Women's Initiatives Team will be representative of all women in the Total Army. Members will come from across the Army with a goal of having diverse representation across components, ranks, and locations. Selection of members will not be limited by gender, rank, demographics, or any other characteristics.

3. Purpose: Inform Soldiers and Civilians at all echelons of the newly established Army Women's Initiatives Team and the process to apply for membership.

4. Coordinating Instructions.

a. Principal Officials of Headquarters, Department of the Army (HQDA); Commanding Generals (CG), Army Commands (ACOM); CGs, Army Service Component Commands (ASCC); and, Commanders / Directors, Direct Reporting Units (DRU).

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(1) Inform all Soldiers (Active and Reserve Component) and Civilians of the Army Women's Initiatives Team mission and call for membership not later than 31 January 2023.

(2) Encourage everyone interested in serving on the Women's Initiatives Team to apply for membership as outlined in Appendix 2 of the charter.

b. Soldiers and Civilians who desire to serve on Women's Initiatives Team.

(1) Apply for membership via email to the Army Women's Initiatives Team Executive Secretariat at [usarmy.pentagon.hqda-asa-mra.mbx.army-wit-executive-secretariat@army.mil](mailto:usarmy.pentagon.hqda-asa-mra.mbx.army-wit-executive-secretariat@army.mil) NLT 31 January 2023.

(2) Application packets must include the following:

(a) Biographic/Demographic Data: Name, current title/position, organization, estimated time remaining in current role, MOS and Component (if military), rank, race/ethnicity, and gender.

(b) An Officer Records Brief, Enlisted Records Brief, or a one-page biography for civilians.

(c) A nomination, recommendation, or endorsement memorandum from the applicant's Commander (Captain or above) for military personnel or supervisor (Rater) for civilian personnel. The memo must include an acknowledgement that Women's Initiatives Team membership constitutes official duties for those involved and members will be expected to attend Women's Initiatives Team meetings and briefings during business hours.

(d) Optional: Statement of interest.

c. Women's Initiatives Team Tri-Chairs.

(1) Review applications and select Women's Initiatives Team members for the ASA (M&RA)'s approval NLT 1 March 2023.

(2) Notify members in writing.

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5. The Women's Initiatives Team point of contact for this action is Ms. Frances Rivera at frances.a.rivera2.civ@army.mil or (703) 693-1909.

FOR THE SECRETARY OF THE ARMY:

WALTER E. PIATT  
Lieutenant General, U.S. Army  
Director of the Army Staff

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Principal Officials of Headquarters, Department of the Army  
Commander

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Director of Business Transformation Commander, Eighth Army