

AMCPE-EO (600-20)

30 November 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Consideration of Others (CO2) Program

1. Reference memorandum, HQ AMC, AMCPE-EO, 29 June 1999, subject: Consideration of Others Program Policy.

2. **Policy:**

a. The effectiveness of an organization's staff is largely dependent upon the interactions and the relationships of its individual members. Therefore, it is the policy of this Command to instill in all personnel the importance of CO2 in supporting the United States Army's value of compassion and principle of caring.

b. Consideration of Others is a Command program that increases every soldier's and civilian employee's awareness of human relations issues. The purpose of the program is to strengthen our daily commitment to building trust and cohesion, increasing sensitivity in a diverse environment, and enhancing the quality of life for all personnel.

3. **Training:**

a. All military and civilian personnel will attend 8 hours of training annually, to be conducted during quarterly 2-hour sessions. Each session will be presented using a dilemma discussion format with a small group ranging in size from 15-25 personnel. A trained discussion leader who is knowledgeable of the issue selected for discussion will guide each session. Civilian contractors are not mandated to participate in CO2 training, but are welcome to attend, since they are an integral component of the AMC work force. Smaller offices may incorporate with other offices, but coordination must be between the two offices.

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b. Each Deputy Chief of Staff/Separate Office Chief (DCS/SOC) will develop a quarterly training calendar with human dimension type training specific to that DCS. At a minimum, the following focus areas will be discussed:

- Ethical Development - Individual and Organizational
- Quality Individual Leadership
- Team Building
- Equal Opportunity
- Gender Issues
- Family Concerns
- Health, Safety, Drug and Alcohol Abuse

Lesson plans for the focus areas are available on the DA ODCSPER Web page at [WWW.odcsper.army.mil/dape/hr/ConsiderationofOthers/c2.asp](http://WWW.odcsper.army.mil/dape/hr/ConsiderationofOthers/c2.asp). The use of outside references and training aids is also encouraged as a means of stimulating discussion and interaction among group members. These items may include, but are not limited to, videos, case studies, situation dilemmas, and published articles.

4. **Resources.** Each DCS/SOC is responsible for obtaining training sites for small group discussions. The Equal Opportunity (EO) Office may be an excellent resource for assistance in the planning and monitoring of your individual programs, and for training materials. The Office of the Staff Judge Advocate, the Provost Marshal, the Chaplain, and the Inspector General Office, can also be used as resources to provide information in subject matters pertaining to their areas of expertise.

5. **Assessment/Reporting:** Each DCS/SOC will provide the EO Office the name of its respective organization's CO2 Program Coordinator (POC). Additionally, each DCS/SOC will provide quarterly updates on the current status of their programs (an example memorandum is enclosed). The reporting period will be quarterly and due to the EO Office by close of business on the 15th of the month, following the end of the reporting period quarter (e.g., report for 1<sup>st</sup> quarter will cover 1 October through 31 December and be due by COB 15 January).

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A negative response is also required if no training was conducted during the quarter. Any recommended changes will be provided through the DCSPER to the Chief of Staff.

FOR THE COMMANDER:

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CHARLES S. MAHAN, JR.  
Major General, USA  
Chief of Staff

DISTRIBUTION:

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AMC (Office Submitting Report)

MEMORANDUM FOR Equal Opportunity Office

SUBJECT: Quarterly CO2 Status Report

1. NAME OF DCS / OFFICE SUBMITTING REPORT
2. NUMBER OF EMPLOYEES IN THE DCS / OFFICE
3. NUMBER OF EMPLOYEES CO2 TRAINED DURING THIS PERIOD
4. NUMBER OF EMPLOYEES NOT CO2 TRAINED THIS PERIOD
5. TOPIC USED DURING TRAINING
6. DATE OF TRAINING

Signed

CO2 Coordinator