DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE-EO

1 APR 2004

MEMORANDUM FOR SEE DISRTIBUTION

SUBJECT: Consideration of Others (CO2) Program

1. Reference memorandum, HQ AMC, AMCPE-EO, 6 June 2003, subject: Consideration of Others (CO2) Program Policy, enclosure 2.

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 values of the United States Army.

b. Consideration of Others is a command program that increases human relations awareness of both military and civilian personnel. The purpose of the program is to strengthen our daily commitment to building trust and cohesion, increase sensitivity in a diverse environment, and enhance the quality of life for all personnel.

3. Training.

All military and civilian personnel will attend 8 hours of training annually. This training is normally accomplished by 2-hour quarterly sessions. In accordance with AR 600-20, dated 13 May 2003, training will be small group, interactive and discussion-based. A trained discussion leader who is knowledgeable of the issues selected for discussion will guide each session. Civilian contractors are not mandated to participate in CO2 training, but are welcome to attend, because they are an integral part of the AMC work force. Smaller offices may join with other offices, but coordination must be accomplished between the two offices. Only CO2 training that meets the outlined criteria will satisfy the training requirement.

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

- Ethical Development – Individual and Organizational
- Quality Individual Leadership
- Army Values/Military Heritage
- Team Building
- Equal Opportunity

- Gender Issues
- Family Concerns
- Health, Safety, Drug and Alcohol Abuse

Lesson plans for the focus areas are available on the Army G-1 Webpage at www.armyg1.army.mil under the Human Resources link. 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 G Staff/SOC is responsible for obtaining training sites for small group discussions. As a minimum each G Staff/SOC will have one facilitator per 25 personnel within their organization. For example, the G-1 has approximately 99 personnel so they are required to have 4 facilitators. All Equal Opportunity (EO) offices will train and certify CO2 discussion leaders for their commands. The EO office may also be an excellent source for assistance in the planning and monitoring of your individual programs, and for training material. The office of the Staff Judge Advocate, the Provost Marshal, the Chaplain, and the Inspector General can also be used as sources of information.

5. Assessment/Reporting. Each G Staff/SOC will provide the EO office the name of the organization's CO2 Program Coordinator (POC). Additionally, each G Staff/SOC will provide quarterly updates on the current status of their programs (an example memorandum is enclosed). The quarterly reporting period is 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 2nd quarter will cover 1 January through 31 March and be due by COB 15 April). A negative response is also required if no training was conducted during the quarter. Any recommended changes to the CO2 program will be provided to the G-1.

6. Point of contact is MAJ Jeter at DSN 656-8666 or phoebe.jeter@us.army.mil.

FOR THE COMMANDER:

RICHARD A. HACK
Lieutenant General, USA
Deputy Commanding General

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AMC (Office Submitting Report)

MEMORANDUM FOR Equal Opportunity Office, DCS G-1, HQ, AMC

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 DURING THIS PERIOD
5. TOPIC USED DURING TRAINING
6. DATE OF TRAINING

Signed

CO2 Coordinator

Encl 1