



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
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FORT MONROE, VA 23681-8888

SFCA-NR

02 September 2004

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region (NR)

SUBJECT: Administrative Policy Letter A04-05, Consideration of Others (CO2)

1. REFERENCES:

a. Memorandum, Department of Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, 12 Feb 98, subj: Consideration of Others Program.

b. Message, HQDA, DAPE-HR-L, 7 Oct 97, subj: Consideration of Others Program.

2. CO2 is defined as, "those actions that indicate a sensitivity to and regard for the feelings and needs of others, and an awareness of the impact of one's own behavior on them." The purpose of the CO2 program is to enhance trust, cohesiveness, and readiness by promoting and strengthening a climate of dignity and respect for others. The ACA NR CO2 program includes all assigned military and civilian personnel. The CO2 program is a valuable tool to be used by ACA NR leaders to instill the Army's core values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage throughout the region. It is inherent upon ACA NR leaders to develop and foster a culture where all personnel can excel.

3. The three pillars of CO2 within ACA NR are education, enforcement, and ownership; education is the cornerstone of the program.

a. Education will be accomplished via trained facilitators (e.g., Leadership, Education and Development facilitators, Equal Employment Office personnel). Activities with limited, trained CO2 facilitator resources may send ACA select personnel to CO2 facilitator training. All personnel will participate in at least eight hours of small group discussion annually. Smaller staff elements may consolidate or join larger offices/divisions to gain greater benefit that size and diversity bring to discussions.

b. Enforcement requires that we will take immediate action to resolve incidents when they occur.

c. Ownership signifies acceptance of the program by all ACA NR personnel. To accomplish CO2 goals, full participation with an exchange of ideas is necessary.

4. The ACA NR is committed to fair treatment for all soldiers, civilians, and family members. Under no circumstances will any form of harassment, profanity, verbal abuse, prejudice, discrimination, or other type of offensive behavior directed toward our personnel and their family members be tolerated.
5. This administrative policy applies to all personnel in the ACA NR.
6. This administrative policy remains in effect until rescinded or superceded.

A handwritten signature in black ink that reads "Joann Langston". The signature is written in a cursive, flowing style.

JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region