



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 369TH SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5000

ATZH-TBA

11 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #5 – Consideration for Others (CO2) Program

1. Training of CO2 as a value for the 369th Signal Battalion is centered on a comprehensive education program, which involves all Soldiers and civilian employees. The purpose of this program is to enhance trust, cohesion, and readiness by ensuring continual awareness of caring as an organizational imperative.
2. The CO2 program is a commander's program which instills in all members of the command a belief and understanding in the Army's core values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage. We must build and maintain an Army where people do what is right, where we treat each other as we want to be treated.
3. CO2 methodology is focused on the small group session. Well-organized meetings in small groups are the ideal forum for building trust and teamwork within the command. To make these meetings a success, special attention must be given in identifying and training CO2 group facilitators.
4. The model CO2 Program for all Army and civilian personnel should include eight hours of annual training as follows:
 - a. Two-hour quarterly sessions, small group discussion, with 15-30 personnel.
 - b. Led by trained facilitators, who are appointed by the commander, and attend a three-day CO2 facilitator course.
5. Leader involvement at all levels is the essential ingredient to a successful program. Training is required to be executed down to the squad, team, or section level. The Battalion Equal Opportunity Leader is available to assist in your efforts.
6. A successful CO2 Program instills caring and inspires willingness in members of organizations to take personal responsibility for their attitudes, actions, and words, to include changing them when necessary, to promote unit cohesion and teamwork.

E-Signed by BROOKS, SCOTT, DAVID, 1016635150
Verify authenticity with ApproveIt.
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SCOTT D. BROOKS
LTC, SC
Commanding

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