



DEPARTMENT OF THE ARMY
SEATTLE DISTRICT, CORPS OF ENGINEERS
4735 EAST MARGINAL WAY SOUTH
SEATTLE, WA 98134

MAY - 3 2007

CENWS-EE

MEMORANDUM FOR ALL SEATTLE DISTRICT EMPLOYEES

SUBJECT: Command Policy Memorandum #1, Consideration and Respect for Others

1. References / Authorities:

- a. AR 600-100 – Army Leadership, dated 8 March 2007
- b. Chief of Engineers Philosophy, "Permission Slip"
- c. USACE Campaign Plan, Annex B. Communications and Relationships, dated 16 June 2005
- d. Deputy Secretary of Defense, Principles of Leadership

2. Purpose: To provide information, establish policy and outline procedures / responsibilities regarding Consideration and Respect for Others within the Seattle District, U.S. Army Corps of Engineers.

3. Applicability: This policy applies to all employees assigned or attached to the Seattle District, U.S. Army Corps of Engineers.

4. Policy: "Consideration and Respect for Others" covers actions that indicate sensitivity to and regard for the feelings and needs of others who we interact with while at work. I am fully committed to creating a workplace where individuals and teams work together--free from actions that degrade organizational cohesion and mission accomplishments. We are accountable for the decisions we make, our behaviors toward others, and for taking appropriate action. Everyone we come in contact with will be treated with both dignity and respect. Both of which uphold the Chief of Engineers Philosophy, the Army's values and is simply the right thing to do.

5. Procedures / Responsibilities: Anyone who witnesses or experiences possible inappropriate behaviors will ensure the behaviors are made known to those who caused them. Specifically:

a. Supervisors and managers when aware of inappropriate behaviors will utilize counseling, coaching, mentoring, alternate dispute resolution (ADR) methods or staff assistants to swiftly and effectively resolve issues at the lowest appropriate level.

b. Employees will inform the individual of inappropriate behavior directly or via a supervisor, utilizing ADR or staff assistants based on their comfort level with the situation.

c. Staff Assistants within Civilian Personnel Advisory Center and Equal Employment Opportunity (EEO) offices will assist supervisors and employees who are unsure of how to deal effectively with rude, hostile or harassing individuals.

6. Point of contact for this memorandum is the Seattle District EEO Officer at (206) 764-3501 or judy.a.smith@nws02.usace.army.mil.

MICHAEL McCORMICK
Colonel, Corps of Engineers
Commanding