



## INSTRUCTION SHEET

**1. The primary facilitator is responsible for completing the Consideration of Others Small Group Discussion form and submitting the completed document to the DRC Equal Opportunity Adviser or Representative. The instructions are as follows:**

- \* Print topic of discussion.
- \* Leadership involvement - have commander or 1SG sign form when they attend the small group session.
- \* Print date small group session was conducted.
- \* Print the name of the primary facilitator.
- \* Print the name of the co-facilitator (if applicable).
- \* Have attendees print their name, grade, status (check appropriate block), and unit of assignment.
- \* Complete sum total for small-group attendance by category (AGR, AC, TPU, Mil Tech, and DAC). Add each category for a grand total.
- \* Verify that all information is complete and provide this document to your DRC Equal Opportunity Adviser.

**2. The DRC Equal Opportunity Adviser or Representative is responsible for the**

- \* Compiling the number of small group discussion groups conducted during the fiscal year quarter.
- \* Compiling the number of small group discussion groups attended by the commander or First Sergeant.
- \* Submitting the quarterly Consideration of Others Facilitator Training and Small Group Analysis (USARC Form 99-E) to Headquarters, USARC by the 10th workday following the end of the quarter.

**1st Qtr:** 1 Oct - 31 Dec

**2d Qtr:** 1 Jan - 31 Mar

**3d Qtr:** 1 Apr - 30 Jun

**4th Qtr:** 1 Jul - 30 Sep