**Department of the Army \*TRADOC Regulation 1-9**

**Headquarters, United States Army Training and Doctrine Command Fort Eustis, Virginia 23604-5717**

**28 May 2015**

**Administration**

**U.S. Army Training and Doctrine Command (TRADOC) Senior Officer Orientation Program (SOOP)**

FOR THE COMMANDER:

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**History.** This is a major revision to U.S. Army Training and Doctrine Command (TRADOC) Regulation 1-9, dated 12 Oct 2006.

**Summary.** This regulation prescribes policies and procedures for the TRADOC Senior Officer

Orientation Program.

**Applicability.** This regulation applies to all TRADOC organizations.

**Proponent and exception authority.** The proponent for this regulation is TRADOC G-3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

**Supplementation.** Supplementation is not authorized.

**Suggested improvements.** The proponent for this regulation is the Deputy Chief of Staff, G-3/5/7. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATTG-OPA-O, 950 Jefferson Avenue, Fort Eustis, VA 23604-5717. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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\*This regulation supersedes TRADOC Regulation 1-9, 12 Oct 2006

**Summary of Change**

TRADOC Regulation 1-9

U.S. Army Training and Doctrine Command Senior Officer Orientation Program

This major revision, dated 28 May 2015-

o Updates changes to U.S. Army Training and Doctrine Command staff organizational titles, addresses, office symbols and administrative information (throughout).

o Revises paragraph 1-1 to read as follows:

“1-1. Purpose.This regulation establishes policy and prescribes responsibilities and procedures associated with the TRADOC Senior Officer Orientation Program. The program is designed to provide key and essential information pertinent to duties and responsibilities of newly assigned commanders, commandants and staff senior leaders, as they assume duty positions.”

o Revises paragraph 1-3 to read as follows:

**“**1-3. Program Description.

a. The orientation program familiarizes senior officers as identified in paragraph 3-1.a. with significant initiatives and issues relevant to their upcoming or current assignment.

b. Orientations for senior officers assigned to Fort Eustis are decentralized. The senior officer’s organization coordinates the briefings with the responsible staff offices. This allows for maximum flexibility due to the senior officer’s proximity.

c. Orientations for senior officers not assigned to Fort Eustis are centralized. G-33, Deputy Chief of Staff (DCS) G-3/5/7 coordinates with the responsible TRADOC staff offices for the briefings conducted over a one to two-day period. This allows for maximum efficiency of time and effort.”

o Deletes “Task the staff for a lunch host.” (para 2-1c(4)).

o Deletes “Track completed orientations.” (para 2-1d.).

o Deletes “Name of host for lunch, email, office phone, cell phone, and lunch location.” (para 2-1d).

o Revises paragraph 2-3b(2) to read: “Develop itinerary to include required briefings; tailor itinerary as needed to meet individual senior leader’s orientation requirements.”

o Revises paragraph 2-5c to read: “Conduct recon prior to arrival of visitor and facilitate the senior officer’s movement during the orientation.”

o Deletes “TRADOC Command Sergeant Major” from list of personnel to complete Senior Officer Orientation Program (para 3-1a(1)).

o Revises paragraph 3-1a2 to read: “Center Commanders and School Commandants.”

o Revises paragraph 3-1a3 to read: “Center Deputy Commanders and School Assistant Commandants.”

o Revises paragraph 3-1a4 to read: “Center Chiefs of Staff.”

o Changes lunch information to read “Host; Location; POC and Phone \*When staff requests to host lunch.” (fig 3-1).

o Changes “Chief Information Officer” to “Chief Knowledge Officer” (fig 3-1).

o Changes “two types of orientation briefings, core and optional” to “three types of orientation briefings: Required, Recommended and Optional” (para 3-3).

o Adds “The required, recommended and optional briefings are listed in Appendix A (Senior Officer Orientation Program Guidance).” as the last sentence in the paragraph (para 3-4).

o Adds “Appendix A – Senior Officer Orientation Program Guidance” (app A).

o Moves “Inspector General” to Required list (table A-1).

o Removes “Secretary General Staff (SGS)” from recommended list (table A-3).

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# Chapter 1

# Introduction

1-1. Purpose**.** This regulation establishes policy and prescribes responsibilities and procedures associated with the U.S. Army Training and Doctrine Command (TRADOC) Senior Officer Orientation Program. The program is designed to provide key and essential information pertinent to duties and responsibilities of newly assigned commanders, commandants and staff senior leaders, as they assume duty positions.

1-2. Explanation of abbreviations**.** The glossary contains acronyms and abbreviations used in this regulation.

1-3. Program Description

a. The orientation program familiarizes senior officers as identified in paragraph 3-1.a. with significant initiatives and issues relevant to their upcoming or current assignment.

b. Orientations for senior officers assigned to Fort Eustis are decentralized. The senior officer’s organization coordinates the briefings with the responsible staff offices. This allows for maximum flexibility due to the senior officer’s proximity.

c. Orientations for senior officers not assigned to Fort Eustis are centralized. G-33, Deputy Chief of Staff (DCS) G-3/5/7 coordinates with the responsible TRADOC staff offices for the briefings conducted over a one to two-day period. This allows for maximum efficiency of time and effort.

# Chapter 2

# Responsibilities

2-1. Deputy Chief of Staff (DCS), G-3/5/7**.** DCS, G-3/5/7 will:

a. Plan, coordinate and execute the Senior Officer Orientation Program.

b. Identify TRADOC senior officer positions stationed on Fort Eustis requiring an orientation and assist their points of contact (POCs) in coordinating the orientation briefings.

c. Identify TRADOC senior officer positions not stationed on Fort Eustis requiring an orientation and:

(1) Solicit changes to the core briefings and requests for additional briefings from senior officer’s POC.

(2) Coordinate itinerary with participating Headquarters TRADOC activities and the senior officer’s POC.

(3) Task the TRADOC staff to provide an escort officer and assist in preparing them to assume duties.

d. Maintain historical record of TRADOC orientations.

2-2. Headquarters U.S. Army Training and Doctrine Command (TRADOC) Staff**.** The Headquarters TRADOC Staff will:

a. When tasked, provide the following information to G-33, DCS, G-3/5/7, Attention: ATTG-OPA-O:

(1) Name of briefer and briefing location.

(2) Name of escort officer, email, office phone, and cell phone.

(3) Name of host for lunch, email, office phone, cell phone, and lunch location. (Information provided when lunch is requested for visitor by hosting staff. See Figure 3-2.)

b. Tailor briefing to senior officer’s assignment and experience.

c. Conduct briefing for senior officer.

d. Deliver an electronic copy of briefing material to the DCS, G-3/5/7 Action Officer no less than 48 hours before the orientation.

2-3. TRADOC Organizations with Senior Officers stationed on Fort Eustis. TRADOC Organizations with Senior Officers stationed on Fort Eustis will:

a. Coordinate with G-33 to develop an orientation itinerary.

b. Provide the following information to G-33, DCS, G-3/5/7 Attention: ATTG-OPA-O:

(1) A primary and alternate orientation POC.

(2) Itinerary to include required briefings; tailor itinerary as needed to meet individual senior leader’s orientation requirements.

(3) Date orientation was completed and a copy of the itinerary.

c. Ensure orientation is completed not later than three months after senior officer assumes the position.

2-4. TRADOC Organizations with Senior Officers not stationed on Fort Eustis**.** TRADOC Organizations with Senior Officers not stationed on Fort Eustis will:

a. Coordinate with G-33, DCS, G-3/5/7 to develop an orientation itinerary.

b. Provide the following information to G-33, DCS, G-3/5/7 Attention: ATTG-OPA-O:

(1) A primary and alternate POC.

(2) Requested additional briefings and exemptions of required briefings.

(3) Available dates for the orientation.

(4) Senior officer’s biography.

(5) Travel and lodging information.

(6) Contact information for all in traveling party.

c. Ensure orientation is completed not later than three months after senior officer assumes the position.

2-5. Escort Officer**.** The escort officer will:

a. Provide the senior officer ground transportation as required.

b. Coordinate with the Military Police for access on Fort Eustis.

c. Conduct recon prior to arrival of visitor and facilitate the senior officer’s movement during the orientation.

d. During the orientation, coordinate required itinerary changes with all affected participants.

# Chapter 3

# Policy and Procedures

## 3-1. General

a. The following TRADOC personnel will complete the Senior Officer Orientation Program:

(1) TRADOC Command Group, General Staff, Special Staff Principals and Personal Staff.

(2) Center of Excellence (CoE) Commanders and School Commandants.

(3) CoE Deputy Commanders and School Assistant Commandants.

(4) CoE Chiefs of Staff.

(5) Newly assigned Senior Executive Services personnel.

(6) Others by exception as directed by the Deputy Commanding General (DCG).

b. Orientations can be coordinated prior to assuming the required position and will be completed within three months of assignment.

3-2. Itinerary Example**.** Figure 3-1 is an example of a standard TRADOC orientation itinerary.

**TRADOC ORIENTATION**

**(Name of Senior Officer)**

**(Position and TRADOC Installation of Senior Officer) (Date of Orientation)**

**ITINERARY**

0800-0900 **TRADOC Command Overview**

*(Briefer; Location; POC and Phone)*

0905-0925 **Congressional Activities Functional Overview**

*(Briefer; Location; POC and Phone)*

0930-1000 **Office Call with TRADOC Assistant DCS 3/5/7**

*(Location; POC and Phone)*

1005-1105 **Office Call with** **Deputy Chief of Staff G-3/5/7**

*(Location; POC and Phone)*

1110-1220 **Office Call with TRADOC Deputy Commanding General**

*(Location; POC and Phone)*

1230-1330 **LUNCH**

*(Host; Location; POC and Phone)* **\***When staff requests to host lunch.

1335-1435 **Army Capabilities Integration Center Functional Overview**

*(Briefer; Location; POC and Phone)*

1440-1540 **Public Affairs Functional Overview**

*(Briefer; Location; POC and Phone)*

1545-1645 **Office Call with Director, Training Operations Management Activity**

*(Location; POC and Phone)*

1650-1740 **Chief Knowledge Officer Overview**

*(Briefer; Location; POC and Phone)*

Figure 3-1. Example of a standard TRADOC orientation itinerary

3-3. Briefings**.** There are three types of orientation briefings: Required, Recommended and Optional. The required briefings are scheduled unless the senior officer requests an exemption from G-33, G-3/5/7 Attention: ATTG-OPA-O.

3-4. Exemptions**.** Exemptions are usually based on recent experiences making the briefing unnecessary. Optional briefings scheduled at the senior officer’s request. The required, recommended and optional briefings are listed in Appendix A (Senior Officer Orientation Program Itinerary Guidance).

# Appendix A

# Senior Officer Orientation Program Itinerary Guidance 2015

Table A-1. Itinerary guidance for Commanders, Commandants, and Senior Executives

|  |  |
| --- | --- |
| **Who** | **Commanders,**  **Commandants**  **Senior Executive Service** |
| **Required** | Office Call with Commanding General  TRADOC Command Overview (G-3/5/7)  Office Call with DCG/Chief of Staff  Office Call with Deputy Chief of Staff (DCoS)  G-1/4 Overview / Office Call  G-2 Overview / Office Call in conjunction with visit to Training Brain Operations Center (TBOC)  G-3/5/7 Overview and/or Office Call with Assistant DCS (ADCS), G-3/5/7 or DCS,  G-3/5  G-6 Overview / Office Call  G-8 Overview / Office Call  Army Capabilities Integration Center (ARCIC) Overview and / or Office Call with  Select Leaders  Initial Military Training / Overview  Combined Arms Center Overview / Office Call with Liaison Officer  Chief Knowledge Officer  Safety  Inspector General  HOW THE ARMY/TRADOC RUNS:  Managing Institutional Training, Army Organizational Design and  Documentation and JCIDS Overview (ARCIC and Training Operations  Management Activity representatives) |
| **Recommended** | Congressional Activities  Chief Public Affairs  Internal Review & Audit Compliance  Quality Assurance  Staff Judge Advocate  Command Surgeon |
| **Optional** | Command Diversity Office (Equal Employment Opportunity (EEO), Equal Opportunity (EO), Sexual Harassment/Assault Response and Prevention (SHARP))  Chaplain  Command Provost Marshall  Secretary of the General Staff  U.S. Army Recruiting Command/Cadet Command (USAREC/CC) Overview / Office  Call |

Table A-2. Itinerary guidance for Centers of Excellence (CoEs), Deputy Commanders, and School Assistant Commandants

|  |  |
| --- | --- |
| **Who** | **CoEs, Deputy Commanders**  **School Assistant Commandants** |
| **Required** | Office Call with DCG / Chief of Staff  TRADOC Command Overview (G-3/5/7)  G-1/4 Overview / Office Call  G-2 Overview / Office Call  G-3/5/7 Overview and/or Office Call with ADCS, G-3/5/7 or DCS, G-3/5  G-6 Overview / Office Call  G-8 Overview / Office Call  ARCIC Overview and/or Office Call with Select Leaders  Initial Military Training Overview (CoEs w/ Basic and Advanced Individual Training)  Combined Arms Center Overview  Office Call with Chief Knowledge Officer |
| **Recommended** | Congressional Activities  Chief Public Affairs  Internal Review & Audit Compliance  Quality Assurance  Secretary of the General Staff  Command Provost Marshall |
| **Optional** | Visit to TBOC  USAREC/CC Overview / Office Call  Safety  Staff Judge Advocate  Inspector General  Command Surgeon  Chaplain Command Diversity Office (EEO, EO, SHARP) |

Table A-3. Itinerary guidance for CoEs, Chiefs of Staff

|  |  |
| --- | --- |
| **Who** | **CoEs,**  **Chiefs of Staff** |
| **Required** | Office Call with DCG/Chief of Staff  Office Call with DCoS  TRADOC Command Overview (Commander’s Planning Group)  G-1/4 Overview / Office Call  G-2 Overview / Office Call  G-3/5/7 Overview and / or Office Call with ADCS, G-3/5/7 or DCS, G-3/5  G-6 Overview / Office Call  G-8 Overview / Office Call  Initial Military Training Chief of Staff  Secretary of the General Staff  Chief Knowledge Officer |
| **Recommended** | Congressional Activities  Chief Public Affairs  Internal Review & Audit Compliance  Command Provost Marshall |
| **Optional** | Staff Judge Advocate  Inspector General  Command Diversity Office (EEO, EO, SHARP)  Command Surgeon  Chaplain |

Table A-4. Itinerary guidance for TRADOC Command Group, General Staff and Special Staff Principals

|  |  |
| --- | --- |
| **Who** | **TRADOC Command Group, General Staff and Special Staff Principals** |
| **Required** | Office Call with Commanding General  Office Call with DCG/Chief of Staff  Office Call with DCoS  TRADOC Command Overview (Commander’s Planning Group)  G-1/4 Overview / Office Call  G-2 Overview / Office Call  G-3/5/7 Overview and / or Office Call with ADCS, G-3/5/7 or DCS, G-3/5  G-6 Overview / Office Call  G-8 Overview / Office Call  ARCIC Overview and/or Office Call  Initial Military Training Overview  Combined Arms Center Overview / Office Call with Liaison Officer  Chief Knowledge Officer  Secretary of the General Staff |
| **Recommended** |  |
| **Optional** | Staff Judge Advocate  Inspector General  Command Diversity Office (EEO, EO, SHARP)  Command Surgeon  Chaplain  Visit to TBOC  USAREC/CC Overview / Office Call |

# Glossary

ADCS Assistant Deputy Chief of Staff

CoE Center of Excellence

DCG Deputy Commanding General

DCoS TRADOC Deputy Chief of Staff

DCS Deputy Chief of Staff

EO equal opportunity

EEO Equal Employment Opportunity

POC point of contact

SHARP sexual harassment/assault response and prevention

TBOC Training Brain Operations Center

TRADOC U.S. Army Training and Doctrine Command

USAREC/CC U.S. Army Recruiting Command/Cadet Command