

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5717

*TRADOC Regulation 1-9

28 May 2015

Administration

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

FOR THE COMMANDER:

OFFICIAL:

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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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Contents

	Page
Chapter 1 Introduction	7
1-1. Purpose	7
1-2. Explanation of abbreviations	7
1-3. Program Description.....	7
Chapter 2 Responsibilities	7
2-1. Deputy Chief of Staff (DCS), G-3/5/7.....	7
2-2. Headquarters U.S. Army Training and Doctrine Command (TRADOC) Staff	8
2-3. TRADOC Organizations with Senior Officers stationed on Fort Eustis.....	8
2-4. TRADOC Organizations with Senior Officers not stationed on Fort Eustis.....	8
2-5. Escort Officer	9
Chapter 3 Policy and Procedures	9
3-1. General.....	9
3-2. Itinerary Example	9
3-3. Briefings	10
3-4. Exemptions	10
Appendix A Senior Officer Orientation Program Itinerary Guidance 2015	11
Glossary	15

Table List

Table A-1. Itinerary guidance for Commanders, Commandants, and Senior Executives	11
Table A-2. Itinerary guidance for Centers of Excellence (CoEs), Deputy Commanders, and School Assistant Commandants.....	12
Table A-3. Itinerary guidance for CoEs, Chiefs of Staff	13
Table A-4. Itinerary guidance for TRADOC Command Group, General Staff and Special Staff Principals.....	14

Figure List

Figure 3-1. Example of a standard TRADOC orientation itinerary.....	10
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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)	
<u>ITINERARY</u>	
0800-0900	TRADOC Command Overview <i>(Briefer; Location; POC and Phone)</i>
0905-0925	Congressional Activities Functional Overview <i>(Briefer; Location; POC and Phone)</i>
0930-1000	Office Call with TRADOC Assistant DCS 3/5/7 <i>(Location; POC and Phone)</i>
1005-1105	Office Call with Deputy Chief of Staff G-3/5/7 <i>(Location; POC and Phone)</i>
1110-1220	Office Call with TRADOC Deputy Commanding General <i>(Location; POC and Phone)</i>
1230-1330	LUNCH <i>(Host; Location; POC and Phone) *When staff requests to host lunch.</i>
1335-1435	Army Capabilities Integration Center Functional Overview <i>(Briefer; Location; POC and Phone)</i>
1440-1540	Public Affairs Functional Overview <i>(Briefer; Location; POC and Phone)</i>
1545-1645	Office Call with Director, Training Operations Management Activity <i>(Location; POC and Phone)</i>
1650-1740	Chief Knowledge Officer Overview <i>(Briefer; Location; POC and Phone)</i>

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