Department of the Army   *TRADOC Regulation 1-9
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

28 May 2003

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

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Summary. This regulation prescribes policies and procedures for the TRADOC Senior Officer Orientation Program for Headquarters, TRADOC (HQ TRADOC) and TRADOC organizations.

Applicability. This regulation applies to HQ TRADOC and all TRADOC organizations.

Supplementation. Supplementation is not authorized.

Suggested improvements. The proponent for this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T), Operations, Mobilization and Readiness Directorate. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATTG-ZOR, 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed solely through the TRADOC Homepage at
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This regulation supersedes TRADOC Memorandum 1-9,24 June 1993

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Chapter 1
Introduction

1-1. Purpose. This regulation establishes policy and prescribes responsibilities and procedures for preparing and hosting the TRADOC Senior Officer Orientation Program for senior officers assigned at HQ TRADOC and TRADOC organizations.

1-2. References.

 a. TRADOC Regulation 10-5, Headquarters, United States Army Training and Doctrine Command.

 b. TRADOC Memorandum 1-11, Staff Procedures.

1-3. Explanation of abbreviations. The glossary contains abbreviations used in this regulation.

1-4. Background.

 a. Prior to fiscal year (FY) 97, the TRADOC Chief of Staff (CofS), Operations Directorate, conducted a standardized orientation for newly assigned installation senior officers, presented to three to five individuals at a time. The program consisted of standard generic briefings from the Deputy Chief of Staff for Training (DCST), and Deputy Chiefs of Staff (DCSs) for Combat Developments, Doctrine, Base Operations Support, and Resource Management. This format did not provide visitors with

the individualized, installation-specific information necessary to prepare them for their new positions.

b. Beginning in FY97, the program evolved to bringing newly assigned senior officers to the headquarters individually. The program was tailored to be installation-specific, and expanded to include other DCSs and Special Staff, based on the visitor's background and desires. Additionally, the program was designed to provide briefings that were most beneficial to the specific mission the individual visitor was assigned. Although more time-consuming for the headquarters staff, newly assigned officers have received this approach favorably.

c. The orientation program assigns participants into one of two broad categories: senior officers assigned to HQ TRADOC, and senior officers assigned to TRADOC organizations. The responsibilities and execution of the program is different for the two categories.

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Chapter 2
Responsibilities

2-1. Deputy Chief of Staff for Operations and Training. The DCSOPS&T Operations, Mobilization and Readiness Directorate (OMRD), Readiness Division, is the lead agency for coordinating and executing the Senior Officer Orientation Program.

a. For orientations for HQ TRADOC personnel, OMRD will:

(1) Identify newly assigned senior officers requiring a senior officer orientation.

(2) Provide program description and requirements for orientation program to senior officer's point of contact (POC).

(3) Assist TRADOC POC in coordinating orientations at the headquarters by providing a list of DCS POCs and template itinerary of required briefings.

(4) Track and report completed orientations.

(5) Maintain historical record of TRADOC orientations.

b. For orientations for installation personnel, ORMD will:

(1) Identify newly assigned senior officers requiring a senior officer orientation.

(2) Provide program description and requirements for orientation program to senior officer's POC.

(3) Solicit requirements for additional briefings from orientation attendee.

(4) Coordinate and schedule involvement of OMRD and Deputy Commanding General/Chief of Staff (DCG/CofS).

(5) Develop and coordinate the orientation itinerary with the DCS staff element designated to provide briefer for newly assigned senior officer. Provide final itinerary for orientation visit.

(6) Assist TRADOC organizational POC by providing names and phone numbers for travel, accommodations, and uniform requirements.

(7) Coordinate and arrange for an escort officer and lunch host for each orientation; task DCS staff element, if required.

(8) Provide the escort officer and lunch host information to assist them in performing their responsibilities.

(9) Track and report completed orientations.

(10) Maintain historical record of TRADOC orientations.

2-2. HQ TRADOC staff elements. Staff elements at HQ TRADOC will coordinate with OMRD, Readiness Division to schedule and develop an orientation itinerary for their senior officer's orientation.

   a. For orientations for HQ TRADOC personnel, the designated HQ TRADOC staff element will provide the following information via e-mail (attg-zor@monroe.army.mil) to OMRD, Readiness Division:

(1) A primary and alternate POC, when name of newly assigned senior officer is known.

(2) Senior officer's arrival date at TRADOC.

(3) Date senior officer is promoted to next rank, if applicable.

(4) Date orientation was completed.

b. For orientations for installation personnel, the designated HQ TRADOC staff element will:

(1) Provide the following information via e-mail (attg-zor@monroe.army.mil) to ORMD, Readiness Division:

(a) Name of briefer and briefing location.

(b) Name of escort officer (when requested or tasked).

(c) Name of host for lunch (when requested or tasked).

(2) Tailor briefing to senior officer's assignment, and identify key initiatives and possible issues of interest.

(3) Conduct briefing for orientation attendee.

(4) Provide a copy of the briefing material to the senior officer.

2-3. Installation point of contact. For orientations for installation personnel, the installation POC will:

a. Coordinate with ORMD, Readiness Division and obtain approval of proposed orientation itinerary for the senior officer.

b. Provide the following information to ORMD, Readiness Division (via e-mail to: attg-zor@monroe.army.mil):

(1) A primary and alternate POC, when newly assigned senior officer is known, and projected on-board date of senior officer.

(2) Senior officer's arrival date at TRADOC.

(3) Date senior officer is promoted to next rank, if applicable.

(4) Date of Change of Command.

        (5) A series of available dates for the orientation, in order to coordinate and finalize a date at HQ TRADOC.

        (6) Senior officer's biography and travel itinerary.

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Chapter 3
Policy and Procedures

3-1. General.

    a. All newly assigned Commanding Generals (CGs), DCGs, and CofS at TRADOC organizations, and all General Officers (GOs), DCSs, and selected colonels of the HQ TRADOC staff will attend a 1- to 2-day orientation visit conducted at HQ TRADOC. Staff positions required to receive the orientation are listed in figure 3-1.

    b. If desired, orientations can be coordinated prior to assuming positions listed in figure 3-1, but will be completed within 6 months after assuming the position.

HQ TRADOC Positions

DCG/CofS	Chief, Commander's Planning Group
DCG, Initial Entry Training	DCG, Army National Guard
Assistant CofS	DCG, US Army Reserve
DCSs	Command Sergeant Major
Assistant DCS for Operations,	Inspector General
DCSOPS&T	Staff Judge Advocate
TRADOC CG Executive Officer	Public Affairs Officer

TRADOC Organizational Positions

TRADOC Organization's CG, DCG, and CofS
DCG, Combined Arms Center, Training, Fort Leavenworth, KS
Commandant, Western Hemisphere Institute for Security Cooperation, Fort Benning, GA
Commandant, Defense Language Institute, Presidio of Monterey, CA
Commandant, Warrant Officer Career Center, Fort Rucker, AL
Commander, USA Ordnance Munitions & Electronics Maintenance School, Redstone, AL
Commander, USA Ordnance Mechanical Maintenance School, APG, MD

 Figure 3-1. Staff positions required to receive Senior Officer Orientation

3-2. Program description.

   a.   The orientation program familiarizes in-bound GOs and selected colonels with significant initiatives and issues relevant to their upcoming assignment. Focus is on doctrine, training, leader development, soldier support, base operations, and the CG's Points of Main Effort.

   b.   The Director, OMRD will normally begin the program with the Command Overview Briefing, followed by an office call with the DCG/CofS. The DCSs present the core briefings, which are the main part of the orientation program. A "no host lunch" with selected members of the staff is included on the day of the orientation. Figure 3-2 is an example of a standard TRADOC orientation itinerary.

3-3. Briefings. Required briefs (core briefings) are listed in paragraph a, below. Staff elements will forward any exceptions to brief to OMRD for approval on a case-by-case basis. The senior officer can review and select optional briefings for their orientation (see paragraph b, below), and also forward requests for specific briefings desired.

   a.   Core briefings.

      (1) DCS for Operations and Training (includes The Army School System (TASS) briefing).

      (2) DCS for Doctrine, Concepts and Strategy (includes TRADOC Transformation briefing).

      (3) DCS for Developments.

      (4) DCS for Personnel, Infrastructure, and Logistics (DCSPIL).

      (5) DCS for Resource Management (DCSRM).

      (6) DCS for Intelligence (DCSINT).

   b.   Optional briefings.

      (1) Army Accessions Command.

      (2) Chief Information Officer.

      (3) DCS for Simulations and Analysis.

TRADOC ORIENTATION
(Name of Senior Officer)
(Position and TRADOC Installation of Senior Officer)

(Date of Orientation)

ITINERARY

0800-0910   **Command Overview – (Name of Briefer)**
Location – Bldg #133, Rm 130
(POC name and phone number)

0915-0945   **Office Call with TRADOC DCG/CofS**
Location – Bldg #37, 2nd Floor, CofS Office
(POC name and phone number)

0950-1050   **DCS Doctrine, Concepts & Strategy Overview –**
(Name of Briefer)
(Includes TRADOC Transformation Briefing)
Location: Bldg #133, Napoleon Conference Rm
(POC name and phone number)

1100-1130   **DCS Intelligence Overview – (Name of Briefer)**
Location: Bldg #133, DCSINT Rm #113
(POC name and phone number)

1140-1210   **DCS Developments Overview – (Name of Briefer)**
Location: McNair Conference Rm, Bldg 83, 2nd Floor
(POC name and phone number)

1215-1315   **LUNCH – (Name of Host for Lunch)**
Location: To be determined
POC: To be determined

1320-1450   **DCS for Operations and Training Overview – (Name of Briefer)**
(Includes TASS Briefing)
Location: Collins Conference Rm, Bldg 161, 3rd Floor
(POC name and phone number)

1500-1600   **DCS Resource Management Overview – (Name of Briefer)**
Location: Bldg 5G, DCSRM Office
(POC name and phone number)

1610-1640   **DCS for Personnel, Infrastructure & Logistics – (Name of Briefer)**
Location: DCSPIL Conference Rm, Bldg 5, B wing
(POC name and phone number)

Escort Officer: Name, telephone number, and e-mail

Figure 3-2. Example of a standard TRADOC orientation itinerary

(4)   Safety.

(5)   Public Affairs.

(6)   Inspector General.

(7)   Staff Judge Advocate.

(8)   Equal Employment Opportunity.

(9)   Internal Review and Audit Compliance.

(10) Congressional Activities.

(11) Surgeon General.

(12) Installation Management Activity.

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Glossary

CG	Commanding General
CofS	Chief of Staff
DCG	Deputy Commanding General
DCG/CofS	Deputy Commanding General/Chief of Staff
DCS	Deputy Chief of Staff
DCSINT	Deputy Chief of Staff for Intelligence
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DCSPIL	Deputy Chief of Staff for Personnel, Infrastructure, and Logistics
DCSRM	Deputy Chief of Staff for Resource Management
DCST	Deputy Chief of Staff for Training
FY	fiscal year
GO	General Officer
HQ TRADOC	Headquarters, U.S. Army Training and Doctrine Command
OMRD	Operations, Mobilization and Readiness Directorate
POC	point of contact
TASS	The Army School System

FOR THE COMMANDER:

OFFICIAL: LARRY R. JORDAN
                                         Lieutenant General, U.S. Army
                                         Deputy Commanding General/
                                           Chief of Staff

        /signed/
GREGORY J. PREMO
Brigadier General, GS
Chief Information Officer