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

12 October 2006

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

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

Applicability. This regulation applies to 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 (OMRD). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-T, 84 Patch Road, Fort Monroe, VA 23651-1051. 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 http://www.tradoc.army.mil

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*This regulation supersedes TRADOC Regulation 1-9, 28 May 2003

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Chapter 1
Introduction

1-1. Purpose. This regulation establishes policy and prescribes responsibilities and procedures associated with the TRADOC Senior Officer Orientation Program.

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

Chapter 2
Responsibilities

2-1. Deputy Chief of Staff for Operations and Training (DCSOPS&T), Operations, Mobilization, and Readiness Directorate (OMRD). OMRD will:

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

   b. Identify TRADOC senior officers stationed on Fort Monroe requiring an orientation and assist their point of contact (POC) in coordinating the orientation briefings.

   c. Identify TRADOC senior officers not stationed on Fort Monroe 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 (HQs) TRADOC activities and the senior officer's POC.

      (3) Task the TRADOC staff for an escort officer and assist in their duties.

      (4) Task the TRADOC staff for a lunch host.

   d. Track completed orientations.

e. Maintain historical record of TRADOC orientations.

2-2. HQ TRADOC Staff. The HQ TRADOC Staff will:

a. When tasked, provide the following information to OMRD at tradoc.soop@us.army.mil:

(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.

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 DCSOPS&T Action Officer no less than 48 hours before the orientation.

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

a. Coordinate with OMRD to develop an orientation itinerary.

b. Provide the following information to OMRD at tradoc.soop@us.army.mil:

(1) A primary and alternate orientation POC.

(2) Request exemptions of core briefings, if any.

(3) Date orientation was completed.

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

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

a. Coordinate with ORMD to develop an orientation itinerary.

b. Provide the following information to ORMD at tradoc.soop@us.army.mil:

(1) A primary and alternate POC.

(2) Requested additional briefings and exemptions of core briefings, if any.

(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 NLT 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 easy access and egress on Fort Monroe.

  c. 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. General Officers and Senior Executive Services personnel.

    2. TRADOC Command Sergeant Major.

    3. TRADOC Command Group, General Staff, and Special Staff Principals.

    4. Center/School Commanders and Commandants.

    5. Center/School Deputy Commanders and Assistant Commandants.

    6. Center/School Chiefs of Staff.

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

3-2. Program description.

  a. The orientation program familiarizes senior officers with significant initiatives and issues relevant to their upcoming or current assignment.

b. Orientations for senior officers assigned to Fort Monroe 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 Monroe are centralized. OMRD 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. Figure 3-2 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	**Command Overview and Operations, Mobilization and Readiness Directorate** *(Briefer; Location; POC and Phone)*
0905-0925	**Congressional Activities Office** *(Briefer; Location; POC and Phone)*
0930-1000	**Office Call with TRADOC Deputy Commanding General/ Chief of Staff** *(Location; POC and Phone)*
1005-1105	**Deputy Chief of Staff Intelligence Overview** *(Briefer; Location; POC and Phone)*
1110-1220	**Deputy Chief of Staff for Operations and Training** *(Briefer; Location; POC and Phone)*
1230-1330	**LUNCH** *(Host; Location; POC and Phone)*
1335-1435	**Army Capabilities Integration Center Overview** *(Briefer; Location; POC and Phone)*
1440-1540	**Deputy Chief of Staff Resource Management Overview** *(Briefer; Location; POC and Phone)*
1545-1645	**Deputy Chief of Staff for Personnel, Infrastructure & Logistics** *(Briefer; Location; POC and Phone)*
1650-1740	**Chief Information Officer Overview – (Name of Briefer)** *(Briefer; Location; POC and Phone)*

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

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3-3. Briefings. There are two types of orientation briefings, core and optional. The core briefings are scheduled unless the senior officer requests an exemption from OMRD.

Exemptions are usually based on recent experiences making the briefing unnecessary. Optional briefings scheduled at the senior officer's request. The core and optional briefings are listed below:

a. Core.

    (1) Command Overview.

    (2) Congressional Activities Office.

    (3) DCSOPS&T.

    (4) Army Capabilities Integration Center.

    (5) Deputy Chief of Staff for Personnel, Infrastructure, and Logistics.

    (6) Deputy Chief of Staff for Resource Management.

    (7) Deputy Chief of Staff for Intelligence.

    (8) Chief Information Officer.

    (9) Secretary General Staff

    (10) Chief Public Affairs (Commanders and Chiefs of Staff).

    (11) Command Provost Marshal (Commanders and Chiefs of Staff).

b. Optional.

    (1) Army Accessions Command.

    (2) Safety.

    (3) Public Affairs Office.

    (4) Inspector General.

    (5) Staff Judge Advocate.

    (6) Equal Employment Opportunity.

    (7) Internal Review and Audit Compliance.

    (8) Historian's Office.

(9) Command Surgeon.

(10) Chaplain.

(11) Installation Management Activity.

Glossary

DCSOPS&T   Deputy Chief of Staff for Operations and Training
HQ   Headquarters
NLT   not later than
OMRD   Operations, Mobilization and Readiness Directorate
POC   point of contact

FOR THE COMMANDER:

OFFICIAL: THOMAS F. METZ
                                    Lieutenant General, U.S. Army
                                    Deputy Commanding General/
                                     Chief of Staff

        /*S/
RANDALL L. MACKEY
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*Original signed document is retained on file with the TRADOC Publications Control Officer