

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Regulation 1-11

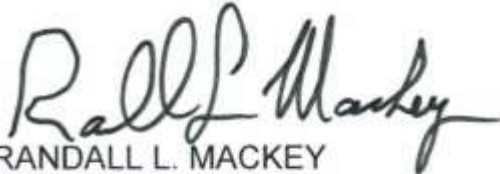
10 June 2009

Administration
STAFF PROCEDURES

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a major revision to this regulation. The portions affected are listed in the summary of change.

Summary. This regulation prescribes policy, procedures, and formats for preparing and coordinating correspondence and other administrative actions for Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC). It also provides responsibilities and procedures for scheduling conferences and briefings.

Applicability. This regulation applies to all TRADOC agencies that prepare correspondence for HQ TRADOC.

Proponent and exception authority. The proponent of this regulation is the Office of the Secretary of the General Staff. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be

*This regulation supersedes TRADOC Regulation 1-11, dated 17 July 2006, and rescinds TRADOC Form 30-R-E and TRADOC Form 31-R-E, dated 17 July 2006.

endorsed by the commander or senior leader of the requesting activity and forwarded through their higher HQ to the policy proponent.

Army Management Control Process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Office of the Secretary of the General Staff (ATCS-XS), 33 Ingalls Road, Fort Monroe, VA 23651-1067.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Secretary of the General Staff (ATCS-XS), 33 Ingalls Road, Fort Monroe, VA 23651-1067.

Distribution. This publication is available in electronic media only and is published on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/regndx.htm>.

Summary of Change

TRADOC Regulation 1-11
Staff Procedures

This rapid action revision, dated 10 June 2009-

- o Changes Headquarters, United States Army Training and Doctrine Command staff activities' titles to G-staff elements to align with principal offices at Headquarters, Department of the Army.
- o Changes term to identify all Headquarters, United States Army Training and Doctrine Command staff offices to deputy chiefs of staff and chiefs of special staff offices throughout the regulation.
- o Removes chapter on military aircraft and refers readers to regulations governing military air travel and courier pouch ([paras 1-4b\(2\) and 1-4b\(3\)](#)).
- o Updates internal and external tasking charts ([figs 2-1](#) and [2-2](#)) and adds chart outlining external tasking process for subordinate commands and affiliated agencies ([fig 2-3](#)).
- o Prescribes procedures for use of Headquarters, Department of the Army Form 5 (Army Staffing Form) ([para 2-3b\(12\)](#) and [app D](#)).
- o Requires action officers to prepare letters of appreciation/commendation within 15 days of event (previously within 30 days of event) ([para 2-3b\(16\)](#)).

- o Identifies memorandums of agreement/memorandums of understanding between Headquarters, United States Army Training and Doctrine Command staff organizations and organizations external to United States Army Training and Doctrine Command as documents requiring Deputy Commanding General/Chief of Staff approval ([para 2-5d](#)).
- o Prescribes United States Army Training and Doctrine Command Form 712-R-E (Request for Official OCONUS Temporary Duty Travel) for use by Headquarters, United States Army Training and Doctrine Command personnel ([para 2-5o](#)).
- o Adds United States Army Maneuver Support Center and Centers of Excellence to United States Army Training and Doctrine Command distribution used for correspondence ([fig 2-7](#)).
- o Changes level of approval for urgent suspenses of less than 30 days from Deputy Commanding General/Chief of Staff to the grade of colonel, general schedule Department of the Army civilian in the grade of 15, or equivalent ([para 2-8b](#)).
- o Updates procedures for processing congressional inquiries ([para 2-8g](#)).
- o Changes United States Army Training and Doctrine Command standard font from Courier or Courier New 12 to Arial 12 for consistency with Headquarters, Department of the Army ([para 2-14](#)).
- o Prescribes United States Army Training and Doctrine Command Form 5, Transmittal, Action and Control that supersedes United States Army Training and Doctrine Command Form 30, Transmittal, Action and Control and United States Army Training and Doctrine Command Form 31, Transmittal, Action and Control ([para 3-3](#)).
- o Clarifies that an information paper should not include a decision statement ([fig 3-6](#)).
- o Discontinues the discussion paper format, the information paper format suffices in its place ([para 3-7](#)).
- o Updates Headquarters, United States Army Training and Doctrine Command/Fort Monroe tenant conference facilities ([table 4-1](#)).
- o Adds suggestions for recognizing contractors performing valuable work ([para 5-2d](#)).
- o Prescribes guidance for processing military and civilian evaluations that require United States Army Training and Doctrine Command Commanding General or Deputy Commanding General action ([chap 6](#)).
- o Prescribes guidance for organizational e-mail account configuration ([para 7-3](#)).
- o Codifies 30-day suspense for submitting an after action report at the conclusion of special/ethnic observances ([table 9-1](#)).

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- o Prescribes payment of fees and purchase of recognition items for speakers/ participants for special/ethnic observances ([para 9-3i](#)).
- o Prescribes procedures for processing individual travel authorizations requiring Deputy Commanding General/Chief of Staff approval ([chap 10](#)).
- o Adds information and instructions on the United States Army Training and Doctrine Command Master Activities Calendar, and the TRADOC Master Planning Calendar ([chap 11](#)).
- o Prescribes the requirement of a visitor template for all visitors to United States Army Training and Doctrine Command to complete (except foreign visitors) as an addition to readaheads ([para C-3j](#)).
- o Prescribes the District of Columbia abbreviation as DC, when used in an address ([para E-1](#)).
- o Adds guidance on accessing public distribution lists ([app H](#)).
- o Changes procedure for organizations on Fort Monroe to submit correspondence going to the Command Group for approval/signature. Designated organization point of contact will upload electronic versions of staff actions IAW [appendix I](#).

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