



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
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FORT EUSTIS, VIRGINIA 23604-5700

Welcome to TRADOC! We are excited to have you join our team in support of TRADOC's mission – recruiting soldiers and supporting unit training, developing adaptive leaders, guiding the Army through doctrine, and shaping the Army.

We have provided the information below to help ease your transition and prepare you for a successful beginning to your Army Civilian career here at TRADOC.

- If you need access to your facility, your Sponsor can assist you until you receive your Common Access (CAC) card as well as a post map.
- Directions for obtaining your CAC card are provided on the onboarding webpage, but if you already have a CAC card, it is suggested that you keep it until you receive a new one to electronically sign essential documents and expedite your in-processing.
- If you already have a CAC from another DOD Civilian agency, you may choose to utilize it until it expires.
- Be sure to have any accounts from your former installation deprovisioned so that your new accounts can be established in a timely manner. Discuss with your IMO.
- If possible, we suggest you bring a personal laptop so that you can access necessary training until you receive your government-issued equipment and obtain network access.

We hope you find this information helpful. Remember, your sponsor is here for you and available should you have any questions or require assistance before your first day.

Congratulations on the beginning of your TRADOC journey!

MICHAEL D. FORMICA
Executive Deputy to the
Commanding General