



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

EANC-GP

16 JUL 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #46 - Key Personnel Transition

1. PURPOSE. This memorandum provides my policy on the transition of key personnel.
2. APPLICABILITY. This policy applies to all personnel assigned to the 19th Theater Support Command.

3. POLICY AND GUIDANCE.

a. Personnel rotations are an unavoidable part of manning our Army. Newly assigned personnel bring fresh ideas into the command, which in turn promotes growth and continuous assessment of how to improve upon our mission readiness and sustain our warfighting capability. However, because of the forward deployed nature of duty in Korea and the constant volatility of the region, this turnover can also lead to mission degradation if not carefully and deliberately managed, particularly in the case of key leaders on whom our more junior soldiers must depend for direction and guidance.

b. Effective pre-arrival sponsorship, comprehensive continuity books and contact hand-off are essential to minimizing turbulence and allowing replacement personnel to be effectively integrated without mission impact. The 19th Theater Support Command policy is a minimum five-working day transition period between the incumbent and the incumbent's slated replacement. No in-processing activities of the inbound or out-processing activities of the outbound individuals will be conducted during this transition period in order to allow both leaders to concentrate on ensuring an effective hand-off.

c. The 19th TSC G1 will take an outgoing individual's DEROS and an inbound individual's arrival date into consideration when preparing the slate of key leader replacements to assist in ensuring that adequate transition time is available. When underlap looks unavoidable the G1 will coordinate with 8th PERSCOM, DA PERSCOM and/or the inbound replacement as appropriate to try and find a solution short of extending the incumbent. However, if a solution is not possible, then the incumbent should be offered an opportunity to voluntarily extend to comply with this policy before an involuntary extension action is processed.

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d. I will personally approve any deviation from this policy for the following Key leaders:

- (1) Brigade/Group Level Commanders
- (2) Battalion level commanders
- (3) Brigade and Group DCOs
- (4) CSMs
- (5) Headquarters 19th TSC staff principals
- (6) HQ 19th TSC Staff SGMs

e. Subordinate commanders and staff principals will establish their own policy guidance on those positions (beyond those requiring an exception from me) that require a deliberate contact transition period. However, by not requiring a position to be transitioned in this way each commander or staff principal is affirming that there will be no mission degradation on the basis of personnel underlap.

f. As leaders we must remember that our tours in Korea are only successful if, as each of us departs, we have trained a replacement to pickup where we left off. Only in this way will we ensure that as an organization we are warfighting focused and always prepared to "Fight Tonight."

4. The point of contact is the 19th TSC, ACoFS, G1 (EANC-GP) at 768-7601.

TEAM 19!

  
JEANETTE K. EDMUNDS  
Major General, USA  
Commanding

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