



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERPE-SM-O

16 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 5, Entrance and Exit Interviews

1. The following officers, civilians, and command sergeants major will schedule an office call for an entrance and an exit interview with me as indicated below. These interviews will provide me the opportunity to discuss my command philosophy, policies, mission, and feedback on lessons learned.

- a. Brigade and battalion commanders prior to assuming command.
- b. Brigade and battalion command sergeants major prior to assuming their position.
- c. Headquarters principal staff chiefs within 1 week after reporting to the 21st TSC.

d. Those personnel identified in paragraphs a through c will coordinate with the Commanding General's secretary to schedule an exit interview.

2. The point of contact is the G1, 484-7328.

3. FIRST IN SUPPORT!

A handwritten signature in black ink, reading "Bennie E. Williams".

BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21st TSC Cir 25-30)