

Louisville District

Continuity Book



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*for*

* Describe your duties in 1000 words or less, as you see them, not as listed in your PD:

Duty Description

* Provide the daily and monthly mission essential tasks for your position:
* List any orders, warrants or otherwise certifications/licenses required to perform your duties:
* List any orders, warrants or otherwise certifications/licenses required to perform your duties:
* List all key references such as policies, procedures, manuals, regulations, and QMS business processes, etc required to execute your responsibilities and/or are key to your daily success:

Key References

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location** | **POC** | **Description** |
| AR 101-1 | [www.army.mil/101](http://www.army.mil/101) | John Doe (502-502-5025) | Guidelines for releasing water |
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| **Meeting Name** | **Frequency** | **Brief Description** | **POC** |
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* List all meetings you attend, the frequency, brief description of your responsibilities at these meetings and the point of contact:

Meetings

* List all the points of contact key to executing your responsibilities and/or are key to your daily success:

POCs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **Location** | **Email** | **Phone** |
|  |  | City, ST or Installation | [Jane.doe@usace.army.mil](mailto:Jane.doe@usace.army.mil) | 502-502-5025 |
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* List all products you’re required to produce, the frequency, brief description of the purpose of the product and the point of contact: Include links to products in Project Wise or on the O: Drive.

Products, Procedures and Schedules

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| --- | --- | --- | --- |
| **Product** | **Frequency** | **Brief Description** | **POC** |
| SITREP | Bi-weekly | Significant actions within the section for the previous 2 weeks |  |
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Organizational Chart

* Include organizational chart to include names and position titles. Include Branch Chief, Section Chief, Administrative, and Staff

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| --- | --- | --- | --- |
| **NAME** | **TITLE** | **PHONE** | **EMAIL** |
|  | Branch Chief |  |  |
|  | Section Chief |  |  |
|  | Admin |  |  |
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* Include a listing of all applicable projects you are currently associated with. Include P2#, Project Number (PN), Programmed Amount (PA), Solicitation Number, Title, and brief project description. Include PM, PE/A, AE Firm, Customer, and Contractor. Include POC name and provide contact information in section above. List current project status, key milestones, significant issues, etc. that are important information to the project. **NOTE: Only applies at staff level for long duration projects.**

Project Information

|  |  |
| --- | --- |
| **P2 #** |  |
| **PN** |  |
| **PA** |  |
| **Solicitation #** |  |
| **Title of Project** |  |
| **Project Description** |  |
| **PM** |  |
| **PE/A** |  |
| **AE Firm** |  |
| **Customer** |  |
| **Contractor** |  |
| **Contract Status** |  |

Questionnaire

* Provide your leadership philosophy for the section/division:

* List best business practices for your section/division:

* List any lessons learned that have made your job more efficient:

* Include any other information, you would like to add:
* If you were being replaced tomorrow, what would be 5 things you’d recommend to your successor?