

Building a Useful Continuity Book

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INTRODUCTION

Any soldier who has taken over a new duty position or additional duty knows the value of a good continuity book. It can provide a wealth of information to him including points of contact, duties and responsibilities, information on how to accomplish common tasks, and personnel and equipment data. Without it, a soldier is often forced to relearn the very same lessons and information that his predecessor discovered during his time in the position. In today's downsizing Army, this waste of time is unacceptable. Every soldier must take positive steps to increase efficiency. Yet, few departing soldiers make the effort to leave a good continuity book for their replacements. As a result, only a few fortunate individuals have been lucky enough to receive these treasured items from their predecessors. Just think of your own experiences – how often have you inherited a useful continuity book and, perhaps more importantly, how often have you left one for your replacement?

Everyone can come up with excuses why they cannot produce a good continuity book. Some will complain that they are too busy with other duties to devote their precious time to something that will not benefit them. Others believe that it's a waste of time because nobody really uses a continuity book anyway. And still others may state that they don't know what a good continuity book looks like. The purpose of this article is to provide a technique for preparing a continuity book that will be beneficial to the soldier preparing it and useful to the replacement soldier and unit. If done correctly, the author will profit not only in developing an invaluable tool for himself and his replacement, but in building greater knowledge about his job. The article will identify some relevant information that should be included in a continuity book. The reader can then identify and include additional sections as appropriate for his particular duty position.

DEFINITION

One of the reasons why a good continuity book may be so hard to assemble is that U.S. Army publications do not mention it at all. In fact, no Department of Defense definition exists for the term "continuity book." In order to share a common understanding of the term, this article defines continuity book as a reference document produced by an individual to share relevant information concerning a duty or position on which he/she has knowledge. It is normally produced for an individual assigned to take over that duty or position, such as a replacement NCO designated to substitute a departing squad leader. If a soldier has more than one duty, he/she should have several continuity books. For example, a squad leader who is also the Crime Prevention NCO and communications security (COMSEC) custodian should have a continuity book for each of the three duties. One of the key parts of the definition that this article will cover more closely is what relevant information should be included in the continuity book; that is, what type of information should be left for the replacement soldier.

Us Army Continuity Book

Lawrence A. Yates



Us Army Continuity Book:

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John Adams Wickham, 1987 This book a compilation of written and spoken works is intended to provide insight into the author's tour as Army Chief of Staff The book includes major addresses to military and civilian audiences Congressional testimony interviews published articles letters to General Officers and edited White Papers The editors have prepared a prologue an introduction to each section in the book and an epilogue to assist the reader in using these collected works from DTIC abstract *United States Army Counterinsurgency and Contingency Operations Doctrine, 1860-1941* Andrew J. Birtle, 1998-04 NOTE NO FURTHER DISCOUNT FOR THIS PRINT PRODUCT OVERSTOCK SALE Significantly reduced list price U S Army Counterinsurgency and Contingency Operations Doctrine 1860 1941 is the first of a two volume study on the U S Army's experience in small war situations and the development of low intensity conflict doctrine Focusing on the suppression of insurgent or other irregular forces during overseas constabulary and contingency operations from the Civil War years up to America's entry into World War II Andrew J Birtle has filled an important omission in military historiography by writing about the underlying theories concepts and methods employed in the conduct of myriad unconventional missions with soldiers serving as governors constables judges diplomats explorers colonizers educators administrators and engineers Even though official codified written doctrine for counterinsurgency pacification and nation building activities prior to World War II has long been viewed as nonexistent Birtle uncovers through his meticulous research an evidentiary thread of continuity in the Army's performance and thus maintains that some of the central principles governing such operations were indeed incorporated into official Army doctrinal literature The events discussed unquestionably occurred long ago but many of the issues raised by Birtle have enduring relevance for today's Army People places and events may change yet the fundamental questions involved in suppressing insurrections fighting irregulars administering civilian populations and conducting foreign intervention remain surprisingly constant in this unpredictable world of ethnic tensions and turmoil By studying how soldiers dealt with these complex issues in the past Birtle's well written account offers valuable insights to guide current and future soldiers when called upon to conduct similar operations Military strategists historians and civilians interested in America's early history may find this resource appealing and offer a better understanding of Army doctrine from a historical perspective Related products Mexican Expedition 1916 1917 is available here https://bookstore.gpo.gov/products/sku/008_029_00600_6 Commerce Raiding is available here https://bookstore.gpo.gov/products/sku/008_046_00282_7 From Transformation to Combat The First Stryker Brigade at War can be purchased here https://bookstore.gpo.gov/products/sku/008_029_00459_3 United States Army in World War II War in the Pacific Triumph in the Philippines Print Paperback format is available here https://bookstore.gpo.gov/products/sku/008_029_00503_4 Other products produced by the U S Army Center of Military History can be found here <https://bookstore.gpo.gov/agency/1061> **AR 500-3 04/18/2008 U.S. ARMY CONTINUITY OF OPERATIONS PROGRAM POLICY AND PLANNING , Survival Ebooks** Us Department Of

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Military Law Review ,2002

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Table of Contents Us Army Continuity Book

1. Understanding the eBook Us Army Continuity Book
 - The Rise of Digital Reading Us Army Continuity Book
 - Advantages of eBooks Over Traditional Books
2. Identifying Us Army Continuity Book
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Us Army Continuity Book
 - User-Friendly Interface
4. Exploring eBook Recommendations from Us Army Continuity Book
 - Personalized Recommendations
 - Us Army Continuity Book User Reviews and Ratings

- Us Army Continuity Book and Bestseller Lists
- 5. Accessing Us Army Continuity Book Free and Paid eBooks
 - Us Army Continuity Book Public Domain eBooks
 - Us Army Continuity Book eBook Subscription Services
 - Us Army Continuity Book Budget-Friendly Options
- 6. Navigating Us Army Continuity Book eBook Formats
 - ePub, PDF, MOBI, and More
 - Us Army Continuity Book Compatibility with Devices
 - Us Army Continuity Book Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Us Army Continuity Book
 - Highlighting and Note-Taking Us Army Continuity Book
 - Interactive Elements Us Army Continuity Book
- 8. Staying Engaged with Us Army Continuity Book
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Us Army Continuity Book
- 9. Balancing eBooks and Physical Books Us Army Continuity Book
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Us Army Continuity Book
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Us Army Continuity Book
 - Setting Reading Goals Us Army Continuity Book
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Us Army Continuity Book
 - Fact-Checking eBook Content of Us Army Continuity Book
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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