Building a Useful Continuity Book

by CPT Leonel Nascimento, USA, Military Analyst, CALL

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.

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