



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
PLANS, ANALYSIS, AND INTEGRATION OFFICE
463 HAMILTON ROAD, SUITE 206
FORT SILL, OKLAHOMA 73503-9004

IMWE-SIL-PAI

7 April 2010

Memorandum of Instruction

SUBJECT: Knowledge Management

1. **PURPOSE:** To actively support the USAG Fort Sill strategic objective of ensuring the collection and transfer of workforce knowledge.
2. **BACKGROUND:** As part of their knowledge management program the US Army Garrisons Fort Stewart (ACOE Gold Winner 2009) and Schinnen (ACOE finalist 2010) have implemented continuity books for their directors, chiefs, supervisors and management in key positions. The Garrison Performance Improvement Council recommends a Garrison-wide implementation of this best practice.
3. **CONCEPT OF OPERATIONS:** All directors, chiefs, supervisors and management personnel in key positions will develop a continuity book for their AOR and provide an annual update. This applies to NSPS, GS, WG, NAF, as well as military employees in Garrison Directorates, Garrison Support Offices, and Garrison Management and Control Offices. A copy of the current and updated continuity book is maintained with the DHR workforce development officer. The DHR workforce development officer will provide PAIO with an annual update on the status of completion.

At a minimum the continuity book needs to contain;
Job functions (with SOPs where applicable)
Points of contact
Recurring taskers with suspense dates
References, Examples, step-by-step guides, etc. as applicable

IMWE-SIL-PAI, 7 April 2010
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4. SUSPENSE DATE: Positions requiring a continuity book are to be identified by the directors and support office managers and the list provided to the DHR development officer and PAIO nlt 1 July, 2010. Electronic copies of the continuity books are to be provided to the workforce development officer nlt 30 September, 2010.

5. POC for this memorandum is Mrs. Bea Floor at (580) 442-3671 or beate.floor@us.army.mil


Raymond P. Lacey
Colonel, US Army
Garrison Commander

DISTRIBUTION
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