



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HUACHUCA  
2837 BOYD AVENUE  
FORT HUACHUCA, AZ 85613-7001

IMHU-ZA

11 FEB 19

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 19-057, USAG Fort Huachuca Succession Management

1. REFERENCES.

- a. 5 USC § 2301, Merit System Principles
- b. AR 690-950, Career Program Management, 16 Nov 2016
- c. AR 350-1, Army Training and Leader Development, 10 Dec 2017
- d. United States Army Installation Management Command (IMCOM) Policy Memorandum 690-950-2, IMCOM Civilian Succession Management, dated 12 September 2017

2. PURPOSE. To provide guidance for implementing succession planning at U.S. Army Garrison (USAG) Fort Huachuca.

3. APPLICABILITY. This policy applies to U.S. Army Garrison Fort Huachuca civilian employees.

4. POLICY. USAG Fort Huachuca will integrate succession management at all levels to ensure skills are available to meet command priorities within the Civilian workforce. Transparent and consistent processes are necessary for all echelons to adhere to Merit System Principles involved in the hiring of Army Civilians.

5. PROCEDURE. The Succession Planning Toolkit (encl) is intended to assist supervisory personnel in using the five step succession planning process noted in reference (b). The command team, directors, and office chiefs will meet annually to review plans.

- a. Succession management includes strategic alignment, workforce analysis, competency modeling, gap analysis and leadership assessment. It provides strategies to address workforce gaps, lessen the impact of institutional knowledge loss and maximize talent utilization.

IMHU-ZA

SUBJECT: Policy 19-057, USAG Fort Huachuca Succession Management

b. Succession management processes ensure qualified and experienced leaders and functional staff are developed and assigned into opportunities that maximize their capabilities. This supports mission continuity, sustained morale, and provides an environment for success, underpinned by counseling, coaching, teaching and mentoring.

6. The proponent for this policy is USAG Fort Huachuca Directorate of Human Resources at (520) 533-7720.

Encl



CHAD O. RAMBO  
Colonel, MI  
Commanding

DISTRIBUTION: E