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| --- | --- | --- | --- |
| **Manager Name** |  | **Functional Area/Department:** |  |
| **Manager Title** |  | **Today’s Date** |  |

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| --- | --- | --- | --- | --- | --- |
| **Position title** | **Name of current incumbent** | **Emergency substitute name** | **Potential Successor(s)’s current knowledge/ awareness gaps** | **Action steps to close gaps/ increase knowledge, including timeline** | **Person responsible for ensuring substitute is more fully prepared** |
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