



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-LG

25 Nov 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-1, Command Supply Discipline Program (CSDP)

1. REFERENCES.

- a. AR 735-5, Polices and Procedures for Property Accountability, 22 Aug 13.
- b. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.

2. PURPOSE. To establish the JBM-HH CSDP under the provisions of the above references.

3. APPLICABILITY. This policy memorandum applies to the Army individual user, as well as all levels of supervision and command.

4. POLICY.

a. All commanders, directors, and supervisory personnel will take the required actions as identified in this policy memo and its references to ensure a strong, effective CSDP is fully implemented and enforced within their level of command and responsibility. The purpose of the CSDP is to:

- (1) Ensure compliance with the Department of the Army supply regulations and directives.
- (2) Encourage management ideas and concepts for improved supply discipline.
- (3) Use the CSDP as regulatory guidance in supply operations.
- (4) Promote supply economy consciousness.
- (5) Identify supply problems and execute timely corrective action within the chain-of-command.
- (6) Achieve maximum use of material resources.

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-1, Command Supply Discipline Program (CSDP)

(7) Provide responsible personnel with a standard listing of existing supply discipline requirements for each level of command.

(8) Eliminate fraud and waste of government property and supplies.

(9) Ensure the proper use, safeguarding, and storage of government property.

(10) Ensure all on-hand equipment is authorized and prompt action is taken to dispose of excess.

(11) Ensure compliance with regulatory requirements in maintaining property accountability, responsibility, and inventory control of Government property.

(12) Eliminate repeat findings of noncompliance with established policy.

b. RESPONSIBILITIES.

(1) Logistics Readiness Center (LRC).

(a) Serves as the Joint Base Commander's monitor of the CSDP.

(b) Provides the required guidance and assistance to commanders/managers to ensure an effective CSDP is established.

(c) Conducts periodic evaluations and assessments of subordinate activities and directorates within JBM-HH. LRC will conduct evaluations to determine directorates are in compliance with regulatory requirements and administrative procedures as outlined in the appropriate tables in AR 710-2, Appendix B.

(d) Provides commanders/directors with feedback on evaluation of their supply discipline performance.

(e) Elevates findings of repeated discrepancies to the appropriate level of command for action.

(f) Maintains a file of evaluations on each organization or activity evaluated.

(g) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.

(h) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-1, Command Supply Discipline Program (CSDP)

(i) Implements policy guidance on supply subject matters based on information received and actions directed from higher levels of command.

(j) If requested, provides assistance and guidance regarding supply areas to commanders of JBM-HH Partners.

(2) Organization and Activity Commanders.

(a) Provide personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program using the regulatory guidelines and requirements as a basis for action.

(b) Appoint, in writing, a senior logistician as the CSDP monitor.

(c) Provide a copy of the appointment orders to LRC (IMMH-LG).

(d) Establish a detailed written supply policy and procedures, to include all subject areas identified in the appendix of cited references applicable to their level of supervision or command.

(e) Develop evaluation checklists to conform to all requirements in the appropriate tables contained in cited references and those which are locally established for use in conducting evaluations of subordinate units.

(f) Perform frequent CSDP evaluations of their units to ensure supply discipline is being practiced and enforced within regulatory guidelines and take immediate action towards improving and correcting noted weaknesses. Frequency of required evaluation inspections is contained in AR 710-2, Appendix B, table B-7.

(g) Advise and seek assistance through command channels for solving problems beyond the capability of the level of command affected.

(h) Use all available means to ensure an efficient CSDP is in place and working. The way and means to achieve this goal are provided in regulatory guidance.

(i) Establish a continuing information and training program to ensure personnel are aware of their responsibilities in support of the CSDP.

(j) Initiate action to ensure thorough investigations are conducted immediately after discovery of loss, damage, or destruction of government property and the required adjustment documents are processed per reference 1a.

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-1, Command Supply Discipline Program (CSDP)

(k) Use results of the CSDP evaluations to determine candidates for the Chief of Staff, Army, Supply Excellence Award (CSA/SEA) Program.

(3) Command Supply Discipline Monitors.

(a) Summary of responsibilities and duties is defined in cited references.

(b) Performs duties as directed by the commander/director.

(4) Unit/User Level.

(a) Establish a written procedure, to include all supply areas in their supervisory level of responsibility.

(b) Advise the next higher level of command of problem areas beyond their capability to resolve.

(c) Conduct frequent inspections within their area of responsibility to ensure compliance with regulatory and command procedures.

(d) Conduct supply training classes for improving individual skills and performance in supply-related areas.

(e) Conduct frequent inventories of all property on hand within their command or level of supervisory control. Frequency of inventories is required as outline in AR 710-2, table 2-1.

(f) Take prompt action to reconcile inventory variances as outlined in references 1a and 1b.

5. PROCEDURES. Compliance and enforcement of the CSDP is a primary area of concern throughout the Department of the Army and will be monitored closely through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables B-2 through B-7. Noted discrepancies will be documented and brought to the attention of the organization commander/director for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

SUBJECT: Joint Base Myer-Henderson Hall Policy Memorandum LG-1, Command Supply Discipline Program (CSDP)

6. PROPONENT. The proponent and POC for this policy memorandum is the JBM-HH Logistics Readiness Center Director, 703-696-7009.



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