DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

EACG

23 MAY 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 8th Army Command Policy Letter #56 - Command Supply Discipline Program

1. References:

a. Army Regulation (AR) 710-2, Supply Policy Below the National Level, 28 March 2008.

b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 February 2005.

c. Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007.

d. ALARACT 202/2007, Maintenance Stock Policy for Units Operating with Standard Army Maintenance System-Enhanced (SAMS-E), 15 September 2007.

2. Applicability. This policy applies to all personnel assigned to the 8th Army (8A) and all external unit or activities under 8th Army (8A) operational control (OPCON).

3. Purpose. This memorandum details policies and provides guidance for establishing and conducting the Command Supply Discipline Program (CSDP).

4. Background. The CSDP is designed as a Commander's program directed at eliminating noncompliance with supply regulations, and also designed for implementation by the chain of command. All 8A Leaders at all levels in every unit must establish an aggressive CSDP and enforce to ensure resources are being used without fraud, waste, and abuse. The focus of the Command Supply Discipline Program is unit readiness. Unit readiness can be achieved and maintained through the deliberate command emphasis on recurring tasks, such as performance of monthly cyclic and sensitive item inventories, change of hand receipt holder inventories, conducting PMCS and equipment services and TMDE calibration to name a few. In order to accomplish these tasks well, Commanders at all levels must apply resources. The most critical resource that must be applied is time; time to assign responsibility, time to accomplish these tasks, and time to reconcile any discrepancies. It is imperative that these events be planned well in advance, put on the unit's training schedule and enforced. The unit training schedule and calendar is the key to the successful completion of inventories, services, and supply and maintenance training tasks. These tasks should show up as re-occurring events on the training calendar as a means to protect the unit and Soldiers time that is required to accomplish these tasks. The CSDP is also being incorporated into the Command Inspection Program (CIP) evaluation in order to avoid duplication of efforts and minimize disturbance of work at units and activities being evaluated. Additionally, the local inspector general may utilize CSDP at the commander's discretion to conduct supply focused inspections for determining root causes of the problems identified through the CSDP. Everyone who commands, manages, controls,

issues, and utilizes government property has an inherent responsibility to ensure that the Army regulatory guidance on supply control is strictly followed.

5. Discussion.

a. Responsibilities:

(1) 8A G4

(a) Appoint a senior logistician as the CSDP program coordinator for 8A HQ.

(b) Provide the necessary tools for commanders to successfully address the relationship of good logistical processes and operations achievements which are reached by stressing good supply discipline. The 8A Command Inspection Program (CIP) validates the effectiveness of the unit's CSDP

(c) Oversee the CSDP and keeping the 8A commander informed of overall unit status.

(d) Ensure CSDP is incorporated into the CIP, and ensuring CSDP evaluations are conducted in accordance with (IAW) AR 710-2, Appendix B.

(e) Ensure all assigned, attached units, and activities adhere to the principles of the CSDP.

(f) Modify the program as deemed necessary in light of the mission and tasks of the 8th Army.

(g) Publish and provide CSDP inspections checklists to subordinate commands.

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

(i) Ensure procedures for government purchase card (GPC) purchases are incorporated into the 8th Army CSDP.

(2) Commanders, directors, supervisors, and special staffs are charged with enforcing compliance with the CSDP. The responsibilities include, but are not limited to:

(a) Appoint, in writing, a senior logistician in the headquarters as the CSDP monitor who implements the commander's assessed supply and maintenance areas of concern. The CSDP is mandatory and it is meant to reinforce command, supervisory, and managerial responsibilities. Units will continue to ensure that CSDP processes and procedures are conducted IAW regulatory guidance and that leadership (first line and higher) are verifying that disciplined tasks are performed to standard.

(b) Enforce compliance with supply policy by subordinate personnel.

(c) Ensure that all government property, regardless of source, is accounted for, to include GPC purchased property.

(d) Recognize both superior and inferior performance regarding supply discipline.

(e) Report any equipment loss, damage, or destruction of government property IAW AR 735-5 and initiating administrative actions to assess liability or to provide relief from responsibility.

(f) Ensure all staff agencies are aware of and perform their duties in accordance with the CSDP.

(g) Ensure that all property transactions, to include requisitions, transfers, and disposals (to include scrap), are coordinated with the property book officer (PBO).

(h) Ensure that all found on installation (FOI) government property is reported to the PBO in order to establish property accountability.

(i) Ensure that all non-expendable item purchases made with the GPC is coordinated with the PBO before purchases are approved by the Billing Official, and, after purchase, to ensure items are accounted for in the Property Book Unit Supply Enhanced system (PBUSE) as needed.

(j) Focus not just on correcting deficiencies in supply discipline but establish a training program to ensure leaders and soldiers initiate not just corrective actions but learn and sustain sound supply discipline principles.

(k) Conduct the following tasks on a recurring basis. The list, while not all inclusive, provides the 8th Army baseline requirements expected to be conducted in a disciplined fashion across all units.

- Cyclic and Sensitive Item Inventories
- Weekly PMCS
- Vehicle and equipment services
- TMDE management
- OCIE and Individual equipment serviceability checks
- Reconciliation of document register
- Validate and sign commander exception report
- Verify and sign hand receipt monthly with PBO
- Establish and maintain accountability of newly fielded items
- Ensure obsolete/excess equipment and disposition instruction are followed
- Conduct FLIPLs to standard when property loss is discovered
- Ensure critical sustainment events are annotated on the training calendar

(3) Property Book Officer (PBO).

(a) Practice and perform all regulatory requirement outlined in AR 710-2, Table B-2.

(b) Ensure that received property, regardless of origin, is established on property records and that property accountability is maintained.

(c) Track and report that annual or cyclic inventories are conducted within prescribed timeframes.

(d) Establish property accountability of all found on installation (FOI) non-expandable government property.

(e) Ensure that hand receipts are updated in accordance with organizational supply procedures. At a minimum, hand receipts will be updated semiannually.

(f) Establish property accountability of all non-expendable item purchases made with the GPC in the Property Book Unit Supply Enhanced system (PBUSE).

(g) Ensure that authorized allowance within the Modification Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), Joint Table of Allowance (JTA), and Common Table of Allowance (CTA) are reconciled semiannually.

(h) Track and establish property accountability for non-expendable items purchased with GPC.

(4) Army Property Users.

(a) Provide proper use, care, custody, and safekeeping of all government property or the equipment signed out on hand receipt.

(b) Submit a Financial Liability Investigation of Property Loss (FLIPL) within 15 calendar days to the PBO.

b. Procedures:

(1) A senior logistician in the unit headquarters or activity will be appointed on orders to monitor unit CSDP programs.

(2) Primary hand receipt holders, supervisors, and staff agencies will be evaluated for compliance with CSDP directives through the use of the CIP and internal control procedures.

(3) All units and activities under 8th Army and 8th Army (OPCON) will receive CSDP/CIP evaluation at least annually.

(4) Minimum standards and CSDP requirements are listed in Table B-1 through 4, AR 710-2.

(5) CSDP evaluation will include but not be limited to the following:

(c) A review of FLIPL process IAW AR 735-5.

(d) A review of Hazardous Material Management Program (as discussed in AR 200-1).

(e) A review of Small Arms Repair Parts (SARP) ordering, storage, issue procedures, and management controls (as discussed in AR 710-2).

(f) A review of management/reduction of excess Material (as discussed in AR 710-2).

(g) A review of Shop Supply Listing procedures (as discussed in ALARACT 202/2007)

c. Each command will evaluate supply operations of the immediate lower level command or activity. CSDP evaluation frequency is listed in Table B-7 of AR 710-2.

d. The evaluated unit or agency will be provided with a copy of each evaluation and be required to respond with corrective action taken for any deficiencies noted. A copy of the evaluation will be retained in a file of CSDP evaluations at the evaluated unit or agency, and referenced in subsequent evaluations.

e. Repeated deficiencies will be given particular attention in the evaluation report and will require a corrective action taken by suspense date.

f. This policy will be used as guidance in preparation for the Chief of Staff, Army, Supply Excellence Award (SEA). Major problems or policy questions that surface during CSDP/CIP evaluations will be elevated up the chain of command to the appropriate level capable of resolving the issue.

g. It is imperative that each person responsible for the use or accounting of government property, supplies, and equipment be thoroughly familiar with and aggressively exercises their individual responsibilities.

5. Proponent. The 8th Army Assistant Chief of Staff, G4 is the proponent for this policy. All comments or recommendation related to this policy will be submitted to the 8th US Army G4 Support Operations Officer (SPO) at 723-6145.

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Lieutenant General, USA
Commanding