



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM**  
**10000 10TH MOUNTAIN DIVISION DRIVE**  
**FORT DRUM, NEW YORK 13602-5046**

AMIM-DRG-ZA

23 July 2021

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Garrison Policy Memorandum 21-16, Command Maintenance Discipline Program (CMDP)**

**1. References:**

a. Army Regulation (AR) 750-1, Army Materiel Maintenance Policy, 28 October 2019.

b. Army Sustainment Command Supplemental to AR 750-1, Army Materiel Maintenance Policy for Logistical Readiness Centers, 29 January 2015.

c. Department of the Army Pamphlet 750-1 Commanders' Maintenance Handbook, 4 December 2013.

**2. Supersession:** This policy supersedes and replaces Garrison Policy Memorandum 19-16, Command Maintenance Discipline Program, 6 April 2021.

**3. Purpose:** This policy provides command guidance and assigns responsibilities for the CMDP as it pertains to U.S. Army Garrison-Fort Drum property and equipment.

**4. Concept:** This command is committed to maintenance management and equipment readiness. It is essential that all personnel assigned to the Garrison act as good stewards of our government's resources. This includes a responsibility to maintain our assigned equipment. Preventative maintenance of our assigned equipment is the foundation of a good program and it prevents costly repairs, loss of productivity due to immobility, and increased labor costs to repair the unserviceable equipment.

**5. Applicability:** This policy applies to all Department of the Army Civilians, and active duty military personnel assigned or attached to any unit or element subordinate to the authority of the Commander, United States Army Garrison-Fort Drum.

**6. Responsibilities:**

a. All directors will:

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- (1) Directors will appoint CMDP coordinator, on orders and ensure they understand their responsibilities and coordination requirements.
- (2) Directors will appoint Warranty coordinator, on orders and ensure they understand their responsibilities and coordination requirements.
- (3) Directors will appoint TMDE coordinator, on orders and ensure they understand their responsibilities and coordination requirements.
- (4) Directors will appoint License Instructor/Examiner, on orders and ensure they understand their responsibilities and coordination requirements.
- (5) Directors will create Section Standard Operating Procedures for their sections, to include applicable requirements under AR 750-1.
- (6) Monitor scheduled services and unscheduled maintenance within their Division and report discrepancies with the Material Maintenance Division or assigned Contract Maintenance Team.
- (7) Enforce maintenance discipline through a combination of leadership, training administrative measure, and disciplinary procedures.
- (8) Ensure that General Services Administration fleet vehicles are maintained in accordance with the Transportation Motor Pool requirements
- (9) Monitor readiness and report deficiencies. Ensure accidents, damages, neglect, and thefts are thoroughly investigated and timely reported.

b. All supervisors and personnel responsible for property and/or equipment will:

- (1) Conduct Preventive Maintenance Checks and Services (PMCS); e.g., before, during, after, weekly, and monthly PMCS by using the appropriate Technical Manual or Non-Tactical Vehicle checklist.
- (2) Ensure first-line supervisors are made aware of any deficiencies that are not noted and annotated during a PMCS.

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(3) Ensure new and current employees receive specific vehicle training that includes, but is not limited to, vehicle indicators and controls, descriptions and capabilities and actual operation for the equipment's intended use.

(4) Ensure that all required Personal Protective Equipment is available in serviceable condition to employees, that it is present, and that it is used IAW DoD, HODA, federal, including Occupational Safety, and Health Administration, State and local policies.

(5) Ensure each vehicle and/or equipment has a logbook with a current DA Form 2404, PMCS Checklist.

(6) Ensure each vehicle and/or equipment is operated by only trained and properly licensed individuals: e.g., forklifts, moving equipment and attachments, generators, and tractor trailers.

(7) Ensure the operation of each vehicle and/or equipment complies with IAW DoD, HODA, federal, including Occupational Safety, and Health Administration, State, and local policies and procedures, to include proper licensure (e.g., commercial driver's license) for equipment operated on state and Federal roads and highways and on and off Fort Drum.

(8) Conduct semi-annual inspection on each Directorate and advise the Commander of the results and corrective actions required.

7. The point of contact for this policy is Mr. Dominic Plante, Chief, Installation Maintenance Division, AFSBn at (315) 772-4649.

JAMES J. ZACCHINO, JR.  
Colonel, LG  
Garrison Commander

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