



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 10<sup>TH</sup> MOUNTAIN DIVISION (LIGHT INFANTRY)  
10<sup>TH</sup> MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5000

REPLY TO  
ATTENTION OF:

AFDR-CG

14 November 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 14, Command Supply Discipline Program (CSDP)

1. The CSDP is a commander's responsibility designed to improve overall asset visibility and readiness, enforce compliance with Army and FORSCOM policies, and promote supply economy consciousness. BN and CO CDRs must enable CO operations by developing internal staffs, specifically designating in writing Supply and Arms Room Accountable Officers. CDRs must recognize that military discipline goes hand-in-hand with supply discipline. Supply discipline starts at the lowest level by maintaining and enforcing equipment accountability and management of all classes of supplies. Irresponsible practices and behavior diminish combat power for all units and reduce the ability to sustain requirements on the battlefield.

2. Division Focus Areas.

a. Financial Liability Investigation of Property Loss. Under normal circumstances, units must not exceed 75 calendar days total processing time per AR 735-5. At 55 days or more from initiation, BDE CDRs will submit a weekly written or verbal report to the DCG-S regarding the status of the FLIPL and estimated completion date. Late FLIPLs over 75 days require a command endorsement memorandum explaining reason and plan of action from the BDE CDR addressed directly to the CG. Letters will be updated and re-submitted every 14 days following until the FLIPL is completed.

b. Commercial off the Shelf Property. All personnel who are entrusted with the acquisition of Government property are responsible for its proper custody, safekeeping and accountability in accordance with AR 710-2 and AR 735-5. Billing Officials ICW PBOs shall ensure all GPC purchases of equipment valued in excess of \$100 and items considered highly pilferable, such as weapon magazines, duffel bags, etc., are placed on the accountable officer's primary hand receipt. BDE and BN CDRs and XOs have a responsibility to observe subordinates to ensure their activities contribute to the proper custody, care, use and safekeeping of all property within their units.

c. BN ZPARK Responsibilities. BN CDRs, thru BN XOs, are the approval authority for all Class II and IX purchases by validating loss damage of maintenance faults. Units will maintain records to justify loss or damage as directed in AR 735-5. Units will deselect the "immediate release" option within GCSS-Army and utilize the

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“never” option in order to allow work orders in a “reservation” status to be reviewed by BN XOs prior to being delivered to ZPARK. This process will be audited during SAVs, LTWs and CSDP inspections.

d. Arms Room Organization and Standards. AR 190-11 establishes the requirements for Arms Room physical security specifications. Unit armorers will comply with all regulatory requirements and unit SOP for the security, accountability, and maintenance in the arms room. Additionally, units will store equipment in a manner that fosters methodical inventory processes by organizing like item equipment in close proximity to each other given appropriate space. CDRs must ensure accurate reporting of accountability of sensitive items. BN XOs, thru staff inspections and audits, will ensure that COs are upholding this additional requirement.

e. Excess Property Management. Per AR 710-2, units will initiate turn in actions within 10 days for property determined to be excess. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded. PBO must ensure that applicable equipment authorization documents are loaded with the requisition validation system in all automated property book systems. Units must provide Operational Need Statements or DA Form 2028 (Publication Change) and Letter of Justification/Retention (LOJ/LOR) for all items determined as excess.

f. Lateral Transfers (LT) and Turn In Directives. Units will take action to ensure that lateral transfers and turn ins are executed no later than the directed suspense IOT ensure timely and effective placement of property to point of need. Division internal lateral transfers will be conducted with a technical inspection depicting the costs to bring to 10/20 standard. The costs will be transferred from the losing unit to the gaining unit to enable the maintenance and shortage ordering at the new unit. Losing Unit CDRs will ensure directives are executed no later than the directed suspense date. At 10 days or more delinquent, BDE CDRs will submit a weekly written or verbal report to the DCG-S regarding the status of the LT and estimated completion date. In excess of 30 days, delinquent LTs require a command endorsement memorandum explaining reason and plan of action from the BDE CDR addressed directly to the CG. Letters will be updated and re-submitted every 30 days.

g. Sensitive and Cyclic Inventory Management. Per AR 710-2, inventories will be conducted in a manner that assures each item is verified at least annually. Sensitive item inventories will be conducted monthly. Units will conduct special inventories when a negative on hand balance is recorded, evidence of forced or unauthorized entry, location survey finds an item in an incorrect locations, or when directed by the commander of accountable property officer. CO CDRs must ensure inventory results are reconciled with property book records and appropriate adjustments actions are initiated immediately following inventories.

h. Technical Manual Updates. Brigade Property Book Officers will send TM updates to Primary Hand Receipt Holders as updates are available. When a TM update

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occurs, PHRHs will conduct a review of the changes, consolidate in a memorandum format the new items, sign, then submit to BN XOs as a secondary signature validating updates. New shortages will then be placed on order to fulfill the new TM BII and COEI requirements to bring the item to 10/20 standards.

3. Subordinate commanders, at installation, unit, agency and activity down to company, troop, battery level will develop policies, training and certifications consistent with fostering an exemplary culture of property accountability and supply process management across their organizations in accordance with Army regulations, Unit SOPs and this policy.

4. POC is LTC Thomas R. Boland at 315-774-2624 or [thomas.r.boland2.mil@mail.mil](mailto:thomas.r.boland2.mil@mail.mil).



BRIAN J. MENNES  
Major General, USA  
Commanding

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