



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

26 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

1. References:

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

a. AR 735-5, Property Accountability Policies, 9 November 2016.

c. Department of the Army Pamphlet (DA PAM) 710-2-1, Using Unit Supply System (Manual Procedures), 1 December 2016.

d. DA PAM 710-2-2, Supply Support Activity System: Manual Procedures, 30 September 1998.

2. Supersession: This policy supersedes and replaces Garrison Policy Memorandum 19-17, Command Supply Discipline Program, 6 April 2021.

3. Purpose: The purpose of this policy is to provide command guidance to conduct an aggressive CSDP within U.S. Army Garrison Fort Drum. It will ensure compliance with DA supply policy and procedures; determine the adequacy of established DA supply policy and procedures; and identify supply problems to permit timely corrective actions by the chain of command and supervisors. This policy also incentivizes excellence in CSDP through the execution of an awards program.

4. Command Guidance.

a. While this policy letter addresses supervisory and managerial responsibilities within the supply System from the user to the commander, I expect directors, section leaders, and supervisors to implement the provisions of this policy letter and existing regulatory requirements with an intent to standardize CSDP throughout this command. The CSDP is a mandatory program and is meant to clearly delineate responsibilities

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

b. The CSDP is a four-fold program of the commander that addresses responsibilities of commanders and supervisory personnel to instill supply discipline in their operations; guidance for evaluating supply discipline; feedback through command and technical channels for improving supply policy and procedures to monitor supply discipline; and follow-up to ensure discipline is maintained. Further, as the commander, I implement the CSDP by using existing resources, such as the AR 11-1 and Organizational Inspection Program checklists

c. The best means of ensuring supply discipline is to be pro-active and not re-active concerning supply operations. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain supply discipline, leaders must routinely adhere to our command's CSDP procedures and routinely conduct supply discipline training for all subordinates.

5. Responsibilities:

a. Garrison Commander.

(1) Implements and incentivizes an aggressive CSDP by using existing assets to avoid duplication or fragmentation of effort.

(2) Provides the necessary emphasis to ensure the success of the CSDP, to include annual Leadership Professional Development (LPD) classes in an open forum.

(3) Appoints in writing a CSDP Monitor to oversee the Garrison's CSDP.

(4) Recognizes and takes appropriate actions regarding superior and inferior performance regarding supply discipline.

(5) Directors uses the results of CSDP evaluations to determine candidates for the Army Supply Excellence Award Program.

(6) Conducts prompt corrective action as noted on evaluation/inspections.

b. CSDP Monitor.

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

(1) Assists with the establishment and utilization of the CSDP by using approved checklists

(2) Inspects directorates and sections to ensure the Garrison Commander's guidance for CSDP implementation is followed.

(3) Reviews the results of CSDP evaluations to identify strengths and weaknesses throughout the directorates and sections.

(4) Informs the Garrison Commander on the results of inspections and the status of the CSDP by using checklists, as well as makes recommendations on noted deficiencies and where increased command emphasis may be necessary.

c. Directors, Division Chiefs will:

(1) Appoints in writing a CSDP Monitor to oversee the Directorates/ Sub-directorates CSDP program.

(2) Establish Supply Standard Operating Procedures (SOP).

d. Supervisors, Managers, Primary Hand Receipt Holders will:

(1) Become familiar with all applicable regulatory requirements, roles, and responsibilities.

(2) Uses the CSDP listing as a guide or checklist in the routine performance of their duties.

(3) Reports to the responsible management official any applicable requirements within the CSDP that cannot be completed.

(4) Ensures the strictest compliance with the CSDP. This includes but is not limited to:

(a) Ensuring all property belonging to, arriving, or departing from their unit is accounted for and safeguarded.

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

(b) Ensuring that required inventories (e.g., cyclic and sensitive item inventories) are conducted with the prescribed time frame by utilizing the most current SC, TM, or other applicable publication accounting for components.

(c) Ensuring hand receipts are updated with the Property Book Office as appropriate and necessary.

(d) Inventorying of all property prior to the change of a hand receipt holder. During inventories, all property within the organization, to include property found not accounted for on hand receipt, will be accounted for and will be reported to the appropriate Property Book Office. During inventories, all registration and serial numbers will be verified.

(e) Obtaining a proper receipt and accountability for property turned or disposed.

(f) Reporting to the Garrison Commander of the discovery of any loss, damage, or destruction to any U.S. Government property.

(g) Ensuring property sub-hand receipted outside of the unit is properly receipted through the Garrison S-4.

(h) Anticipating and planning for materials needed in a timely manner.

(i) Utilizing mandatory sources of supplies prior to Government Purchase Card credit use.

(j) Continuing to teach supply discipline at all times.

(k) Scheduling the Command Supply Discipline Inspection.

(l) Coordinating with Garrison S-4 for bi-annual and annual inspections.

(m) Using the results of the CSDP evaluations and recommendations to determine candidates for the Army Supply Excellence Award.

6. Evaluations.

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

a. Directors, Supervisors Managers, and other Users. Directors, supervisors, managers, and users are expected to utilize the CSDP to police their own operations. The most effective means of ensuring supply discipline is to have an internally self-administered program practiced on a routine basis.

(1) No additional record keeping is required. Normal recording of inventories and inspections are required.

(2) Upon completion of an evaluation, the Garrison Commander, or his designee, will determine a suspense date to correct each finding as unsatisfactory.

(3) The Garrison Commander, or S-4, is authorized to grant extensions to the established suspense date.

b. Garrison S-4. The Garrison S-4 will normally conduct announced bi-annual inspections and quarterly logistical assistance visit to each directorate or section. The focus of these visits will be to provide assistance to these agencies and reinforce the CSDP. All visits and results will be recorded. Supervisors will be notified of their presence and will be back briefed on any questionable areas and outstanding performance. There will be no official back brief to the command or director, unless an issue of urgency arises (e.g., weapons or sensitive items).

(1) Evaluates various directorates and sections for compliance with established regulations and policy by conducting annual CSDP inspections on CIPBO sections.

(2) Provides feedback on each area inspected.

(3) Identifies supply problems and resolve difficulties prior to becoming serious.

(4) Determines if resolution of past findings are resolved.

(5) Archives evaluation records as required by law and regulation.

(6) Dates and signs the evaluation.

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

(7) Identifies the section evaluated, makes findings, and provides initial suspense dates.

(8) Reports results of evaluations to the Garrison Commander.

6. Enforcement. Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, incentives, training, administrative measures, and disciplinary measures.

a. Supervisors must recognize that military and civilian discipline goes hand-in-hand with supply discipline. Commanders, directors, and supervisors at all levels must have all tools available for their use. These tools serve as both a deterrent of action and a corrective action.

b. Disciplinary measures include adverse administrative and criminal actions, which may include such actions as a reprimand, poor efficiency report, Uniform Code of Military Justice (UCMJ) action, and Federal prosecution.

c. Use of administrative and discipline alternatives are not limited to cases involving pecuniary liability. When no pecuniary liability is found, the facts may still warrant command action, similar to failure to properly supervise an operation.

d. CSDP Incentive Program. This command incentivizes excellence in CSDP through the execution of a CSDP awards program.

(1) The purpose of the Garrison CSDP incentive policy is to recognize excellence with DA supply policy and procedures in recognizing organizational superior performance in supply discipline. Leaders should use the results from the Command Supply Discipline Checklist as the tool in superior performance.

(2) For outstanding individual accomplishments and commendable ratings on CSDP evaluation, this command may also present time-off awards, on-the-spot awards, Civilian service/military achievement medals, and the commander's coin of excellence.

AMIM-DRG-ZA

SUBJECT: Garrison Policy Memorandum 21-17, Command Supply Discipline Program (CSDP)

7. The point of contact for this policy is Mr. John Korcz, Garrison S-4, AFSBn-Drum, at 315-772-0086.

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

DISTRIBUTION: A