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US ARMY INSTALLATION MANAGEMENT COMMAND
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AMIM-HAG-ZA Policy Letter #12 11 AUG 2026

MEMORANDUM FOR: Logistics Readiness Center, Fort Hamilton Brooklyn New York 11252

SUBJECT: Command Supply Discipline Program (CSDP) Policy

1. References:

a. AR 710-2, Secondary Item Policy and Retail Level Management, 01 Jul 24.

b. AR 735-5, Relief of Responsibility and Accountability, 30 May 26.

c. AR 11-2, Risk Management and Internal Controls, 16 Jul 2024.

2. Purpose: To ensure United States Army Garrison (USAG) Fort Hamilton compliance with Department of the Army supply policy and procedures with a focused and aggressive Command Supply Discipline Program (CSDP).

3. CSDP Objectives: Maintain 100 percent accountability of all government property; ensure the proper use, care, custody, safekeeping, and disposition of government property entrusted to government personnel and contractors; promote supply economy consciousness and improve overall command asset visibility and readiness; identify supply problems to permit timely corrective action within the chain-of-command; identify and correctly dispose of excess property; and prevent fraud, waste and abuse throughout the installation.

4. Responsibilities:

a. Director, Logistics Readiness Center (LRC), Fort Hamilton.

(1). As the S-4 to the Garrison Commander, serves as appointed CSDP Coordinator for USAG Fort Hamilton.

(2). Exercise overall staff responsibility and administration over CSDP policy, programs, and scheduling of CSDP evaluations. Perform scheduled and unannounced CSDP evaluations for USAG Directorates and hand receipt storage locations.

(3). Notify the Deputy to the Garrison Commander of all cases of repeat findings and systemic issues with CSDP compliance and property accountability.

(4). In coordination with the Property Book Office, assists USAG Hamilton activities with CSDP implementation.

(5). Reviews results of CSDP evaluations in order to analyze findings and share positive and negative trends throughout the command.

b. USAG Directors.

(1). Exercise supervisory responsibility in the proper use, care, custody, safekeeping, accounting and disposition of all government property entrusted to subordinate activities and individuals.

(2). Designate and appoint primary hand receipt holders (PHRH) and activity representatives to receive, store, maintain, and account for government property.

(3). Promote supply economy throughout the organization.

(4). Ensure primary hand receipt holders update hand receipts and perform scheduled and event driven inventories in accordance with AR 710-2.

(5). Notify and coordinate with the Director, Logistics Readiness Center for assistance in resolving supply discipline issues.

(6). Review results of CSDP evaluations with subordinate supervisors and primary hand receipt holders to implement corrective actions.

(7). Conduct follow-up evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.

(8). Ensure Government Purchase Card micro purchases are performed IAW established regulatory standards and local procedures.

c. Primary Hand Receipt Holders (PHRH).

(1). Account for, safeguard, and control government property including the assignment of responsibility by sub-hand receipting property to designated subordinate activities and individuals.

(2). Promote supply economy throughout the activity.

(3). Coordinates and or performs scheduled and event driven inventories in coordination with the LRC Property Book Office and director.

(4). Coordinates with the LRC Property Book Officer for receipt of new property and the turn-in of excess or unserviceable property.

5. CSDP Program Execution:

a. USAG Directorates that have TDA authorized non-expendable equipment are considered major hand receipt holders and will be evaluated annually under the CSDP program utilizing AR 710-2, Appendix B, Table B-1.

b. The CSDP Monitor will publish an annual CSDP schedule to facilitate programmed CSDP evaluations for the installation.

c. Completed CSDP evaluation reports will be forwarded to Director of the evaluated directorate or activity. Directorates will have 30 calendar days upon receipt of CSDP evaluations to prepare and submit a corrective action plan to correct deficiencies.

d. Supervisors (commanders and managers) are primarily 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 that is practiced on a routine basis.

6. Point of contact for this policy is Anthony Hernandez, Director of the Logistics Readiness Center at (718) 630-4335 or anthony.hernandez11.civ@army.mil.

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