DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
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AMIM-HAG-ZA | Policy Letter #7 | 14 AUG 2026

MEMORANDUM FOR Logistics Readiness Center (LRC) Fort Hamilton, 114 White Ave, Brooklyn, New York 11252

SUBJECT: Command Maintenance Discipline Program (CMDP) Policy

1. Reference: AR 750-1 Army Material Maintenance, 29 April 26.

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

3. CMDP Objectives: The CMDP is a compilation of regulatory requirements and is not intended to be solely inspection oriented. The LRC-Hamilton appointed Maintenance Officer and the USAG appointed CMDP Monitor will conduct a CMDP evaluation of the Garrison HQs and Garrison Directorates. Evaluations will be conducted semi-annually and be re-evaluated 30 days from the date of the Sight Assisted Visit (SAV) inspection to ensure the discrepancies were corrected.

4. Responsibilities:

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

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

(2) Notify the Deputy to the Garrison Commander of all cases of repeat findings and systemic issues with CMDP compliance.

(3) In coordination with the Maintenance Officer, assists USAG Fort Hamilton activities with CMDP implementation.

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

b. USAG Directors.

(1) Notify and coordinate with the Director, Logistics Readiness Center and the Maintenance Officer for assistance in resolving maintenance discipline issues.

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

5. Test, Measurement, and Diagnostic Equipment (TMDE): The LRC provides TMDE coordination for USAG Hamilton to supplement maintenance requirements for its mission. The TMDE Coordinator will contact the lab personnel to schedule a turn-in and pick appointment. TMDE will be managed for organic equipment and equipment belonging to the garrison.

6. Corrosion Prevention and Control Program: The Corrosion Prevention and Control (CPC) Program is a fundamental management tool for effectively addressing and reducing corrosion. CPC is not simply a sustainment concern; it needs to be addressed from program/system/equipment inception to disposal. The CPC Coordinator will manage the program.

7. Fault Status: Faults and shortcomings found during routine PMCS and normal operations that cannot be corrected at the operator level will be annotated on the DA form 5988-E or DA form 2404 with the status code "X". The GC or the GC's appointed designated representative may change the "X" status symbol to a circle "X" for limited operations. When a deficiency is changed to a circle X, the miles and calendar date are annotated in the corrective action column at the end of the dispatch or operation. The fault is then annotated in GCSS-A as status code X.

8. Preventative Maintenance Checks and Services (PMCS): A daily PMCS must be performed while equipment is on a valid dispatch. The equipment technical manual or operator manual is utilized to provide the procedures to follow and items to check before placing equipment in operation. If there is no operator manual available for the equipment, please contact the LRC maintenance division.

9. Modification Work Order (MWO): The LRC appointed MWO Coordinator will log into the Modification Management Information System (MMIS) monthly to review current and past MWOs.

10. 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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