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APVG-CG

18 July 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25<sup>th</sup> Infantry Division and United States Army Hawaii Policy Letter #20 -  
Command Maintenance Discipline Program (CMDP)

1. References:

- a. AR 750-1, Army Materiel Maintenance Policy, 3 August 2017.
- b. AR 700-138, Army Logistics Readiness and Sustainability, 23 April 2018.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- d. DA PAM 750-1, Commanders Maintenance Handbook, 4 December 2013.
- e. DA PAM 750-3, Soldiers' Guide for Field Maintenance Operations, 18 September 2013.
- f. DA PAM 750-8, The Army Maintenance Management System (TAMMS) User's Manual, 22 August 2005.

2. Purpose. To provide guidance for the 25<sup>th</sup> Infantry Division and U.S. Army Hawaii (USARHAW) CMDP. The CMDP establishes maintenance discipline, standardizes requirements, identifies and resolves problems adversely affecting readiness. The CMDP program serves as a record for internal management controls and provides procedures required to identify, report, and improve the maintenance and sustainment of all USARHAW equipment.

3. The requirements for CMDP are stated within Reference A para. 8-16 and Reference D para. 10-2b.

4. Applicability. This policy applies to all USARHAW units, and extends from the individual Soldier through all levels of supervision and command. All commanders, directors, and supervisory personnel will implement the required actions to ensure a strong and effective CMDP is being enforced within their level of responsibility. The CMDP is a commander's program oriented toward combat readiness and sustainability. This program focuses commanders, supervisors and leaders on maintenance management and operations core competencies. The CMDP will place emphasis on identifying areas requiring command attention and resolution of systemic problems.

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The CMDP is the precursor to rewarding excellent performance by recognizing and nominating exceptional units to participate in the Chief of Staff, Army Award for Maintenance Excellence (AAME) program. Units will ensure formal evaluations are conducted semi-annually and incorporated into the unit long range calendar. Informal inspections and staff assistance visits (SAV) may be performed quarterly as needed.

5. Objectives.

- a. Ensure compliance with established policies and responsibilities for the maintenance of all materiel owned or supported by USARHAW.
- b. Establish maintenance discipline as a command priority.
- c. Ensure maintenance supports equipment readiness.
- d. Standardize maintenance requirements within regulatory guidance.
- e. Assist commanders with maintenance oversight and adherence to standards.
- f. Identify and resolve logistical problems adversely affecting readiness.
- g. Eliminate policy noncompliance.

6. Responsibilities.

a. USARHAW/G4/S4 will:

- (1) Exercise overall staff supervisory responsibility and authority over all CMDP programs within USARHAW.
- (2) Appoint in writing a primary and secondary CMDP coordinator IAW DA PAM 750-1 para. 5-2.

b. CMDP Coordinators will:

- (1) Be responsible for the supervisory oversight and administration of subordinate units.
- (2) Assist all subordinate commands with the development and implementation of their CMDP.

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(3) Schedule and conduct formal semi-annual evaluations of all subordinate commands.

(4) Document results of all evaluations and conduct follow-up evaluations to validate corrective actions on deficiencies.

(5) Review results of all CMDP evaluations and identify strengths and weaknesses.

(6) Advise the G4/S4 of the CMDP climate.

c. Commanders of all subordinate commands will:

(1) Implement a CMDP program by using their existing resources IAW AR 750-1 and DA PAM 750-1.

(2) Appoint in writing, a senior leader as a CMDP coordinator to oversee the program and provide a copy of the appointment orders to the senior command CMDP coordinator within 30 days of appointment.

(3) Ensure all deficiencies identified by CMDP evaluations are corrected within 30 days. Any deficiencies that cannot be corrected will be reported in writing to the senior command CMDP coordinator.

(4) Utilize the CMDP evaluation results as a tool to determine and recommend candidates for the Army Award for Maintenance Excellence (AAME) program.

d. CMDP Coordinators of all subordinate commands will:

(1) Assist all subordinate units with development and implementation of their CMDP to ensure the commander's guidance is understood and adhered to.

(2) Ensure CMDP monitors are appointed at each subordinate unit and maintain a current list of all CMDP monitors.

(3) Use the USARPAC CMDP evaluation checklist located on the USARPAC maintenance share drive as a guide in the routine performance of duties.

(4) Review the results of CMDP evaluations that identify strengths and weaknesses throughout the command.

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(5) Advise the commander on the CMDP climate within the organization after scheduled evaluations have been completed.

(6) Verify that all deficiencies identified by the CMDP evaluation are corrected within 30 days or reported to their immediate higher HQs.

(7) Provide a copy of their plan and evaluation schedule to the higher HQ CMDP coordinator.

#### 7. Evaluation Procedures.

a. Each command CMDP coordinator will evaluate their subordinate units. The checklists will include at a minimum, all regulatory requirements listed on USARPAC checklist and in DA PAM 750-1 (Tables 10-1 and 10-2).

b. A formal evaluation will be conducted on brigade and lower size units by their parent organization and/or the command that has training, resourcing, and authority (TRA) on a semi-annual basis.

c. Higher headquarters CMDP coordinator will conduct formal semi-annual CMDP inspections on brigades and maintain historical records for two years on evaluations, trends, and corrective measures.

d. Brigades or equivalent 06/COL command level will keep the results of the semi-annual inspections for two years. Commands will review the results of the formal evaluations as part of the overall maintenance program and ensure training and/or corrective action occurs.

e. Commanders will allow units 30 days to correct faults found and re-inspect at the end of the 30 day period. Subordinate commands will also maintain historical records of their CMDP evaluation records for two years.

f. Division level CMDP coordinators will report overall CMDP trends to I Corps G4 and USARPAC G4 annually.

8. Expiration Date. This policy supersedes UARHAW Policy letter #20, dated 20 December 2018 and remains in effect until superseded or rescinded in writing.

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9. The point of contact for this policy is the Division G4 Chief of Maintenance, CW5 Sibley S. Haamid at 808-655-6757 or [sibley.s.haamid@mail.mil](mailto:sibley.s.haamid@mail.mil) and MSG Timothy Acosta at 808-655-6757 or [timothy.acosta@mail.mil](mailto:timothy.acosta@mail.mil).



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