



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

17 February 2021

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

1. References:

- a. Army Regulation (AR) 525-93, Deployment and Redeployment, October 2019.
- b. ATP 3-35, Army Deployment and Redeployment, March 2015.
- c. Command Deployment Discipline Program Handbook, December 2014.
- d. Defense Transportation Regulation 4500.9-R Part III, Mobility.
- e. FORSCOM/ARNG Regulation 55-1, Transportation and Travel, Unit Movement Planning, August 2020.

2. Purpose. This memorandum aligns the responsibilities and guidelines prescribed by Army Regulations and training publications in regards to the 25th ID's CDDP. The CDDP establishes policies and doctrinal deployment requirements under one program to enable commanders at all levels to maintain their organizations at their appropriate deployment readiness posture to meet Army mission requirements. The CDDP will also assist in standardizing Army deployment functions, as necessary, for all 25th ID units.

3. Scope. This policy applies to all units subordinate or attached to the 25th ID.

4. General. The CDDP is the commander's program. The program assists commanders in establishing and maintaining a unit's deployment posture that enhances the Army's ability to rapidly deploy in response to contingency or crisis action events.

5. Objectives.

- a. Reinforce deployment discipline compliance with Army, ICORPS, and USARPAC policies, procedures, and regulations as regulatory guidance.

APVG-CG

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

- b. Standardize deployment discipline requirement for units within the installation.
- c. Improve efficiency and effectiveness at the tactical unit level for deployment and redeployment operations.
- d. Maintain unit-level fundamentals for deployment and redeployment operations.
- e. To standardize and synchronize deployment requirements.

6. Responsibilities.

- a. The Division Transportation Office (DTO) G4.

(1) Serve as the 25th ID CDDP coordinator/monitor and primary point of contact for all CDDP correspondence 25th ID. The CDDP coordinator and/or monitor will be appointed in writing on official orders.

(2) Implement Division Commander's guidance for establishing and monitoring the 25th ID CDDP and conduct periodic reviews and updates of the program in accordance with AR 525-93.

(3) Assist all subordinate units with the development and implementation of their CDDP in order to ensure commander's guidance is understood and adhered.

(4) Conduct formal evaluations at brigade level annually as part of Command Inspection Program or independently. Informal evaluations maybe requested by unit commanders and can be included as part of a staff assistance visit from higher headquarters and/or other outside organizations, or competing in the Deployment Excellence Award Program. Evaluations will be completed with the use of the appropriate Deployment Readiness Task evaluation published in AR 525-93.

(5) Document results of all evaluations and conduct follow-up evaluations to validate corrective actions have been completed. Provide resources as required to assist units in meeting standards.

APVG-CG

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

(6) Maintain on file formal evaluation for inspections for a period of three years and provide copy to evaluated unit.

b. Subordinate Units

(1) Develop and implement a CDDP at all echelons IAW with this policy, AR 525-93, and all other applicable regulations.

(2) Appoint, in writing, a CDDP coordinator to monitor and oversee unit CDDP. Provide higher HQs a copy of unit CDDP coordinator appointment orders within 30 days of appointment.

(3) Conduct CDDP evaluations IAW AR 525-93, for all formal evaluations, copies of evaluations must be forwarded to higher HQs.

(4) Maintain records of unit evaluations for three years in order to validate corrective actions or previously identified deficiencies.

(5) Implement commander's guidance for establishing and monitoring CDDP, ensure CDDP meets overall USARHAW Commander's intent and objective.

7. Requirements.

a. Appoint in writing a primary and an alternate Brigade Movement Coordinator (BMC) at Brigade or equivalent level. The Brigade Movement Coordinator will be in the grade of WO1 or higher (a mobility warrant officer if assigned) and assistant BMC will be E7 or higher.

b. Appoint in writing a primary and an alternate Unit Movement Officer (UMO) at Battalion and Company level. The UMO will be a commissioned officer or enlisted in the grade of E6 or above and assistant UMO in the grade of E5 or above and possess and maintain a secret clearance. Note: Company Commander, First Sergeants, hazardous material certifiers, Mobilization Officers, Brigade mobility/Transportation Section NCOIC, and Mobility Warrant Officers cannot be appointed as UMOs.

APVG-CG

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

c. Appoint in writing a primary and an alternate Air Load Planner (one Primary, E-6 and above and one Alternate, E-5 and above) for each Battalion, Brigade, and those specialty units (Company/Detachment) that deploy on their own. These personnel must attend and pass the Air Deployment Planning Course/Air Load Planner Course with the Integrated Computerized Deployment System (ICODES). Note: The UMO, Brigade, Mobility/Transportation Section NCOIC, and MWOs will not be appointed as the certifying official for unit load plans but should be school trained to provide oversight for subordinate units.

d. Appoint in writing a primary and an alternate Hazardous Material Certifier (one primary, E-6 and above and one Alternate, E-5 and above) at the battalion, company, and detachment level. These personnel must be trained and certified in AMMO 62, Technical Transportation of Hazardous Materials. Note: The UMO, Brigade Mobility/Transportation Section NCOIC, and MWOs cannot be appointed as the hazardous material certifying official for the unit, but are encouraged to be school trained in order to provide proper oversight for their subordinate units.

e. Appoint in writing a primary (E6 and above) and an alternate (E-5 and above) Container Control Officer(CCO)/Container Manager and forward a copy of appointment orders to AIDPMO to ensure proper reporting and use of the Army non-Army intermodal container assets as outlined in AR 56-4. Accountability of containers is the primary focus of the CCO through the Joint Container Management (JCM) System (formerly Army Container Asset Management System-ACAMS). The CCO is also responsible to perform duties as the container re-inspector.

f. Each unit will appoint in writing a primary (E-6 and above) and an alternate (E-5 and above) trained on the Transportation Coordinator's-Automated Information for Movement System version II operators (TC-AIMS II).

g. Each unit (Company and Detachment level) will have an appropriate number of personnel, at a minimum 20% of the unit will be trained, in vehicle and container preparation, 463L pallet loading, aircraft and rail loading and unloading techniques. The unit load team composition will be tailored based on type and quantity of equipment (size of deploying force) and time available for loading but no matter the quantity of equipment, the unit load team will be an E-5 or above (Company/Detachment) or E-6 or above (Battalion/Brigade). The following are guidelines for planning purposes:

APVG-CG

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

(1) For rail movement, a five-person team should be able to complete loading and lashing of loads on a railway flatcar.

(2) For air movement, a six-person team can load and tie-down equipment on any military aircraft.

(3) For air movement, a five-person team will be used to prepared palletized cargo; the team must be proficient in the 463L pallet and net system.

8. Evaluation Procedures.

a. Each higher command staff will be required to evaluate subordinate units for compliance with established CDDP policy.

b. Higher command level staff will conduct formal evaluations of subordinate levels annually to:

(1) Provide supervisors with feedback of the subordinate units' deployment readiness discipline performance

(2) Identify problems and resolve difficulties before they become serious.

(3) Determine if resolution of past findings are complete and appropriate.

(4) Maintain a file of evaluations to record-

(a) Date of evaluation.

(b) Organization evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

c. Commanders will allow units 30 days to correct all failed regulatory requirements and will conduct a re-inspection. Extensions may be provided on a case by case basis upon requests from unit commander. Re-inspection will only address failed areas.

APVG-CG

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #9 – Command Deployment Discipline Program (CDDP)

9. Expiration Date. This policy is effective immediately and remains in effect until superseded or rescinded in writing.

10. The point of contact for this memorandum is the 25th ID DTO at 808-655-8508 or usarmy.schofield.25-id.list.g4-transportation@mail.



JAMES B. JARRARD
Major General
Commanding