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9 SEP 2019

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

1. References:

- a. Army Regulation (AR) 525-93, Deployment and Redeployment, 12 November 2014.
- b. ATP 3-35, Army Deployment and Redeployment, 23 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, May 2019

2. Purpose. This memorandum aligns the responsibilities and guidelines prescribed by Army Regulations and training publications in regards to the 25th Infantry Division (25th ID) and U.S. Army Hawaii (USARHAW) CDDP. The CDDP establishes policies and doctrinal deployment requirements under one program to enable commanders at all levels to maintain their organizations at the 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 and USARHAW units for the initial phases of deployment.

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

4. General. The CDDP is a 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, I CORPS, and U.S Army Pacific (USARPAC) policies, procedures, and regulations as regulatory guidance.

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

- b. Standardize deployment discipline requirement for USARHAW units.
- 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. Standardize and synchronize deployment requirements.

6. Responsibilities.

a. The Division Transportation Office (DTO) G4 will:

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

(2) Implement the Senior 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 to.

(4) Conduct brigade level annual formal evaluations as part of the Command Inspection Program or independently. Informal evaluations may be requested by unit commanders and can be included as part of a staff assistance visit from higher headquarters (HQs) 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 completion of corrective actions. Provide resources as required to assist units in meeting standards.

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

b. USARHAW subordinate units will:

(1) Develop and implement a CDDP at all echelons IAW with this policy, AR 595-93, and all other applicable regulations.

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

(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 and ensure CDDP meets overall USARHAW Commander's intent and objective.

7. Terms.

a. Company - Includes MTOE organizations of at least 20 personnel with a UIC. It includes companies, detachments, headquarters companies and/or detachments, teams, platoons and other elements that deploy independently.

b. Battalion - An MTOE organization with a command position in the rank of Lieutenant Colonel (O-5) and has mission command responsibility for subordinate MTOE units that meet the above company/detachment criteria either in garrison or when deployed.

c. Brigade - An MTOE organization with a command position in the rank of Colonel (O-6) and has mission command responsibility for subordinate MTOE units that meet the above battalion and company and/or detachment criteria either in garrison or when deployed.

d. Division - An MTOE organization with a command position in the rank of Major General (O-8) and has mission command responsibility for subordinate MTOE units that meet the above brigade, battalion, and company/detachment criteria either in garrison or when deployed.

8. 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 an 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

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

maintain a secret clearance. **Note:** Company Commanders, First Sergeants, hazardous material certifiers, Mobilization Officers, Brigade mobility/Transportation Section NCOICs, and Mobility Warrant Officers (MWOs) cannot be appointed as UMOs.

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 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 Army Intermodal Distribution and Platform Management Office (AIDPMO) to ensure proper reporting and use of Army-owned and/or leased 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 for re-inspecting containers.

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) trained on vehicle and container preparation, 463L pallet loading, aircraft and rail loading and unloading techniques. 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 NCOIC will be an E-5 or above (company/detachment) or E-6 or above (battalion/brigade). The following are guidelines for planning purposes:

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

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

(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.

9. Evaluation Procedures.

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

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

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

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

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

(4) Maintain a file of evaluations that includes:

(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 failed regulatory requirements before conducting a re-inspection. Extensions may be granted on a case by case basis upon requests from unit commander. Re-inspection will only address failed areas.

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

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter # 22 – Command Deployment Discipline Program (CDDP)

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5 Encls

1. Company level responsibilities deployment readiness task
12 Nov 2014
2. Company level responsibilities deployment execution task
12 Nov 2014
3. Battalion level responsibilities deployment readiness task
12 Nov 2014
4. Brigade level responsibilities deployment readiness task
12 Nov 2014
5. Division level responsibilities deployment readiness task
12 Nov 2014