



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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APVG-CG

01 OCT 2019

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: 25th Infantry Division Policy Letter # 21, Command Supply Discipline Program (CSDP) Guidance

1. Supply accountability is a commander's responsibility. Implementation of the following supply accountability procedures enhances unit readiness and expeditionary capabilities.

2. Required Inventories.

a. Unit Commanders will schedule cyclic and sensitive item inventories on their training calendar. These inventories will be completed and returned to the Property Book Office (PBO) NLT the 25th of each month. Extensions may be granted for 10 percent inventories only with approval of the battalion commander. Along with cyclic property book inventory, Commanders must also conduct a monthly floor-to-book inventory of property book assets. The floor-to-book inventory is a random inventory of major end items with components to ensure all assets on hand are properly recorded in the Accountable Property System of Record (APSR).

b. Unit Commanders will conduct an annual 100 percent Organizational Clothing and Individual Equipment (OCIE) inventory for all Soldiers in the rank of E-5 and below. After the completion of training or school, OCIE inventories for E-5s and below will occur during recovery operations. If Soldier's duty status changes to Absent Without Official Leave (AWOL), all OCIE will be inventoried and securely stored.

3. The 25ID and USARHAW Command Supply Discipline Inspection Program.

a. G4s, brigades, battalions and companies will appoint in writing, a CSDP Monitor to oversee the program and furnish a copy of the appointment orders to their higher command CSDP Monitor within 30 days of appointment.

b. G4 will conduct a semi-annual Staff Assisted Visit (SAV) and CSDP inspection of the brigade S4s and brigade PBOs. The SAV will be conducted NLT 90 days prior to the CSDP inspection. Results of CSDP inspection will be briefed to the Senior Commander. Areas that fail CSDP inspection, will be re-inspected by the G4 within 30 days.

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c. Brigades will schedule semi-annual CSDP inspection programs for subordinate battalions. Battalions will receive a SAV NLT 90 prior to their CSDP inspection. Results of battalion CSDP inspections will be briefed to the Brigade Commander. Areas that fail inspection will be re-inspected within 30 days.

d. Battalions will schedule a quarterly CSDP inspection for subordinate companies. Companies will receive a SAV NLT 30 prior to their CSDP inspection. Results of company CSDP inspections will be briefed to the Battalion Commander. Areas that fail inspection will be re-inspected within 30 days.

4. The Supply Excellence Award (SEA) Program.

a. The SEA competition held annually between March and November provides incentive for extraordinary supply operations in order to enhance unit readiness. The competition begins with submitting nominations to the Division through the Brigade and concludes with the Department of the Army winner announcement.

b. The four SEA categories are Unit Supply, Property Book Office (PBO), S4 and Supply Support Activity (SSA). Each brigade will nominate at least one unit to compete in each category.

c. 25ID units that win at the I CORPS level of competition will be recognized with a 25ID certificate of achievement and Commander's coin.

5. Unit Commanders will avoid conducting bulk issues with the Central Issue Facility (CIF). CIF is able to schedule individual OCIE issues if coordinated at least 14 days in advance. The brigade S4 must approve all CIF bulk issues and ensure items are signed to individual Soldiers in order to close bulk issue hand receipts within 30 days.

6. Brigades will develop monthly low density 92Y MOS training events. The G4 will review low density 92Y training plans and results quarterly.

7. Point of contact for this memorandum is the 25ID G4 Asset Visibility Team at 655-1227.



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