MEMORANDUM FOR All U.S. Army Garrison-Hawaii (USAG-HI) Commanders, Directorates, Special Staff and Management Offices

SUBJECT: Policy Memorandum USAG-HI-47, Command Supply Discipline Program (CSDP)

1. References.
   a. Army Regulation 735-5, Property Accountability Policies, 9 Nov 16.
   b. Army Regulation 710-2, Supply Policy below the National Level, 28 Mar 08.
   d. HQDA ALARACT 210/2010- EXORD 259-10; subject: Campaign on Property Accountability.
   e. HQDA ALARACT Message 234/2010; subject: Army-Wide Campaign on Property Accountability (DTG 301606Z Jul 10).

2. Purpose.
   a. To prescribe policies and procedures that establish and ensure systematic property accountability, stewardship of resources, effective supply discipline, and efficiencies to eliminate fraud, waste and abuse of Army equipment.
   b. To ensure compliance with Department of the Army regulations and directives.
   c. To provide guidance and procedures for maintaining property accountability and for the conduct of the Command Supply Discipline Program (CSDP). The Logistics Readiness Center is delegated the authority and responsibility to execute the CSDP for USAG - Hawaii.
d. The goals are to ensure all Army property is properly accounted for and maintained, excess property turned in/redistributed, supply economy is improved, and programs are in place to monitor compliance.

3. Applicability. This policy applies to all units, directorates, activities, or offices assigned to, attached to, or under the operational control of the US Army Garrison, Hawaii. Nothing in this policy is intended to conflict with existing USAG-Hi or higher-level regulations or policies, but, in the event of conflict, the higher-level regulations or policies will apply.

4. Property Accountability. All installation accountable property book will be accounted for using the Global Combat Support System Army (GCSS-Army). This includes property that is authorized on a Table of Distribution and Allowances (TDA) or purchased/issued to an activity under the authority of a Common Table of Allowance (CTA) or other authorization document. Garrison activities should consult with the Consolidated Installation Property Book Office (CIPBO) when requisitioning or purchasing property to determine if the item requires property book or hand receipt accountability.

5. Responsibility for government property.

   a. Supervisory responsibility. Obligation of a supervisor to ensure that all government property issued to, or used by, his or her subordinates is properly used and cared for, and that proper custody and safekeeping of the property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes:

      (1) Providing proper guidance and direction.

      (2) Enforcing all security, safety, and accounting requirements.

      (3) Maintaining a supervisory climate that will facilitate and ensure the proper care and use of government property.

   b. Personal responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, cares for, and safeguards all government property in his or her possession. This applies to all government property issued for, acquired for, or converted to a person’s exclusive use, with or without receipt.
Subject: Policy Memorandum USAG-HI-47, Command Supply Discipline Program

6. Command Supply Discipline Program (CSDP). The CSDP is a commander's program to emphasize, reinforce, and evaluate regulatory compliance with supply regulations and local policies. It is designed to assist activities in implementing and executing an effective and efficient supply discipline program. It is imperative that all personnel are aware of, and exercise their individual responsibilities for the proper use and accountability of, property, supplies, and equipment.

7. Responsibilities.

   a. Army Field Support Battalion-Hawaii (AFSBN-HI) will:
      
      (1) Monitor and evaluate the Garrison CSDP.
      
      (2) Designate a senior logistician as the garrison CSDP Monitor.
      
      (3) Coordinate and conduct annual CSDP evaluations with garrison units, directorates, activities, or offices. The purpose is to review their programs and ensure internal self-evaluations are conducted in accordance with (IAW) reference 1a.

   b. Commanders, Directors/Office Chiefs, managers, supervisors and leaders, at all levels or affiliations with USAG-HI will:
      
      (1) Ensure compliance with the CSDP.
      
      (2) Ensure everyone within the garrison practices good supply discipline in order to prevent fraud, waste, abuse, property loss or damage.
      
      (3) Appoint a CSDP coordinator to monitor and ensure internal self-evaluations are completed IAW reference 1a. Appointment memorandums for CSDP coordinators will be current and a copy furnished to the Deputy Commander, Logistics Readiness Center (LRC).
      
      (4) Ensure the following are maintained and available for review during the CSDP evaluation:

         (a) CSDP Monitor Appointment Memorandum.
         
         (b) Internal self-evaluation checklists.
         
         (c) Prior year garrison CSDP evaluation.
(d) Have hand receipts, Government Purchase Card documents and DA Form 1687 and any other accountability document pertaining to your organization or on hand for visit/evaluation. (See enclosed check lists.)

c. Commanders will:

(1) Establish and maintain effective Command Supply Discipline Program at the Battalion and Detachment command levels; HHD will include the Garrison Command Group.

(2) Ensure the Director of Emergency Services (DES) has approval authority for financial liability investigations initiated for damages to DES Government Service Administration (GSA) leased vehicles.

(4) Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.

(5) Ensure all property is on a current hand receipt down to the user level.

(6) Review primary Storage Location (SLOC) Holder(s) current hand receipt annually.

(7) Initiate Statement of Charges, AR 15-6, and/or DD Form 200, Financial Liability for Property Loss (FLIPL) investigations IAW AR 735-5 within three (3) days of when government property loss, damage, or destruction is discovered. Submit a letter of lateness for actions initiated after 14 days.

(8) Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours.

(9) Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

(10) The Commander, U.S. Army Garrison, Pohakuloa Training Center has approval authority for financial liability investigations assessing a final loss of $5,000.00 or less; excluding COMSEC, sensitive items or equipment that contains personal identification information (PII).
IMHW-ZA
Subject: Policy Memorandum USAG-HI-47, Command Supply Discipline Program

d. Directors will:

  (1) Appoint a Primary SLOC Holder at the branch level in grades no lower than GS-11, WS-10, NF-03 or equivalent.

  (2) Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.

  (3) Ensure all property is on a current hand receipt down to the user level.

  (4) Review primary SLOC Holder(s) current hand receipt semi-annually.

  (5) Initiate Statement of Charges, AR 15-6, and/or DD Form 200, Financial Liability for Property Loss (FLIPL) investigations IAW AR 735-5 within three (3) days of when government property loss, damage, or destruction is discovered. Submit a letter of lateness for actions initiated after 14 days.

  (6) Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours after the incident.

  (7) Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

e. Office Chiefs will:

  (1) Appoint a Primary SLOC Holder, GS-11 or above.

  (2) Ensure all property inventories are conducted IAW AR 710-2 and AR 735-5.

  (3) Ensure all property is on a current hand receipt down to the user level.

  (4) Review primary SLOC Holder(s) current hand receipt semi-annually.

  (5) Initiate Statement of Charges, AR 15-6, and/or DD Form 200, Financial Liability for Property Loss (FLIPL) investigations IAW AR 735-5 within three (3) days of when government property loss, damage, or destruction is discovered. Submit a letter of lateness for actions initiated after 14 days.
Subject: Policy Memorandum USAG-HI-47, Command Supply Discipline Program

(6) Establish procedures for GSA leased vehicles or vehicles leased from commercial activities that are involved in an accident or damaged are reported to Military Police, service component equivalent or Hawaii Police Department while at the scene of the incident but no later than 48 hours after the incident.

(7) Ensure supply accountability is an element in civilian employee appraisals and Soldier evaluations.

f. The Garrison Integration Officer is the appointing authority for all FLIPLs and the CSDP Coordinator.

g. The approving authority for all FLIPLs is the Garrison Commander.

8. Guidance. All garrison units, directorates, activities, or offices will establish internal procedures to ensure compliance with the CSDP. This includes, but is not limited to:

a. Ensuring all property belonging to, arriving in, or departing from their activity is properly accounted for, documented, cared for, and safeguarded.

b. Ensuring required inventories are conducted and documented within prescribed timeframes.

c. Ensuring hand receipts are maintained and updated with the appropriate property book office, as directed.

d. Ensuring all accountable property within the organization or activity is inventoried semi-annual and upon change of hand receipt holder and hand receipts updated with the property book office. During inventories, all serial numbered items will be verified. Any property found which is not accounted for on the hand receipt will be reported to the property book office to determine if property book accountability is required or if the property will be controlled by sub-hand receipt. Excess property will also be reported to the CIPBO for disposition instructions.

e. Obtaining a proper credit or receipt for property turned in. All property and equipment (to include scrap) will be turned in through the CIPBO to Installation Supply Support Activity (ISSA). Direct turn-in to the Defense Logistics Agency Disposition Services (DLA-DS) is prohibited.

f. All GPC purchases will be IAW GPC guidance provided by 413th Regional Contracting Command (RCO) and be accounted for IAW AR 710-2 Chapter 1 Para 1-33.
g. Ensuring strict compliance with the requirement to properly document all accountable property purchased with the Government Purchase Card.

h. Ensuring primary hand receipt holders sub-hand receipt all property not directly under their immediate control.

i. Establish controls to ensure that each person responsible for property has properly cleared their hand receipt/sub-hand receipt prior to departing the activity.

j. Review authorization documents (TDA, letters of authorization, etc.) annually.

k. Ensure additions, deletions, changes are coordinated and documented with CIPBO.

l. Report the loss, damage, or destruction of any property to the CIPBO and initiate appropriate action IAW Army Regulation AR 735-5.

m. Utilize the appropriate tables in AR 710-2, Appendix B and the enclosed CSDP checklists to conduct internal evaluations, as required.

n. Maintain records of all internal inspections and evaluations until the next evaluation by the Garrison CSDP monitor.


10. This Policy Memorandum supersedes Policy Memorandum USAG-HI-47, SAB, dated 25 Jan 20, and remains in effect until rescinded or superseded in writing.

11. The point of contact (POC) for this memorandum is the AFSBN-HI Deputy Commander at (808) 656-2400.