



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON – KWAJALEIN ATOLL
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AMIM-KWG-ZA

14 October 2023

MEMORANDUM FOR All Military Personnel, Department of Defense (DOD) Civilians, Contractors and Family Members within the United States Army Garrison, Kwajalein (USAG-KA) Installations

SUBJECT: Policy Memorandum 11 - Command Supply Discipline Program (CSDP) for U.S. Army Garrison Kwajalein Atoll (USAG-KA)

1. References:

- a. AR 735-5, Property Accountability Policies, 09 November 2016.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

2. Purpose: To establish CSDP policy and procedures for USAG-KA. This policy ensures implementation of property accountability directives from the USAG-KA and higher headquarters.

3. Applicability: This policy is directive in nature and such, requires compliance by all personnel assigned to USAG-KA.

4. Responsibilities:

a. The Garrison Commander is responsible for oversight of the CSDP within the USAG-KA and will appoint a CSDP Monitor to:

- (1) Administer the USAG-KA CSDP and provide overall guidance for the conduct of the program.
- (2) Conduct or supervise the conduct of the annual CSDP inspections for each Directorate to ensure property accountability and CSDP policies are maintained.
- (3) Provide periodic CSDP training to ensure that all personnel are knowledgeable of all property accountability requirements.
- (4) Assist directorates with implementation of the CSDP and maintaining of accountability of all government issued property.

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b. Directors are ultimately responsible for the CSDP in their directorate or office and maintaining accountability of all government property. Directors will:

(1) Appoint a CSDP Monitor for their Directorate with responsibility of managing the CSDP for the directorate or office.

(2) Ensure that all durable property is accounted for by NSN/Serial Number/Model Number and description on a hand receipt document.

(3) Ensure that annual inspections are conducted and documented with follow-up to ensure corrections are made.

(4) Ensure that all government property under their control is reviewed annually and verified against accountable records.

c. Directorate CSDP Monitor responsibilities:


(1) Supervise and monitor a comprehensive CSDP within the respective directorate.

(2) Conduct CSDP training, covering the requirements for property accountability and procedures required to support it.

(3) Conduct inspections annually to ensure that all durable property is sub-hand receipted down to the user level and proper accountability procedures are utilized. Provide documented completion of inspections to the director.

5. Inspections: Inspections are required to be completed at least once annually. To reduce disruptions, the annual inspection requirement for a directorate can be satisfied by the Garrison CSDP monitor's inspection as long as the Director and Directorate CSDP monitor are involved with the annual Garrison CSDP monitor inspection.

6. The POC regarding this policy is the USAG-KA Property Officer, Directorate of Logistics, Mr. James Todd at 808-480-2403.


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Commanding