



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND PFALZ
UNIT 23152
APO AE 09067-3152

AMIM-RPG-ZA

1 August 2022

MEMORANDUM FOR All United States Army Garrison Rheinland-Pfalz Personnel

SUBJECT: Standard Operating Procedures for Command Supply Discipline Program
(Cmd Memo 2022-018)

1. REFERENCES:

- a. AR 710-2, Supply Policy below the National Level, 8 July 2005
- b. AR 735-5, Policies and Procedures for Property Program, 9 November 2016
- c. AR 11-2, Managers' Internal Control Program, 26 March 2021
- d. AR 1-201, Army Inspection Policy, 25 February 2015

2. INTENT: The Command Supply Discipline Program (CSDP) provides local and regulatory guidance to all supervisors, primary and sub-hand receipt holders, and users. It is a compilation of existing regulatory requirements and is a mandatory program that is designed to simplify command, supervisory, and managerial responsibilities. The intent of the CSDP is to:

- a. Establish supply discipline as regulatory guidance.
- b. Standardize supply discipline procedures.
- c. Ensure compliance with Army supply policies and procedure.
- d. Identify supply problems to permit timely corrective action within the chain of command.
- e. Formalize follow-up procedures.

3. GENERAL: The CSDP is designed to keep the commander/Director abreast of the status of supply discipline and economy. The S-4 will keep the Brigade/Garrison Commander informed of any systemic problems detected as a result of its review, inspection and/or visits accomplished by higher headquarters or other agencies.

- a. CSDP Policy addresses supervisor/managerial responsibilities within the supply system from the user to the Brigade/Garrison Commander.

b. Commanders, supervisors, and managers are required to implement provisions of this policy and existing regulatory requirements to standardize supply discipline throughout the organization.

c. The CSDP is a commander's program. Commander/Director will implement the CSDP by using their existing resources. Examples are:

(1) Command Logistics Review Program (AR 11-1).

(2) Logistics Readiness Command (LRC) Command Inspection Program (CIP).

d. CSDP is a four-fold program addressing the following:

(1) Responsibilities of managers and supervisors to instill supply discipline in the operation.

(2) Guidance for evaluation of supply discipline.

(3) Feedback through leadership and technical channels for improving supply policy and procedures to monitor supply discipline.

(4) Follow-up to ensure discipline is maintained.

4. RESPONSIBILITIES:

a. Commander/Director:

(1) Implement an aggressive CSDP by using existing assets to avoid duplication or fragmentation of effort.

(2) Provide the necessary emphasis to ensure the success of the CSDP to include annual training professional development and open unit forum.

(3) Appoint, in writing, a CSDP monitor to oversee the use of the unit program. The CSDP monitor is the senior logistician to the commander in the headquarters.

(4) Recognize both superior and inferior performance regarding supply discipline.

(5) Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award Program.

(6) Conduct prompt corrective action as noted on evaluation/inspections.

b. CSDP Monitor:

- (1) Assists with the establishment and utilization of the CSDP program.
- (2) Checks subordinate units to ensure the commander's/director's guidance for implementing CSDP is followed.
- (3) Is responsible for reviewing the results of CSDP evaluations to identify strengths and weaknesses throughout the command.
- (4) Keeps the commander informed as to the status of supply discipline.
- (5) Recommends what areas require increased emphasis.

c. Supervisor, Manager and Supply Specialists:

- (1) Become familiar with applicable regulatory requirements.
- (2) Use the CSDP listing as a guide/checklist in the routine performance of their duties.
- (3) Report any applicable requirements within the CSDP that cannot be completed to the immediate higher headquarters.
- (4) Ensure the strictest compliance with the CSDP. This includes, but is not limited to:
 - (a) Ensuring all property belonging to, arriving in, or departing from their section is accounted for and safeguarded.
 - (b) Ensure hand receipts are updated with the property book office as directed.
 - (c) Inventory of all property prior to change of hand receipt holder. During inventories, all property within the organization, to include property found not accounted for on hand receipts, will be accounted for and will be reported to the property book office. During inventories, all registration/serial numbers of items will be verified.
 - (d) Obtain a proper receipt for turned in property.
 - (e) Report to higher headquarters and commander/director the discovery of any loss, damage, or destruction to any government property.
 - (f) Sub-hand receipt all property not directly under immediate control.

(g) Ensure property sub-hand receipted outside of the unit is properly receipted through the unit supply section and approved by the commander.

(h) Anticipate and plan for materials needed in a timely manner.

(i) Utilize mandatory sources of supplies prior to Government Purchase Card (GPC) use.

(j) Continue to teach, coach, and mentor supply discipline at all times.

5. EVALUATIONS: The CSDP does not require vertical assessments of subordinate organizations' activities. The LRC is required to evaluate USAG RP and will maintain the checklist for logistics is conducted as directed by Command or conducted on an annual basis as established in AR 710-2, table B-7.

a. User (Supervisor and Manager):

(1) Supervisors and managers are expected to utilize the CSDP to monitor supply discipline. The most effective means to ensure supply discipline is to have an internal self-administered program practiced on a routine basis.

(2) Maintain required documentation, to include inventories and inspections.

(3) Upon completion of an evaluation by a higher headquarters, the commander will determine a suspense date for each finding identified as unsatisfactory.

(4) The higher headquarters is authorized to grant extensions to the established suspense date.

b. USAG RP/LRC RP:

(1) The Property Book Officer (PBO) and/or S4 will conduct annual logistical assistance visits to USAG RP. The visits will be random, unannounced and will focus on assistance. The results will not be recorded. Supervisors will be notified of their presence and will only be briefed if requested or a questionable area is found. There will be no back brief to the command unless an issue of urgency arises (i.e., weapons or sensitive items).

(2) Evaluation of the supported organization must be in compliance with the established regulations and policy. The PBO/S4 will conduct semi-annual inspections of each supply/arms room.

(3) Provide feedback of the unit supply discipline performance.

- (4) Identify supply problems and resolve difficulties prior to becoming serious.
- (5) Determine if resolutions of past findings are complete.
- (6) Maintain file of evaluation record.
 - (a) Date of evaluation.
 - (b) Organization evaluation.
 - (c) Findings and associated suspense dates.
 - (d) Repeat findings.

6. ENFORCEMENT:

a. Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, training, administrative measures, and disciplinary measures.

b. Supervisors at all levels must recognize that supply discipline goes hand in hand with supply accountability.

c. Use of administrative and disciplinary alternatives need not be limited to cases involving pecuniary liability. Even when no pecuniary liability is found, the fact may warrant some form of disciplinary action, such as a failure to properly supervise an operation or a subordinate's action.

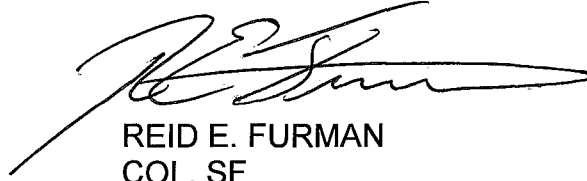
7. SUPERIOR PERFORMANCE IN SUPPLY DISCIPLINE: The brigade/garrison commander has many tools to recognize superior performance as noted the 405th AFSB Incentive Award policy. Awards are one of the best forms of recognition available to Commanders for rewarding Exceptional service or achievement. Depending on the level of performance, civilians may be granted Special Act Awards such as On-the-spot cash awards of values up to \$500, or Time-Off Awards. Military awards such as Army Achievement Medals (AAM) or Army Commendation Medals (ARCOM) are also an option to distinguish meritorious achievement.

8. ENSURING SUPPLY DISCIPLINE: The means of ensuring supply discipline is to be proactive and not reactive in supply operations. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively install and maintain supply discipline, supervisors must routinely apply concept definition studies (CDS) procedures and offer supply discipline training for all subordinates.

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9. The point of contact for this SOP is Mr. Gregory Terry, at DSN: 528-2401, CIV:
0611-143-258-2401, or email: gregory.terry.civ@army.mil.

A handwritten signature in black ink, appearing to read 'REID E. FURMAN', with a long horizontal flourish extending to the right.

REID E. FURMAN
COL, SF
Commanding