



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

21 JUL 2020

MEMORANDUM FOR

USAG WIESBADEN, HHD USAG Wiesbaden (IMWB-HH), UNIT 29623,
APO AE 09005-9623

USAG WIESBADEN, DPW USAG Wiesbaden (IMWB-PW), UNIT 29623,
APO AE 09005-9623

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter
#40, Command Supply Discipline Program (CSDP)

1. References:

- a. AR 735-5, Property Accountability Policies, 9 November 2016.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- c. AER 710-2, Supply Policy Below the Wholesale Level, 16 January 2004.

2. Purpose: This memorandum details policies and provides guidance for establishing and conducting the Command Supply Discipline Program (CSDP) within USAG Wiesbaden area of responsibility (AOR).

3. Applicability: This memorandum applies to all personnel assigned to the USAG Wiesbaden directorates, subordinate garrisons and all external units and activities supported with government property, supplies and equipment as provided by USAG Wiesbaden.

4. Policy: Chapter 11, AR 710-2 explains the provisions and details of the CSDP program. The CSDP is designed as a commander's program directed at eliminating noncompliance with supply regulations and ensuring standardization in supply discipline. Everyone who commands, manages, controls, issues and utilizes government property has an inherent responsibility to ensure that regulatory guidance on supply controls are strictly adhered to. Consequently, CSDP oversight is not only required, but is vitally important to all aspects of supply operations.

5. Responsibilities:

- a. 405TH AFSB, Logistics Readiness Center (LRC) has overall responsibility for the CSDP to include:

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(1) Executing the CSDP and keeping the USAG Wiesbaden Commander informed of overall garrison status.

(2) Ensuring that all assigned or attached units, agencies, and activities adhere to the principles of the CSDP.

(3) Modifying the program as deemed necessary in light of the organization and mission of the USAG Wiesbaden.

(4) Publishing and providing inspection checklists to ensure uniformity throughout USAG Wiesbaden.

b. Commanders, directors, supervisors and special staff are charged with enforcing compliance with the CSDP. The responsibilities include, but are not limited to:

(1) Ensuring that the principles of CSDP are adhered to and that an aggressive approach is maintained.

(2) Ensuring that all government property, regardless of source, is accounted for, i.e. durable items like office furniture.

(3) Ensuring that cyclic inventories are conducted within the Installation Property Book Office (IPBO) prescribed timeframe.

(4) Ensuring that hand receipts are updated in accordance with IPBO published supply procedures.

(5) Ensuring that inventories are conducted and property transferred to a successor prior to a change or departure of the primary hand receipt holder.

(6) Ensuring that all supply purchases made with the GPC are coordinated with the IPBO before purchases are approved by the Billing Official. Within five days after the purchase, ensure the item(s) is/are placed on the hand receipt if applicable by providing the IPBO invoices and receipt and serial numbers of the equipment purchased.

(7) Reporting within five calendar days to the servicing IPBO, the discovery of any loss, damage, or destruction to property listed on their hand receipts and initiating administrative action to assess liability or to provide relief from responsibility by initiating a Financial Liability Investigations of Property Loss (FLIPL).

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(8) Ensuring that authorized allowances within the Modification Table of Organization and Equipment, Table of Distribution and Allowances, and Common Table of Allowance are reconciled through the IPBO annually.

6. Procedures:

a. A senior logistician will be appointed on orders to monitor the USAG Wiesbaden's CSDP programs, usually the 405th LRC, Supply & Services Chief.

b. CSDP evaluations will include, but not be limited to the following:

(1) A review of GPC operations as far as the supply accountability is concerned of both the approving authority and the cardholder for USAG Wiesbaden.


(2) A review of FLIPL process in accordance with AR 735-5.

c. The evaluated unit or agency will be provided a copy of each evaluation and be required to respond with corrective actions taken for deficiencies noted.

d. Repeated deficiencies will be given particular attention in the evaluation report and will require a corrective action taken by suspense date.

7. It is imperative that each person responsible for the use or accounting of government property, supplies and equipment be thoroughly familiar with and aggressively exercises their individual responsibilities.

8. Point of contact for this memorandum is Mr. Heinz W. Kaffenberger at DSN: 546-6002, CIV: 0611-143-546-6002, or email: heinz.w.kaffenberger.ln@mail.mil


MARIO A. WASHINGTON
COL, AG
Commanding