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ATZT-LG (708)

07 JAN 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) – Maneuver Support Center of Excellence Command Supply Discipline Program (CSDP) Guidance

1. References:

- a. AR 710-2 (Supply Policy Below the National Level).
- b. AR 735-5 (Property Accountability Policies).
- c. DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures)).

2. Applicability:

This policy applies to all units assigned under the United States Army Maneuver Support Center of Excellence (MSCoE). Commanders at all levels will ensure that everyone (Soldiers and Civilians) under their command receive training on the Command Supply Discipline Program (CSDP) for the MSCoE.

3. Purpose:

- a. Establish supply discipline as regulatory guidance and standardize supply discipline requirements.
- b. Maintain 100 percent property accountability while ensuring the proper use, care, custody, safekeeping, and disposition of all Government property.
- c. Promote supply economy consciousness and improve overall command asset visibility.
- d. Identify supply problems to permit timely corrective action within the chain-of-command.
- e. Provide responsible personnel with a single listing of supply requirements.
- f. Eliminate repeat findings of noncompliance with policy.
- g. Serve as a checklist for internal management controls.

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4. To achieve the stated purposes, implementation of the CSDP will ensure compliance with DA supply policy and procedures determine the adequacy of established DA policy and procedures and identify supply problems to permit timely corrective actions within the chain of command.

5. Background:

The CSDP is a commander's program. Commanders will implement the CSDP by using their existing resources such as the Organization Inspection Program (OIP), Staff Assistant Visit (SAV), and internal checks and reviews. The CSDP is a compilation of existing regulatory requirements. Therefore, commanders, supervisors, and managers are required to implement the provisions of AR 710-2, Table B-1 and B-3, in order to standardize supply discipline throughout the MSCoE. The MSCoE G4, will be appointed as the MSCoE CSDP Monitor and will establish an approved MSCoE CSDP checklist. As a mandatory program, CSDP is meant to simplify command, supervisory, and managerial responsibilities. Simplification is accomplished by:

- a. Compiling the various requirements, so responsible personnel are easily informed.
- b. Standardizing evaluation requirements.
- c. Formalizing follow up procedures.

6. Types of Responsibility:

a. Command responsibility. The obligation of a commander is to ensure all government property within his or her command is properly used and cared for and that proper custody, safekeeping, and disposition are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to a command position at any level and includes:

(1) Ensuring the security of all property of the command, whether in use or in storage.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, use, safekeeping, and disposition of all property within the command.

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

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(4) Taking administrative or disciplinary measures when necessary.

b. Supervisory responsibility. The obligation of a supervisor is to ensure all government property issued to, or used by, his or her subordinates is properly used, cared for, and that proper custody, safekeeping, and disposition are provided. It is inherent in all supervisory positions, not contingent upon signed receipts or responsibility statements and cannot be delegated. 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.

c. Direct responsibility. The obligation of a person to ensure all government property for which he or she has receipted is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Direct responsibility results from assignment of a receipt from an accountable officer. Commanders and/or Directors of separate Table of Distribution and Allowances (TDA) activities will determine and assign in writing those individuals who will have direct responsibility for property.

d. Custodial responsibility. The obligation of an individual for property in storage awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody, safekeeping, and disposition of the property are provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, and is rated by and answerable directly to the accountable officer or the individual having direct responsibility for the property.

Responsibilities include:

(1) Ensuring the security of all property stored within the supply room and storage annexes belonging to the supply room or Supply Support Activity (SSA) is adequate.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, safekeeping, and disposition of all property within the supply room and storage annexes belonging to the supply room or SSA.

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

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(4) When unable to enforce any of these, reporting the problem(s) to their immediate supervisor.

e. Personal responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard and dispose of all government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

7. Responsibility Relationships:

a. Command responsibility and supervisory responsibility depend on the location of the property within the chain of command. This responsibility is a part of a job or position and is incurred by assuming that command or supervisory position. It cannot be delegated.

b. Direct responsibility is a formal assignment of property responsibility to a person within the supply chain who has the property within his or her custody, but not necessarily in their possession or for their use. Accountable officers always have direct responsibility unless it has been specifically assigned to another person. Accountable officers may delegate such responsibility by written designation or by issue of the property on a hand receipt.

c. Personal responsibility always accompanies the physical possession of property.

8. Explanation of Terms:

a. Supervisory personnel: All individuals in a position of responsibility whose job involves supply operations within or for the U.S. Army. This applies to officers, warrant officers, NCOs, and civilians. Examples are unit commanders, directors, and division chiefs.

b. Supply economy: The conservation of material by every individual dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish a task.

c. Supply discipline: The compliance with established DA regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply (from unit/contractor through national users) and to the effective use of supply funds.

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d. Staff Assistance Visit (SAV):

(1) An internal evaluation is conducted by the next higher echelon upon the unit commander's request or up to 90 days prior to a CSDP evaluation.

(2) SAV identifies strengths and weaknesses in several different areas of supply operations and allows corrective action prior to the CSDP inspection.

(3) New commanders are encouraged to request SAVs within 30 days of taking command.

(4) SAV findings are internal to the command and results are not forwarded to higher levels of command.

(5) The MSCoE CSDP Checklist will be used as the evaluation document for SAVs.

e. Repeat finding: A discrepancy of noncompliance noted from a previous CSDP evaluation and unresolved beyond the established suspense date.

f. Requirements listing: A compilation of existing regulatory requirements as a Single Source Listing organized by level of responsibility or function IAW AR 710-2, Table B-1 and B-3. Single Source Listing is a checklist derived from Army supply regulations (AR 710-2, AR 735-5 and DA Pam 710-2-1) and compiled into a single checklist for the MSCoE and subordinate commands to be used as a guide for conducting CSDP evaluations and SAVs. The MSCoE CSDP checklists will be used as the Single Source Listing for the MSCoE.

g. Parent organization: The command level over the supervisory personnel and/or PBOs. For TDA organizations, the parent organization is the command level designated as the appointing authority for Financial Liability Investigation of Property Loss (FLIPL).

9. The CSDP is designed as a commander's program directed at eliminating noncompliance with supply regulations. To accomplish this, the CSDP assists commanders by making them aware of supply conditions in their command. It is not intended to be solely an inspection program. Rather, responsible personnel are expected to use the program to:

a. Gain familiarity with established policy.

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- b. Enforce compliance with policy by subordinate personnel.

10. Evaluations are a necessary part of the CSDP in order to monitor performance. The intended result of these evaluations is to present, factually, to the commander what supply problems exist so the chain of command can initiate prompt corrective action. Each command level is required to evaluate the immediate lower level of operations. Further evaluations of other levels are as required by a commander. Supervisors (commanders and managers) at all levels may have their own internal CSDP checks to evaluate their own operation. Parent organizations and higher commands will:

- a. Inspect and evaluate subordinate commands for compliance with established policy.

- b. Conduct formal evaluations of subordinate levels on a periodic basis per AR 710-2, Table B-1 and B-3.

- c. Provide commanders and supervisors feedback of their supply discipline performance.

- d. Identify supply problems and resolve difficulties before they become serious.

- e. Determine if resolution of past findings are complete and appropriate.

- f. Maintain a file of evaluations to record date of evaluation, organization evaluated, findings, repeat findings, and suspense dates.

11. Implementation:

Each commander provides the personal interest and direction necessary to establish an effective CSDP. The CSDP is incorporated into existing resources in the command to avoid redundancy of effort. Supervisors must utilize the CSDP requirement listing in the normal performance of their duties. Whenever a requirement can't be met, the immediate higher headquarters must be notified by the affected organization.

12. Responsibilities:

- a. MSCoE G4 will:

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(1) Evaluate all MSCoE Brigade S4 supply operations annually during the 4th quarter (Jul-Sep).

(2) Notify all agencies to be inspected at least 90 days prior to scheduled date of inspection.

(3) Prepare a written response to the inspected agency upon completion of evaluation.

(4) Notify command of any major discrepancies. Commands (higher headquarters) will not be notified of SAV findings unless it involves sensitive items.

(5) Out brief SAV findings to inspected command only.

(6) Conduct follow up inspections within 45 days to ensure all major discrepancies were corrected and evaluate areas that were rated "Not in Compliance" during the CSDP evaluation.

(7) Develop and Provide CSDP Checklist IAW AR 710-2 Tables B-1 and B-3. Ensure BDE Commander or designated representative had acknowledged CSDP standards prior to start of new FY.

(8) Brief higher commander on CSDP findings and recommendations for corrective action.

b. MSCoE Brigade (BDE) S4s will:

(1) Develop an annual CSDP inspection schedule down to the individual unit inspected. This schedule will include all Primary Hand Receipt Holders (PHRH) under the parent "AA" Unit Identification Code (UIC). It is recommended that unit and battalion inspections are conducted during 1st and 3rd quarter which will lead to a completed inspection schedule prior to the BDE's 4th quarter inspection. However, the schedule is developed, all initial battalion and company inspections must be completed prior to the annual 4th quarter BDE inspection.

(2) Evaluate all battalion S4s within their BDE semi-annually and record results. These results will be compiled annually and summarized in a CSDP Assessment Memorandum detailing inspection findings, annual training, and an overall rating of green, amber or red. The rating will not exceed the average of subordinate units; for

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example a BDE has three battalions in which one is green and two are amber, the BDE's overall rating will be amber.

(3) BDE S4 will track all FLIPLs within their command including all battalion level FLIPLs. Quarterly the BDE S4 will conduct a 10% review of FLIPLs and document by memorandum any and all deficiencies. This review will be maintained on file for future CSDP Inspections.

(4) BDE CSDP Coordinator or designated representative will ensure BDE commander and/or DCO will acknowledge and address concerns of all CSDP Checklists prior to CSDP Checklist implementation.

(5) BDE CSDP Coordinator or designated representative will update the Logistics Readiness Review (LRR) CSDP Status slide monthly.

(6) Ensure that subordinate units are conducting and documenting monthly CSDP training for supply personnel and annual training for non-supply military personnel and civilians. Low density training should be tailored to the organization.

(7) BDE commanders delegating FLIPL Approval Authority to battalion commanders for FLIPLs below \$5000 and non-sensitive in nature, will conduct at least a one hour block of instruction on the FLIPL process with emphasis on correctly processed documents. This training will be documented and filed for future CSDP inspections.

(8) Adopt the MSCoE provided CSDP Checklist IAW AR 710-2 Tables B-1 and B-3.

(9) Upon completion of CSDP, notify command of any major discrepancies or areas that were rated "Not in Compliance".

(10) Conduct follow up inspections within 45 days to ensure corrective actions were taken on major discrepancies and areas evaluated as "Not in Compliance".

(11) Conduct SAV of subordinate commands upon request.

c. MSCoE Battalion S4s will:

(1) Evaluate all unit supply operations within their battalion semi-annually.

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(2) Ensure that subordinate units are conducting and documenting monthly CSDP training for supply personnel and annual training for non-supply military personnel and civilians. Low density training should be tailored to the organization.

(3) Adopt the MSCoE provided CSDP Checklist IAW AR 710-2 Tables B-1 and B-3.

(4) Upon completion of CSDP, notify command of any major discrepancies or areas that were rated "Not in Compliance".

(5) Conduct follow up inspections within 45 days to ensure corrective actions were taken on major discrepancies and areas evaluated as "Not in Compliance".

(6) Conduct SAV of subordinate commands upon request.

13. Conclusion. The intent of this MOI is to create a CSDP for the MSCoE. A good CSDP will establish a working environment that ensures all personnel within the MSCoE are familiar with good supply discipline and prevent fraud, waste, and abuse of Army supplies and equipment. CSDP will also establish and identify the supply procedures that are successful, failing, or require change. This policy reinforces compliance by articulating responsibilities down to subordinate units.

14. Expiration: This MOI will remain in effect until superseded or rescinded.

15. Points of contact for this memorandum are Mr. Michael Fox, Director G4, 596-5080, michael.d.fox6.civ@army.mil, and Mr. Adin Agenbroad, MSCoE CSDP Coordinator, 596-6499, adin.m.agenbroad.civ@army.mil.



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