



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON YONGSAN-CASEY
UNIT # 15333
APO AP 96205-5333

12 NOV. 2019.

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UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 72

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program (CSDP)

1. **REFERENCES:**

a. Army Regulation 710-2, Supply Policy below the National Level, 28 March 2008, Appendix B.

b. Army Regulation 735-5, Property Accountability Policies, 09 November 2016.

c. Army Sustainment Command Supply Checklist, Section 1 Part III, Command Supply Discipline Program (CSDP) updated April 2015.

d. Department of the Army Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures), 01 December 2016.

e. Standard Operating Procedures (SOP) for Garrison Command Supply Discipline Program and Property Accountability, dated 18 Sep 2019.

2. **POLICY:** All United States Army Garrison (USAG) Yongsan-Casey Soldiers, civilian employees, and KATUSAs, will establish and implement an aggressive Command Supply Discipline Program (CSDP) IAW the above referenced guidance.

3. **PURPOSE:** The CSDP is a Commander's program designed to ensure that our organizations are in compliance with the Department of the Army's supply policies and procedures. The CSDP establishes command, supervisory, and managerial responsibilities necessary to comply with the following requirements:

a. Maintain 100 percent property accountability and ensure the proper use, care, custody, safekeeping, and disposition of all Government property.

b. Promote supply economy, cost consciousness, and improve on our overall command asset visibility.

c. Identify supply problems or issues in order to permit timely corrective action and improve our operations.

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- d. Identify and correctly dispose of excess property (War on Excess).
- e. Prevent fraud, waste, and abuse.
- f. Ensure compliance with Army supply policies and procedures.

4. **RESPONSIBILITIES:** Responsibilities of the CSDP program are as follows:

a. USAG Yongsan-Casey Commander will appoint a Senior Logistics Manager as the CSDP Monitor to provide staff oversight for implementation. The CSDP monitor will perform internal CSDP evaluations IAW AR 710-2, Appendix B, at a minimum. The CSDP monitor will establish a CSDP Standard Operating Procedures to include the KATUSA Program.

b. CSDP Monitors will provide the DPTMS with a copy of the appointment orders implementing the CSDP by using existing assets to avoid duplication or fragmentation of effort.

c. CSDP Monitors will conduct a CSDP evaluation and provide the DPTMS a copy of the schedule along with the results of the evaluation.

d. CSDP Monitors will integrate CSDP policies and procedures into local logistics regulations, SOPs and policies as appropriate.

e. CSDP Monitors will develop a local CSDP checklist using AR 710-2. They will modify the checklist as appropriate for the operating environment of their activity and submit a copy of the CSDP checklist to the DPTMS.

5. Evaluations of the CSDP are as follows:

a. Internal evaluations are conducted as directed by the USAG Yongsan-Casey Commander on an annual basis IAW AR 710-2, table B-7.

b. External evaluations are conducted on a periodic basis IAW AR 710-2, table B-7 by the Logistics Readiness Center (LRC), serving as the Garrison S-4.

c. Further evaluations or Staff Assistance Visits (SAV) of subordinate organizations are conducted as directed by the command. Organizations within USAG Yongsan-Casey will be evaluated IAW the DPTMS CSDP Checklist.

6. This policy will remain in effect until rescinded or superseded.

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7. The point of contact for this memorandum is Mr. George N. Carlson at 722-2525, george.n.carlson.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Monica P. Washington". The signature is fluid and cursive, with a large initial "M" and "W".

MONICA P. WASHINGTON
COL, LG
Commanding

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