**DEPARTMENT OF THE ARMY**
**HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL**
**455 MCNAIR AVENUE, SUITE 100**
**FORT SILL, OKLAHOMA 73503**

REPLY TO
ATTENTION OF

ATZR-CS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fires Center of Excellence Command Supply Discipline Program Policy

1. References:

a. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.
b. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
c. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.

2. Applicability: This policy applies to all units assigned under the United States Army Fires Center of Excellence (USAFCOE). 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 USAFCOE.

3. Purpose:

a. Establish supply discipline as regulatory guidance.
b. Standardize supply discipline requirements.
c. Provide responsible personnel with a single listing of supply requirements.
d. Make the USAFCOE more efficient with respect to time spent monitoring subordinate's actions.
e. Eliminate repeat findings of noncompliance with policy.
f. Serve as a checklist for internal management controls.

4. To achieve the stated purposes, implementation of the CSDP will:

a. Ensure compliance with DA supply policy and procedures.
b. Determine the adequacy of established DA supply policy and procedures.
c. Identify supply problems to permit timely corrective action 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 Command Inspection Program (CIP), 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 thru B-6, in order to standardize supply discipline throughout the USAFCOE. The USAFCOE G4, Logistics Officer, is appointed as the

USAFCOE CSDP monitor and will establish an approved USAFCOE 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 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.
(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 and 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.

(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. The term stewardship of resources is synonymous with supply economy.

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.

d. Staff Assistant Visit (SAV):

(1) An internal evaluation is conducted by the next higher staff echelon upon the unit commander's request or 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.
(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 the higher headquarters.
(5) Outbriefs are conducted with unit commander only.
(6) The USAFCOE CSDP Checklist will be used as the evaluation document for SAVs.

e. CSDP: A four-fold program addressing the following:

(1) Responsibilities of commanders and supervisory personnel to instill supply discipline in their operations.
(2) Guidance for evaluating supply discipline, AR 710–2, 28 Mar 08.
(3) Feedback through command and technical channels for improving supply policy and procedures to monitor supply discipline.
(4) Follow up to ensure supply discipline is maintained.

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

g. 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 thru B-7. 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 USAFCOE and subordinate commands to be used as a guide for conducting CSDP evaluations and SAVs. The USAFCOE G4 CSDP checklist will be used as the Single Source Listing for the USAFCOE.

h. Parent organization: The command level over the supervisory personnel and/or PBOs. For TDA organizations, the parent organization is that 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.
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 should 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 thru B-6.
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. CSDP evaluations will include the following:

a. A review of the property book, document file, document registers, due-in status file, and hand receipts.
b. Procedures used to request, receive, and account for property.
c. Verification of school trained supply personnel.
d. Review of nonexpendable, expendable (nonconsumables) and durable transactions as they pertain to organizational records.
e. Property Book Unit Supply Enhanced (PBUSE) operations.
f. Organizational clothing records and absentee baggage.
g. Government Purchase Card procedures.
h. Verification that all assigned property which requires property book accountability is accounted for with Consolidated Property Book Office (CPBO).
i. Storage procedures.
j. Verification that required inventories are being conducted IAW AR 710-2, AR 735-5, and DA Pam 710-2-1.

k. Overall functionality, appearance, and general operation of the supply room.
l. Standing Operating Procedures (SOP).
m. Check for fraud, waste, and abuse of government supplies and equipment.
n. Financial adjustment documents.
o. Expendable and durable property accountability.
p. Disposition of property.
q. Internal Key Control for Supply Room.
r. Files maintained IAW Army Records Information Management System (ARIMS).
s. Component hand receipts and shortage annex procedures.
t. CSDP Training.

12. 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.

13. Responsibilities:

a. USAFCOE G4 will:

(1) Evaluate all USAFCOE Brigade S4s and USAFCOE Directorates supply operations annually to include: Capabilities Development and Integration Directorate (CDID), Directorate of Training and Doctrine (DOTD), Directorate of Resource Management (DRM), G3/5/7, G6, Joint and Combined Integration Directorate (JACI), Headquarters Detachment, USAFCOE, and the Noncommissioned Officer Academies (NCOA) located at Ft. Hood, Ft. Polk, and Ft. Sill.

(2) Evaluate the 40th Military Police Detachment and 77th Army Band supply operation semi-annually.

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

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

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

(6) Outbrief SAV findings to inspected command only.

(7) Conduct follow up inspections to ensure all major discrepancies were corrected and reevaluate areas that were rated "Not in Compliance" during the CSDP evaluation.

(8) Provide a CSDP Checklist IAW AR 710-2 Table B-1 thru B-6, https://sillc2doi462002 and other supply regulations.

(9) Provide subordinate commands with a list of recommended monthly CSDP training topics.

(10) Brief higher command on CSDP findings and provide recommendations for

corrective action.

b. USAFCOE Brigade S4s will:

(1) Evaluate all Battalion S4s within their Brigade semi-annually and record results.
(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.
(3) Adopt the USAFCOE G4 CSDP checklist or develop internal CSDP checklist IAW AR 710-2, Table B-1 thru B-6.
(4) Upon completion of CSDP, notify command of any major discrepancies or areas that were rated "Not in Compliance."
(5) Conduct follow up inspections to ensure corrective actions were taken on major discrepancies and areas evaluated as "Not in Compliance."
(6) Conduct SAV of subordinate commands upon request.

c. USAFCOE Battalion S4s will:

(1) Evaluate all unit supply operations within their Battalion semi-annually.
(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.
(3) Adopt the USAFCOE G4 CSDP checklist or develop internal CSDP checklist IAW AR 710-2, Table B-1 thru B-6.
(4) Upon completion of CSDP, notify command of any major discrepancies or areas that were rated as "Not in Compliance."
(5) Conduct follow up inspections to ensure corrective actions were taken on major discrepancies and areas rated as "Not in Compliance."
(6) Conduct SAV of subordinate commands upon request.

14. Conclusion. The intent of this policy memorandum is to create a CSDP for the USAFCOE. A good CSDP will establish a working environment that ensures all personnel within the USAFCOE 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.

15. Points of Contact for this policy are CW4 Deanna P. Paul, USAFCOE Supply Management Officer, 442-2053, deanna.p.paul.mil@mail.mil and Stacy M. Harbin, USAFCOE, G4 Supply Manager, 442-2867, stacy.m.harbin.civ@mail.mil.

16. Expiration: This Command Policy Letter will remain in effect until superseded or rescinded.

FOR THE COMMANDER:

BRIAN P. DUNN
Colonel, GS
Chief of Staff