



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

COMMAND POLICY
G4-02

OCT 14 2011

AFZF-GL-S

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program (CSDP)

1. **PURPOSE.** To implement a Command Supply Discipline Program (CSDP) for III Corps. The CSDP establishes supervisory responsibilities, accountability, and reporting procedures in order to improve and maintain the accountability of all Modified Table of Organization and Equipment, Table of Distribution and Allowances, and personal equipment.

2. **REFERENCES.**

- a. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- b. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- c. AR 11-2, Management Control, 04 January 2010.

3. **GENERAL.** The CSDP is a commander's program. This program assists subordinate commanders, directors, and supervisors in getting back to supply basic responsibilities throughout III Corps. The CSDP establishes command, supervisory, and managerial responsibilities to meet regulatory requirements to verify units are adhering to existing Army and FORSCOM policies. The CSDP is a precursor to rewarding excellent performance by recognizing and nominating exceptional units through the III Corps Supply Excellence Award (SEA) program to participate in the Chief of Staff, Army Supply Excellence Award.

4. **OBJECTIVES.**

- a. Accomplish 100% property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to units and individuals.
- b. Promote supply economy consciousness.
- c. Improve overall command Asset Visibility (AV) throughout III Corps while enhancing modularity and transformation initiatives.

AFZF-GL-S

SUBJECT: Command Supply Discipline Program (CSDP)

- d. Identify and correctly process excess property in accordance with AR 710-2.
- e. Ensure compliance with Department of the Army (DA), FORSCOM, and III Corps policies and procedures.
- f. Eliminate and prevent fraud, waste and abuse throughout III Corps.
- g. Improve readiness for all deployed and garrison III Corps units.
- h. Re-enforce supply discipline as regulatory guidance and provide responsible personnel with a single listing of supply policy requirements.
- i. Support and promote the Chief of Staff, Army Supply Excellence Award Program.
- j. Ensure incoming and outgoing commanders conduct joint 100% inventories.
- k. Ensure units are conducting cyclic/sensitive inventories.
- l. Ensure all equipment on the property books is sub-hand receipted to an end user.
- m. Ensure all lost equipment is accounted with Financial Liability Investigation of Property Loss.
- n. Ensure the CSDP is addressed in III Corps Training Guidance.
- o. Validate that units are capturing all in lieu of and substitutable items to report an accurate readiness posture.

5. RESPONSIBILITIES.

- a. III Corps, ACoS G-4.
 - (1) Appoint in writing, a III Corps CSDP Coordinator.
 - (2) Exercise overall staff responsibility and authority over CSDP programs within III Corps and Fort Hood.
 - (3) Notify the III Corps Deputy Commanding General (DCG) of all cases of repeat findings and systemic issues IAW the III Corps Inspector General.

AFZF-GL-S

SUBJECT: Command Supply Discipline Program (CSDP)

b. III Corps, CSDP Coordinator.

(1) Responsible for the supervisory oversight and administration of the III Corps CSDP.

(2) Assists all Major Subordinate Commands (MSCs) and III Corps separates with the development and implementation of their CSDP.

(3) Schedule and conduct annual evaluations of all MSCs and separates reporting directly to III Corps.

(4) Document results of all evaluations and conduct follow-up evaluations to validate corrective action on previously identified deficiencies.

(5) Review results of CSDP evaluations and identify strengths and weaknesses throughout III Corps.

(6) Advise III Corps ACoS G-4 of CSDP climate throughout III Corps.

(7) Conduct follow-up evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.

(8) Provide a copy of III Corps CSDP plan and evaluation schedule to the FORSCOM CSDP Coordinator.

c. III Corps G4 Supply and Service (S&S) Branch.

(1) In accordance with AR 710-2, Table B-7, each command will evaluate their next lower level command's operations.

(a) III Corps S&S Branch will:

(i) Evaluate MSCs G-4/S-4s and Corps separates.

(ii) Conduct assistance visits as required.

(2) Upon completion of CSDP evaluation a unit receiving below a 70% rating will be given a re-evaluation in 30 days of the areas requiring corrections.

(3) Each parent organization will maintain CSDP evaluation records for two years.

AFZF-GL-S

SUBJECT: Command Supply Discipline Program (CSDP)

d. Commanders of all MSC Corps separates will:

(1) Implement a CSDP for their units in accordance with AR 710-2, Appendix B and III Corps Commander Policy Guidance Number G4-06. The CSDP may use existing resources to avoid duplication. Resources include: Command Inspection Program, Organization Readiness Review, and the Inspector General as needed.

(2) Appoint a CSDP Monitor to oversee their CSDP and furnish a copy to the III Corps Coordinator NLT 01 October of each year or as the CSDP Monitor changes.

(3) Ensure that all COL and LTC level commanders sign a statement acknowledging responsibility for all property within their organization upon assumption of command. In accordance with HQ DA EXORD 259-10 Campaign on Property Accountability.

(4) Correct deficiencies identified by CSDP evaluation within 30 days and report any deficiencies that cannot be corrected within 30 days immediately to III Corps CSDP Coordinator.

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

e. MSC and Corps Separates CSDP Monitors.

(1) Monitor subordinate units to ensure commander's guidance on CSDP is understood and enforced.

(2) Use the evaluation listing in AR 710-2, Appendix B, Tables B1 through B4 as a guide/checklist in the routine performance of duties.

(3) Provide a copy of MSCs' Corps Separates CSDP inspection plan and schedule to the III Corps CSDP Coordinator.

(4) Review the results of CSDP evaluations and strengths and weaknesses throughout the command.

(5) Advise the commander of CSDP climate within the organization.

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SUBJECT: Command Supply Discipline Program (CSDP)

6. EVALUATION PROCEDURES.

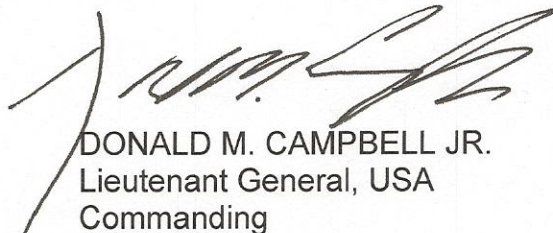
- a. Each command CSDP monitor will evaluate their subordinate units.
- b. Checklist will include at a minimum, all regulatory requirements listed in AR 710-2, Appendix B, Tables B1 through B4.
- c. Commander will allow units 30 days to correct all failed regulatory requirements and will conduct a re-inspection. Re-inspection will only address failed areas.
- d. Each parent organization will maintain their subordinate unit's CSDP evaluation records.
- e. Two copies of the CSDP evaluation report will be provide to the evaluated units.

7. END STATE. Enhance logistics readiness throughout III Corps; re-enforce supply discipline IAW regulatory guidance, provide responsible personnel with a single listing of supply policy requirements, and support/promote the Chief of Staff, Army Supply Excellence Award (CSA/SEA) program.

8. POINTS OF CONTACT.

- a. III Corps G4 S&S, CSDP Coordinator, MAJ Yulonda Washington, (254) 288-4458, DSN (738) or yulonda.d.washington.mil@mail.mil
- b. III Corps G4 S&S, ALT CSDP Coordinator, SGM Lenora Johnson, (254) 288-3188, DSN (738) or lenora.johnson@conus.army.mil
- c. III Corps Comet Team Chief, Mr. David Reed, (254) 287-3340, DSN (737), or at david-reed@conus.army.mil.

9. EXPIRATION. This Command Policy letter will remain in effect until superseded or rescinded.



DONALD M. CAMPBELL JR.
Lieutenant General, USA
Commanding

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