



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
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FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 22, Command Supply Discipline Program (CSDP)

1. References.

- a. AR 710-2 (Supply Policy below the National Level).
- b. AR 735-5 (Policies and Procedures for Property Accountability).

2. Purpose. To establish Command Supply Discipline Program policy and procedures for U.S. Army Garrison and Fort Leonard Wood.

3. Policy. This policy ensures implementation of property accountability directives from this and higher headquarters.

4. Scope. This policy is directive in nature and as such, requires compliance by all personnel assigned to U.S. Army Garrison and Fort Leonard Wood.

5. Responsibilities.

a. The U.S. Army Garrison Commander is responsible for oversight of the Command Supply Discipline Program (CSDP) within the Garrison and will appoint a U.S. Army Garrison CSDP Monitor to:

(1) Administer the U.S. Army Garrison CSDP Program and provide overall guidance for the conduct of the program.

(2) Conduct or supervise the conduct of annual CSDP inspections for each Directorate to ensure property accountability and DSCP policies are maintained.

(3) Provide periodic CSDP training to ensure that all personnel are knowledgeable of all property accountability requirements.

(4) Assist Directorates with implementation of the CSDP and maintaining of accountability of all government property.

b. Directors are ultimately responsible for the Command Supply Discipline Program in their organization and for maintaining accountability of all government property. Directors will:

(1) Appoint a Command Supply Discipline Program Monitor for their Directorate with responsibility of managing the CSDP for the organization.

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(2) Ensure that all Durable Property is accounted for by NSN/Serial Number/Model Number and description on a hand receipt document.

(3) Ensure that annual inspections are conducted and documented with follow-ups to ensure corrections are made.

(4) Ensure that all government property under their control is reviewed annually and verified against accountable records.

c. Directorate Command Supply Discipline Monitor responsibilities:

(1) Supervise and monitor a comprehensive CSDP program within the respective directorate.

(2) Conduct CSDP training, covering the requirements for property accountability and procedures required to support it.

(3) Conduct inspections, annually, to ensure that all Durable Property is signed for, down to the user level, and proper accountability procedures are used. Provide documented completion of inspections to the director.

6. Inspections. Inspections are required to be completed at least once annually. This requirement may be configured to accommodate surges or other seasonal loads as long as inspections of all internal operations are completed within a one year schedule. The inspections will be documented on the CSDP Inspection Checklist at Appendix A. This check list may also be used to document training conducted by the CSDP Monitor.

7. This policy supersedes any previous policies and is in effect until superseded or rescinded.

8. Proponent. The proponent for this policy is the Logistics Readiness Center-Fort Leonard Wood at (573) 596-0614.



TRACY L. LANIER
COL, LG
Commanding

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CSDP Monitor, File