



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 34, Command Supply Discipline Program (CSDP) Policy

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 (CSDP) policy and procedures for the U.S. Army Garrison (USAG). This policy ensures implementation of property accountability directives from the USAG and higher headquarters.

3. Applicability. This policy is directive in nature and as such, requires compliance by all personal assigned to USAG.

4. Responsibilities.

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

(1) Administer the USAG CSDP and provide overall guidance for the conduct of the program.

(2) Conduct or supervise the conduct of the annual CDSP inspection for each Directorate to ensure property accountability and CSDP 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 CDSP and maintaining accountability of all government issued property.

b. Directors are ultimately responsible for the CSDP in their directorate or office and maintaining accountability of all government issued property. Directors will:

(1) Appoint a CSDP Monitor for their Directorate with responsibility of managing the CSDP for the directorate or office.

IMLD-ZA

SUBJECT: Garrison Policy 34, Command Supply Discipline Program (CSDP) Policy

(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-up inspections to ensure corrections are made.

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

c. Directorate Command Supply Discipline Program Monitor will:

(1) Supervise and monitor a comprehensive CSDP within the Directorate assigned.

(2) Conduct CSDP training covering the requirements for property accountability and procedures requires 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 utilized. Provide documented completion of inspections to the Director.

5. 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 CDSP Inspection Checklist (Appendix A). This checklist may also be used to document training conducted by the CDSP Monitor.

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 This policy supersedes any previous policies and is in effect until superseded or rescinded.

7. Proponent. The proponent for this policy is the Logistics Readiness Center (LRC), P&O Division, at (573) 596-0905.



TRACY L. LANIER  
COL, LG  
Commanding

DISTRIBUTION:  
All USAG Directorates,  
Personal Staff Offices, CSDP Monitor

IMLD-ZA

SUBJECT: Annex A to Garrison Policy 34, Command Supply Discipline Program (CSDP) Policy

### U.S. ARMY GARRISON COMMAND SUPPLY DISCIPLINE PROGRAM INSPECTION RECORD

Organization Inspected: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Org POC: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Org Escort: \_\_\_\_\_

Inspector Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Unit Overall Rating: \_\_\_\_\_

REFERENCES: a. AR 710-2    b. DA Pam 710-2-1    c. AR 735-5

Inspection Criteria	Level	Go	No Go	Remarks
1. Does the organization identify and report supply constraints? (AR 710-2, (1-9))				
2. Has the Director/Supervisor appointed a Command Supply Discipline Program Monitor in writing at their level?				
3. Does the CSDP Monitor/Coordinator have evidence of property accountability, inventories conducted, surveys of property accountability?				
4. Is all Durable Property on a valid hand receipt to a user or other responsible person?				
5. Is property on hand authorized by TDA, CTA, or other valid authority document?				
6. Is all TDA authorized property on hand or on order?				
7. When a recoverable item is requisitioned, is the like item being turned-in at the time the replacement item is being requested? If not, has a statement signed by the Supervisor or responsible officer explaining the reason why a turn-in was not made? (AR 710-2, (2-6e))				
8. Does the Supervisor verify the need for local purchase items over use of the supply system? Does the supervisor approve the request? Or is it delegated in writing to someone else?				
9. Are locally purchased items being picked up on the accountable record, i.e hand receipt, property book?				
10. Has turn-in action been initiated within 10 days for property determined to be excess? Are serial numbers entered on the document for items requiring serial number accounting? If items being turned-in, has "CCI" been entered in the remarks section of the turn-in document? (AR 710-2, (2-13b))				
11. Are unserviceable items identified for turn-in with DA form 2407?				
12. Prior to turn-in, have component shortages on the hand receipt annex been validated for that item of equipment? (AR 710-2, (2-13b(2)(d))				
13. Are temporary hand receipts used to loan property out for a period of 30 days or less? After 30 days, is the property returned or has a permanent hand receipt been prepared? (AR 710-2, (2-10g(3))				
14. Are Component hand receipts being utilized when the equipment is issued to the intended user? (The use of preprinted Component hand receipt is mandatory if they are available) Are non-expendable Component shortages placed on a hand receipt annex for all hand receipt holders having valid shortages? (AR 710-2, (2-10h & App F))				
15. Are hand receipts current? Are hand receipts being posted as changes occur? If change documents are being used, is the hand receipt being updated every six (6) months? (AR 710-2, (2-10g(5) & App F))				

IMLD-ZA

SUBJECT: Annex A to Garrison Policy 34, Command Supply Discipline Program (CSDP) Policy

Inspection Criteria	Level	Go	No Go	Remarks
16. Upon notification that a Hand Receipt Holder (HRH) will be absent for an extended period, does the Supervisor or activity chief appoint an interim HRH and an inventory team? (AR 710-2, (2-10g(7) )				
17. Has the Supervisor conducted a management review of durable property as required by AR 735-5, (7-7b (3)? Is there any indication of any missing items? Is there any indication of fraud, waste, or abuse?				
18. Are change of primary hand receipt holder (PHRH) being Conducted? Has the incoming PHRH accepted responsibility by signing a hand receipt from the property book from which the property was issued? (AR 710-2, (2-12 and table 2-2, a)				
19. Has property received or issued been inventoried by the hand receipt holder (HRH)? Did this inventory also include verifying serial numbers? Prior to turn-in, is an inventory Conducted and Component shortages documented? (AR 710-2, (table 2-2,f)				
20. Has the supervisor ensured that inventories are conducted following evidence of insecurity, alleged misappropriations of Government property? (AR 710-2, (table 2-2, h) )				
21. <b>CRITICAL Sensitive Item Inventory:</b> Are all sensitive items kept by the using unit inventoried monthly and the results recorded on a memorandum prepared by the PHRH? (AR 710-2, (2-12d & table 2-2, i))				
22. Has the Supervisor taken action for items unserviceable due to other than fair, wear, and tear? (AR 710-2 (2-12e & 2-13b(1))				
23. Have Financial liability Investigation of Property Loss (FLIPL) been initiated in the prescribed time frame? Have blocks 1-12 of DA Form 4697 been completed? Has a document number been assigned? Has the FLILP been sent to the approving authority? (AR 735-5, (13-7)				
24. Does the Supervisor investigate circumstances concerning damaged property through other than fair wear and tear? Has a statement been attached to the maintenance request or turn-in document stating the cause of damage? (AR 735-5, (14-26c) )				
25. Have management control procedures been implemented for all property under the direct responsibility of the organization? (AR 710-2, (2-10b)				
<b>Remarks</b>				