



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

19 DEC 2024

APAJ-LGP (710-2a)

COMMAND POLICY MEMORANDUM 24-18

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SUBJECT: USARJ Command Supply Discipline Program (CSDP)

1. REFERENCE. AR 710-4, Property Accountability, 26 December 2023.
2. PURPOSE. Establish a CSDP for USARJ. The CSDP establishes supervisory responsibilities, accountability, and reporting procedures to improve and maintain the accountability of all Modification Table of Organization and Equipment (MTOE), Table of Distribution Allowances (TDA), and personal equipment. CSDP is under the provision of AR 710-4.
3. GENERAL. The CSDP is a commander's program to assist subordinate commanders, supervisors, and individuals in carrying out supply system responsibilities throughout USARJ. The CSDP establishes command, supervisory, and managerial responsibilities and accountability.
4. OBJECTIVES.
 - a. Accomplish 100% property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted units and individuals.
 - b. Establish supply discipline as regulatory guidance.
 - c. Standardize supply discipline requirements.
 - d. Provide responsible personnel with a single listing of supply policy requirements.
 - e. Make the U.S. Army more efficient with respect to time spent monitoring subordinates' actions.
 - f. Eliminate repeat findings of noncompliance with policy.
 - g. Serve as a checklist for internal management controls published in Department of the Army (DA) Form 7768, Command Supply Discipline Program Evaluation Report, as a mandatory interactive checklist to conduct evaluations.

APAJ-LGP (710-2a)

SUBJECT: USARJ Command Supply Discipline Program (CSDP)

- h. Ensure compliance with DA supply policy and procedures.
- i. Determine the adequacy of established DA supply policy and procedures.
- j. Identify supply problems to permit timely corrective action within the chain of command.
- k. Promote supply economy consciousness.

5. RESPONSIBILITIES.

- a. USARJ G-4.
 - (1) Serves as the Commander's monitor of CSDP.
 - (2) Provides the required guidance and assistance to commanders to ensure an effective CSDP is established.
 - (3) Conducts periodic evaluations and assessments of subordinate activities within the command. Conducts evaluations to determine compliance with regulatory requirements and administrative procedures as outlined in AR 710-4, Chapter 3.
 - (4) Upon completion of CSDP evaluations, a 30 day suspense will be given to re-evaluate areas requiring corrections.
 - (5) A copy of the CSDP evaluation results will be provided to the units.
 - (6) Provides commanders with feedback on evaluation of their supply discipline performance.
 - (7) Elevates findings of repeated discrepancies to the appropriate level of command for action.
 - (8) Maintains a file of evaluations on each organization or activity evaluated.
 - (9) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.
 - (10) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.

APAJ-LGP (710-2a)

SUBJECT: USARJ Command Supply Discipline Program (CSDP)

(11) Develops evaluation checklist to conform to all requirements in the appropriate tables contained in cited references and those which are locally established for use in conducting evaluations of subordinate units.

(12) Uses results of the CSDP evaluation to determine candidates for the Chief of Staff, Army Supply Excellence Award (CSA SEA) Program.

b. Company Commanders.

(1) Provide the personal interest and direction necessary to develop, implement, and enforce effective CSDP using the regulatory guidelines and requirements as a basis for action.

(2) Establish a written procedure to include all supply areas in their supervisory level of responsibility.

(3) Advise the next higher level of command of problem areas beyond their capability to resolve.

(4) Conduct supply training classes for improving individual skills and performance in supply-related areas.

(5) Conduct frequent inventories of all property on hand within their command or level of supervisory control. Frequency of inventories is outlined in AR 710-4, Table 16-1.

(6) Take prompt action to reconcile inventory variances as outlined.

c. Command Supply Discipline Program Monitor.

(1) Appointed in writing, a senior logistician in the headquarters as the CSDP monitor.

(2) Perform duties as directed by the commander.

6. SCOPE AND APPLICATION OF THE CSDP. This extends from the individual user throughout all levels of supervision and command and requires an aggressive and united effort to ensure its success. All commanders, directors, and supervisory personnel will take the required actions to ensure a strong, effective CSDP is fully implemented and enforced within their level of command and responsibility as outlined in AR 710-4.

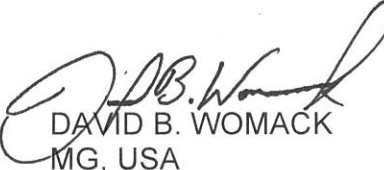
APAJ-LGP (710-2a)

SUBJECT: USARJ Command Supply Discipline Program (CSDP)

7. MONITORING THE CSDP. This is a primary area of concern throughout the DA and will be monitored closely for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-4, Chapter 3. Noted discrepancies will be documented and brought to the attention of the command for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

8. END STATE. Enhance the logistics readiness throughout USARJ by (1) reinforcing supply discipline in accordance with regulatory guidance; (2) providing responsible personnel with a single listing of supply policy requirements; and (3) supporting and promoting CSA SEA Program.

9. The point of contact for this action is CW3 Mou Hu at 262-7201 or email mou.hu.mil@army.mil.


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