



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

APAJ-GD

28 August 2018

COMMAND POLICY MEMORANDUM 18-18

FOR SEE DISTRIBUTION

SUBJECT: United States Army Japan (USARJ) Command Supply Discipline Program (CSDP)

1. References.

a. Army Regulation (AR) 735-5. Property Accountability Policies, 9 November 2016.

b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

2. Purpose. Establish a Command Supply Discipline Program (CSDP) for United States Army Japan (USARJ). The CSDP establishes supervisory responsibilities, accountability, and reporting procedures in order to improve and maintain the accountability of all Modification Table of Organization and Equipment (MTOE), Table of Distribution Allowance (TDA), and personal equipment. CSDP is under the provisions of AR 735-5 and AR 710-2.

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 accountability standards.

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.

APAJ-GD

SUBJECT: United States Army Japan (USARJ) Command Supply Discipline Program (CSDP)

- f. Eliminate repeat findings of noncompliance with Army policy.
- g. Serve as a checklist for internal management controls as listed in chapter 1 of AR 710-2.
- h. Ensure compliance with Department of the Army (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 the appropriate tables in AR 710-2, Appendix B (tables B1-B8).
- (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.

APAJ-GD

SUBJECT: United States Army Japan (USARJ) Command Supply Discipline Program (CSDP)

(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.

(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 evaluations to determine candidates for the Chief of Staff, Supply Excellence Award (CSA/SEA) Program.

b. Company Commanders.

(1) Provide personal interest and direction necessary to develop, implement and enforce an effective supply discipline program 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 710-2, table 2-2.

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

c. Command Supply Discipline Monitors.

(1) Summary of responsibilities and duties is defined in AR 710-2.

(2) Perform duties as directed by the commander.

APAJ-GD

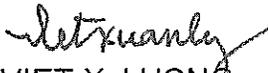
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6. Scope and Application of the CSDP. This extends from individual user throughout all levels of supervision and command and requires an aggressive, united effort to ensure its success. All commanders, directors, and supervisory personnel will take 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 710-2.

7. Monitoring the CSDP. This is a primary area of concern throughout the Department of the Army and will be monitored closely for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables B-1 through B-8. 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; re-enforce supply discipline IAW regulatory guidance, provide responsible personnel with a single listing of supply policy requirements, and support and promote the Chief of Staff, Army Supply Excellence Award (CSA/ SEA) program.

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