



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

EACG

NOV 30 2020

MEMORANDUM FOR All Eighth Army Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #25, Command Supply Discipline Program

1. References:

a. Army Regulation (AR) 710-2, Supply Policy Below the National Level, 28 March 2008.

b. AR 735-5, Policies and Procedures for Property Accountability, 09 November 2016.

c. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.

d. EXORD 259-10 Campaign on Property Accountability.

2. Applicability. This policy applies to all personnel assigned to Eighth Army (8A) and all external units or activities under 8A's Operational Control (OPCON).

3. Purpose. This memorandum details policies and provides guidance for establishing and conducting a Command Supply Discipline Program (CSDP). The CSDP also establishes supervisory responsibilities, accountability, and reporting procedures IOT eliminate fraud, waste, and abuse of limited supply resources.

4. Background. The CSDP is designed as a Commander's program directed at eliminating noncompliance with supply regulations, and also designed for implementation by the chain of command. All 8A leaders, at all levels, in every unit must establish an aggressive CSDP and enforce it to ensure resources are effectively used without fraud, waste, and abuse. The focus of the Command Supply Discipline Program is unit readiness. Unit readiness is achieved and maintained through the deliberate command emphasis on recurring tasks, such as performance of monthly cyclic and sensitive item inventories, change of hand receipt holder inventories, conducting Preventive Maintenance Checks and Services (PMCS) and equipment services and Test, Measurement, and Diagnostic Equipment (TMDE) calibration. IOT accomplish these tasks, Commanders at all levels must apply resources. The most critical resource is time; time to assign responsibility, time to accomplish these tasks, and time to reconcile any discrepancies. Commanders will ensure that all events are planned well in advance, included on the unit's training schedule, and enforced. The

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unit training schedule and calendar is the key to the successful completion of inventories, services, and supply and maintenance training tasks. Ensure tasks appear as re-occurring events on the training calendar as a means to protect the unit and Soldiers' time required to accomplish designated tasks. The CSDP is incorporated into the Command Inspection Program (CIP) IOT avoid duplication of efforts and minimize disturbance of work at units and activities undergoing evaluations. Additionally, the Inspector General may utilize CSDP at the commander's discretion to conduct supply focused inspections for determining root causes of the problems identified through the CSDP. Individuals that commands, manages, controls, issues, and utilizes government property has an inherent responsibility to ensure that the Army's regulatory guidance on supply control is strictly followed.

5. Discussion.

a. Responsibilities.

(1) 8A G4

(a) Appoint a senior logistician as the 8A CSDP coordinator.

(b) Validate the effectiveness of each MSC's CSDP.

(c) Oversee the CSDP and inform the 8A Commander each of Major Subordinate Command's (MSC) status.

(d) Ensure CSDP is incorporated into the CIP, and ensure CSDP evaluations are conducted IAW AR 710-2, Appendix B.

(e) Ensure all assigned, attached units, and activities adhere to the principles of the CSDP.

(f) Ensure CSDP inspection checklists are provided to subordinate commands.

(g) Use the results of the CSDP evaluations to determine candidates for the Chief of Staff, Army, Supply Excellence Award (CSA SEA) Program.

(2) Commanders, directors, supervisors, and special staffs are charged with enforcing CSDP compliance. Responsibilities include, but are not limited to:

(a) Appoint, in writing, a senior logistician in the headquarters as the CSDP monitor who implements the commander's assessed supply and maintenance areas of

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concern. The CSDP is mandatory and it is meant to reinforce command, supervisory, and managerial responsibilities. Units will continue to ensure that CSDP processes and procedures are conducted IAW regulatory guidance and that leadership (first line and higher) are verifying that disciplined tasks are performed to standard.

- (b) Enforce subordinate personnel comply with supply policy.
- (c) Ensure that all government property, regardless of source, is accounted for, to include Government Purchase Card (GPC) purchased property.
- (d) Recognize both superior and inferior supply discipline performances.
- (e) Report equipment loss, damage, or destruction of government property IAW AR 735-5, and initiate administrative actions to assess liability or to provide relief from responsibility.
- (f) Ensure all staff agencies are aware of and perform all duties IAW CSDP directives.
- (g) Ensure that all property transactions, to include requisitions, transfers, and disposals (to include scrap), are coordinated with the Property Book Officer (PBO).
- (h) Ensure that all Found on Installation (FOI) government property is reported to the PBO IOT establish property accountability.
- (i) Ensure that all non-expendable item purchases executed with the GPC is coordinated with the PBO before purchases are approved by the Billing Official. After purchases, ensure items are accounted for in the Access Online system (Billing Official) and Global Combat Support System-Army (GCSS-A) (PBO) as required.
- (j) Focus not just on correcting supply discipline deficiencies, establish a training program to ensure leaders and Soldiers learn and sustain sound supply discipline principles.
- (k) Conduct the following tasks on a regular basis. The list, while not all inclusive, provides baseline CSDP requirements.
  - Cyclic and sensitive Item Inventories.
  - Weekly PMCS.
  - Vehicle and equipment services.
  - TMDE management.

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checks.

- Organizational Clothing and Individual Equipment (OCIE) serviceability

- Reconciliation of document register.
- Validate and sign commander exception report.
- Verify and sign hand receipt monthly with PBO.
- Establish and maintain accountability of newly fielded items.
- Ensure obsolete/excess equipment and disposition instructions are

followed.

- Conduct Financial Liability Investigation of Property Loss (FLIPL) to standard when property loss is discovered.

- Ensure critical sustainment events are annotated on the training calendar.

### (3) Property Book Officer (PBO)

(a) Practice and perform all regulatory requirement outlined in AR 710-2, table B-2.

(b) Ensure that received property, regardless of origin, is established on property records and that property accountability is maintained.

(c) Track and report that annual or cyclic inventories are conducted within prescribed timeframes.

(d) Establish property accountability of all Found on Installation (FOI) non-expandable government property.

(e) Ensure that hand receipts are updated in accordance with organizational supply procedures. At a minimum, update hand receipts semiannually.

(f) Establish property accountability of all non-expendable item purchases executed with the GPC in the Global Combat Support System-Army (GCSS-A).

(g) Ensure that authorized allowance within the Modification Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), Joint Table of Allowance (JTA), and Common Table of Allowance (CTA) are reconciled semiannually.

(h) Track and establish property accountability for non-expendable items purchased with GPC.

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(4) Army Property Users.

(a) Provide proper use, care, custody, and safekeeping of all government property or the equipment signed out on hand receipt.

(b) Submit a Financial Liability Investigation of Property Loss (FLIPL) within 15 calendar days to the PBO.

b. Procedures to limit property loss:

(1) Appoint a senior logistician in the unit headquarters or activity on orders IOT monitor unit CSDP programs.

(2) Primary hand receipt holders, supervisors, and staff agencies be evaluated for compliance with CSDP directives through the use of the CIP and internal control procedures.

(3) All units and activities under 8A or OPCON to 8A will receive annual CSDP SAV/CIP evaluations.

(4) Minimum standards and CSDP requirements are listed in table B-1 through B-4, AR 710-2.

(5) CSDP evaluation will include but not be limited to the following:

(a) A review of PBO operations to include accountability, authorizations, and Access Online requisitioning procedures.

(b) A review of GPC operations to include billing officials and cardholders.

(c) A review of FLIPL processes IAW AR 735-5.

(d) A review of Hazardous Material Management Program (as discussed in AR 200-1).

(e) A review of Small Arms Repair Parts (SARP) ordering, storage, issue procedures, and management controls (as discussed in AR 710-2).

(f) A review of management/reduction of excess material (as discussed in AR 710-2).

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(g) A review of shop supply listing procedures (as discussed in ALARACT 202/2007).

c. Each command will evaluate supply operations of the immediate lower level command or activity. CSDP evaluation frequency is listed in table B-7 of AR 710-2.

d. Provide the evaluated unit or agency with a copy of each evaluation. Ensure that corrective measures for each deficiency noted is explained in each units' written response. Retain a copy of each evaluation on file.

e. Pay attention to repeated deficiencies and require corrective actions occur within 90 days.

f. Use this policy as guidance in preparation for the Chief of Staff, Army, Supply Excellence Award (SEA). Elevate major problems or policy questions that surface during CSDP SAV/CIP evaluations through to the appropriate level IOT ensue that issues are resolved.

g. It is imperative that each individual responsible for the use or accounting of government property, supplies, and equipment become thoroughly familiar with and aggressively exercises individual responsibility.

6. Proponent. The proponent for this policy is Eighth Army G4. All comments or recommendation related to this policy will be submitted to the 8A G4 Chief, Support Operations Officer (SPO) at commercial 011-82-31-755-8156, DSN (315) 755-8156.



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