



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

00 FEB 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #9 – Command Supply Discipline Program (CSDP)

1. References:

- a. AR 710-2, Supply Below the National Level, 28 March 2008.
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 May 2013 (RAR 22 August 2013).
- c. AR 11-2, Managers' Internal Control Program, 4 January 2010 (RAR 26 March 2012).
- d. EXORD 259-10 Campaign on Property Accountability.

2. Applicability: This policy applies to all units assigned or attached to 25th Infantry Division.

3. Purpose: To implement a Command Supply Discipline Program (CSDP) for 25th Infantry Division. The CSDP establishes supervisory responsibilities, accountability, and reporting procedures in order to improve and maintain the accountability of all MTOE, TDA, and personal equipment.

4. General: The CSDP is the commander's program. The Commander of the 25th Infantry Division will utilize this program to assist subordinate commanders and supervisors in establishing supply responsibility basics and carry out supply system responsibilities from the user through command levels. The CSDP establishes command, supervisory, and managerial responsibilities to meet regulatory requirements and verify that units are adhering to existing Army and command policies governing supply and accountability standards. The CSDP is the precursor to rewarding excellent performance by recognizing and nominating exceptional units to participate in the Supply Excellence Award (SEA) program. Units can achieve the 25ID CSDP Excellence Streamer if requirements outlined in Enclosure 1 are met. In accordance with the above listed references, each subordinate organization will appoint in writing, a CSDP monitor and furnish the name, organization, phone number, and the email address of the appointee to the 25th Infantry Division Asset Visibility CSDP monitors.

APVG-CG

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5. Objectives.

a. In a culture of good stewardship and discipline, account for all equipment, this means ensuring the proper use, care, maintenance, and safeguarding of all Government property entrusted to units and individuals.

b. Improve overall command asset visibility and logistical readiness.

c. Enforce compliance with Army and command policies and procedures.

d. Promote supply economy consciousness, eliminating and preventing any fraud, waste and abuse throughout the command. Identify and process all excess property in accordance with AR 710-2.

e. Re-ensure supply discipline as regulatory guidance and provide responsible personnel with a single listing of supply policy requirements.

f. Support and promote the Army SEA program.

g. Ensure that incoming and outgoing commanders are conducting joint 100% Inventories.

h. Ensure that units are conducting cyclic and sensitive item inventories within the prescribed timelines.

i. Ensure that all lost equipment is accounted for in accordance with AR 735-5.

j. Ensure that all equipment on the unit property book is properly sub-hand receipted to an end user.

k. Ensure that the Command Supply Discipline Program is addressed in 25th ID training guidance.

l. Validate that units are capturing all in-lieu-of and substitute items to report an accurate readiness posture.

m. Ensure that all LINs requiring a Bill of Material (BOM) have an accurate BOM that reflects all shortages.

APVG-CG

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6. Responsibilities.

a. Division G4:

(1) Exercise supervisory responsibility and authority over all CSDPs within the Division.

(2) Appoint in writing, a Division CSDP Monitor to oversee the program and furnish a copy of the appointment orders to the 25<sup>TH</sup> ID ACoS G4 CSDP Monitor within 30 days in appointment.

(3) Notify the Division Commander of all cases of repeat findings and systemic issues.

b. Division CSDP Monitor:

(1) Responsible for the oversight and administration of the Division CSDP.

(2) Assist all subordinate units with the development and implementation of their CSDP.

(3) Use the 25ID BDE and PBO CSDP Evaluation Forms for inspections. (Encl 2 and 3)

(4) Document the results of all evaluations and conduct follow-up evaluations to validate corrective actions on previously identified deficiencies.

(5) Review results of all CSDP evaluations and identify strengths and weaknesses throughout the Division.

(6) Advise the Division Commander, ACoS G-4, G4 Supply and Services Officer of the CSDP climate within the command.

(7) Conduct follow-up evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.

c. Commanders:

(1) Implement a CSDP for their units in accordance with AR 710-2, appendix B, units will use existing checklists.

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter #9 – Command Supply Discipline Program (CSDP)

(2) Appoint in writing, a senior representative as the CSDP monitor to oversee the program and furnish a copy to the Division CSDP Monitor within 30 days of appointment.

(3) Ensure that all commanders sign a statement acknowledging responsibility for all property within their organization upon assumption of command.

(4) Ensure that all deficiencies identified by the CSDP evaluations are corrected within 30 days. Any deficiencies that cannot be corrected will be reported to the Division CSDP Monitor.

(5) Utilize the results of the CSDP evaluations as a tool to determine and recommend candidates for the Army SEA program.

d. CSDP Monitors:

(1) Monitor subordinate units to ensure the Commander's guidance on CSDP is understood and enforced.

(2) Provide a copy of the unit's inspection plan and schedule to Division CSDP Monitor quarterly.

(3) Review the results of the CSDP evaluations and trends throughout the command.

(4) Advise the commander of the CSDP climate within the organization.

7. Evaluation Procedures.

a. Each CSDP Monitor will provide a copy of scheduled evaluations to their subordinate units.

b. Units will use the 25ID CSDP Evaluation forms for BN and Supply inspections. (Encl 2 and 4)

c. Commanders will allow units 30 days to correct all failed regulatory requirements and will conduct a re-inspection.

d. Each parent organization will maintain their subordinate units' CSDP evaluation records.

APVG-CG

SUBJECT: 25th Infantry Division Policy Letter #9 – Command Supply Discipline Program (CSDP)

- e. Two copies of the CSDP evaluation report will be provided to the evaluated units.
- f. Units will conduct an inbrief and an outbrief after their inspections are completed.

8. Implementation.

a. The Division G4 is appointed as the CSDP proponent for the development and implementation of CDSP policies and is the primary point of contact for program policy.

b. All commanders will support and comply with CSDP policy as established by Division G4.

c. Division G4 will conduct semi-annual CSDP compliance evaluations of each Brigade IAW AR 710-2, Table B-7 (Encl 5). All compliance evaluation visits will begin with an in brief to the commander, and end with out-brief. Re-inspection visits will be scheduled as necessary.

9. Expiration: This policy is effective immediately and remains in effect until superseded or rescinded in writing.

10. The point of contact for this memorandum is the Division Property Book Officer, CW3 Theresa D. Tucker, at 808-655-4190, or Theresa.d.tucker.mil@mail.mil.



RONALD P. CLARK  
Major General, USA  
Commanding

5 Encls

- 1. CSDP Streamer Requirements
- 2. BDE/BN S4 CSDP Eval
- 3. PBO CSDP Eval
- 4. Supply CSDP Eval
- 5. AR 710-2, Table B-7

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MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division Command Supply Discipline Program (CSDP)  
Excellence Streamer Requirements

1. References:

- a. AR 710-2, Supply Below the National Level, 28 March 2008.
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 May 2013 (RAR 22 August 2013).
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- d. EXORD 259-10 Campaign on Property Accountability.

2. Eligibility Requirements.

- a. Detachments/company sized units that have achieved 95 percent commendable rating in last Organizational Inspection Program (OIP) for the current fiscal year at the time of submission.
- b. Battalion and Brigade equivalents that have completed 12 consecutive months without a FLIPL over 75 days, maintained a Z-Park rating for 02 CL IX at two days and zero delinquent BN/BDE internal delinquent lateral transfers at the time of submission.

3. Award of the Division CSDP Streamer: Award of the Division Command and Supply Discipline Program (CSDP) Excellence streamer is effective immediately for organizations meeting the eligibility requirements. The streamer may be displayed by the organization for 1 year after the award of the streamer under the eligibility criteria of paragraph 2.

4. Approval Authority. The O-6 or above level commanders of TOE or TDA organizations award the CSDP Excellence Streamer to units under their command

APVG-CG

SUBJECT: 25th Infantry Division Command Supply Discipline Program (CSDP)  
Excellence Streamer Requirements

meeting eligibility criteria. This authority may not be further delegated lower than the O-6 level commander.

5. Nominations. Nominations will be submitted through the unit's chain of command to the appropriate level of command for screening, verification and approval.

6. Judging. Each level of command must endorse the request and verify that the unit is eligible for the streamer.

7. Award. The 25<sup>th</sup> Infantry Division CSDP Excellence Streamer will be the award.

8. Compliance. Local supply offices are responsible for ensuring compliance with established eligibility and display criteria in conjunctions with the conduct of CSDP inspections.

9. Oversight. The 25<sup>th</sup> ID G4 Supply and Services shop will verify compliance with eligibility and display criteria during command OIP audits.

10. The Point of Contact for this memorandum is the Division G4 CSDP Monitor at 808-655-4190.



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