



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

APVG-CG

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 19 - Command Deployment Discipline Program (CDDP)

1. References.

- a. Army Regulation (AR) 525-93, Deployment and Redeployment, 12 November 2014.
- b. ATP 3-35, Army Deployment and Redeployment, March 2015.
- c. Command Deployment Discipline Program Handbook version 2, December 2014.
- d. AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated Policies, 15 April 2010.
- e. AR 600-8-101, Personnel Processing (In, Out, Soldier Readiness, Mobilization and Deployment Processing), 19 February 2015.
- f. AR 700-80, Army In-Transit Visibility, 30 September 2015.
- g. DTR 4500.9-R-Part III, Mobility, June 2016.
- h. DTR 4500.9-R-Part VI, Management and Control of Intermodal, March 2016.

2. Purpose. This memorandum aligns the responsibilities and guidelines prescribed by Army policies in regards for the 25th ID's CDDP. This CDDP establishes policies and reporting procedures required to identify deployment issues in order to improve the conduct of unit movement planning and deployment.

3. Scope. This policy applies to all units subordinate or attached to the 25th ID.

4. General. The CDDP is a commander's program. The program assists subordinate commanders, directors, and supervisors in performing unit movement planning and deployment responsibilities. The CDDP establishes command, supervisory, and managerial responsibilities to meet unit readiness requirements outlined in AR 525-93 and validate units to ensure adherence to existing Army, FORSCOM, I Corps and 25th

ID policies. The transition away from scheduled rotations to short or no-notice deployments will require a renewed emphasis in pre-deployment preparations.

5. Objectives.

a. Establish deployment discipline as a command priority by conducting joint reception, staging, onward movement, and integration, as required, track the status of deploying and redeploying units and identify unit deployment and theater entry training requirements.

b. Ensure movement planning supports unit readiness.

c. Standardize unit movement requirements within regulatory guidance through inspections and evaluations.

d. Assist commanders with unit movement planning oversight and adherence to standards.

e. Identify and resolve unit movement problems adversely affecting readiness.

f. Eliminate policy noncompliance.

g. Train personnel on responsibilities for unit movement planning.

h. Encourage management ideas and concepts that improve unit movement discipline.

6. Responsibilities.

a. The Division Transportation Office (DTO) G4 has overall responsibility for the execution of the CDDP to include:

(1) Serve as the 25th ID CDDP coordinator/monitor and the primary point of contact for all CDDP correspondence for 25th ID. The CDDP coordinator/monitor will be appointed in writing on official orders.

(2) Implement Senior Commander's guidance for establishing and monitoring the 25th ID CDDP and conduct periodic reviews and updates of the program in accordance with AR 525-93, Table C-4. (Enclosure 1)

(3) Assist all subordinate units with the development and implementation of their CDDP and ensure the commander's guidance is understood and adhered.

(4) Conduct formal evaluations at the brigade or separate battalion level. Formal evaluations will be conducted at a minimum semi-annually; the BDE S4 Mobility Section will assist in conducting evaluations.

(5) Document results of all evaluations and conduct follow-up evaluations to validate corrective actions have been completed. Provide resources as required to assist units in meeting standards.

(6) Ensure deficiencies identified by a formal CDDP evaluation are corrected within 30 days. Provide assistance to help correct deficiencies as requested by brigade mobility team.

(7) Review results of all CDDP evaluations and identify strengths and weaknesses throughout 25th ID.

(8) Advise the inspected BDE Commander of the CDDP climate within their unit.

(9) Maintain on file formal evaluation for each brigade or separate battalion for a period of three years and provide a copy to evaluated unit.

b. Unit Responsibilities

(1) Develop and implement a CDDP at all echelons IAW with this policy, AR 525-93, and other all applicable regulations.

(2) Appoint, in writing, a senior leader as a CDDP coordinator to monitor and oversee program. Provide BDE S4, Mobility a copy of unit CDDP coordinator appointment orders within 30 days of appointment.

(3) Assist subordinate units with the development and implementation of their CDDP and ensure the commander's guidance is adhered to and understood.

(4) Conduct CDDP formal evaluations on subordinate units at minimum semiannually. Review the results of CDDP evaluations and identify strengths and weaknesses throughout the command.

(5) Advise the commander on CDDP climate within the organization after scheduled evaluations have been completed.

(6) Verify that all deficiencies identified by CDDP evaluations are corrected within 30 days and reported to immediate higher headquarters.

(7) Maintain records of brigade and subordinate unit evaluations for three years to validate corrective actions or previously identified deficiencies.

7. Deployment Training Events

a. Ensure the appropriate personnel are trained and recertified in the areas of unit movement officer (UMO), unit loading teams, container management (CCO), hazardous cargo certifying officials (HAZMAT), and air load planners (ICODES).

- b. UMO E5 and Above Primary and Alternate per Company
  - c. Air load Planner E5 and Above Primary and Alternate per Battalion
  - d. HAZMAT Certifier: Officers, Warrant Officers and Noncommissioned Officers Primary and Alternate per Company
  - e. TC-AIMS II: E6 and Above Primary and Alternate per Company
  - f. Container Control Officer: E6 and Above Primary and Alternate per Company  
Active ACAMS Account: Personnel that are CCO's and have an active account in ACAMS.
  - g. Container Management: The number of TRICONS and QUADCONS that you have on your property book and the amount that you can physically count.
  - h. Air Load Teams (8 personnel which includes an OIC) Primary and Alternate per BN)
  - i. Rail Load Teams (10 personnel which includes an OIC) Primary and Alternate per BN
    - (1) HAZMAT recertify every 24 months IAW DTR 4500.9-R-Part III, Appendix B, 3.
    - (2) ICODES recertify every 24 months IAW DTR 4500.9-R-Part III, Appendix. K, 7a.
    - (3) CCO recertify every 48 months IAW DTR 4500.9-R-Part VI, Chapter 604, B.1.
8. Evaluation Procedures.
- a. Each level of command is required to evaluate the immediate lower level unit.
  - b. Each CDDP coordinator will evaluate their immediate subordinates within their area of responsibility for compliance and established policy.
  - c. Formal CDDP evaluations will be conducted semiannually at a minimum.
  - d. Provide supervisors with feedback on their unit movement planning process.
  - e. Identify unit movement problems and resolve deficiencies before they become serious and impact movement/deployment operations.
  - f. CDDP coordinators will utilize checklists found in AR 525-93, Appendix C.

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g. Commanders will allow units 30 days to correct deficiencies.

h. Each parent organization will maintain the latest copy of their subordinate unit's CDDP evaluations results until the next evaluation is conducted.

i. One copy of CDDP evaluation report will be provided to evaluated units.

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

10. The POC for this memorandum is SGM Glover-Robinson, Carla, 25th ID DTO SGM at 808-655-6725, [carla.a.gloverrobinson.mil@mail.mil](mailto:carla.a.gloverrobinson.mil@mail.mil) or CW3 Olodun, Oludare, 25th ID MWO at 808-655-0229, [oludare.a.olodun.mil@mail.mil](mailto:oludare.a.olodun.mil@mail.mil).



RONALD P. CLARK  
Major General, USA  
Commanding

ENCLOSURE 1: Table C-4: Brigade Level Responsibilities

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## ENCLOSURE 1: AR 525-93, Table C-4

**Table C-4**  
**Brigade level responsibilities**

Number	Deployment readiness tasks	Measure
	Commander:	
1	Implemented CDDP for subordinate units.	Yes/No/NA
2	Appoint in writing, an officer (WO1 or above) as a BMC and an alternate (E7 or above).	Yes/No/NA
3	UMO and alternate have attended or currently scheduled to attend a proponent approved UMODPC as outlined in chapter 2.	Yes/No/NA
4	BMC and/or alternate has at least 1 year retainability in the unit.	Yes/No/NA
5	BMC and/or alternate has at least a secret security clearance.	Yes/No/NA
6	CCO appointed, in writing.	Yes/No/NA
7	CCOs in compliance with submitting container inventory updates.	Yes/No/NA
	Brigade movement coordinator:	
8	Consolidate company movement plans and develop them into movement plans for the battalion. Active Army units will develop deployment movement plans from home station and/or installation to POE(s). RC units will develop deployment movement plans from home station/installation to mobilization station to POE(s).	Yes/No/NA
9	Maintain copy of subordinate movement binders and/or continuity books.	Yes/No/NA
10	Consolidate and forward subordinate unit OELs through their chain of command to the ITO and UMC semi-annually and as significant changes occur.	Yes/No/NA
11	Have a valid TC-AIMS II user id, password, and access to their unit's UIC.	Yes/No/NA
12	Can demonstrate the knowledge to make a movement plan for air and surface movement by building segments and legs in TC-AIMS II.	Yes/No/NA
13	Has a convoy standard operating procedure for movement to the POE.	Yes/No/NA
14	Understands local procedures to request commercial and military transportation to support movement to the POE.	Yes/No/NA
15	Understands local procedures to prepare special hauling requests.	Yes/No/NA
16	Understands local procedures to request BBPCT materials from the UMC or other designated source.	Yes/No/NA

When table C-3 is used for inspection purposes a pass or fail grading system is used. An organization must receive a "Yes" in at least 13 of the 16 listed measures to receive a passing grade. However, tasks 1, 2, 3, 9, 10, and 11 are extremely critical to the long term success of a unit's deployment readiness and

## ENCLOSURE 1: AR 525-93, Table C-4

if any one of these tasks are assessed as a "No" the unit will receive a failing grade until the appropriate deficiencies are corrected.

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### Notes:

- <sup>1</sup> Task 1. Has the commander implemented CDDP for subordinate units.
- <sup>2</sup> Task 2. Appoint in writing, an officer (W1 or above) as a BMC and an alternate (E7 or above).
- <sup>3</sup> Task 3. BMC has attended or currently scheduled to attend an approved school.
- <sup>4</sup> Task 9. Maintains movement binders or continuity books.
- <sup>5</sup> Task 10. Consolidate and forward subordinate unit OELs for submission to the installation UMC semi-annually and as significant changes occur.
- <sup>6</sup> Task 11. Have a valid TC-AIMS II user id, password and access to their unit's UIC.