



REPLY TO
ATTENTION OF:

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

APVG-CG

05 JUL 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #20 - Command Maintenance Discipline Program (CMDP)

1. References:

- a. AR 750-1, Army Materiel Maintenance Policy, 12 September 2013.
- b. AR 700-138, Army Logistics Readiness and Sustainability, 26 February 2004.
- c. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- d. DA PAM 750-1, Commanders Maintenance Handbook, 04 December 2013.
- e. DA PAM 750-3, Soldiers' Guide for Field Maintenance Operations, 18 September 2013.
- f. DA PAM 750-8, The Army Maintenance Management System (TAMMS) User's Manual, 22 August 2005.

2. Purpose. To provide guidance for the 25ID CMDP. This program establishes policies and reporting procedures required to identify maintenance issues to improve the conduct of maintenance and sustainment of all Modified Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) equipment. The CMDP is a tool to evaluate unit maintenance programs by identifying areas requiring attention by commanders and the resolution of systemic problems. This policy letter details policies and provides guidance for establishing and conducting the CMDP.

3. Applicability: This policy applies to all 25ID units, and extends from the individual Soldier through all levels of supervision and command. All commanders, directors, and supervisory personnel will implement the required actions to ensure that a strong and effective CMDP is enforced within their level of responsibility.

4. General: The CMDP is a commander's program. It does not prohibit or replace the formal or informal evaluation of maintenance programs conducted at the discretion of commanders (e.g., Maintenance Assistance and Instruction Team (MAIT), Command Maintenance Evaluation and Training (COMET) team or Inspector General Inspections).

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The intent of the program is to assist commanders, leaders and supervisors on core competencies in maintenance management operations as we transition "Back to Basics". The CMDP establishes command, supervisory and managerial responsibilities to meet regulatory requirements and validate that units are adhering to existing Army and policies. The CMDP is the precursor to rewarding excellent performance by recognizing and nominating exceptional units to participate in the Chief of Staff, Army Award for Maintenance Excellence (AAME) program.

5. Objectives:

- a. To establish policies and responsibilities for the maintenance of all materiel owned or supported by the U.S. Army.
- b. Establish maintenance discipline as a command priority.
- c. Ensure maintenance supports equipment readiness.
- d. Standardize maintenance requirements within regulatory guidance.
- e. Assist commanders with maintenance oversight and adherence to standards.
- f. Identify and resolve logistical problems adversely affecting readiness.
- g. Eliminate policy noncompliance.

6. Responsibilities.

a. 25ID G4 will:

- (1) Exercise overall staff supervisory responsibility and authority over all CMDP programs within 25ID.
- (2) Appoint, in writing, a 25ID CMDP Coordinator.

b. 25ID G4 CMDP Coordinator will:

- (1) Be responsible for the supervisory oversight and administration of the 25ID CMDP.
- (2) Assist all subordinate commands reporting directly to 25ID with the development and implementation of their CMDP.
- (3) Schedule and conduct semi-annual evaluations of all subordinate commands reporting directly to 25ID.

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- (4) Document results of all evaluations and conduct follow-up evaluations to validate corrective actions on deficiencies.
 - (5) Review results of all CMDP evaluations and identify strengths and weaknesses throughout 25ID.
 - (6) Advise the 25ID Commanding General of the CMDP climate within the 25ID.
- c. Commanders of all subordinate commands reporting directly to the 25ID will:
- (1) Implement a CMDP by using their existing resources IAW AR 750-1, and DA PAM 750-1.
 - (2) Appoint, in writing, a senior leader as a CMDP Coordinator to oversee the program and provide a copy of the appointment orders to the 25ID G4 CMDP Coordinator within 30 days of appointment.
 - (3) Ensure all deficiencies identified by CMDP evaluations are corrected within 30 days. Any deficiencies that cannot be corrected will be reported to the 25ID CMDP Coordinator.
 - (4) Utilize the CMDP evaluation results as a tool to determine and recommend candidates for the Army Award for Maintenance Excellence (AAME) program.
- d. CMDP Coordinators of all subordinate commands reporting directly to the 25ID will:
- (1) Assist all subordinate units with the development and implementation of their CMDP and ensure that the commander's guidance is understood and adhered to.
 - (2) Ensure CMDP monitors are appointed at each subordinate unit and maintain a current list of all CMDP monitors.
 - (3) Use the CMDP evaluation listing in DA PAM 750-1 (Tables 10-1 and 10-2) as a guide/checklist in the routine performance of duties.
 - (4) Review the results of CMDP evaluations and identify strengths and weaknesses throughout the command.
 - (5) Advise the commander on the CMDP climate within the organization after scheduled evaluations have been completed.
 - (6) Verify that all deficiencies identified by the CMDP evaluation are corrected within 30 days or reported to their immediate higher HQs.

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- (7) Provide a copy of their plan and evaluation schedule to the 25ID G4 CMDP Coordinator.

7. EVALUATION PROCEDURES

- a. Each command CMDP Coordinator will evaluate their subordinate units. The checklists will include at a minimum, all regulatory requirements listed in DA PAM 750-1 (Tables 10-1 and 10-2).
- b. A formal evaluation will be conducted on brigade and lower size units by their parent organization and/or the command that has training, resourcing, and authority (TRA) on a semi-annual basis.
- c. 25ID G4 will conduct a formal semi-annual CMDP evaluation on their Brigades and maintain historical records for two years on evaluations, trends, and corrective measures.
- d. Brigades or equivalent 06/COL command level will keep the results of the semi-annual inspections for two years. Commands will review the results of the formal evaluations as part of the overall maintenance program and ensure training and/or corrective action occurs.
- e. Commanders will allow units 30 days to correct faults found and re-inspect at the end of the 30 day period. Subordinate commands will also maintain historical records of their CMDP evaluation records for two years.

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

9. The point of contact for this policy is the Division G4 CMDP monitor, CW5 Archie D. Cato at 808-655-4559 or archie.d.cato.mil@mail.mil and SGM Danny J. Burky at 808-655-4447 or danny.j.burky.mil@mail.mil



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