



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

CASCOM POLICY 21-17

ATCL-CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command Policy Letter – 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. TRADOC Pamphlet 25-53, 2 May 2019

2. The Command Supply Discipline Program (CSDP) is a commander's program that directs supply discipline throughout the Army. The terms commander and commandant are interchangeable. Both have the responsibility and authority to ensure proper supply discipline is exercised throughout their organizations. Commanders must ensure that the CSDP is implemented by all subordinate elements at all levels. Commanders will appoint a CSDP coordinator/monitor. CASCOM parent level organizations will provide a copy of parent level appointment orders, signed by the parent-level commander or designated representative, to HQ CASCOM, G-1/G-4 Logistics Division.

3. Per AR 710-2, Appendix B, paragraph B-14, commanders and supervisors are required to adhere to the CSDP procedures and conduct supply discipline training for all subordinates. Training topics should be tailored to the organization. Appropriate general training topics includes: proper use/safeguarding of government property; accounting of property book and non-property book items; supply economy; appropriate use of the Government Purchase Card; hand receipt procedures; and inventory techniques.

4. CASCOM parent level organizations should use both internal and external inspections to evaluate organizational elements at least two levels down. This will give commanders at every level a true assessment of the effectiveness of their CSDP. Subordinate organizations should request staff assistance visits from their headquarters element as needed.

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5. CASCOM parent level organizations are required to submit an annual CSDP statement no later than the first week of December of each calendar year to HQ CASCOM, G-1/G-4 Logistics Division. The assessment will be in memorandum format and signed by the commander/commandant of the parent level Unit Identification Code. The assessment will indicate an overall program rating (red/amber/green), to include dates/topics trained throughout the year, and an overview of completed inspections. The rating should not exceed the rating of any subordinate element. Significant inspection findings are to be identified along with the corrective measures taken to resolve the findings. Sample assessment memo is at Enclosure 1.

6. All COL and LTC-level (O6 and O5) commanders are required to sign a statement acknowledging responsibility for all property within their organization upon assumption of command. Additionally, all department directors/deputy directors, as applicable, in this command are required to sign a statement acknowledging responsibility for all property within their organization/directorate. Property accountability is every leader's responsibility as it is the foundation of unit readiness. Leaders at every level must ensure Army property is accounted for in accordance with all Army policies and regulatory requirements, and all excess equipment is identified and brought to record for property disposition immediately. Sample acknowledgement memo is at Enclosure 2.

7. This policy is effective until superseded or rescinded.

8. Point of Contact for this action is CW4 Jason Hite, CASCOM CSDP Coordinator, (804) 765-7252; e-mail: Jason.k.hite.mil@mail.mil.

2 Encls

1. Assessment Memo
2. Acknowledgement Memo

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MARK T. SIMERLY
Major General, US Army
Commanding

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