



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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APVG-CG

04 AUG 2016

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. 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 (define), TDA (define), and personal equipment.

3. Applicability: This policy applies to all 25ID units.

4. General: The CSDP is the commander's program to assist subordinate commanders, directors, and supervisors in carrying out supply system responsibilities throughout 25ID. The CSDP establishes command, supervisory, and managerial responsibilities to meet regulatory requirements to verify that units are adhering to Army supply accountability standards. The CSDP establishes controls IAW AR 11-2 and is a precursor to rewarding outstanding performance by recognizing and nominating exceptional units throughout the 25ID for the Supply Excellence Award (SEA) program.

5. Objectives:

- a. Accomplish 100% property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to units and individuals.
- b. Promote supply economy.

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- c. Improve overall command Asset Visibility throughout 25ID.
  - d. Identify and correctly process and redistribute excess property.
  - e. Ensure compliance with Department of the Army (DA), USARPAC, and 25ID policies and procedures.
  - f. Eliminate and prevent fraud, waste, and abuse throughout 25ID.
  - g. Improve readiness for all deployed 25ID Soldiers.
6. Responsibilities:
- a. 25ID, ACoS G-4.
    - (1) Appoint 25ID CSDP Monitor.
    - (2) Exercise overall staff responsibility and authority and authority over CSDP programs.
    - (3) Notify the 25ID Deputy Commanding General for Support (DCG-S) of all cases of repeat findings and systemic issues.
  - b. 25ID CSDP Monitor.
    - (1) Responsible for the supervisory oversight and administration of the CSDP.
    - (2) Assist division units with the implementation of their CSDP.
    - (3) Ensure CSDP evaluations are done on a semi-annual basis at the Brigade level IAW AR 710-2, Table B-7.
    - (4) Review results of CSDP evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.
    - (5) Advise 25ID ACoS G-4 of CSDP climate throughout 25ID.
    - (6) Conduct follow-up evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.
  - c. Brigade CSDP Monitor.

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(1) Ensure CSDP monitors are appointed at Battalion level.

(2) Inspect Battalions semi-annually IAW AR 710-2, Table B-7.

(3) Maintain copies of CSDP evaluations (to include trip reports and replies by endorsement (RBE's) of corrective action taken by inspected units).

(4) Ensure BN CSDP monitors have most current evaluations on file (minimum of one CSDP evaluation for each unit).

d. Battalion CSDP Monitor.

(1) Inspect companies on a quarterly basis IAW AR 710-2, Table B-7.

(2) Ensure subordinate elements are in compliance with CSDP.

(3) Ensure BN CSDP monitors have most current evaluations on file (minimum of two CSDP evaluations for each unit).

7. Excess Equipment: IAW AR710-2, units will notify the 25ID Deputy Commanding General for Support (DCG-S) of all cases of repeat findings and systemic issues. In an effort to maintain property accountability and execute excess management at the individual, unit, and installation level, the following guidelines must be followed:

a. Upon verifying authorization with the appropriate PBO, units will execute a Found on Installation (FOI) transaction for any excess Class VII and notify G-4 for further disposition instructions.

b. Once the excess item is on the unit's organizational property book, the unit will then turn it into ASC as LBE or lateral transfer as directed. For all other excess classes of supply, units will coordinate with their supporting SSA for turn-in prior to deployment.

c. 25ID will execute "Clean Sweep" operations to assist with excess management IAW EXORD 259-10.

8. Split Property Books. Deploying unit Property Book Officer (PBO) will split the property book between Forward DUIC and Rear Detachment UIC. Rear Detachment Commander will maintain hand receipt with mission essential equipment to support rear detachment operations and Individual Readiness Training (IRT).

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9. End State. Enhance logistics readiness throughout 25th Infantry Division. Reinforce supply discipline IAW regulatory guidance, provide responsible personnel with a single listing of supply policy requirements, and support/promote the 25ID, Army Supply Excellence Award (SEA) program.

10. This memorandum supersedes 25th Infantry Division Policy Letter #10, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

11. The point of contact is the Division G4 CSDP Monitor, CW4 Andrew D. Ausel (808) 655-4091 or at [andrew.d.ausel.mil@mail.mil](mailto:andrew.d.ausel.mil@mail.mil).



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