



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

CASCOM POLICY #14-08

ATCL-CG

27 FEB 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program Policy, US Army Combined Arms Support Command (CASCOM)

1. References:

- a. AR 710-2, Supply Policy Below the National Level, 28 May 2008
- b. AR 735-5, Policies and Procedures for Property Accountability, 22 August 2013 Rapid Action Revision (RAR)
- c. TRADOC Policy Letter 10, Command Supply Discipline Program, 21 April 2014
- d. ALARACT 210/2010, EXORD 259-10, Campaign on Property Accountability, 9 July 2010

2. The Command Supply Discipline Program (CSDP) is a commander's program that directs supply discipline throughout the Army. In accordance with (IAW) TRADOC Policy Letter 10, reference 1c, 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, G1/G4, Logistics Division.

3. Reference 1b, Appendix B, paragraph B-14, requires commanders and supervisors 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 include: proper use/safeguarding of government property; accounting of property book and non-property book items; supply economy; appropriate use of the Government Purchase Card; and others as appropriate.

4. CASCOM parent level organizations should use both internal and external inspections to evaluate all organizational elements at least two levels down. This will give commanders at every level a true assessment of the effectiveness of their CSDP.

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Subordinate organizations should request staff assistance visits from their headquarters element as needed.

5. CASCOM parent level organizations are required to submit an annual CSDP statement no later than 8 January of each calendar year to HQ CASCOM, G1/G4, 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.

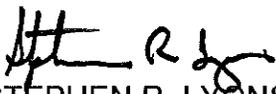
6. Per reference 1d, paragraph 3.e(3)(B)6, states that "COL and LTC-level commanders sign a statement acknowledging responsibility for all property within their organization upon assumption of command." Additionally, all department directors/deputy directors, as applicable, in this command are required 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 IAW 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. Fort Lee policy 12-02 is rescinded upon publication of CASCOM policy 14-08. This policy is effective for two years from the published date.

8. Point of Contact for this action is CW4 (P) Val Cornejo, CASCOM CSDP Coordinator, (804) 765-7252; e-mail: [val.p.cornejo.mil@mail.mil](mailto:val.p.cornejo.mil@mail.mil).

2 Encls

1. Assessment Memo
2. Acknowledgement Memo

  
STEPHEN R. LYONS  
Major General, U.S. Army  
Commanding

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SUBJECT: Command Supply Discipline Program Policy, US Army Combined Arms Support Command (CASCOM)

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

XXXX-XX

(Date)

MEMORANDUM FOR Commanding General, Attn: G1/G4, US Army Combined Arms Support Command (CASCOM), Fort Lee, VA

SUBJECT: Command Supply Discipline Program (CSDP) Policy Assessment

1. References:

- a. AR 710-2, Supply Policy Below the National Level, 28 May 2008
- b. AR 735-5, Policies and Procedures for Property Accountability, 22 August 2013 Rapid Action Revision (RAR)
- c. TRADOC Policy Letter 10, Command Supply Discipline Program, 21 April 2014
- d. CASCOM CSDP

2. List the names of the CSDP monitors and the results of the CSDP assessment for subordinate units.

3. List the CSDP-related training conducted during the year.

4. Point of contact:

XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
Commanding



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2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

XXXX-XX

(Date)

MEMORANDUM FOR Commanding General, ATTN: G1/G4, US Army Combined Arms Support Command (CASCOM), Fort Lee, VA

SUBJECT: Acknowledgement of Responsibility for Property

1. I acknowledge my responsibility for all property within the XXXXXXXXXXXX.
2. I and my subordinates understand the five types of property responsibility explained in AR 735-5, paragraph 2-8; command responsibility, supervisory responsibility, direct responsibility, custodial responsibility and personal responsibility.
3. I further understand that my responsibility is inherent in my directorate and cannot be delegated. My obligation is to ensure the security of all property within my directorate; enforce security, safety and accounting measures (inventories/Command Supply Discipline Program); identify excess equipment and supplies, bring it to record and redistribute as directed by CASCOM; provide proper guidance and direction (education and training); maintain a supervisory climate (inventories on training schedules) that ensures proper use and care of equipment; and take administrative or disciplinary measures (statement of charges or FLIPL) when necessary.
4. I will ensure:
  - a. Subordinates understand their responsibility for property and my division chiefs sign a letter of responsibility acknowledging their duties and responsibilities.
  - b. Results of my CSDP inspections are reported to the CASCOM Chief of Staff and serves as the organizations' property accountability performance measures.
  - c. I and my subordinates will leverage the CSDP inspections to mentor and reeducate junior leaders on the importance of exercising good supply discipline and property accountability.
  - d. Change of primary hand receipt holder (PHRH) in- and out-briefs focus on the results of the change of PHRH inventories and that incoming PHRHs understand their responsibilities in maintaining good supply discipline and property accountability.

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5. I will ensure the re-establishment and maintenance of a culture of good supply discipline and place the right levels of command emphasis back into property accountability.

Name

XXXXXXXXXXXXXXXXXX

Director