



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT HUACHUCA  
2837 BOYD AVENUE  
FORT HUACHUCA, ARIZONA 85613-7001

APR 03 2015

IMHU-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 15-063 - Command Supply Discipline Program (CSDP)

1. **General:** This policy will increase commanders' awareness on DA regulatory supply requirements and compliance across the Garrison. Compliance will be enforced and monitored through a combination of leadership, command emphasis, training, and administrative and disciplinary measures as outlined in AR 735-5. The command will measure compliance with CSDP standards through periodic evaluations of the Garrison directorates in accordance with the scheduled outlined in AR 710-2, and as described herein.

2. **Purpose:** To establish a Garrison CSDP in accordance with AR 735-5, Chapter 11 and AR 710-2.

3. **Proponent Agency:** The proponent for the program for USAG Fort Huachuca is 404<sup>th</sup> AFSB Logistics Readiness Center (LRC) Fort Huachuca. The LRC Accountable Officer is appointed as the CSDP Monitor.

4. **Program Content:**

a. The minimum requirements for evaluation of directorates within the Garrison shall be those outlined in AR 710-2. This information is tailored and summarized in the current edition of the 404<sup>th</sup> AFSB LRC CSDP checklist for the Garrison directorates and missions.

b. Annual evaluation assistance will be conducted by a team from the Logistics Readiness Center in a group format as part of a Staff Assistant Visit (SAV) or Command Inspection. Other forms of monitoring will be the PBO hand receipt tracking, Unit Status Report (USR), sensitive items inventories and cyclic inventories, and the supply excellence award program.

c. Results from each evaluation shall be documented by the evaluation team. Each evaluator will indicate the date of the evaluation, directorate evaluated, findings, and associated suspense date for resolution of findings.

d. A copy of each evaluation shall be provided to the evaluated activity. The LRC

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Plans & Operations division will maintain copies of the last two reports on file for each directorate evaluated.

e. Evaluated activities shall:

(1) Establish an aggressive internal Command Supply Discipline Program.

(2) Routinely evaluate and continuously monitor performance and compliance of divisional areas.

(3) Participate openly with 404<sup>th</sup> AFSB LRC CSDP evaluation team and contribute and share in the other forms of monitoring activities.

f. The CSDP Monitor will develop and submit a report semi-annually to the Garrison Commander of the CSDP findings and the state of Garrison logistics readiness and regulatory compliance. This report will outline strengths, deficiencies, and trends discovered during the CSDP evaluations, if any.

5. **Evaluation Schedule:** An evaluation schedules will be provided to the Garrison Directorate of Plans, Training, Mobilization, and Security (DPTMS) and posted on the Garrison Calendar. It shows which directorate are due for evaluations. The specific date and time of the evaluation will be arranged between the evaluation team lead and the director.

6. Point of contact for this memorandum is LRC Plans & Ops at 533-3348.



THOMAS A BOONE  
Colonel, MI  
Commanding

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