



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-LS (710)

80th ASG (NSSG) Policy # 040-01

NOV 14 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program (CSDP) Policy

1. References:

- a. AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.
- b. AR 735-5, 31 Jan 98, Policy and Procedures for Property Accountability.
- c. 80th ASG (NSSG) Policy # 033-97, 12 Jun 97, Policies and Procedures for Establishing VISA (IMPAC) Purchase Accounts.

2. Purpose: This memorandum details policy and responsibilities, and provides guidance for conducting the CSDP within the 80th Area Support Group (ASG) (NSSG).

3. Applicability: This memorandum applies to all units and activities assigned or attached to the 80th ASG, and all tenant units and activities supported with government property, supplies or equipment provided by Base Support Battalion (BSB) Property Book Office (PBO).

4. Policy: The CSDP is directed at eliminating noncompliance with supply regulations. Compliance with supply directives results in reduced expenditures for supplies and equipment and ensures better utilization of existing assets. Everyone who commands, manages, controls, issues, and uses government property has an inherent responsibility to ensure strict adherence to regulations. Referenced directives require an aggressive supply discipline program at all levels of command. The CSDP is being incorporated into the Command Inspection Program (CIP) evaluation plan in order to avoid duplication of effort and to minimize disturbance of work at evaluated activities.

5. Responsibilities:

- a. The ASG Director of Logistics (DOL) is charged with:
 - (1) Overseeing the CSDP and keeping the ASG Commander advised of its status.
 - (2) Ensuring that all units, elements, and activities assigned or attached to, or supported by the ASG, adhere to the principles of the CSDP.
 - (3) Changing the program, when necessary, to account for any uniqueness within the ASG.

(4) Publishing all changes to procedures for the conduct of the CSDP, and providing checklists to ensure uniformity throughout the ASG.

(5) Ensuring evaluations are conducted in accordance with reference 1a.

(6) Providing the ASG Commander with a report of evaluation and findings after each evaluation cycle, as required by Table B-4, reference 1a.

b. Commanders, directors, supervisors, and special staff are charged with enforcing compliance with the CSDP. This includes, but is not limited to:

(1) Ensuring all property belonging to, arriving in, or departing from their activity is accounted for, cared for, and safeguarded.

(2) Ensuring that required inventories are conducted within prescribed timeframes.

(3) Ensuring that hand receipts are updated with the appropriate property book office, as directed. At a minimum, hand receipts will be updated semi-annually.

(4) Inventorying all property, upon change of hand receipt holder and semi-annually. During inventories, all property within the organization or activity will be accounted for. Property found, which is not accounted for on the hand receipt will be reported to the Property Book Officer. During inventories, all serial numbers will be verified and the location of serial numbered item(s) will be reported to the PBO by building and room number.

(5) Transferring property responsibility to a successor prior to the hand receipt holder departing the organization.

(6) Obtaining a proper receipt or credit for property turned in regardless of reason. All property and equipment will be turned in through the servicing installation PBO (to include scrap). Direct turn-in to the Defense Reutilization and Marketing Office (DRMO) is absolutely prohibited.

(7) Reporting within five calendar days to the servicing PBO, the discovery of any loss, damage, or destruction to property listed on their hand receipt, and initiating administrative action to assess liability or to provide relief from responsibility.

(8) Nominating all U.S. Government Purchase Card (I.M.P.A.C. Credit Card holders) IAW provisions of reference 1c, above, and ensuring they comply with USACCE SOP No. 22, dated 7 OCT 96, Standing Operating Procedures for Government VISA Purchase Card Usage, especially the requirement that all cardholders provide their supporting Property Book Office with copies of I.M.P.A.C. purchase receipts within five (5) days.

(9) Sub-hand receipting all property not directly under their immediate control.

(10) Ensuring that property listed on their individual hand receipt is not sub-hand receipted outside of their activity or organization.

(11) Establishing sufficient controls to ensure each person responsible for property has properly cleared the PBO before departing from the activity.

6. Guidance:

a. A senior logistician (Battalion S-4/DOL) will be appointed on orders to monitor the BSB CSDP.

b. ASG-PBO, BSB-PBO, primary hand receipt holders, commanders, and supervisors will be evaluated for compliance with CSDP directives.

c. The frequency of internal evaluations is as desired and minimum requirements are displayed in Table B-7 of Reference 1a. Schedules will be coordinated with the responsible agency for the CIP.

d. When an applicable requirement cannot be completed, the immediate higher level of command must be notified.

e. The evaluated organization will be provided copies of each evaluation made under CSDP. Evaluations will identify specific noncompliance findings, cite regulatory guidance, make recommendations for corrective actions, and will include a suspense date for corrective action.

f. Repeat discrepancies will be given particular emphasis in the evaluation report, and will require a response of corrective action (s) taken.

g. A copy of the evaluation will be retained for reference during succeeding periodic evaluations.

h. A file of CSDP evaluations will be established and the office conducting the external evaluation will maintain copies of the most current evaluations.

i. Major problems or policy questions surfaced during CSDP evaluations will be elevated up chain of command to that level capable of resolving the issue.

7. It is imperative that each person responsible for the use or accounting of government property, supplies, and equipment be thoroughly familiar with, and aggressively exercise their individual responsibilities.

8. Point of contact is Director of Logistics at DSN 361-1340/5480.



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DISTRIBUTION:

A, Plus
Commander, NSA

This memorandum supersedes 80th ASG Policy Letter 040-00, dated 30 October 2000.

This memorandum is available at <http://www.80asg.army.mil/Staff/policies.htm>.