



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #29, Command Supply Discipline Program (CSDP)

1. References:

- a. AR 710-2, Supply Policy Below National Level, Appendix B, 28 Mar 08.
- b. AR 735-5, Policy and Procedures for Property Accountability, 28 Feb 05.

2. Purpose: This memorandum details policy responsibilities and provides guidance for conducting CSDP within USAG Baden-Wuerttemberg.

3. Applicability: This memorandum applies to all units and activities assigned or attached to the USAG Baden-Wuerttemberg and all tenant units and activities supported with Government property, supplies or equipment provided by the Garrison Installation Property Book Offices (IPBOs).

4. Policy: The CSDP is directed at eliminating noncompliance with supply regulations. Compliance with supply directives will result in reduced expenditures for supplies and equipment and ensure better utilization of existing assets. Everyone who commands, manages, controls or uses government property has an inherent responsibility to ensure supply regulations are strictly adhered to. Referenced directives require an aggressive supply discipline program at all levels of command.

5. Responsibility: The USAG Baden-Wuerttemberg Directorate of Logistics (DOL) is in charge of the following:

- a. Overseeing the CSDP and keeping the USAG Baden-Wuerttemberg Commander advised of its status.
- b. Ensuring that all units, elements and activities assigned or attached to or supported by USAG Baden-Wuerttemberg adhere to the CSDP.
- c. Adding to the program, when necessary, to account for any uniqueness within the USAG Baden-Wuerttemberg.

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6. Guidance:

a. Garrison Commanders will appoint on orders a senior logistician (Garrison DOL) to monitor CSDP. A copy of these orders will be provided to USAG Baden-Wuerttemberg DOL.

b. IPBOs, Primary Hand Receipt Holders, Commanders and Supervisors will be evaluated for compliance with CSDP directives.

c. The frequency of internal evaluation is as desired. External evaluation by the USAG Baden-Wuerttemberg CSDP Monitor will be conducted on a semi-annual cycle or as directed by the USAG Baden-Wuerttemberg Commander.

d. When applicable requirements cannot be accomplished, 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 actions.

f. Repeated discrepancies will be given particular emphasis in the evaluation report and will require a response of corrective actions taken within 30 days.

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 copies of the evaluations will be maintained by the office conducting the external evaluation.

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

j. It is imperative that every person responsible and accountable for Government property, supplies and equipment is thoroughly familiar with and aggressively exercises their individual responsibilities. Be a good steward of Government resources.

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7. Point of contact for this policy is the Directorate of Logistics, Chief, Plans and Operations Division, 373-6045 or 06221-17-6045.



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