



DEPARTMENT OF THE ARMY
United States Army Garrison Baden-Wuerttemberg
Unit 29237
APO AE 09102

IMEU-BW-LGO

1 Jun 2009

SUBJECT: Command Supply Discipline Program Standard Operating Procedure

1. PURPOSE: (1) To establish supply discipline as a regulatory guidance. (2) To standardize supply discipline requirements. (3) To provide responsible personnel with a single listing of supply policy requirements. (4) To make USAG-BW more efficient with respect to time spent monitoring subordinate's action. (5) To eliminate repeat findings of noncompliance with policy and procedures. (6) To ensure compliance with DA supply policy and procedures. (7) To identify problems and permit timely corrective action within the chain of command.

2. SCOPE: These procedures are applicable to all subordinate units assigned and attached to USAG-Baden-Wuerttemberg.

3. REFERENCES: AR 710-2

4. RESPONSIBILITIES:

a. Directorate of Logistics (DOL):

(1) Appoint a USAG- Baden-Wuerttemberg CSDP Monitor.

(2) Exercise overall staff supervisory responsibility and authority over CSDP programs and personnel within this command.

(3) Notify the Garrison Commander in cases of repeat findings.

b. Chief, Logistics Operations Division:

Responsible for supervise the oversight and administration of the CSDP.

c. Subordinate Commanders:

(1) Implement an aggressive CSDP by using existing resources. Examples of existing assets are: Command Inspection Program; Organizational Inspection Program; Internal Reviews; and Staff Assistance Visit; etc. Whatever activity the commander designates to implement the CSDP that designated activity will then incorporate

CSDP into its evaluation plans and procedures. All existing supply evaluation programs will absorb the CSDP. The local Inspector General (IG) can also be used at the commander's discretion to conduct special inspections using the systematic methodology for determining root causes for problems identified through CSDP. The CSDP may be evaluated at the same time as other requirements of paragraph 7 must be met.

- (2) Review AR 710-2, table B, CSDP, dated 28 March 2008, requirements listing in order to become more familiar with applicable regulatory requirements.
- (3) Appoint in writing, a CSDP monitor to oversee the unit's CSDP and furnish a copy of the appointment orders to the Commander, USAG-Baden-Wuerttemberg DOL P&O.
- (4) Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award Program/Combined Logistics Excellence Award (CLEA).
- (5) Use the listings as a guide/checklist in routine performance of duties.
- (6) Report to immediate higher headquarters any deficiencies within the listing that cannot be completed.

d. Appointed CSDP Monitors:

- (1) Normally will be the senior logistician to the commander.
- (2) Monitors subordinate units to ensure the commander's guidance for implementing CSDP is enforced.
- (3) Reviews the results of CSDP evaluations by subordinate units in order to identify supply strengths and weaknesses throughout the command.
- (4) Keep the commander informed as to the status of Command Supply Discipline Program.

5. PROGRAM GUIDANCE: To assure proper implementation of the CSDP, and SAVs will be conducted quarterly, the intent of the programs is as follows:

- a. The CSDP is designed for implementation by the chain of command and is identified as the commander's program directed at eliminating noncompliance with supply regulations. To accomplish this, the CSDP

assists commanders by making them aware of supply conditions in their command.

- b. The CSDP is not intended to be solely an inspection program and subordinate units will not receive a pass or fail score. Rather, responsible personnel are expected to use this program to gain familiarity with established policy and enforce compliance with policy by subordinate personnel.
- c. Evaluations are a necessary part of the USAG-BW, CSDP in order to monitor performance. The intended results of these evaluations are to factually present to the commander what supply problems exist so as to allow the chain of command the opportunity to initiate prompt corrective action/s.

6. REQUIREMENTS LISTING:

AR 710-2, appendix B, table B, provides a compilation of existing requirements as a "Requirements Listing". Each level of command should review the requirements listing for completeness and make the necessary additions to account for any uniqueness within the command.

7. EVALUATIONS:

- a. Each command level is required to evaluate the immediate lower level of operations. Further evaluations of other levels are as required by the commander. The Commander, USAG-WB reserves the right to bypass any subordinate element headquarters and conduct CSDP evaluations at any level throughout the command. In all instances where a subordinate element is evaluated by representatives of USAG-BW, at a level more than one level below, the brigade headquarters above the unit being evaluated will be notified in advance. This evaluation criteria applies to CSDP evaluations only. Evaluations are based on performance. The rating is as followed: Commendable, Satisfactory, Observation, and Finding.
- b. At the completion of the evaluation by higher headquarters, a suspense date (Get Well Date) will be established for each finding.
- c. Parent organizations will conduct formal evaluations of subordinate levels on a periodic basis in accordance with AR 710-2, appendix B, and table B, to:
 - (1) Provide commanders feedback of their supply discipline performance.
 - (2) Determine if resolution of past findings are complete and appropriate.

- d. Each parent organization will maintain a file of evaluations to record:
- (1) Date of evaluation.
 - (2) Evaluated organization.
 - (3) Findings and associated suspense's.
 - (4) Repeat findings.
- e. Evaluation Procedures: All CSDP evaluations, conducted within this command will include, a minimum of the following, if applicable at the evaluated level:
- (1) A review of the property book, supporting document file, the document registers, due-in suspense file, hand receipts and FLIPL. Additionally, a check will be made of procedures used to request, receive, and account for property and the return of recoverable items. Also, Food Service, Transportation Motor Pool, and Transportation in/out bound section will be evaluated.
 - (2) A verification that school trained supply personnel are assigned to supply positions.
 - (3) A comparison of a representative sample of completed supply transactions for non-expendables with the organization's property records by obtaining a random sample of transactions from each SSA/warehouse that supports the unit being evaluated with non-expendable supplies, and to also verify that copies of the documents are marked "posted" and filed in the supporting document file.
 - (4) Evaluators will record findings on each applicable requirement in the requirements' listing. The results of the last evaluation will also be reviewed to confirm past discrepancies were resolved.
 - (5) The organization's commander/supervisor will be briefed on the findings upon the completion of the evaluation. For each finding, the commander/supervisor, along with the chief evaluator from DOL, will establish a suspense date for resolution of each discrepancy during the out brief. The suspense date will not exceed 60 days without approval from Commander, USAG-BW.
 - (6) The chain of command will be notified of repeat findings upon the completion of the evaluation in order to reestablish compliance.

(7) The evaluated organization will be provided with one copy of the evaluation completed under CSDP.

8. SUMMARY: The sequence of events will be as follows:

- a. Organization is evaluated.
- b. Organization, along with the DOL, establishes suspense date for corrective action(s).
- c. Commander/supervisor is required to use evaluation results to improve operations.
- d. Next routine evaluation occurs and will include a review of corrective action/s taken on last evaluation findings.
- e. Repeat findings require chain of command notification and assistance.
- f. Point of contact for this SOP is Mr. Amaury Ochart, DSN 373-5368 or Amaury.Ochart@eur.army.mil.

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