



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-LG

9 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memo No. 01-12 – Command Supply Discipline Program (CSDP)

1. References.

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

2. Purpose. To establish the Fort Knox United States Army Garrison CSDP under the provisions of the above references.

3. Scope and Application of the CSDP. This extends from the individual user throughout all levels of supervision and command and requires an aggressive, united effort to ensure its success. All commanders, directors, and supervisory personnel will take the required actions to ensure a strong, effective CSDP is fully implemented and enforced within their level of command and responsibility as outlined in the cited references.

4. Purposes of the CSDP are the following:

- a. Ensure compliance with Department of the Army supply regulations and directives.
- b. Encourage management ideas and concepts for improved supply discipline.
- c. Use the CSDP as regulatory guidance in supply operations.
- d. Promote supply economy consciousness.
- e. Identify supply problems, which permits timely corrective action within the chain of command.
- f. Achieve maximum use of materiel resources.
- g. Provide responsible personnel with a standard listing of existing supply discipline requirements for each level of command.
- h. Eliminate fraud and waste of Government property and supplies.

IMKN-LG

SUBJECT: Garrison Policy Memo No. 01-12 – Command Supply Discipline Program (CSDP)

- i. Ensure the proper use, safeguarding, and storage of Government property.
- j. Ensure all on-hand equipment is authorized and prompt action is taken to dispose of excess.
- k. Ensure compliance with regulatory requirements in maintaining property accountability, responsibility, and inventory control of Government property.
- l. Eliminate repeat findings of noncompliance with established policy.

5. Duties and responsibilities.

a. Garrison Commander.

(1) Provides personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program using the regulatory guidelines and requirements as a basis for action.

(2) Appoints, in writing, a senior logistician as the CSDP monitor.

(3) Provides a copy of the appointment orders to DOL (IMKN-LG).

b. Director of Logistics (DOL).

(1) Serves as the Garrison Commander's monitor of the CSDP.

(2) Provides the required guidance and assistance to commanders to ensure an effective CSDP is established.

(3) Conducts periodic evaluations and assessments of subordinate activities within the command of this headquarters. Conducts evaluations to determine compliance with regulatory requirements and administrative procedures as outlined in the appropriate tables in AR 710-2, Appendix B.

(4) Provides commanders with feedback on evaluation of their supply discipline performance.

(5) Elevates findings of repeated discrepancies to the appropriate level of command for action.

(6) Maintains a file of evaluations on each organization or activity evaluated.

(7) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.

IMKN-LG

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(8) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.

(9) Implements policy guidance on supply subject matters based on information received and actions directed from higher levels of command.

(10) Provides assistance and guidance to commanders of Fort Knox Partners in Excellence in supply areas, if requested.

c. Commanders, Directors and Supervisors. Provide personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program within their purview using the regulatory guidelines and requirements.

6. Monitoring the CSDP. This is a primary area of concern throughout Department of the Army and will be monitored closely for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables -2 though B-7. Noted discrepancies will be documented and brought to the attention of the organization commander/director for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

7. Point of contact is the Director of Logistics, 624-2546.


BRUCE D. JENKINS
COL, AG
Garrison Commander

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