



**National Training Center and Fort Irwin  
Command Supply Discipline Program  
Standing Operating Procedures (SOP)**

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**Summary.** This SOP contains policy, procedures and responsibilities for subordinate commands with regards to the Command Supply Discipline Program within the National Training Center and Fort Irwin.

**Applicability.** This SOP applies to all NTC and Fort Irwin tenants and subordinate units and activities.

**Suggested Improvements.** The proponent of this SOP is NTC G4. Users are invited to submit questions, comments, and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the NTC G4, Supply and Services Section (380-6503).

**1. Purpose:** This Standing Operating Procedure (SOP) outlines objectives, procedures, responsibilities and prescribes policies for conducting Command Supply Discipline Program (CSDP) evaluations. The CSDP is a commander's program. The primary goals of an effective CSDP are to identify supply and maintenance shortfalls, permit timely correction by the chain of command, eliminate repeat findings of noncompliance within stated Army policy, identify systemic supply and maintenance shortfalls beyond the unit's span of control, and serve as a checklist for internal management controls.

**2. References:**

- a. AR 1-120 Army Inspection Policy
- b. AR 11-2 Management control
- c. AR 710-2, Supply Policy Below the National Level
- d. AR 735-5, Policies and Procedures for Property Accountability
- e. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
- f. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures
- g. HQDA ALARACT 101/2010, 091504Z APR 10, Update to the CSDP Checklists
- h. HQDA EXORD 259-10, ALARACT 210/2010, Campaign on Property Accountability
- i. FORSCOM CSDP, Memorandum dated 03 NOV 10
- j. FORSCOM FLIPL Policy, Memorandum dated 02 MAR 11

**3. Explanation of terms:**

a. Staff Assistance Visit (SAV): A visit conducted by the G4 including the Command Maintenance Evaluation Team (COMET) for a given area or function. The purpose of this visit is to teach, train, correct, provide a vehicle for information flow and issue resolution of any issues the unit may have. **It is important to note that these visits are not conducted within 30 days of the initial CSDP evaluation or after the initial CSDP out-brief to the Chief of Staff through the 90 day reevaluation inspection period.**

b. Supervisory Personnel: All individuals in a supervisory position of supply or maintenance operations. This applies to officers, warrant officers, NCOs and civilians.

c. Supply Economy: The conservation of materials by every individual dealing with Army supplies to ensure only the proper item, in the necessary amount, is used to accomplish a task.

d. Supply Discipline: The compliance with established DA, FORSCOM and NTC regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply from unit/contractor through battalion, brigade and installation for the effective use of supplies and supply funds.

e. CSDP is a fourfold program addressing the following:

(1) Responsibility for commanders and supervisory personnel to instill supply discipline in their operations.

(2) Guidance for evaluating supply discipline.

(3) Feedback through command and technical channels for improving supply policy and procedures to monitor supply discipline.

(4) Follow-up to ensure supply discipline is maintained.

f. Repeat Finding: A discrepancy of noncompliance noted from a previous evaluation and unresolved beyond the established suspense date.

g. Requirements Listing: A compilation of existing regulatory requirements as a single source listing organized by level of responsibility or function.

**4. General:** The Command Supply Discipline Program (CSDP) is the NTC Commanding General's program directed at ensuring compliance with supply regulations and assisting commanders, directors and supervisors in getting back to supply responsibility basics. All NTC Commanders implement the CSDP using existing resources. The CSDP is the precursor to rewarding excellent performance through participation in the Chief of Staff, Army Supply Excellence Award program. In accordance with the above references, each subordinate organization at the COL/LTC level, or civilian equivalents, will appoint in writing a CSDP monitor and furnish the name and contact information of the appointee to the NTC CSDP monitor in G4.

## **5. Objectives:**

a. Without exception, account for all equipment and ensure the proper use, care and safekeeping of all government property entrusted to units and individuals on the NTC.

b. Improve asset visibility of NTC units and activities while enhancing modularity and transformation initiatives.

c. Adhere to the Army Campaign Plan.

d. Enforce compliance with all DA, FORSCOM, and NTC regulations, policies and procedures.

e. Eliminate and prevent fraud, waste and abuse of government assets. Promote supply economy.

f. Identify and process all excess property.

g. Re-enforce supply discipline as regulatory guidance and provide responsible personnel with a single list of supply policy requirements.

h. Support and promote participation in the Chief of Staff, Army Supply Excellence Award program.

i. Ensure inventories are being conducted in accordance with Army regulations, especially incoming/outgoing Commanders conduct 100% joint inventories and all units/activities conduct cyclic/sensitive inventories.

j. Ensure all Army equipment is sub-hand receipted to an end user, and all in lieu of and substitute items are captured and reported to provide an accurate readiness posture.

k. Ensure all lost equipment is accounted for by a Financial Liability Investigation of Property Loss.

l. Address the CSDP program in NTC Training Guidance.

m. Identify systematic supply and maintenance shortfalls, thereby permitting correction.

n. Ensure supply and maintenance personnel are correctly assigned.

o. Train personnel on their command, supervisory, custodial and personal responsibilities towards equipment and supplies.

p. Encourage management ideas and concepts while improving supply discipline.

q. Improve readiness for all NTC units.

**6. Policy:** The implementation of the CSDP as outlined in this Standing Operating Procedure and AR 710-2, is carried out by CSDP coordinators appointed by NTC subordinate commands. It is the responsibility of every commander to familiarize themselves with established requirements and ensure supervisors incorporate these requirements into their daily operations.

## **7. Responsibilities:**

a. The ACofS G4 will:

(1) Exercise overall staff supervisory responsibility and authority over all CSDP programs on the NTC.

(2) Appoint in writing the NTC CSDP Monitor.

(3) Monitor the CSDP for systemic noncompliance or irregularities by reviewing inspection results.

(4) Assist commanders to ensure NTC units adhere to the command established procedures and guidelines.

b. The NTC CSDP monitor will:

- (1) Be responsible for the supervisory oversight and administration of the NTC Command Supply Discipline Program.
- (2) Assist all subordinate units and activities with the development and implementation of their Command Supply Discipline Program.
- (3) Schedule and conduct annual evaluations of directly subordinate units and activities.
- (4) Document results of all CSDP evaluations and conduct follow-up evaluation to validate corrective actions on previously identified deficiencies.
- (5) Review results of all CSDP evaluations and identify strengths and weaknesses throughout the NTC.
- (6) Advise the NTC G4 of the CSDP climate on the installation.

c. Commanders at the COL/LTC level will:

- (1) Implement a CSDP for their units IAW AR 710-2, Appendix B.
- (2) Appoint a CSDP monitor in writing to oversee the program and furnish a copy of the appointment orders to the NTC monitor within 30 days of appointment and prior to their annual CSDP evaluation.
- (3) COL and LTC commanders must sign a statement acknowledging responsibility of all property within their organization upon assumption of command.
- (4) COL and LTC commanders must also sign a statement at the completion of Reset certifying that all property within their unit has been inventoried, accounted for, and all excess property and supplies either turned in or accounted for on authorized supply records.
- (5) Ensure all deficiencies identified by CSDP evaluations are corrected within 90 days and that any deficiencies that cannot be corrected are reported to the NTC CSDP monitor.
- (6) Use CSDP evaluation results as a tool to identify and recommend candidates for the Army Supply Excellence Award program.
- (7) Review the results of CSDP evaluations in order to identify supply and maintenance strengths and weaknesses throughout the command.
- (8) Be present for the initial CSDP evaluation in-brief with the NTC ACofS G4 and out-brief to the NTC Chief of Staff.
- (9) Integrate CSDP evaluations into scheduled training plans.

d. Immediate supervisors and company, battery, and troop commanders:

(1) Review the CSDP checklists within the NTC CSDP SOP in order to become familiar with applicable regulatory requirements.

(2) Use the checklists as a guide in routine performance of duties.

(3) Report to higher headquarters any applicable requirements within the listing that cannot be completed.

(4) Supervisors are expected to utilize the CSDP to police their respective operations. Ensure supply discipline through internally self-administered programs practiced on a routine basis.

(5) At this level, the CSDP requires no more than what is already outlined in the references listed above. Normal recordings of inventories, inspections, internal checks and balances, etc, are still required.

(6) At the completion of an evaluation, the evaluated supervisor has a 90 day window to reschedule their re-inspection. The supervisor determines a suspense ("get-well" date) for each deficiency. CSDP inspectors must complete their reevaluations within 90 days from the date of initial CSDP out brief to the NTC Chief of Staff.

c. CSDP monitors will:

(1) Assist all subordinate units/activities with the development and implementation of their CSDP and ensure the commander's guidance is understood and executed.

(2) Use AR 710-2, Appendix B, tables at <https://www.us.army.mil/suite/folder/16689830> as a guide/checklist in the performance of duties and conduct of evaluations.

(3) Review the results of CSDP evaluations and identify strengths and weaknesses throughout the command.

(4) Advise the commander on the CSDP climate within the organization.

(5) Verify deficiencies identified by CSDP evaluations are corrected within 90 days or reported to higher headquarters' CSDP monitors.

(6) Provide a copy of their CSDP and evaluation schedule to the NTC CSDP monitor.

(7) Maintain a file of evaluations (for the previous calendar year) which must include date of evaluation, organization evaluated, findings and associated suspense dates and repeat findings.

## **8. Procedures:**

- a. Each CSDP monitor will evaluate their subordinate units.
- b. Evaluation checklists will include as a minimum all requirements of the applicable table(s) from AR 710-2, Appendix B (online at <https://www.us.army.mil/suite/folder/16689830>).
- c. Commanders will allow 90 days to correct all deficiencies and will conduct a re-evaluation. The re-evaluation will address only the deficiencies noted in the original evaluation.
- d. Each parent organization will maintain their subordinate units' CSDP evaluation records.
- e. Each evaluated unit will be provided with two copies of their evaluation report.
- f. Procedures for Evaluations:
  - (1) The brigade or separate battalion commander receives an out brief from the NTC G4 and Chief of Staff at the completion of the initial CSDP.
  - (2) NTC G4 re-evaluates those areas not in compliance during the initial CSDP evaluation and provides the results to the unit after the 90 day re-evaluation window closes.
  - (3) Evaluators record findings on each applicable checklist entry. The results are reviewed to determine if past discrepancies were resolved.
  - (4) The evaluated unit is provided copies of each evaluation. The copies will specify noncompliant findings. The evaluator retains a copy of the evaluation and revisits during the next periodic evaluation.
  - (5) Supervisors are required to utilize evaluation results to improve operations.
  - (6) If major problems with procedures or policies surface during a CSDP, these findings are referred to the appropriate level capable of resolving the issue.
  - (7) All evaluated areas must be ready at the time of the evaluation. Areas unprepared for evaluation will not be evaluated and will receive a score of zero in that area. Evaluators will return during the 90 day re-evaluation window and expect full compliance with all CSDP standards.
  - (8) When findings of noncompliance are due to circumstances beyond the control of the evaluated organization, then the command level conducting the evaluation is responsible for taking such a finding to the level capable of resolving the discrepancy.

g. Frequency of Evaluation:

(1) NTC G4 will conduct annual CSDP evaluations of all subordinate brigades and separate battalions IAW AR 710-2 and this CSDP SOP. The NTC G4 evaluation will include one or more subordinate units at the battalion and/or company level.

(2) When deficiencies are found, NTC G4 conducts a follow up evaluation within 90 days to ensure corrective actions are complete.

(3) NTC G4 may conduct unscheduled or unannounced evaluations throughout the year.

(4) Brigade-level and battalion-level commands conduct semi-annual CSDP evaluations of subordinate units.

**9. Requirements Listing:** AR 710-2, Tables B-1 through B-4 (as updated and posted online at <https://www.us.army.mil/suite/folder/16689830>) outline the various supervisory responsibilities along with references to applicable regulations. Use the table that accurately describes the type of unit or activity being reviewed.

a. Table B-1 lists user level (hand receipt holder) responsibilities.

b. Table B-2 lists Property Book Officer Responsibilities.

c. Table B-3 lists requirements for battalion and brigade organizations of the user and PBO levels.

d. Table B-4 lists requirements for supply units providing direct support to PBOs.

e. Government Credit Card Purchase requirements for IMPAC Credit Card holders. (See NTC CSDP Checklist at Enclosures 1 and 3)

**10. Point of contact** is the NTC G4 Supply and Service section at 760-380-6503.

Encls

- 1 - NTC CSDP user level Checklist
- 2 - NTC CSDP PBO Checklist
- 3 - NTC CSDP BDE/BN level Checklist
- 4 - NTC Commanders Guide to Supply
- 5 - NTC Guide to Conducting FLIPLs

  
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