



OFFICE OF THE SUPERINTENDENT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MASP

JUN 27 2022

MEMORANDUM FOR All USMA Personnel

SUBJECT: United States Military Academy (USMA) Policy #11 Command Supply Discipline Program

1. **PURPOSE:** To implement a Command Supply Discipline Program (CSDP) for United States Military Academy (USMA). The CSDP establishes supervisory responsibilities, accountability, and reporting procedures to improve and maintain the accountability of all Table of Allowances (TOA) and personal equipment.

2. **REFERENCES:**

- a. Army Regulation (AR) 710-2 (Supply Policy below the National Level)
- b. AR 735-5 (Policies and Procedures for Property Accountability)
- c. AR 11-2 (Management Control)

3. **APPLICABILITY:** This policy memo applies to all personnel assigned to the United States Military Academy.

4. **GENERAL:** The CSDP is a commander's program to assist subordinate commanders, directors, and supervisors in carrying out supply system responsibilities throughout USMA. The CSDP establishes command, supervisory, and managerial responsibilities to meet regulatory requirements to verify units are adhering to Army supply accountability standards. The CSDP establishes controls IAW AR 11-2 and is a precursor to rewarding outstanding performance by recognizing and nominating exceptional units through the USMA Supply Excellence Award (SEA) program.

5. **OBJECTIVES:**

- a. Accomplish 100 percent property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to units and individuals.
- b. Promote supply economy consciousness.

c. Improve overall command Asset Visibility throughout USMA while enhancing modularity and transformation initiatives.

d. Identify and correctly process excess property in accordance with AR 710-2.

e. Ensure compliance with the Department of the Army and USMA policies and procedures.

f. Eliminate and prevent fraud, waste, and abuse throughout USMA and increase readiness.

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

h. Support and promote the Chief of Staff, Army Supply Excellence Award Program.

i. Ensure incoming and outgoing Primary Hand Receipt Holders conduct joint 100% inventories.

j. Ensure units and directorates are conducting cyclic/sensitive inventories.

k. Ensure all equipment on the property book is sub-hand receipted to an end user.

l. Ensure all lost equipment is accounted for with Financial Liability Investigations of Property Loss.

m. Ensure CSDP is addressed in USMA Training Guidance.

6. RESPONSIBILITIES:

a. G-4.

(1) Nominate the USMA CSDP Coordinator.

(2) Exercise overall staff responsibility and authority over CSDP programs.

(3) Notify the USMA Chief of Staff of all cases of repeat findings and systematic issues.

(4) Brief the Superintendent quarterly on the status of the Program.

b. USMA CSDP Coordinator.

- (1) Responsible for the supervisory oversight and administration of the CSDP.
- (2) Assist units with the implementation of their CSDP.
- (3) Review results of CSDP evaluations to analyze results and share positive and negative trends throughout the command.
- (4) Monitor subordinate units to ensure commander's guidance on CSDP is understood and enforced.
- (5) Conduct follow-up evaluations as needed to ensure corrective actions are taken for deficiencies identified in previous CSDP evaluations.
- (6) In accordance with AR 710-2, table 8-7, USMA G4 will evaluate their next lower-level commands operations.
- (7) Conduct assistance visits as required.
- (8) Upon completion of the CSDP evaluation, a 30-day suspense will be given to reevaluate areas requiring corrections.
- (9) Two copies of the CSDP evaluation report will be provided to units.
- (10) Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award program.

c. Commanders, Activity and Directorate heads will:

- (1) Implement a CSDP program for their units IAW AR 710-2, Appendix B and USMA Commander Policy Guidance. The CSDP may use existing resources to avoid duplication. Resources include Command Inspection Program, Organization Inspection Program, Internal reviews, and Inspector General Reports as needed.
- (2) Appoint a CSDP Monitor to oversee their CSDP and furnish a copy to the USMA Coordinator NLT 01 October of each year.
- (3) Use the evaluation listing in AR 710-2, Appendix B, Table 81-84 as a guide checklist in routine performance of duties.
- (4) Correct deficiencies identified by CSDP evaluation within 30 days and report any deficiencies that cannot be corrected within 30 days to immediate higher headquarters.
- (5) Each parent organization will maintain the CSDP evaluation records for two years.

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7. Point of contact for this action is MAJ Jacqueline A. Harris, Assistant Chief of Staff for Logistics, at (845) 629-0919 or Jacqueline.Harris@westpoint.edu.

A handwritten signature in dark ink, appearing to read "S. W. Gilland", with a stylized flourish at the end.

STEVEN W. GILLAND
Lieutenant General, U.S. Army
Superintendent