



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

REPLY TO
ATTENTION OF

IMEU-WSB-ZA

MEMORANDUM FOR

16 JUN 09

USAG Wiesbaden, APO AE 09096
USAG Baumholder, APO AE 09034

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 12, Command Supply Discipline Program

1. References:

- a. USA Contracting Command Europe (USACCE) Interim Army Government-wide Purchase Card (GPC) Program.
- b. AE Regulation 710-2, Supply Policy Below the Wholesale Level, 16 January 2004.
- c. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- d. AR 30-22, The Army Food Program, 10 May 2005.
- e. AR 710-2, Supply Policy Below the National Level, 28 March 2008.
- f. AR 715-xx, Government Purchase Card Program, 2 May 2007.
- g. DA-PAM 30-22, Operating Procedures for the Army Food Program, 6 February 2007.

2. Purpose: This memorandum details policies and provides guidance for establishing and conducting the Command Supply Discipline Program (CSDP) within United States Army Garrison (USAG) Wiesbaden area of responsibility (AOR).

3. Applicability: This policy applies to all personnel assigned to the USAG Wiesbaden directorates, subordinate garrisons and all external units and activities supported with government property, supplies and equipment as provided by USAG Wiesbaden or Baumholder.

4. Policy: Reference a, explains the provisions and details of the CSDP program. The CSDP is designed as a commander's program directed at eliminating noncompliance with supply regulations and ensuring standardization in supply discipline. The CSDP is being incorporated into the Command Inspection Program (CIP) evaluation plan in order to avoid duplication of efforts and minimize disturbance of work at evaluated activities. Everyone who commands,

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manages, controls, issues and utilizes government property has an inherent responsibility to ensure that regulatory guidance on supply controls is strictly adhered to. Consequently, CSDP oversight is not only required, but is vitally important to all aspects of supply operations.

5. Responsibilities:

a. USAG Wiesbaden Director of Logistics (DOL) has overall responsibility for the CSDP to include:

(1) Overseeing the CSDP and keeping the USAG Wiesbaden commander informed of overall garrison status.

(2) Ensuring that CSDP is incorporated into the CIP.

(3) Ensuring that all assigned or attached units, agencies, and activities adhere to the principles of the CSDP.

(4) Modifying the program as deemed necessary in light of the organization and mission of the USAG Wiesbaden.

(5) Ensuring that annual evaluations are conducted at subordinate garrisons within the USAG Wiesbaden AOR.

(6) Publishing and providing inspection checklists to ensure uniformity throughout USAG Wiesbaden.

(7) Use the results of the CSDP evaluations to determine candidates for the Army Supply Excellence Award (SEA) Program.

(8) Ensures procedures for government purchase card (GPC) purchases are incorporated into installation CSDP. Procedures for the use of GPC is outlined in the USAG Wiesbaden GPC Memorandum of Instruction (MOI), dated 09 Jul 08

b. Directorate of Resource Management will on request provide a GPC expenditure report to the DOL for use as a determinant for spot-check inspection during garrison CIPs.

c. Commanders, directors, supervisors and special staff are charged with enforcing compliance with the CSDP. The responsibilities include, but are not limited to:

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(1) Ensuring that the principles of CSDP are adhered to and that an aggressive approach is maintained.

(2) Ensuring that all government property, regardless of source, is accounted for.

(3) Ensuring that annual or cyclic inventories are conducted within the prescribed timeframe.

(4) Ensuring that hand receipts are updated in accordance with organizational supply procedures. At a minimum, hand receipts will be updated annually.

(5) Ensuring that inventories are conducted and property transferred to a successor prior to a change or departure of the primary hand receipt holder.

(6) Ensuring that all supply purchases made with the GPC are coordinated with the Installation Property Book Office (IPBO) before purchases are approved by the Billing Official and, after purchase, ensuring the item is placed on the hand receipt as needed.

(7) Reporting within five calendar days to the servicing IPBO, the discovery of any loss, damage, or destruction to property listed on their hand receipts and initiating administrative action to assess liability or to provide relief from responsibility.

(8) Ensuring that all staff agencies are aware of and perform their duties in accordance with the CSDP.

(9) Ensuring that all property regardless of origin is under accountability and controlled by the IPBO as needed.

d. IPBO and hand receipt holders are responsible for:

(1) Practicing and performing all tasks and duties in accordance with principals outlined in the CSDP.

(2) Ensuring that received property, regardless of origin, is under accountability and controlled by the IPBO.

(3) Ensuring that annual or cyclic inventories are conducted within prescribed timeframes.

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(4) Ensuring that all property transactions, to include requisitions, transfers, and disposals (to include scrap), are coordinated with the IPBO.

(5) Ensuring that all property losses and damages are reported in a timely manner to supervisor/manager to facilitate recovery and/or initiate Financial Liability Investigations of Property Loss (FLIPL).

(6) Ensuring that all found on installation (FOI) government property is reported to the IPBO.

(7) Ensuring that hand receipts are updated in accordance with organizational supply procedures. At a minimum, hand receipts will be updated annually.

(8) Ensuring that all non-expendable purchases made with the GPC is coordinated with the IPBO before purchases are approved by Billing Official and after purchase to ensure item is placed on the hand receipt as needed.

(9) Ensuring that all staff agencies are aware of and perform their duties in accordance with the CSDP.

(10) Ensuring that authorized allowances within the Modification Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), and Common Table of Allowance (CTA) are reconciled annually.

6. Procedures:

a. A senior logistician will be appointed on orders to monitor the USAG Wiesbaden's CSDP programs, usually the garrison Logistics, Supply & Services chief.

b. DOL's, IPBO's, primary hand receipt holders, supervisors and staff agencies will be evaluated for compliance with CSDP directives through the use of the CIP and internal control procedures.

c. All units and agencies receiving garrison logistical support will receive a CSDP/CIP evaluation at least annually.

d. Minimum standards and CSDP requirements are as listed in references a, b and c.

e. CSDP evaluations will include but not be limited to the following:

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(1) A review of IPBO operations to include accountability, authorizations and Aquiline requisitioning procedures.

(2) A review of GPC operations of approving authority and cardholder for USAG Wiesbaden garrisons.

(3) A review of Aquiline requisitioning procedures of IPBO, Directorate of Public Works (DPW), and special staff of USAG Wiesbaden and indirect reporting garrisons.

(4) A review of FLIPL process in accordance with reference c.

(5) A review of Dining Facility (DFAC) and Troop Issue Subsistence Allowances (TISA) operations are in accordance with references d and g.

(6) A review of Central Issue Facility (CIF) operations inventory process and document register.

(7) A review of fuel facilities operations management.

f. The evaluated unit or agency will be provided a copy of each evaluation and be required to respond with corrective actions taken for deficiencies noted.

g. Repeated deficiencies will be given particular attention in the evaluation report and will require a corrective action taken by suspense date.

h. A copy of the evaluation will be retained at the evaluated unit or agency and referenced in subsequent evaluations.

i. A file of CSDP evaluations will be established and the office conducting external evaluations will maintain a copy of the most current evaluation for each unit or agency.

j. This policy will be used as guide in preparation for the Chief of Staff Supply Excellence Award (CSASEA). Major problems or policy questions surfaced during CSDP/CIP evaluations will be elevated up the chain of command to that level capable of resolving the issue.

7. It is imperative that each person responsible for the use or accounting of government property, supplies and equipment be thoroughly familiar with and aggressively exercises their individual responsibilities.

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8. The proponent for this policy is Mr. Lavon Peoples, USAG Wiesbaden DOL, Supply and Services Division at DSN: 337-6127, COM: 0611-705-6127, Fax: 337-5193, E-mail: lavon.peoples@eur.army.mil



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