

Command Supply Discipline Program (CSDP)
Standing Operating Procedure (SOP)

Summary: This SOP prescribes JFHQ policy on the Command Supply Discipline Program.

Supplementation: Supplementation is prohibited unless approved by the Deputy Chief of Staff Logistics.

Suggested Improvements: The proponent agency of this SOP is the Deputy Chief of Staff Logistics (DCSLOG). Users are invited to send comments and suggested improvements to JFHQ, ATTN; DCSLOG-G4, 2737 South Kansas Avenue, Topeka, KS 66611

Interim Changes: Interim changes to this SOP are not official unless authenticated by the DCSLOG.

Restrictions: Approved for public release, distribution unlimited. Local reproduction is authorized.

Applicability: This SOP applies to all Kansas Army National Guard commands and units.

Distribution: Distribution of this publication is for ARMY - A

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Appendixes

Appendix A References

Appendix B Instructions

1. GENERAL. This SOP establishes policies and procedures for implementing the Command Supply Discipline Program (CSDP) within the Kansas Army National Guard. The CSDP is a mandatory program that is meant to simplify command, supervisory, and managerial responsibilities. Simplification is accomplished by outlining the various requirements and by formalizing follow-up procedures. This SOP is applicable to all levels within the Kansas Army National Guard. See Appendix A, References.

2. PURPOSE.

a. CSDP is not intended to solely be an inspection program. Rather, responsible personnel are expected to use the program to:

- (1) Instill supply discipline within the command.
- (2) Assist commander's to monitor supply status and compliance to regulations.
- (3) Evaluate the status of supply discipline and identify deficiencies.
- (4) Provide assistance and follow-up to ensure deficiencies are corrected.
- (5) Provide feedback through command and technical channels to improve supply policy and procedures.

b. A variety of methods may be used to achieve its objectives. These include incorporating supply discipline training into Non Commissioned Officer (NCO) and Officer Development Programs (ODP), reviewing data and reports for trends and potential problem areas and conducting informal visits and formal evaluations.

3. RESPONSIBILITIES.

a. The CSDP is a commander's program and is designed for implementation by the chain of command. Each commander will provide the personal interest and direction necessary to establish and ensure the success of his or her CSDP. The CSDP will be incorporated into existing resources in the command to avoid redundancy of effort. For example, CSDP formal evaluations may be conducted as part of a units Organizational Inspection Program.

b. Brigade/Battalion commanders:

(1) Appoint in writing the senior logistician (Brigade/Battalion S4 NCO/Officer) as the CSDP Monitor for the command. A copy of the appointment will be forwarded to and maintained on file by the next higher headquarters. The Deputy Director of Logistics/G4 serves as the CSDP Monitor for the Commander, Kansas Army National Guard.

(2) Review the requirements listed in AR 710-2 Table B-3 located here [Current CSDP Tables for KSARNG](#) and ensure that regulatory requirements are met.

(3) Provide sufficient time and resources to ensure an effective CSDP throughout their command.

(4) Recognize superior and deficient performance in supply discipline and supply management.

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

c. CSDP monitors: assist commanders in establishing and maintaining CSDP within the command.

(1) Review available data, reports, and evaluations of units to determine strengths and weakness of supply discipline and of the CSDP Program.

(2) Advise the commander on current status of supply discipline within the command.

(3) Advise the commander of logistical topics that require additional command support.

(4) Maintain files of informal visits, formal evaluations, reviews, and other activities pertaining to the unit CSDP. These must be available during evaluations by higher headquarters and should be used in determining the effectiveness of the unit CSDP.

d. Company commanders will:

(1) Review the requirements listed in AR 710-2, Table B-1 and B-8 located here [Current CSDP Tables for KSARNG](#) to ensure the regulatory requirements are met.

(2) Ensure that the principles of effective supply discipline are followed in their unit/activity.

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

e. This SOP contains instructions for use of each of the checklists. These instructions are intended to aid those conducting evaluations as well as those organizations preparing to be evaluated. The inspection standards described are not a complete list of requirements found in the regulations governing the inspected areas. Instead, these standards represent those areas viewed to be more critical to successful supply discipline. While these standards are intended to assist organizations in preparing for or receiving evaluations, organizations are still accountable to ensure that supply practices comply with all requirements found in regulations. This SOP will be updated on a periodic basis to provide for change in regulations and policy. Wherever form numbers are listed, it is intended to include the automated equivalent.

4. FORMAL EVALUATIONS.

a. State/Brigades/Battalions will schedule and conduct formal CSDP evaluations of subordinate units in accordance with AR 710-2, appendix B, paragraph B-8 and Table B-7. KSARNG will conduct annual evaluations for all elements.

(1) Evaluate the status of supply discipline in their command.

(2) Identify supply problems and develop plans and programs to promptly correct them.

(3) Determine if past findings of deficiencies resulted in appropriate corrective action.

b. Formal evaluations at the battalion level will focus on the status of supply discipline within the command and the effectiveness of the command's CSDP.

c. Procedures followed during the battalions formal evaluations of units and organizations will include:

(1) Verification that duty military occupational specialty (DMOS) qualified personnel are assigned and working in supply positions.

(2) Verification that all deficiencies noted during the previous evaluation have been corrected. Recurring deficiencies (i.e. was not an on-the-spot correction, or corrected during follow-up evaluation.) will be noted in the evaluation as a "repeat deficiencies." Repeat deficiencies beyond the capability of the unit to correct (i.e. PBO inventories not conducted in prior years) will be noted, but will not force an unsatisfactory evaluation in isolation.

(3) Allowance for on-the-spot corrections made by personnel from the unit being evaluated.

d. This SOP references checklists prepared in compliance with AR 710-2, paragraph B-8d. Evaluation Procedures, and are based on the requirements listed in Tables B-1, B-2, B-3, and B-5. They will be used by all organizations within the Kansas Army National Guard. You can find the most current checklist at [Current CSDP Tables for KSARNG](#). Comments, which reflect commendable or deficient items, will be documented in the "remarks" block. These checklists will be revised as requirements change. Recommendations for changes to the checklists should be forwarded to this headquarters, ATTN: KSARNG DCSLOG/G4/CSDP Monitor. Annually the checklists will be reviewed by DSCLOG and all MSC's.

(1) User Level checklists / Table B-1, located on KSARNG SharePoint are to be used by units to conduct self evaluations and for Brigades/Battalions to evaluate their subordinate unit level entities. These checklists are also to be used by JFHQ-DSCLOG, to evaluate units, activities, and detachments that are subordinate.

(2) Parent Organizational Level checklist / Table B-3, located on KSARNG SharePoint, are to be used by JFHQ-KS DCSLOG, to evaluate subordinate brigade-level commands. For brigade-level commands to evaluate subordinate battalions.

e. At the conclusion of all evaluations, the commander of the evaluated unit or a representative will be briefed on the findings of the evaluation.

(1) The out-briefing will focus on commendable areas and on deficient areas requiring additional command support. Recurring deficiencies demand particular emphasis. The evaluated supervisor will establish a suspense date NLT 90 days after evaluation for resolving each deficiency.

(2) The evaluated organization will be provided a copy of the evaluation and a formal copy of the CSDP evaluation will follow. The results will be summarized in a memo format, signed by the commander and routed through higher HQ's to DCSLOG to include a copy of the evaluation. Evaluation of areas noted as Unsatisfactory will require all corrections to be completed, with a re-inspection scheduled within 90 days for the areas requiring corrective action.

(3) Deficiencies beyond the ability of the evaluated unit to correct will be identified. Requirements for assistance will be determined and the Major Subordinate Commands (MSCs) S4 will develop a plan to provide the assistance.

f. If major problems with policy or procedures surface during a CSDP evaluation, they will immediately be elevated up the chain of command to the level capable of resolving them.

5. ENFORCEMENT. The most effective means of ensuring supply discipline is to establish a climate within the command, in which supply discipline is routinely expected, practiced, and rewarded. Commanders control the resources required to achieve supply discipline and to train personnel on supply procedures. Commanders must ensure that adequate time is allocated to conduct inventories.

a. Recognition for exceptional individuals or unit performance in supply discipline demonstrates the importance the command places on logistical readiness. Certificates of appreciation, awards, and favorable comments on evaluation reports can be used effectively to achieve this objective.

b. AR 735-5 provides administrative measures for accounting for lost, damaged, or destroyed property. These measures focus on the assessment of pecuniary liability and are solely for the purpose of administratively recouping the value of losses to the U. S. Government. They are not to be used as or considered to be corrective or disciplinary actions.

c. Disciplinary measures are also available to enforce supply discipline. These measures include reprimands, adverse comments on evaluation reports, comments on Officer Evaluation

Reports (OERs) and Non-Commissioned Officer Evaluation Reports (NCOERs), and punishment under the Kansas Code of Military Justice.

d. When conducting a CSDP evaluation, Major Subordinate Commands (MSCs) (S4) will look for Standard Army Management Information Systems (STAMIS) that are being utilized. Reports or documents that are produced by these systems will be utilized for the evaluations unless there is a valid reason why the STAMIS is not operational or the unit is not using the systems.

FOR THE ADJUTANT GENERAL:



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Appendix A – References

AR 200-1

Environmental Protection and Enhancement (13 December 2007)

AR 700-84

Issue and Sale of Personal Clothing (18 November 2004)

AR 710-2

Supply Policy Below the National Level (28 March 2008)

ALARACT 101 2010 Update to the Command Supply Discipline Program (CSDP) Checklists

AR 735-5

Policy and Procedures for Property Accountability (10 May 2013)

DA PAM 710-2-1

Using Unit Supply System (Manual Procedures) (31 December 1997)

DA PAM 710-2-2

Supply Support Activities Supply System: Manual Procedures (30 September 1998)

TM 38-410

Storage and Handling of Hazardous Materials (13 January 1999)

Supply Excellence Award Program

1. Unit level checklist (modified State Provided Table B-1) is used by:
 - a. Units, Activities, and Detachments to conduct annual self evaluations.
 - b. DCSLOG to evaluate units, activities, and detachments directly subordinate to them.
 - c. All senior commands, (i.e., division, brigade, group, and battalion, etc.) to evaluate their respective HHC/HHD and separate companies.
2. Parent Level Checklist (modified table B-3) is used by:
 - a. DCSLOG to evaluate the Brigades.
 - b. Brigade level commands to evaluate their battalion command elements.
3. PBO Level checklist (modified Table B-2) are used by:
 - a. PBO's to conduct self evaluations.
 - b. DCSLOG to evaluate the PBO's.
4. SSA, TDA activities level checklist (modified Table B-5)
 - a. DCSLOG to evaluate the Supply Support Activity and Maintenance Activities.