



DEPARTMENT OF THE ARMY
504TH BRIGADE SIGNAL COMPANY
16TH SPECIAL TROOPS BATTALION
16TH SUSTAINMENT BRIGADE
APO AE 09139

REPLY TO:
ATTENTION OF:

AETS-SBS-CO

29 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 12: Command Supply Discipline Program (CSDP)

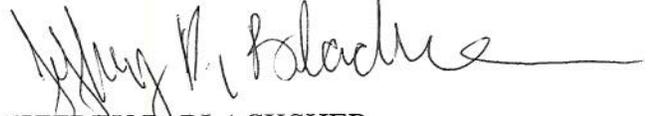
1. Supply discipline plays a vital role in company readiness and requires constant emphasis by all leaders. Proper supply accountability ensures we have all equipment and supplies needed to accomplish assigned missions. We will aggressively execute the Command Supply Discipline Program as outlined by all applicable policy letters and regulations.
2. In addition to established supply procedures, the following will be accomplished to enhance and ensure supply accountability:
 - a. Monthly 10 percent property inventories will be conducted as a training event and will be posted on the company training calendar.
 - b. Monthly sensitive items inventories will be conducted as a training event and will be posted on the company training calendar.
 - c. Platoon leaders and section sergeants will conduct 100% BII inventories quarterly and after every training event exceeding two days in duration. Required adjustments or DX turn-ins will be completed within 72 hours of the inventory.
 - d. The Commander and Executive Officer will conduct a scheduled, informal supply inspection of the company supply room utilizing the brigade standard CSDP checklist once per quarter.
 - e. Hand Receipt holders will comply with the provisions outlined in the Memorandum to Hand Receipt Holders.
3. The Commander's ability to approve fair wear and tear damage or field loss is a discretionary tool that will be used only in special circumstances. Field operations should not be considered an excuse for the loss of accountability of tools or equipment. Leaders and soldiers will be held liable for lost or damaged items if reasonable evidence suggests that the loss occurred through negligence.
4. Office and cleaning supplies are provided to facilitate day to day operations within the company. Pilferage, misuse, or waste erodes readiness and takes away from the already limited company budget. Leaders must enforce proper use and accountability of all CSC

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supplies within the company. Individuals found to be violating proper CSC supply use will be held liable for those items.

5. This policy is effective immediately.

A handwritten signature in black ink, appearing to read "Jeffrey R. Blacksher", with a long horizontal flourish extending to the right.

JEFFREY R. BLACKSHER
CPT, SC
Commanding