



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERCG

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 16, Supply Operations and Procedures

1. References:

- a. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 October 1997.
- b. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) 31 December 1997.
- c. AR 735-5, Policies And Procedures For Property Accountability, 6 October 2002.

2. Property accountability is commanders' business. I expect all 21st Theater Support Command (TSC) commanders, as well as leaders at all levels, to be personally involved in the accountability of property within their areas of operation. To further this effort, I have directed the Chief of Staff and/or the Assistant Chief of Staff G4 to chair a monthly Materiel Management Review (MMR). This monthly forum will analyze and seek resolutions to the 21st TSC's readiness issues. I expect commanders at the highest level of the chain of command to ensure the proper personnel are in attendance to deal with supply and maintenance issues at the MMR. The bottom line is that commanders are responsible for their units to maintain, control, and account for the equipment required to accomplish their mission.

3. Inventories:

a. Inventories are the primary tools commanders will use to maintain strict accountability for property entrusted to them. Conduct and document inventories in accordance with (IAW) the procedures outlined in AR 710-2, DA Pam 710-2-1, and the automated procedures outlined in End User Manuals for the Standard Army Information Management System (STAMIS) utilized by your unit.

b. Changes of command require special attention and will follow established procedures. Battalion-level commanders will notify the outgoing and incoming commanders approximately 45-60 days prior to the change of command and direct them to conduct a 100 percent joint inventory of all unit resources. No unit or detachment commander will assume command without being given a minimum of 30 days to conduct the joint inventory.

4. **Command Supply Discipline Program (CSDP):** I expect each brigade and battalion commander to establish an aggressive CSDP to evaluate his or her subordinate units. The CSDP

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is a regulatory requirement and is the commander's program to ensure compliance with supply regulations and directives. Each command level will evaluate the next lower level of operations and may go two levels down to conduct evaluations and inspections. The CSDP will be established IAW the procedures outlined in AR 710-2, Appendix B and AR 735-5, Chapter 11. The CSDP may be conducted in conjunction with other Organizational Inspection Programs (OIP).

5. **Report of Survey:** Commanders will initiate and present reports of survey to the appointing or approving authority no later than 15 calendar days after discovering the loss or damage of government property. The maximum time for completing a survey is 75 calendar days for active army. Use the procedures and timelines outlined in AR 735-5, Chapter 13, for processing reports of survey.

6. **Supply Excellence Award (SEA):** The SEA program is an excellent opportunity to showcase 21st TSC units at the United States Army, Europe and Department of the Army levels. I expect commanders to nominate their outstanding units to compete for this prestigious award. Use the CSDP/CIP evaluations as a tool to select units for nomination.

7. **Recognition Program:** Each brigade will establish recognition programs (if not already in place) to recognize outstanding individuals and unit achievements in at least the following areas: Supply sergeant of the quarter/year, Supply clerk of the quarter/year, and Supply Support Activity of the quarter/year. I will recognize all yearly brigade winners at the annual 21st TSC SEA awards ceremony.

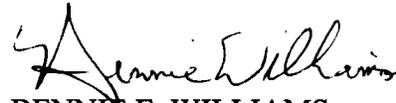
8. **Accountability and security of Government property** is each commander's responsibility and everybody's business. I challenge everyone to place property accountability and soldier/unit recognition among your top priorities.

9. The point of contact is the G4, Chief, Logistics Supply Branch at 484-6011.

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10. FIRST IN SUPPORT!

A handwritten signature in black ink, appearing to read "Bennie Williams". The signature is fluid and cursive, with a large initial "B".

BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21st TSC Cir 25-30)