

# USAG Fort Bragg Directorate of Family and Morale, Welfare, and Recreation (DFMWR)



## Command Supply Discipline Program (CSDP)

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# Agenda

- Purpose of CSDP
- References
- What is CSDP?
- Types of Responsibilities
- How CSDP applies to me?
- When to involve your supervisor
- Bottom Line

## References

- AR 710-4, Property Accountability, dated 26 Dec 23.  
[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/ARN43327-AR\\_710-4-003-WEB-4.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN43327-AR_710-4-003-WEB-4.pdf)
- AR 735-5, Relief of Responsibility and Accountability, dated 10 Mar 24.  
[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/ARN30843-AR\\_735-5-000-WEB-1.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN30843-AR_735-5-000-WEB-1.pdf)



## Purpose

To provide employee training and overview of property accountability responsibilities of each employee in DFMWR. Property accountability within this Command is monitored through the CSDP per AR 710-4.

# What is CSDP?

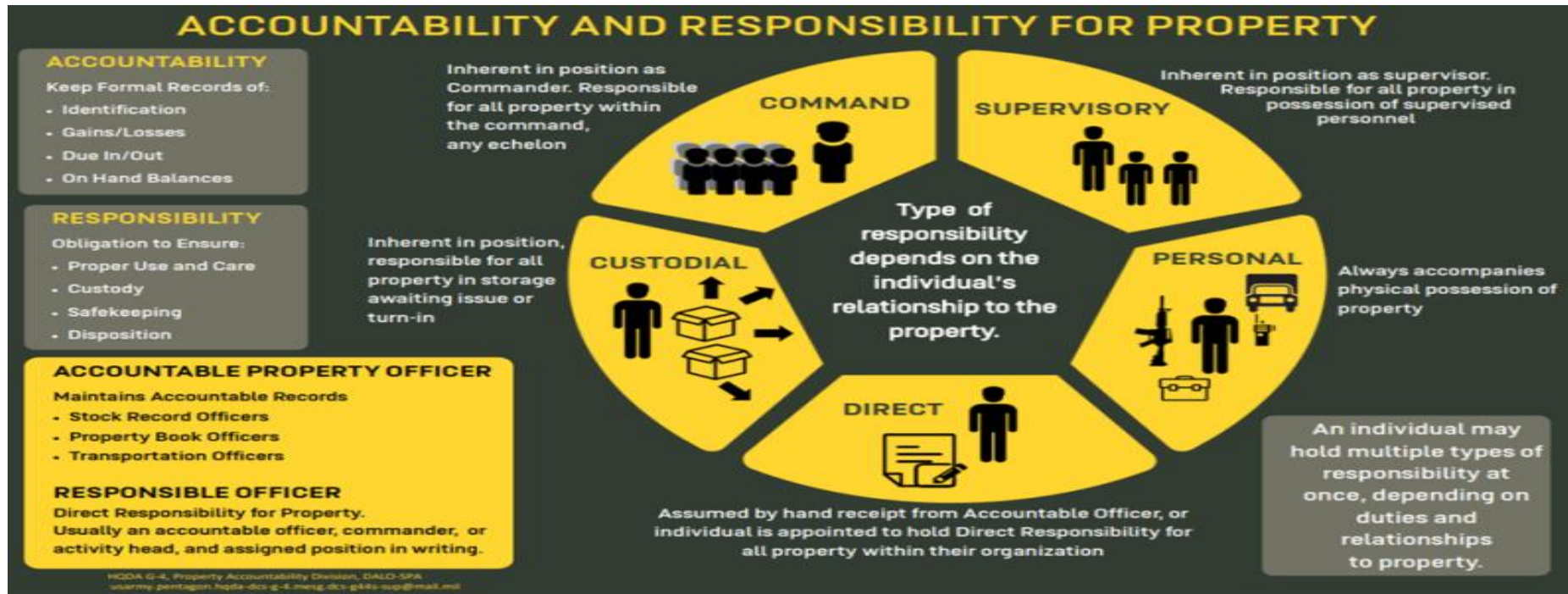


The Command Supply Discipline Program (CSDP) is a commander's program where all leaders and employees enforce and implement effective programs to ensure resources are being used without fraud, waste, and abuse.

Supply discipline starts at the lowest level by maintaining and enforcing equipment accountability and management of all classes of supplies. Unit Leaders must ensure that supervisory, direct, and custodial responsibilities are carried out in accordance with AR 710-4 and AR 735-5.

In the absence of CSDP, important requirements are left undone and result in wasted time and the depletion of dollars and resources. CSDP can identify logistical problems and allows for timely corrective action. Army supply conservation is essential. It is important to ensure the proper items and amounts are available to accomplish a task or mission.

# 5 Types of Responsibility



- **Command Responsibility**: The obligation of a Commander to ensure all Government property within his or her command is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. *Example: DFMWR Director.*
- **Supervisory Responsibility**: The obligation of a supervisor to ensure all Government property issued to, or used by his or her subordinates, is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. *Example: Managers and supervisors.*

# 5 Types of Responsibility (con't)

- **Direct Responsibility**: The obligation of a person to ensure all Government property for which he or she has received is properly used, stored securely to safeguard from theft, and inspected to provide accurate disposition periodically. *Example: Hand receipt holders.*
- **Custodial Responsibility**: The obligation of an individual for property in storage awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody, safekeeping, and disposition of the property are provided. *Example: GPC holder.*
- **Personal Responsibility**: The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard and dispose of all Government property, with or without receipt. *Example: All DFMWR employees.*



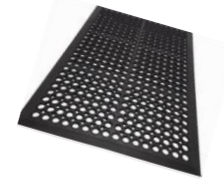
# How CSDP applies to me?

As a government employee, you are entrusted with supplies and equipment to conduct your job(s). You have the responsibility to:

- Utilize and maintain all property accordingly to the manufacture's specifications.
- Conduct regular preventive maintenance. Poorly maintained equipment deteriorates more quickly and is more likely to break down. Unreliable or inaccurate equipment is often worse than no equipment at all.
- Safeguard all government property from loss, damage, or destruction. Financial liability can be assessed against any person who fails, through negligence or misconduct, to perform those duties, and where such failure is the proximate cause of a loss to the U.S. government.
- Immediately report any missing items, fraud, waste or abuse. Misuse of government property for personal use.
- Regularly inventory your equipment.



Wait a minute,  
this has nothing to do with me...



...yes, this includes you!!!  
We are all provided with supplies  
and equipment to do our jobs.  
From uniforms, to a broom, a van,  
computers and monitors, all  
facilities need basic equipment  
to conduct our business.



# When to involve your supervisor

- You discover equipment is lost, damaged, or destroyed.
- Forced entry or criminal activity.
- Equipment that is no longer needed.
- Discuss what supplies and/or equipment you need to conduct your job.
- Receive training on how to properly use equipment.
- Ensure you receive applicable certification to operate equipment or vehicle (most equipment requires some type of training).
- Equipment is not working according to manufacture's recommendations.





# Bottom Line

- Without the proper equipment, efficiency suffers and when efficiency suffers so does the services we are trying to provide to our customers. Inefficiency also affects customer satisfaction, our mission, and our bottom line.
- Maintain, safeguard, and properly use the equipment and supplies entrusted to you and to your facility.
- Dispose of supplies according to regulatory guidance (e.g., turn-in, HAZMAT, recycle, trash, etc.). When in doubt, check with your supervisor.
- Do not dispose of supplies or equipment without first checking with your supervisor or hand receipt holder.
- Regardless of your position in DFMWR, CSDP is your responsibility!



# Questions?

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*Command Supply Discipline  
Program (CSDP)  
Certificate of Completion  
Congratulations to*

Name

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*for  
Successfully demonstrating your knowledge of  
the Command Supply Discipline Program  
(CSDP)*

Date

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