



NTION OF

REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>rd</sup> Battalion 381<sup>st</sup> Regiment (TS)  
310 Armed Forces Drive  
GRAND PRAIRIE, TEXAS 75051

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #12: Command Supply Discipline Policy

1. References: Battalion Command Supply Discipline SOP
2. General: The Command Supply Discipline Program is an extremely important part of this battalion. The maximum use and maintenance of supplies and equipment is absolutely essential at all levels. Leaders and supervisors must be familiar with the CSDP, aware of its status at all times, instituting prompt and correct actions when necessary and establishing controls to ensure program effectiveness.
3. Accountability and Responsibility:
  - a. The Battalion Executive Officer has the responsibility to ensure all equipment is properly accounted for and hand receipted at the user level.
  - b. The Battalion S-4 has staff responsibility and will keep the Battalion Commander informed on unit compliance.
  - c. All Soldiers signing for equipment will be held responsible for the care, maintenance and safeguarding of that equipment.
4. Ready and Alert!

FERNANDO GUTIERREZ  
LTC, QM  
Commanding