



UNITED STATES MARINE CORPS
CHIEF DEFENSE COUNSEL OF THE MARINE CORPS
MARINE CORPS DEFENSE SERVICES ORGANIZATION
HEADQUARTERS MARINE CORPS (CODE JAD)
WASHINGTON, D.C. 20380

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CDC Policy Memo 5-11

From: Chief Defense Counsel of the Marine Corps
To: Distribution List

**Subj: DEFENSE SERVICES ORGANIZATION WORKSPACES,
CORRESPONDENCE AND KNOWLEDGE MANAGEMENT**

**Ref: (a) MCO P5800.16A W/CH 1-6
(b) Marine Corp Legal Services Strategic Action Plan 2010 to 2015**

1. Purpose. To establish certain business rules for the Marine Corps Defense Services Organization (DSO) related to DSO work spaces, correspondence and knowledge management to begin to implement Change 6 to reference (a) and to enhance the reputation of the DSO as a operationally independent organization. This is the first of several policy memorandums that will be published to implement Change 6 to reference (a).

2. Discussion.

a. Last July, the Staf Judge Advocate to the Commandant of the Marine Corps (SJA to CMC) published reference (b), the Marine Corps Legal Services Strategic Action Plan, "to improve the delivery of legal services to our Commanders, Marines, Sailors, and families." Notably, the SJA to CMC explained that he had began to study changes to the defense organization that were "designed to improve the delivery of defense services to the individual client by . . . enhancing the autonomy of the defense bar and insulation of the defense function."

b. Change 6 to reference (a) updated Marine Corps policy for the delivery of defense services, renamed the Marine Corps Defense Bar as the Marine Corps Defense Services Organization (DSO) and clarified the duties, responsibilities and authorities of supervisory defense counsel. This change was enacted to ensure compliance with the appellate court decision concerning the assignment of defense counsel and to better insulate the DSO and the defense function.

c. In recognition of the enhanced authority and functional independence of the DSO, I have approved a new mission statement and creed for the DSO.

1) Mission Statement: The Marine Corps Defense Service Organization provides zealous, ethical and effective defense counsel services to Marines and Sailors who are facing administrative, non-judicial and judicial actions in order to protect and promote due process,

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statutory and constitutional rights, thereby ensuring the military justice system is both fair and just.

2) DSO Creed: We are Marines – Judge Advocates and Legal Services Specialists – who are dedicated to defending our fellow Marines and Sailors, by providing them legal counsel in any matter required by statute, regulation, or otherwise authorized. We are zealous advocates for our clients, serving independently of the local chain of command and under the supervision of the Marine Corps Defense Services Organization. We zealously represent each and every client within the guidelines of the law, consistent with our professional ethics, and in accordance with our rules of practice. We selflessly perform our duties with the utmost integrity, motivation and pride, without fear of reprisal, or expectation of professional or personal gain. In the same spirit as “Taking Care of Our Own,” we are: “Marines Defending Marines.”

3. Policy.

a. DSO Workspaces. DSO workspaces will be maintained in a professional manner. DSO personnel will ensure that only authorized personnel have access to DSO spaces and that privileged material and personally identifiable information (PII) are safeguarded at all times. The DSO mission statement and creed and commander-style photographs of the senior defense counsel (SDC), regional defense counsel (RDC), Chief Defense Counsel of the Marine Corps (CDC), and Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC) are to be prominently displayed on the wall of the client waiting room.

b. Walk-in Hours. RDCs, in consultation with the Officer-in-Charge or Law Center Director, will establish sufficient walk-in hours at each branch office to offer counseling for defense services such as Article 15, summary court-martial, and initial administrative separation notification counseling to meet the needs of the commands supported by the Law Center or Legal Services Support Section. RDCs will attempt to coordinate office hours at branches in close proximity to each other (such as Marine Corps Air Station Miramar and Marine Corps Recruit Depot San Diego) to offer Marines and Sailors in need of counseling several opportunities to meet with a defense counsel. SDCs will ensure that the hours are prominently displayed outside the office and known to the supported commands. When needed to support operational commitments of the DSO, the Law Center or Legal Services Support Section, or the supported population, SDCs may, with the consent of the RDC, change these hours on an occasional basis. The SDC will ensure that any temporary change in walk-in hours is made known to the supported commands. In addition to walk-in hours, SDC are encouraged to offer counseling by appointment in exceptional circumstances. Telephonic counseling is authorized for Marines and Sailors located at remote locations without a defense counsel.

c. Letterhead. DSO letterhead will be used on all defense related correspondence (except for court pleadings). The second line of the letterhead will identify the office and region the counsel is assigned. The third line will identify the DSO and the fourth and fifth lines will include the mailing address. Below are examples of RDC and branch office letterhead.

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1) RDCs:



UNITED STATES MARINE CORPS
REGIONAL DEFENSE COUNSEL WEST
MARINE CORPS DEFENSE SERVICES ORGANIZATION
MARINE CORPS BASE, BOX 555240
CAMP PENDLETON, CALIFORNIA 92055-5240

2) Branch Offices



UNITED STATES MARINE CORPS
MIRAMAR BRANCH, WESTERN REGION
MARINE CORPS DEFENSE SERVICES ORGANIZATION
MARINE CORPS AIR STATION BOX 452022
SAN DIEGO, CALIFORNIA 92165-2022

d. E-mail signature blocks. Defense related e-mail correspondence from a member of the DSO will identify the sender as belonging to the DSO and, when appropriate, will identify the contents as work product or privileged.

e. Knowledge Management. The DSO Sharepoint portal is the knowledge management platform for the DSO. Access to the DSO Sharepoint portal will be strictly controlled. DSO personnel will obtain a Sharepoint account and establish Sharepoint Alerts for new discussion threads and announcements. The Officer-in-Charge, Defense Counsel Assistance Program is responsible for the overall management of the DSO's Sharepoint Portal. The RDC Chiefs are responsible for granting and revoking privileges within their region and will reconcile the regional permissions list at least weekly to ensure that only those Marines currently assigned to their region are included in the regional permission list.

4. Conclusion. This CDC Policy Memo is effective immediately.


J. G. BAKER

Distribution List:
SJA to CMC
Legal Chief of the Marine Corps

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LSSS OICs and Law Center Directors
All members of the DSO

CANCELLED BY CDC PM 4-13