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CDC
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CDC Bulletin

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

Subj: REVISED NUMBERING PROTOCOL FOR CDC POLICY MEMOS

1. Purpose. To simplify the numbering system for Chief Defense Counsel Policy Memos (CDC PM).

a. Situation. Currently CDC PMs are numbered based on calendar year. A new memo is identified by the calendar year it is issued, followed by a hyphen and a number reflecting the total policy memos released in that calendar year. But this naming protocol creates challenges when attempting to modify or adjust a policy memo from a previous year, necessitating a complete revision and reissuance of the policy memo.

b. Intent. I intend to move to an alphanumeric CDC PM naming protocol in order to simplify the protocol and make it easier for my successors as CDC to more readily modify and adjust existing policy memos without having to completely rewrite and reissue them.

2. Naming Convention.

a. CDC PMs will be grouped in three categories. Those policy memos relating most directly to the CDC's authority, decision making process, and reporting requirements will be identified by the number 1. Those CDC PMs relating most directly to defense counsel and defense clerk actions will be identified by the number 2. Those CDC PMs relating most directly to supervisory roles within the DSO will be identified by the number 3. Miscellaneous DSO matters will be identified by the number 4. Numbers higher than 4 are reserved for future use.

b. As CDC PMs are added within each group they will include the next sequential number after the decimal point; e.g., 1.1, 1.2, 1.3...

c. Changes to existing CDC PMs will be identified by a letter in alphabetic order beginning with the letter "A." Each subsequent modification of a previously published CDC PM affects only the alphabetic letter in the naming convention. For example, CDC PM 1.1 is the first published CDC PM and is the "DSO Mission Statement, Creed, and CDC Expectations" memo. If that policy memo is later updated, it becomes CDC PM 1.1A.

3. Current Policy Memos.

a. Those CDC PMs currently in effect have been modified to reflect this naming protocol. Since the renaming of the CDC PMs creates no substantive changes in policy memos, the publication date for each policy memo remains the same as when it was first published.

b. Active CDC PMs are now:

- CDC PM 1.1 DSO Mission Statement, Creed, and CDC Expectations
(formerly CDC PM 1-14)
- CDC PM 1.2 CDC's Critical Information Requirements
(formerly CDC PM 1-15)
- CDC PM 1.3 DSO Workspaces, Correspondence, Reports, and Case File Retention Policies
(formerly CDC PM 5-14)
- CDC PM 1.4 DSO Inspection Program
(formerly CDC PM 6-14)
- CDC PM 1.5 DSO Performance Recognition Program
(formerly CDC PM 13-14)
- CDC PM 2.1 New DSO Member Orientation Checklist
(formerly CDC PM 4-14)
- CDC PM 2.2 Ethical Obligations of Defense Support Personnel
(formerly CDC PM 3-14)
- CDC PM 2.3 Guidance on Walk-ins and IRO Hearings
(formerly CDC PM 12-14)
- CDC PM 2.4 Suicide Awareness and Response for Clients in Crisis

(formerly CDC PM 11-14)

CDC PM 2.5 Handling Real Evidence
(formerly CDC PM 2-15)

CDC PM 3.1 Detailing and IMC Determination Rules
(formerly CDC PM 2-14)

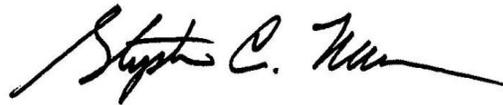
CDC PM 3.2 Fitness Report for DSO Marines
(formerly CDC PM 7-14)

CDC PM 3.3 Release of Counsel Without Conflict
(formerly CDC PM 9-14)

CDC PM 3.4 Release of Counsel Due to Conflict of
Interest
(formerly CDC PM 10-14)

CDC PM 3.5 Use of Student Defense Counsel
(formerly CDC PM 8-14)

4. Conclusion. This naming protocol takes effect immediately.



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