



**UNITED STATES MARINE CORPS**  
CHIEF DEFENSE COUNSEL OF THE MARINE CORPS  
MARINE CORPS DEFENSE SERVICES ORGANIZATION  
755 SOUTH COURTHOUSE ROAD, BUILDING 2, SUITE 1000  
ARLINGTON, VA 22204-2482

IN REPLY REFER TO  
5813  
CDC  
5 Jun 18

**CDC Policy Memo 4.1A**

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

Encl: (1) Sample Training Program

**Subj: DEFENSE SERVICES ORGANIZATION TRAINING PROGRAM**

1. Purpose. To formalize a standard Defense Services Organization (DSO) defense counsel and defense enlisted support personnel (defense services specialists) training program, while simultaneously providing defense leaders the authority and control to implement the training that will most benefit their respective offices and regions.

2. Discussion. The DSO standard training program addresses the fundamentals of being a member of the DSO. Training is designed to take basically trained lawyers and legal services specialists and make them competent military defense counsel and defense services specialists. Regarding defense counsel, the program is designed with a building block structure, whereby the training moves from the most basic to more complex. Ideally, the program will be followed in order; however, due to training course scheduling and the inherent unpredictability of when we receive new counsel, this is not always possible. Regarding defense services specialists, the program is designed to utilize our highly talented enlisted personnel to their fullest potential to both better support defense counsel and to enhance the careers of our enlisted Marines both in and outside the Marine Corps.

3. Policy

a. The following standard defense counsel training program should be followed by all DSO defense counsel:

(1) Defense Counsel Orientation (DCO). DCO is a basic training course offered twice a year, once at Camp Pendleton (typically March) and once at Camp Lejeune (typically August). The training curriculum is created by the Naval Justice School (NJS) and is designed to address most basic matters defense counsel will encounter during their tours. DCO is most

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beneficial for those counsel who have not served in a litigation billet in the past; the requirement to attend may be waived by the respective Regional Defense Counsel (RDC).

(2) DSO Worldwide Community Training (WCT). The DSO WCT is a one-week training course that takes place once a year (typically February). It focuses on a wide range of topics that defense counsel encounter during their tour. Defense services specialists also receive training that focuses on enhancing the skills required to support their defense counsel. All DSO personnel are required to attend this annual training.

(3) Defending Sexual Assault Cases (DSAC). DSAC is a one-week military specific course developed by the DSO Attorney Advisors in conjunction with NJS and is offered once a year (typically September). It focuses on sexual assault litigation skills and involves significant practical application. All defense counsel are required to attend DSAC at least once during their tour.

(4) Core Outside Training. Core outside training is specific courses selected by DSO leadership offered by civilian or non-DoD governmental organizations. These courses focus on "graduate" level trial advocacy skills and are taught by attorneys with significant litigation experience. All defense counsel are required to attend at least one of the following courses during their tour:

- (a) National Criminal Defense College, Macon, GA.
- (b) Bronx Defenders Academy, Long Island City, NY.
- (c) Federal CJA Trial Skills Academy, San Diego, CA.
- (d) Alternate Defense Counsel's (ADC) Trial Advocacy Program, Denver, CO.

b. The following is guidance regarding the training of defense services specialists:

(1) All Regional Defense Chiefs and Branch Office NCOICs are required to attend the following courses:

- (a) Legal Ethics for Paralegals, NJS, Newport, RI;
- (b) Paralegal Research and Writing, NJS, Newport, RI; and

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(c) Paralegal Litigation Support Course.

(2) Although enlisted leadership is required to attend, all defense services specialists are encouraged to attend these courses as deemed appropriate by their respective leadership.

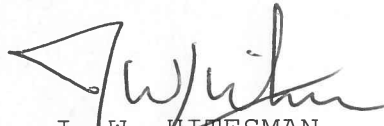
c. RDC and Senior Defense Counsel (SDC) Training:

(1) RDC training is required once per quarter. SDC training is required once per month. While there is no Chief Defense Counsel (CDC) mandated curriculum for RDC and SDC training, there are certain topics that should form the core of training for every defense counsel during their tenure in the DSO. See enclosure (1) for a sample training program and a list of suggested topics.

(2) Defense services specialists shall be included in all RDC and SDC trainings and some topics should be focused specifically on their mission. Additionally, ethics training for both defense counsel and defense services specialists shall occur at least twice a year.

(3) Attorney Advisors will work in conjunction with RDCs, SDCs, and Reserve Training Officers (RTO) to develop their respective training programs according to the needs of their individual offices and regions. Defense Counsel Assistance Program (DCAP) is available to provide training resources as necessary, including: suggested training programs, materials, and instructors. RDCs and SDCs are strongly urged to consult DCAP, Attorney Advisors, and RTOs to create long-range training plans to make the most effective use of regional training resources and best practices in training defense counsel.

4. Conclusion. CDC Policy Memo 4.1 is cancelled. This CDC Policy Memo is effective immediately.



J. W. HITESMAN

Distribution List:

SJA to CMC  
Legal Chief of the Marine Corps  
All Marine Corps SJAs  
LSSS/LSST OICs  
All Members of the DSO  
NMCTJ Code 52, OJAG

# DSO SAMPLE 12 MONTH TRAINING PROGRAM

AUGUST	<ol style="list-style-type: none"> <li>1. AdSep/BOI Practice (Make It More Formalistic)</li> <li>2. Investigating The Case: Includes Triage &amp; Organization; Theme &amp; Theory</li> <li>3. Investigative Interviews</li> <li>4. Discovery &amp; Production</li> <li>5. Voir Dire Lecture</li> <li>6. DUI (Including NJP Counseling)</li> <li>7. Remaining a Strong Advocate w/Superior Officer As MJ</li> </ol>	Advanced Module
	DCO	
	DSAC	
SEPTEMBER	<ol style="list-style-type: none"> <li>1. Client Interview Including Demo Of Meeting w/Client (Using Actors/Advanced DC)</li> <li>2. Opening Case (Bring Your Own File) Using Checklist Logging Notes File Organization Reports</li> </ol>	
	USACIL	
OCTOBER	<ol style="list-style-type: none"> <li>1. Practical App Voir Dire (Acting Staff, Military Volunteers, Experienced DC)</li> <li>2. Region Specific Issues, E.G. Recruiter Misconduct at MCRD &amp; PISC Incl RFC &amp; Loss of SDA; Jurisdiction in Okinawa; NCR Officer Misconduct Etc.</li> </ol>	
NOVEMBER	<ol style="list-style-type: none"> <li>1. Direct &amp; Cross Practical Application with Acting Staff/Advanced DC</li> </ol>	
	NACDL Defending The Indefensible (Defending Adult & Child Sexual Abuse Cases)	
DECEMBER	<p>RDC Training</p> <ol style="list-style-type: none"> <li>1. Motions Practice/Page 58 &amp; Strategic Planning</li> <li>2. Demo Interviewing Prospective Expert /Investigator Cross Exam Of Expert (Counter-Intuitive Psych) Direct of Defense Expert (Forensic Psych)</li> <li>3. Sentencing Preparation— Including Local Resources E.G. Wounded Warrior, Deployment Wellness, SARC</li> <li>4. Cross Exam Of SANE</li> <li>5. Case Consultation Using Preparation Materials w/Interactive Theme &amp; Theory</li> </ol>	Advanced Module

JANUARY	<ol style="list-style-type: none"> <li>1. Sentencing Experts</li> <li>2. Cross, Direct &amp; Unsworn Of Client</li> </ol>
	Colorado Trial Advocacy Academy
FEBRUARY	DSO Worldwide
MARCH	<ol style="list-style-type: none"> <li>1. Hearsay &amp; Impeachment Drills</li> </ol>
APRIL	<ol style="list-style-type: none"> <li>1. Avoiding IAC/Documenting The File</li> <li>2. Objection Lecture, Demo, Drills</li> <li>3. Foundation Lecture, Demo, Drills</li> <li>4. Case Consultations (Bring Your File)</li> <li>5. Demonstrative Evidence Lecture</li> <li>6. BAH &amp; Travel Fraud</li> </ol>
MAY	** Curricula Attached
	<ol style="list-style-type: none"> <li>1. Novel Defense Instructions</li> <li>2. Prac App Using Demonstratives</li> </ol>
JUNE	<ol style="list-style-type: none"> <li>1. Trial Prep <ul style="list-style-type: none"> <li>Organizing File</li> <li>How To Effectively Murderboard</li> <li>Trial Presentation Rehearsal</li> </ul> </li> </ol>
	NCDC Macon (2 Weeks)
JULY	<ol style="list-style-type: none"> <li>1. Plea Bargaining, Dives &amp; Providence</li> </ol>
	Bronx Academy NCDC Macon (2 Weeks)