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CDC
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CDC Policy Memo 1.9

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

Subj: ACCOUNTABILITY AND MANAGEMENT OF SERIALIZED EQUIPMENT

Ref: (a) MCO 4400.150
(b) MCO 4400.201-V1
(c) MCO 4400.201-v4
(d) CDC PM 1.4B

1. Purpose. Establish a standard operating procedure for the Marine Corps Defense Services Organization's (DSO) management of internally held serialized equipment using reference (a) as a guide.

2. Discussion. The issuance of serialized electronic assets internal to the DSO, such as tablets, smartphones, and Wi-Fi pucks, requires the DSO to maintain procedures for the transfer and accountability of these items in accordance with reference (a). The Chief Defense Counsel (CDC) is ultimately responsible for the accountability of DSO assets. Upon initial issuance of individual assets, the responsibility to maintain accountability is delegated to the respective Regional Defense Counsels (RDCs) in accordance with reference (b).

3. Policy. Upon initial issuance of serialized electronic assets, RDCs will establish policies and procedures for the accountability and transfer of these items. The CDC's office will maintain a master sheet for overall visibility on DSO assets, and each RDC is responsible to ensure that the master sheet is updated and current. The CDC's office will inspect the accuracy of accountability of DSO serialized electronic assets during annual inspections in accordance with reference (c) and (d).

a. The transfer of each asset will be memorialized by a fully executed NAVMC 10359 form (ECR card). RDCs develop their

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own written procedures for accountability of serialized devices which comports with the parameters laid out herein.

a. Master Sheet. An Excel document will be maintained in the DSO Admin folder of the DSO Document Library found on the DSO SharePoint site. The document will record the serial number of each device, to whom the device is currently issued, the date of issuance, and installation location of each device. The Master Sheet shall be updated within seven (7) days of transfer.

b. ECR Cards. When any serialized item is transferred from one responsible party to another, an ECR card must be executed. The ECR card will include the name and Electronic Data Interchange Personal Identifier (EDIPI) of the receiving Marine, the name and EDIPI of the releasing Marine, the date of the transfer, the balance of items being transferred, and the signatures of the Marines involved.

(1) Transfers of cellular devices will include the device ID/IMEI, the SIM ID, and serial number on the ECR card.

(2) Transfers of devices other than cellular phones will include the serial numbers for each individual item on the ECR card.

4. Admin and Logistics.

a. For all issues and questions, contact the DSO Chief at 703-604-0728.

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



V. C. Danyluk

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