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CDC
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CDC POLICY MEMORANDUM 1.7A

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

Subj: DSO TELECONFERENCE POLICY

1. Purpose. To establish a bi-weekly¹ teleconference schedule for joint and one-on-one communication in order to enhance information flow, knowledge sharing, teamwork, and problem solving between the Chief Defense Counsel (CDC), Regional Defense Counsel (RDCs), Defense Counsel Assistance Program (DCAP), reserve component, attorney advisors, and enlisted DSO staff.

2. Discussion. While the Defense Services Organization (DSO), a functionally independent organization, is unified in mission and purpose, the geographic dispersion of the headquarters, regional, and branch offices creates gaps in information sharing and knowledge. Regularly scheduled outreach by the CDC fosters a whole-team concept, emphasizes the importance of all DSO personnel, including the individual defense counsel and legal support specialists, and provides a bird's eye view of various operations, projects, initiatives, and priorities that are set and suggested by the fleet or directed by DSO leadership. Routinely held teleconferences help bridge these gaps, pass information, and increase teamwork, enhancing the overall effectiveness of our organization.

3. Policy. The CDC will maintain a calendar of regularly scheduled teleconferences between the CDC and the individual RDCs, DCAP, and AAs bi-weekly. Likewise, the DSO will execute on the alternate weeks a bi-weekly group teleconference and will include the reserve leadership and DSO Chief.

4. Execution. One-on-one teleconferences will generally address local issues. RDCs are encouraged to maintain a list of non-emergent topics to discuss for economy, though phone contact is encouraged at any time. For group teleconference, the

¹ Dictionaries define bi-weekly both as twice per week and every two weeks. For our purposes, this is intended to occur every two weeks.

following standardized schedule of events will be followed: OIC DCAP will account for all callers; OIC DCAP will offer the Reserve CDC, each Regional Defense Counsel, and each attorney advisor an opportunity to provide information or request assistance; then the DSO Chief, OIC DCAP, and the CDC will each pass information. Any participant may ask questions or provide feedback during the conference, mindful to wait for natural breaks or requests for comment or questions. The teleconference is open to individual defense counsel and legal support specialists, but their attendance is not required. Collegial and constructive engagement is encouraged and expected. An agenda may be provided ahead of the call, and any participating member may request topics be added.

4. Tasks

a. OIC DCAP for group teleconference calls.

(1) Establish a dedicated teleconference line with sufficient capacity.

(2) Maintain a recurring Outlook calendar reminder for the teleconference for required attendees.

(3) Collect requested agenda items.

(4) In coordination with the CDC, publish an agenda, at least 24 hours prior to the teleconference.

(5) Advise attendees of any changes to the scheduled date and time of the teleconference.

(6) Draft and publish minutes from teleconference calls to all required attendees.

(7) Publish any follow up responses to requests for information to all required attendees.

b. DSO members required to participate including the Reserve CDC, Regional Defense Counsel, and attorney advisors

(1) No later than 24 hours prior to the teleconference, provide suggested agenda items to the OIC DCAP.

(2) Prepare talking points relevant to your area of responsibility and discussions input for any published agenda.

(3) Ensure ability to participate in the teleconference or arrange for a proxy with prior notification to the DCAP.

c. DSO members not required to participate, including reservists, Senior Defense Counsel, line counsel, and Legal Support Specialists

(1) Provide suggested modifications to the teleconference agenda via the RDC.

(2) Participate in the teleconference at your discretion or at the request of your RDC or the Reserve CDC.

5. Coordinating Instructions

a. The bi-weekly group teleconferences will typically occur during the early evening east coast hours to accommodate a morning schedule for the Pacific region on alternating CONUS Tuesdays and published in current Eastern Time Zone.

b. During teleconferences, OIC DCAP will confirm the time and date for the next teleconference.

c. During the alternating weeks where there is no teleconference call, the CDC will conduct a telephone call with each RDC, DCAP, and AA at a regularly scheduled day and time to be coordinated between the CDC and each RDC/AA/DCAP.

d. Nothing in this policy, or any other policy, limits the ability of any member of the DSO to contact directly the CDC, DCAP, Reserve CDC, or other members of the DSO to work collaboratively.

6. Conclusion. This CDC Policy Memorandum is effective immediately.



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