



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103

IN REPLY REFER TO:  
1700  
MRRO

31 MAR 2010

From: Commandant of the Marine Corps

Subj: TRANSITION TO THE INCIDENT DETERMINATION COMMITTEE (IDC)  
AND CLINICAL CASE STAFF MEETING (CCSM) FOR MARINE CORPS  
INSTALLATIONS

Ref: (a) OSD Memo dtd 10 Mar 10  
(b) DOD Manual 6400.01-M, Volume 3

Encl: (1) AMPLIFYING GUIDANCE FOR IDC/CCSM TRANSITION

1. The Department of Defense (DOD) is transitioning to a new model for determining incident substantiation decisions in domestic abuse and child maltreatment cases referred to installation Family Advocacy Programs. DOD has authorized the Services, per references (a) and (b), to convert to the new model referred to as the Incident Determination Committee (IDC) and the Clinical Case Staff Meeting (CCSM) Model. This new model will replace the existing Case Review Committee (CRC), and will use new DOD approved definitions of domestic abuse and child maltreatment. These changes will be incorporated into the forthcoming Marine Corps Family Advocacy Program Order.

2. Transition from the CRC to the IDC will occur regionally, with staggered stand-ups for each installation. The Marine Corps will use master trainers to facilitate the roll out of the IDC/CCSM. These trainers will provide training to all Family Advocacy Program Staff, IDC membership, and installation unit/squadron Commanders, prior to transition to the IDC/CCSM. CMC (MRRO) will employ an IDC/CCSM Transition Task Force (TTF) to provide direction and tracking of key elements during the conversion process. An Executive Steering Committee, headed by CMC (MRRO) staff, will guide the transition process and provide technical assistance to each installation during the transition. CMC (MRRO) will issue a training and transition schedule, via separate correspondence to the installation Marine Corps Community Services Directors, Marine and Family Services Directors, and Family Advocacy Program Managers to ensure efficient and successful implementation, as outlined in the enclosure.

3. Our point of contact is Ms. Keita Franklin, Program Manager, HQMC Family Advocacy, 703-784-9523 or keita.franklin@usmc.mil.

T. R. LARSEN  
Director  
Personal and Family  
Readiness Division

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## AMPLIFYING GUIDANCE FOR IDC/CCSM TRANSITION

1. Overview. The Marine Corps has been authorized to convert to the new model, referred to as the Incident Determination Committee (IDC) and the Clinical Case Staff Meeting (CCSM) Model. The new IDC/CCSM divides the case review process into two distinct functions: administrative and clinical. The new process is described below:

a. The Incident Status Determination committee determines whether a case meets criteria for abuse. The committee uses standard DOD definitions for domestic abuse and a consistent process for determining whether an incident referred to IDC met or did not meet criteria in accordance with DOD Manual 6400.01-M, Volume 3. To ensure consistency, the committees will use a decision tree to ascertain whether the incident met criteria for abuse or maltreatment.

b. When the IDC determines that a referral for suspected domestic abuse or child maltreatment met the DOD criteria for abuse/neglect, administrative staff will enter the case outcome into the Family Advocacy Program Central Registry database.

c. The CCSM determines treatment recommendations and risk assessment of the case. Clinical recommendations are decided in a meeting with all pertinent individuals or agencies involved in providing services for the military family.

2. IDC Chair. The intent of the DOD IDC implementation policy is for the Deputy Installation Commander to act as the IDC Chairperson. In the Deputy's absence, the IDC may be chaired by a trained alternate. Absence is defined as one of the following:

a. The Deputy Installation Commander is a convening authority and must assign a trained primary chairperson and alternate.

b. The Deputy Installation Commander is on temporary duty or leave.

c. If the Deputy Installation Commander meets one of the two criteria, he/she must designate a trained alternate, to act as chairperson in his/her absence, or assign both a primary and alternate chairperson to the IDC. The primary and alternate must be IDC trained officers not more than one grade lower, in rank, than the Deputy Installation Commander.

3. IDC Membership. IDC membership includes the installation Sergeant Major or Senior Non-Commissioned Officer, a representative from the Staff Judge Advocate's Office, a representative from the Military Criminal Investigative Office, a representative from the Provost Marshall's Office, and the Family Advocacy Program Manager. A Commander, or an alternate, of an alleged abuser, of an active duty victim, or of an active duty sponsor (in child maltreatment cases) should attend the IDC meeting for the portion of the incident which

involves their service member. If the Commander is a convening authority, then he/she must appoint another trained officer to attend the Incident Determination Committee as the command representative. This officer should not be more than one grade lower in rank than the Commander. Additionally, the Commander should ensure he/she has a trained alternate to act in the primary command representative's absence. The alternate should be of the same rank as the primary command representative. Each of these IDC members vote on whether an incident met/did not meet criteria for domestic abuse or child maltreatment.

4. CCSM Membership. The Family Advocacy Program Manager (FAPM) chairs the CCSM. Attendance is limited to those with clinical expertise in child abuse and domestic violence. The FAPM should exercise discretion in inviting other military or civilian service providers who may add value to the clinical case discussions, including: a representative from the civilian child protective services (in child abuse incidents only) and a domestic abuse victim advocate (in domestic abuse incidents only).

5. Training. Master Trainers will provide training to all Family Advocacy Program Staff, IDC Members, IDC Command Representatives, IDC Command Alternates, and the IDC Chairperson prior to transition to the IDC/CCSM. Each command shall ensure they have at least two IDC trained officers to act as command representatives at the IDC. The Headquarters Marine Corps Family Advocacy Program Manager will issue a training schedule, via separate correspondence to the Installation Marine Corps Community Services Directors, Marine and Family Services Directors, and Family Advocacy Program Managers.

6. Transition Task Force. An IDC/CCSM Transition Task Force (TTF) to provide direction and tracking of key elements during the conversion process. An Executive Steering Committee, headed by CMC (MRRO) staff, will guide the transition process and provide technical assistance to each installation during the transition.

7. Conclusion. Success of the IDC/CCSM transition is dependent upon the participation of installation Family Advocacy Program staff. It is paramount that FAP staffs participate in training, provide staff to become IDC/CCSM "Master Trainers," and contribute to the IDC/CCSM TTF in order to make this a success. IDC/CCSM tools and information are posted on the HQMC FAP website at: <http://www.usmc-mccs.org/famadv/?sid=fl>

Enclosure (1)



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

MAR 10 2010

MEMORANDUM FOR DIRECTOR, PERSONAL AND FAMILY READINESS  
DIVISION (MR)

SUBJECT: Implementation of the Family Advocacy Program Clinical Case Staff Meeting and Incident Determination Committee

Although the DoD Manual 6400.01-M-V3, Family Advocacy Program, Volume 3, Clinical Case Staff Meeting and Incident Determination Committee is currently in draft, the DoD Family Advocacy Program fully supports the Marine Corps decision to implement the clinical case staff meeting and incident determination committee policies and procedures contained therein.

The policy and procedural changes reflected in the Manual are based on a well researched algorithm and extensive field testing by the State University of New York at Stony Brook in partnership with the Services. The research found that inter-rater reliability on incident status determinations improved from 50% to 92%, utilization of prevention programs increased, and military leaders indicated increased satisfaction on the timeliness and relevancy of recommendations. These findings have been published in peer reviewed scientific journals.

The Marine Corps intent to move out proactively with these changes is in line with the DoD FAP intent to implement these evidence supported policies and procedures by July 2010. The current regulation does not preclude this action by the Marine Corps.

A handwritten signature in blue ink, appearing to read "David L. Lloyd".

David L. Lloyd  
Director, Family Advocacy Program  
(Military Community and Family Policy)