



TRIAL DEFENSE SERVICES WALK IN HOURS AND PROCEDURES

ADMINISTRATIVE SEPARATIONS

Administrative Separation Briefings are held on Tuesdays and Fridays at 0830 hours. **Soldiers may sign in between 0800-0830 hours. Briefings will begin promptly at 0830 hours.** Soldiers who arrive late will be asked to return on the next walk-in day to attend the briefing.

Soldiers will arrive to TDS with an escort and the soldier will have a complete copy of the administrative separation packet in hand. Escorts will have original packets and will maintain possession of original packets until instructed to give the packet to the TDS paralegal.

Soldiers that sign in after 0930, do not have a complete copy of administrative separation packet, do not have escort, or the escort does not have the original file properly completed with all necessary signatures will be asked to return during the next walk-in day.

ARTICLE 15 BRIEFINGS

Article 15 Briefings are held on Tuesdays and Fridays at 1000 hours. **Soldiers may sign in between 0930-1000 hours. Briefings will begin promptly at 1000 hours** and Soldiers who arrive late will be asked to return on the next walk-in day to attend the briefing.

Soldiers needs to have a completed copy of the Article 15 (to include DA Form 2627 signed by the imposing commander and all allied documents).

All Soldiers will be escorted to TDS and escorts will have the original packets. Escort will remain in possession of original packet until instructed to give the packet to the TDS paralegal.

Personnel that sign in after 1000, do not have completed copies of their file, or come without the original file properly completed with all necessary signatures will be asked to return during the next walk-in day.

Suspect Rights Briefings

Suspect Rights briefings are given daily on walk-in basis with the exception of Tuesdays and Fridays during Administrative Separation and Article 15 walk-in hours.

These dates, times, and provisions are not suggestions. Failure to adhere will result in the escort being asked to correct deficiencies and return with the client at a later date.

Trial Defense Services is located in Sheridan Hall, Building 652, 1st floor, phone number is 580-442-2223/3123.