



**DEPARTMENT OF THE ARMY**  
U.S. ARMY TRIAL DEFENSE SERVICE  
FORT KNOX, KENTUCKY 40121

ATCC-KNX-LAT

19 October 2020

MEMORANDUM FOR Commanders Imposing Administrative Separations

SUBJECT: Administrative Separation Consultations during COVID-19 Pandemic

1. IAW CDC and Army guidance, the Fort Knox Trial Defense Services Field Office will be conducting Administrative Separation client consultation through telephonic medium. Administrative Separation appointments will generally will be flexible to meet command and client needs and scheduling conflicts. Guidelines are below.
2. In order to set a TDS appointment the Soldier's Chain of Command or servicing Military Justice Office will email **a full signed copy** of the Administrative Separation, **all evidence**, flag and ERB along with the attached **Client Data Card** to: [usarmy.knox.usacc.mbx.trial-defense-service@mail.mil](mailto:usarmy.knox.usacc.mbx.trial-defense-service@mail.mil). TDS will then contact the identified Unit POC to schedule an appointment.
3. Prior to the appointment, the Soldier must be provided with the opportunity to thoroughly review the Administrative Separation and all evidence. At the designated appointment time, the Soldier must have **a copy of the Administrative Separation, all evidence**, flag and ERB in front of him or her. The Soldier must also have a private place to discuss matters with the TDS personnel.
4. The point of contact (POC) for this memorandum is the undersigned, at [rick.b.mathew.mil@mail.mil](mailto:rick.b.mathew.mil@mail.mil) or (502) 298-8377. Alternate POC is Mr. Richard R. Biondi, at [richard.r.biondi.civ@mail.mil](mailto:richard.r.biondi.civ@mail.mil) or (502) 791-6476.

RICK B. MATHEW  
MAJ, JA  
Senior Defense Counsel

**Data Required by the Privacy Act of 1974**

**AUTHORITY**

Title 10, USC, Section 3013

**PRINCIPAL PURPOSE**

The purpose of this form is to assist the attorney in preparing legal documents for the client, and to prepare statistical reports on legal assistance services provided during the year. The information on this form is protected by the attorney-client privilege and may be released only in accordance with law or with approval of the client.

**ROUTINE USES**

Information on this form will be used to provide legal advice and to prepare legal correspondence and documents for the client, and to prepare statistical reports.

**DISCLOSURE**

Voluntary. However, nondisclosure may preclude the legal assistance desired by the client.

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Gender (mark with X): \_\_\_\_\_ M \_\_\_\_\_ F Rank/Grade: \_\_\_\_\_

SSN (\*\*Last Four Only\*\*): \_\_\_\_\_

DoD ID # (Located on the Bottom Reverse of CAC Card): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Note: Please provide an email address that is regularly checked, civilian email address is acceptable.

Unit POC to coordinate appointment (i.e. CDR, 1SG): \_\_\_\_\_

Unit POC cell phone: \_\_\_\_\_ Unit POC email: \_\_\_\_\_

Company: \_\_\_\_\_

Battalion: \_\_\_\_\_

Brigade: \_\_\_\_\_

Visit Reason (Please mark with X):

\_\_\_\_\_ Under Investigation \_\_\_\_\_ Article 15 \_\_\_\_\_ Chapter Notification

\_\_\_\_\_ Court-Martial Charges \_\_\_\_\_ Other (Please Explain):