



# Scheduling Appointments For Legal Actions



## TRIAL DEFENSE SERVICES (TDS)

Article 15—Administrative Separation—Officer Elimination—Flight Evaluation Board

- Upon notification, give complete copy of packet to Soldier
- Commander or unit delegate will email TDS below to schedule an appointment.
- Prior to the scheduled appointment the Command team **MUST** ensure that:
  - 1) Soldier watches the applicable video (Art. 15 or Separation – see links below) in a private area with a copy of their packet;
  - 2) A copy of the entire packet is scanned and emailed to Trial Defense Services, Subject line of the email should read “ART 15/ADMIN SEP\_RANK LAST NAME\_ PACKET”. If the packet is incomplete TDS will return the action to unit without scheduling an appointment.
  - 3) The Unit will then schedule a time with TDS for the SM to be seen at the TDS office.

### TDS POCs:

Front Desk: 334-313-3919

TDS Email: [usarmy.rucker.avncoe.list.alabama-trial-defense-service@mail.mil](mailto:usarmy.rucker.avncoe.list.alabama-trial-defense-service@mail.mil)

**Global: USARMY Ft Rucker AvnCoE List Alabama Trial Defense Service**

TDS NCOIC / Paralegal

SSG Kevin Wise—

TDS Attorney

CPT Todd Rose—

### Article 15 Video links:

<https://www.facebook.com/USATDSFortHood>

<https://www.milsuite.mil/video/watch/video/21336>

### Admin Separation Video:

<https://www.milsuite.mil/video/watch/video/21029>