



# TDS HOURS & PROCEDURES



HOURS OF OPERATION AS OF 1 OCT 15	
<b>MONDAY – WEDNESDAY</b>	<b>0900 – 1200 OPEN</b>
	<b>1200 – 1330 CLOSED FOR LUNCH</b>
	<b>1330 – 1630 OPEN</b>
<b>THURSDAY</b>	<b>0900 – 1330 CLOSED FOR TRAINING</b>
	<b>1330 – 1630 OPEN</b>
<b>FRIDAY</b>	<b>0900 – 1200 OPEN</b>
	<b>1200 – COB CLOSED FOR TRAINING</b>

**SCHEDULING PROCEDURE**

**PACKETS MUST BE DELIVERED:  
0900-1200 MON, TUE, WED, FRI  
1330-1630 THURSDAY**

**TDS MUST HAVE PACKETS ONE DUTY  
DAY PRIOR TO THE BRIEFING.  
APPOINTMENTS WILL BE SCHEDULED AT  
THE TIME OF DELIVERY.**

REPORT TIMES FOR TDS BRIEFINGS		
<b>MONDAY</b>	<b>0900</b>	<b>ARTICLE 15 BRIEFING</b>
<b>TUESDAY</b>	<b>0900</b>	<b>CHAPTER BRIEFING</b>
<b>WEDNESDAY</b>	<b>0900</b>	<b>ARTICLE 15 BRIEFING</b>
<b>THURSDAY</b>	<b>1330</b>	<b>CHAPTER BRIEFING</b>
<b>FRIDAY</b>	<b>No BRIEFING</b>	
<b>SOLDIERS NOT PRESENT ON TIME WILL BE MARKED AS A <u>NO-SHOW</u>.</b>		

**SOLDIERS WHO HAVE BEEN APPREHENDED, HAVE BEEN READ THEIR RIGHTS, AND/OR BELIEVE THEY ARE A SUSPECT IN AN INVESTIGATION MAY CONSULT WITH AN ATTORNEY SUBJECT TO AVAILABILITY AND ARE ENCOURAGED TO VISIT TDS ON A WALK-IN BASIS DURING REGULAR BUSINESS HOURS.**