



# Command Legal Services Request Form

## Region Legal Service Office Southwest | Legal Assistance

1. Command:

2. Department/Division/Platoon/Company

3. Expected Deployment Date:

4. # of SVMs in Unit

### CONTACT INFORMATION

5. Primary POC Name:

9. Secondary POC Name:

6. Work Phone:

7. Cell Phone:

10. Work Phone:

11. Cell Phone:

8. Email Address:

12. Email Address:

13. XO or CMC/SEL Name:

14. XO or CMC/SEL Phone:

15. XO or CMC/SEL Email Address:

### DATE REQUESTS

Pre-Deployment Brief (PDB)

16. Preferred Date & Time 1:

17. Preferred Date & Time 2:

18. PDB Location:

**Will Visit (WV): Will Visits are normally scheduled for a date that is at least 4 weeks from the date this request is received by our office. All will visits are conducted at the RLSO SW Legal Assistance Office in Bldg. 56 at Naval Base San Diego—we cannot perform on-site will visits at commands. Will visits are not available on Fridays or weekends. We can only schedule up to 2 will visits per week per command. **\*\* Please propose at least 1 date per every 35 Sailors requesting a will (typically 10% to 30% of total members in unit). \*\*****

19. Preferred WV Date 1:

20. Preferred WV Date 2:

21. Preferred WV Date 3:

22. Preferred WV Date 4:

23. Preferred WV Date 5:

24. Preferred WV Date 6:

25. Estimated  
Number of Wills:

Return completed form to [RLSO\\_SW\\_Will\\_Day@navy.mil](mailto:RLSO_SW_Will_Day@navy.mil)

REV: NOV 2016