

04 AUG 2025

COMNAVSURFPAC COMMON SUPPORT DIRECTORATE TEMPORARY DUTY (TDY)

MEDICAL & LEGAL REQUEST FORM (1300.3C-20240414-1. v)

Return completed form to CNSGSW_CSD@us.navy.mil

****This form will only be accepted from one of the ship's triad****

I. Personnel Data

1. Rate/Rank	2. Last Name, First name MI:	3. DoD Number:	4. DOB:	5. Start Date:	6. Ship Name:
7. Type of Request:	8. POC (Name/Rank):		9. POC (Phone):	10. POC (Email)	
11. Is Sailor receiving BAH?					
12. DAPA/SARP:	13. Has initial DAR been completed if applicable?	14. TAD Length:	15. Is berthing required?	16. Does the ship have Beach Det?	17. Does member have A POV?
18. Does Sailor have a security clearance?					

II. Medical Section *All Medical request will be reviewed by CNSG MRD prior to Sailor determination*

1. Has the following been completed for the Sailor?

a. Statement of Pregnancy letter submitted?

Date completed:

b. DP Availability been sent to PERS by member's command?

Date sent:

2. If applicable, has the following been completed for LIMDU?

a. AMEBR completed and signed by provider?

Date completed:

b. Has YH Availability been sent to PERS by member's command?

Date sent:

3. Is the member light limited Duty?

a. Will the Sailor return to the command?

4. Is the Sailor pending ADSEP?

a. Has the Sailor completed any of the following in preparation for separation (ADSEP):

TGPS Date completed:

Ten-day Letter Date completed:

Medical/Dental Date completed:

CAPSTONE Date completed:

5. Additional comments here:

6. Medical POC (DOC/IDC):

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1. What is the Sailor accused of in detail?

2. What category does the Sailor fall under?

Detachment for Cause

Court Martial

Civilian Trial

Administrative Separation

3. Is the Sailor currently under investigation?

a. Investigating agency?

4. If Sailor is pending civilian trial, provide charges:

*Trial date:

5. If needed, who will provide for bailiff and brig escorts?

6. Is there an MPO or civilian restraining order (CRO) in place against Sailor?

MPO Exp. Date

CRO Exp. Date

7. Provide details of MPO/Civilian Restraining Order:

8. Will the Sailor be going to a board?

a. Who will be serving as recorder (select one)?

Command Legal-O

RLSO

Requesting ISIC JAG support

9. Is the Sailor pending ADSEP?

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a. Have the following separation requirements been completed by Sailor:

TGPS Date completed:

Medical/Dental Date completed:

CAPSTONE Date completed:

Ten-day Letter Date completed:

10. Why can't Sailor remain on the ship?

11. Additional comments here:

IV. Chain of Command Contact Section.

Executive Officer's Name & Rank:

Phone:

Email:

Command Master Chief's Name & Rank:

Phone:

Email:

V. Triad Comment's Section.

CO, XO, CMC's comments:

Digital Signature: _____

Form must be digitally signed by one of the ship's triad. No exceptions.

***NOTE:** *Although the Sailor is TDY to CSD, the command is responsible for ensuring all transitioning documentation is completed and sent to CSD in a timely manner. Failure to do so, could result in the Sailor being returned to the command or the ISIC.*