OFFICE SYMBOL (600-20f)

MEMORANDUM FOR Immediate commander

SUBJECT: Request for Religious Accommodation – Rank (if applicable) Name, Unit (if applicable)

**[Use paragraph 1 for a GCMCA-level request pursuant to AR 600-xx]**

1. I request a religious accommodation to wear [a beard] [a beard, turban, and uncut hair] [a hijab] in accordance with the standards provided in Army Regulation (AR) 600-xx.

or

**[Para 1 for a request requiring a waiver of AR 670-1]**

1. I request a religious accommodation for a waiver of Army Regulation (AR) 670-1 standards to wear describe the uniform and/or grooming accommodation requested.

2. This request is based on [describe the religion *in detail*, how *specifically* the religious practice is burdened without it, and, *with particularity*, the reason for the request].

**[Para 3 for Soldiers currently serving]**

3. I understand that I must continue to comply with the uniform and grooming standards of AR 670-1 for non-accommodated Soldiers unless I am notified that my request is approved. If my request is disapproved, I understand I may continue to serve without an accommodation or I may request administrative separation. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

or

**[Para 3 for pre-accession requests]**

3. If my request is disapproved, I understand I may choose to [enlist] [enroll] [commission] and serve without an accommodation or I may choose to discontinue the accession process. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

4. The point of contact for this request is the undersigned at xxx-xxx-xxxx or

xxx.xx.mil@mail.mil.

 JOHN D. DOE

 RANK, BR/MOS

 DoDID