OFFICE SYMBOL (600-20f)

MEMORANDUM FOR GCMCA

SUBJECT: Religious Accommodation Request Chaplain Interview – Requestor’s Rank (if applicable) Name, Unit (if applicable)

1. On [date] I conducted a[n] [telephonic] [in-person] interview with [requestor] regarding [his] [her] request for religious accommodation.

**[Use this para 2 for a GCMCA-level request pursuant to AR 600-20]**

2. [Requestor’s name] requests a religious accommodation to wear [a beard] [a beard, turban, and uncut hair] [a hijab] in accordance with the standards provided in the enclosure to Army Regulation (AR) 600-20 (see appendix P-3).

or

**[Use this para 2 for a request requiring a waiver of AR 670-1]**

2. [Requestor’s name] requests a religious accommodation to wear describe the uniform and/or grooming accommodation requested. This request requires a waiver of Army Regulation (AR) 670-1 standards

3. Address in detail the religion and religious basis for the request.

4. Address in detail the sincerity of the request and burden imposed if not approved.

5. Recommendation is optional

5 or 6. The point of contact for this memorandum is the undersigned at xxx-xxx-xxxx or xxx.xx.mil@mail.mil.

 JOHN D. DOE

 RANk, CH

 Position