OFFICE SYMBOL(600-20f)

MEMORANDUM FOR GCMCA (separate memos for battalion-level and brigade-level)

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

1. [Requestor] is seeking a religious accommodation to wear a beard in accordance with the standards provided in the Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.

2. I recommend [approval/disapproval] of the request. Must provide explanation if recommending disapproval. Recommendations for disapproval of GCMCA-level requests pursuant AR 600-20 may only be based on (1) a determination that the request is not based on a sincerely held religious belief or (2) identification of a specific, concrete hazard not otherwise addressed in Army policy that cannot be mitigated by reasonable measures after coordinating with the branch or MOS proponent.

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

Encls JOHN D. DOE

as RANk, BR

Position