OFFICE SYMBOL (600-20f)

MEMORANDUM FOR Commander (Your Company)

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

1. I request a religious accommodation providing an exception to barracks policy for use of candles and incense in religious practices.

2. This request is based on my [Pagan/Heathen/Wiccan/etc] faith. Candles and incense are used in many types of religious practice. The most common are meditative practices. In these practices incense or flame is used to assist with focus and sense of connection. These types of activities are well documented across Pagan practices, as well as Buddhist and even some Christian denominations. Candles and incense may also be used as active parts of ritual. In these cases, they may be used to define space, provide a cleansing of an area (such as with a censor), move flame from one candle to another (such as with Christian Advent candles), or other similar ritual movements and activities.

3. I understand that I must continue to comply with barracks policy as non-accommodated Soldiers unless I am notified that my request is approved. I recognize there is a safety concern in using burning materials such as candles and incense indoors. To mitigate this concern I will ensure that these materials are lit only during my religious practices, during which time they will be under my direct supervision. These items will be fully extinguished before I leave my room and will under no circumstances be left burning unsupervised.

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

xxx.xx.mil@army.mil.

 JOHN D. DOE

 RANK, Branch

 DoDID