OFFICE SYMBOL

MEMORANDUM FOR GCMCA for waiver request

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 AD 2018-19]**

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 Directive 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation), 8 Nov 2018.

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 the religious basis for the request.

4. Address sincerity of the request

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