

## Religious Accommodation Interview Checklist

Applicant:			Date of Interview(s):
Rate/Rank:			Chaplain Interviewer:
Phone:			Phone:
Email:			Email:
Command:			Chaplain's Command:
<b>Interview Preliminaries:</b>			
Yes	No	N/A	
			Review DoDI 1300.17 on religious accommodation.
			Notify Applicant that the interview is not confidential or privileged, and will be used in an official report to advise the command on the Applicant's request.
			Obtain Applicant's signed waiver (see attached).
			Explain to the Applicant that confidential support can be obtained through either 1) another chaplain or 2) a separate counseling session.
			Has the Applicant been granted a policy waiver for this practice previously?
			Does the Applicant's Page 2 (NAVPERS 1070/602) reflect the belief cited in the application?
<b>The application is for a waiver from the following:</b>			
Yes	No	N/A	
			Uniform standards
			Grooming standards
			Immunization requirements
			DNA sampling
			Other
<b>Interview Results:</b>			
Yes	No	N/A	
			Applicant communicated his/her beliefs (conscience, moral principles, or religious beliefs) in an honest and sincere manner.
			Applicant was credible (consistently keeps tenets, practices, etc.).
			Applicant's demeanor and pattern of conduct are consistent with the request.
			Applicant participates in activities associated with the belief(s).
			Persons supporting the claim are credible.
			Applicant's request is supported by letter(s) of verification or endorsement from an organization espousing the beliefs which are the basis for the claim.
			Alternate means of accommodating the practice were explored in the interview.
<b>Process Checklist:</b>			
Yes	No	N/A	
			Chaplain has prepared a memorandum memorializing the interview, following the guidance, specifically identifying the religious importance of the accommodation to the Applicant.
			Chaplain reviewed memorandum with Applicant and provided a copy.
			Chaplain submitted the memorandum and this document to the commanding officer via chain of command.
			Chaplain referred Applicant to command to process request.

WARNING ADVISEMENT ABOUT STATEMENTS MADE DURING A RELIGIOUS  
ACCOMODATION INTERVIEW

I, \_\_\_\_\_, have been advised  
that statements that are made during the course of my religious  
accommodation interview are not confidential and may be  
disclosed by Chaplain \_\_\_\_\_ to further my  
religious accommodation request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chaplain