OFFICE SYMBOL

MEMORANDUM THRU

Intermediate commanders as necessary

FOR GCMCA

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

1. On [date] I received [requestor’s name] request for a religious accommodation. I provided initial notification to the Office of the Deputy Chief of Staff, G-1 Command Policy Division on [date]. A copy of the request [and supporting documents] is enclosed.

**[Para 2 for a brigade-level request pursuant to AD 2018-19]**

2. [Requestor] is seeking 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

**[Para 2 for a request requiring a waiver of AR 670-1]**

2. [Requestor] is seeking 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. [Chaplain] interviewed [requestor] on [date]. A copy of the interview memorandum is attached.

4. I recommend [approval/disapproval] of the request. Must provide explanation if recommending disapproval. Recommendations for disapproval of GCMCA-level requests pursuant AD 2018-19 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.

5. 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

 Encl 8