OFFICE SYMBOL

MEMORANDUM FOR Office of the Deputy Chief of Staff (DCS), G-1 Command Policy and Programs Division (DAPE-MPC)

SUBJECT: Elevation of Request for Religious Accommodation – [Soldier’s name]

1. I am elevating [Soldier’s name] request to wear [a beard, turban, and uncut hair] [a beard] [a hijab] [other accommodation] in observance of his/her faith [faith] along with the recommendations of the chain of command.

2. The command team recommends [approving/disapproving] [Soldier’s name] request based on [identifies a specific hazard that cannot be mitigated by reasonable measures] [may impair the ability to wear protective equipment or impede the ability to operate your assigned weapon, military equipment, or machinery].OR because it has been determined that he/she have not demonstrated a sincerely held religious belief.

3. The point of contact for this action is [name, contact number, email address].

 JOHN D. DOE

 RANK, BR

 Commanding (GCMCA)