



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
701 SOUTH COURTHOUSE ROAD  
ARLINGTON VA 22204-2472

BUPERSINST 1730.11 CH-1  
N131  
24 Jul 19

BUPERS INSTRUCTION 1730.11 CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: STANDARDS AND PROCEDURES GOVERNING THE ACCOMMODATION OF  
RELIGIOUS PRACTICES

Encl: (1) Revised Page 6 and new Page 6a

1. Purpose. To transmit revised page 6 of the basic instruction, which updates management of pre-accession and recruit training religious accommodations. This change includes an additional matrix chart to assist recruiting and recruit training leadership with management of these requests.
2. Action. Remove page 6 of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management
  - a. Records created as a result of this instruction, regardless of format, or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives, and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>
  - b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

  
JOHN B. NOWELL, JR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS/NAVPERSCOM Web site, <https://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>.



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BUPERSINST 1730.11  
N13  
13 Nov 2018

BUPERS INSTRUCTION 1730.11

From: Chief of Naval Personnel

Subj: STANDARDS AND PROCEDURES GOVERNING THE ACCOMMODATION OF  
RELIGIOUS PRACTICES

Ref: (a) DoD Instruction 1300.17 of 10 February 2009  
(b) SECNAVINST 1730.8B  
(c) NAVPERS 15665I  
(d) BUMEDINST 6230.15B

Encl: (1) Sample Request to Accommodate a Religious Practice (Template)  
(2) Chaplain Interview Checklist (Template)  
(3) Chaplain Memorandum for the Record (Template)  
(4) Religious Accommodation Approval or Endorsement (Template)

1. Purpose. To provide updated policy, guidance, procedures and responsibilities for the accommodation of a sincerely held religious belief for Sailors and prospective accessions, per references (a) and (b). Reference (c) provides the Navy's manner of wear policy for the most commonly requested religious accommodations as delineated in paragraph 5.

2. Scope and Applicability

a. This instruction applies to all active and reserve members of the Navy, including applicants for entry into the Navy and Navy Reserve, as well as midshipmen at the U.S. Naval Academy (USNA) and in the Navy Reserve Officer Training Corps (NROTC), and officers and officer candidates in Navy officer accession programs. Nothing in this instruction precludes disciplinary or administrative action for conduct that is proscribed by the Uniform Code of Military Justice or supporting policies.

b. Conscientious Objectors. Conscientious objections are not covered under this instruction. See DoD Instruction 1300.06 (Conscientious Objector) of 12 July 2017.

c. Peyote Use. Peyote use is not covered under this instruction. See Assistant Secretary of Defense for Force Management Policy Memorandum of 25 April 1997, *Sacramental Use of Peyote by Native American Service Members*.

3. Background. This policy complies with references (a) and (b) and supports the Navy's culture of diversity, tolerance and inclusion. In line with section 2000bb-1 of Title 42, United States Code, requests for religious accommodation from a military policy, practice or duty that

substantially burdens a Sailor's exercise of religion may be denied only when the military policy, practice or duty furthers a compelling government interest and is the least restrictive means available of furthering that compelling government interest. Many religious practices such as (but not limited to) religious observances and dietary practices do not need a request for waiver of policy and can be accommodated at the command level.

#### 4. Roles and Responsibilities

a. Sailors. Sailors seeking accommodation of a religious practice ("requestors") must submit a request in writing to their commander, consistent with enclosure (1). Prospective accessions seeking accommodation of a religious practice ("requestors") should use the accession source chain of command, consistent with enclosure (1) and subparagraph 5b.

(1) Requestors must comply with the applicable policy, practice, direction or duty from which he or she is requesting accommodation until the request is adjudicated. Additionally, commanders and commanding officers ("commanders") may temporarily modify or suspend a religious accommodation if operational circumstances or safety concerns arise that require immediate compliance by the requestor.

(2) Personnel with an approved religious accommodation must inform their chain of command of the approved accommodation upon checking in or changing duties. Requestors must retain a copy of the approved accommodation and be able to produce it within a reasonable amount of time if required to do so.

b. Chaplains. The Chaplain Corps is responsible for the training associated with religious accommodation policy execution. Assisted by religious program specialists, Chaplains provide for and facilitate efforts to meet the religious needs of Department of the Navy (DON) personnel.

(1) A Navy chaplain will conduct an administrative interview for each religious accommodation request. Local chaplains should be used if available. Chaplains may use any means available to ensure the interview takes place promptly, such as telephone or video conference. The chaplain should use enclosure (2) during the interview and must produce a memorandum for the record consistent with enclosure (3).

(2) The chaplain will inform the Sailor or prospective accession that the interview is for the purpose of preparing a memorandum for the record and advising the command, and that the content of the interview is not privileged or confidential as defined in SECNAVINST 1730.9 and the Manual for Courts-Martial Military Rule of Evidence 503.

c. Commanders and Commanding Officers (CO). Commanders must process requests according to the timelines, routing and criteria set forth in this instruction.

(1) When forwarding for appeal or adjudication, commanders will use enclosure (4).

(2) Commanders must obtain the advice of a judge advocate and a chaplain prior to acting on a request that involves a waiver of Navy policy.

(3) Commanders will include a religious needs assessment upon check-in to the command in line with OPNAVINST 1730.1E to include identification of Sailors who may need previously-approved religious accommodation waivers reviewed.

d. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO N1). CNO N1 is responsible for overseeing religious accommodation policy and will review and act on religious accommodation requests that require waiver of Department of Navy (DON) policy and religious accommodations routed to CNO N1 for approval as indicated in table 1.

## 5. Policy

a. Standards-Based Approach. The Navy has a compelling governmental interest in mission accomplishment at the individual, unit and organizational levels, including such necessary elements of mission accomplishment as military readiness, unit cohesion, good order, discipline or health and safety. The military is a specialized community within the United States, governed by a discipline separate from the rest of society. All Navy personnel must expeditiously review and act on requests for religious accommodations. Many religious practices do not require an exception to Navy policy and can be accommodated at the command level. The term “religious practice” includes any exercise of religion, whether or not compelled by, or central to, a system of religious belief.

(1) Each request for religious accommodation must be reviewed on a case basis, giving consideration to the full range of facts and circumstances relevant to the specific request. Requests to accommodate religious practices should not be denied simply because similar requests were denied. The following factors should be considered:

- (a) applicable operational or regional policies,
- (b) importance of the military policy, practice or duty in terms of mission accomplishment, including military readiness, unit cohesion, good order, discipline or health and safety,
- (c) importance of the accommodation to the requestor,
- (d) cumulative impact of repeated accommodations of a similar nature and
- (e) alternate means to meet the requested accommodation.

(2) To comply with the intent of section 2000bb-1 of Title 42, U.S. Code, commanders and their staffs should remain objective in considering a request to accommodate a religious practice. Commanders will not deny or recommend denial of a religious accommodation unless the denial or partial denial furthers a compelling governmental interest and is the least restrictive means of furthering that compelling government interest. It is essential that commanders articulate the factual basis underlying any compelling government interest and that they articulate why a recommended denial or partial denial is the least restrictive means available to the commander to protect the compelling government interest over the individual request. Factors to consider include (but are not limited to) whether approving the accommodation would:

(a) pose a health or safety hazard or interfere with the wear or proper function of special or protective clothing or equipment (including, but not limited to, the donning of respiratory equipment, hazards to proper visibility and communication or clothing hazards) or

(b) otherwise impair mission accomplishment, good order, discipline, morale or unit cohesion.

(3) Sometimes it is necessary for commanders to recommend an alternative accommodation of a religious practice. For example, there may be options and resources not known to the member at the time of his or her request that might be known to the commander. Those alternatives should be discussed and offered to the member to determine if they might satisfy some or all of the member's religious need. Where appropriate, the Chaplain memorandum may discuss alternative means available to address the requested accommodation.

(4) Types of religious accommodations and approval authority levels are listed on the following page. Many religious practices such as (but not limited to) religious observances and dietary practices do not need a request for waiver of policy and can be accommodated at the command level. Certain requests for religious accommodation may be approved by commanders in certain duty type environments as listed in table 1 below. Per reference (a), exceptions to this table are not permitted without CNO N1 approval.

Duty Type	Types of Religious Accommodations	Authority
Types 1, 2, 3, 4 and 6 (all duty types)	Religious observances per subparagraph 5d(1)	CO
Types 1, 2, 3, 4 and 6 (all duty types)	Dietary practices per subparagraph 5d(2)	CO
Types 1, 3 and 6 (shore duty, remote land-based sea duty and overseas shore duty)	Beard of ¼ inch or less per references (c) subparagraph 5d(4)	Approvals authorized at O-6 CO/Immediate Superior In Command (O-6 ISIC), otherwise send recommendation directly to CNO N1
Types 2 and 4 (sea duty and overseas sea duty)	Beard of ¼ inch or less per references (c) and subparagraph 5d(4)	O-6 CO/ISIC send recommendation directly to CNO N1
Types 1, 2, 3, 4 and 6 (all duty types)	Beard longer than ¼ inch per references (c) and subparagraph 5d(4)	O6 CO/ISIC send recommendation directly to CNO N1
Types 1, 3 and 6 (shore duty, remote land-based sea duty, and overseas shore duty)	Neat conservative head covering per reference (c) and subparagraph 5d(4)	Approvals authorized at O-6 CO/ISIC, otherwise send recommendation directly to CNO N1
Types 2 and 4 (sea duty and overseas sea duty)	Neat conservative head covering per reference (c) and subparagraph 5d(4)	O-6 CO/ISIC send recommendation directly to CNO N1
Types 1, 2, 3, 4 and 6 (all duty types)	Uniform, grooming or religious apparel waivers not authorized at a lower level in line with reference (c)	O-6 CO/ISIC send recommendation directly to CNO N1
Types 1, 2, 3, 4 and 6 (all duty types)	Immunizations per subparagraph 5.d (3)	O-6 CO/ISIC send recommendation directly to CNO N1
Types 1, 2, 3, 4 and 6 (all duty types)	All other types of religious accommodation that require a waiver of Navy policy	O-6 CO/ISIC send recommendation directly to CNO N1

Table 1. Authorities and Religious Accommodations (sorted by duty type)

Note 1: Pre-accession authority examples are listed below in subparagraph 5b.

Note 2: Further details for duty types 1 through 6 can be found in MILPERSMAN 1306-102.

b. Accessions

(1) Navy accession sources, Navy Recruiting Command, Naval Service Training Command, USNA and U.S. Navy Bureau of Medicine and Surgery (BUMED), are the designated chains of command for pre-accession requests in line with table 1. Accession source headquarters are responsible for ensuring active and reserve enlisted and officer accessions are informed of uniform and grooming standards and policies, as well as procedures for seeking religious accommodations. Accession source headquarters must document this opportunity in writing and ensure all accession requests for religious accommodation are adjudicated prior to

entering service. The following language should be used to document the applicant's understanding of the Navy's religious accommodation policy:

"I understand that Department of the Navy policy is to accommodate religious practices whenever possible, unless doing so would have an adverse impact on mission accomplishment, including military readiness, unit cohesion, good order, discipline or health and safety.

I understand accommodation of my religious practices cannot be guaranteed at all times. I understand that determination of military necessity rests entirely with my Navy chain of command, and that I will be expected to comply with the Navy's policy, practice or duty from which I am requesting accommodation unless and until approved by the designated authority.

I do NOT desire to request a religious accommodation at this time

\_\_\_\_\_  
(Applicant Signature)

I DO desire to request a religious accommodation for:

\_\_\_\_\_  
(Type of Request)

\_\_\_\_\_  
(Applicant Signature)

Applicants requesting religious accommodation may not enlist or commission until they receive a final approval in writing. Accession commands must immediately process the request in line with BUPERSINST 1730.11 (Standards and Procedures Governing the Accommodation of Religious Practices).

\_\_\_\_\_  
(Typed or Printed Name and Signature of Witnessing Recruiting Representative)"

(2) Additionally, prospective accessions must be given the opportunity to route a religious accommodation request prior to departure for a Military Entrance Processing Station, as applicable. Many pre-accession religious practices such as (but not limited to) religious observances and dietary practices do not need a request for waiver of policy and can be accommodated at the command level. Certain requests for religious accommodation may be approved by recruit training commanders as listed in table 2 below. Per reference (a), exceptions to this table are not permitted without CNO N1 approval.

<b>Type of Religious Accommodation</b>	<b>Process</b>	<b>Notes</b>
Religious observances	Route to RTC/OTCN CO for approval	Disapproval recommendations must be routed to CNO N1
Dietary practices	Route to RTC/OTCN CO for approval	Disapproval recommendations must be routed to CNO N1
Any request for beards during RTC/OTCN	RTC/OTCN CO may approve ¼" beard after capping	If ¼" beard after capping is not acceptable by applicant, then route to CNO N1
Religious head covering during RTC/OTCN	RTC/OTCN CO may approve religious head covering during religious ceremonies/services only	If religious head covering during religious ceremonies/services only is not acceptable by applicant, then route to CNO N1
Immunizations	RTC/OTCN CO may approve use of any available alternative vaccinations	If no alternative vaccines are available, then route to CNO N1
Uniform, grooming or religious apparel accommodation that do not require waiver of DON policy (e.g., full coverage swimwear)	Route to RTC/OTCN CO for approval	Disapproval recommendations must be routed to CNO N1
All other requests that require a waiver of Navy policy	Route to CNO N1	

Table 2. Authorities and Religious Accommodations for Pre-Accession and Recruit Training

c. Timelines. For religious accommodations requiring adjudication at the commander or O-6 CO/ISIC level, final review and written notification to the requestor will be completed no later than 15 days from the date the requestor submitted the request to his or her immediate commander. This timeline is extended to 30 days for cases originating outside the continental United States (except for Hawaii and Alaska), and in all cases concerning Reserve Component

Service members not on active duty that require adjudication at the commander or O-6 CO/ISIC level. Extensions may be granted by the Director, Military Personnel, Plans and Policy (OPNAV N13), generally due to operational necessity or lack of immediate access to a judge advocate or chaplain. All religious accommodation cases forwarded from the commander's O-6 CO/ISIC to CNO N1 for adjudication must be forwarded within 15 days from the date the requestor submitted the request to his/her immediate commander, and will be expeditiously adjudicated in line with references (a) and (b). To ensure timely and consistent adjudication of all requests, active and reserve Sailors will not submit a religious accommodation waiver request if they are expected to execute permanent change of station orders within 45 days. Written notification should be given to the requestor within 5 days upon any decision, modification, suspension or revocation of a religious accommodation.

d. Accommodation Type

(1) Observances of Worship and Holy Days. Worship practices, holy days and Sabbath or similar religious observance requests will be accommodated except by necessity, consistent with mission accomplishment, U.S. Navy Regulations, and Navy Military Personnel Manual (MILPERSMAN) article 1731-010.

(2) Dietary Practices. Commanders should accommodate religious dietary observances to the fullest extent possible. Commanders normally accommodate religious dietary observances through a standard core menu that supports many religious dietary requirements or by issuing Meals Ready to Eat, Religious. In certain circumstances, commanders may consider other alternative solutions.

(3) Immunizations. The Navy requires immunizations for all Sailors, based on its compelling interest in mission accomplishment, including military readiness, unit cohesion, good order, discipline and health and safety. Local commanders should make a reasonable effort to acquire alternative vaccinations, when available, that meet both religious needs of Sailors and the Navy's immunization requirements as determined by BUMED. Refer to MILPERSMAN 1730-020 as needed. Medical waivers of immunization requirements not associated with religious belief will continue to be adjudicated by the health care provider as addressed in reference (d).

(4) Uniform and Grooming. Pursuant to subparagraph 5a above, commanders should consider such factors as the safe and effective operation of weapons, work center equipment and machinery, and wear of protective clothing or equipment to determine whether the religious accommodation might interfere or otherwise impair the accomplishment of the unit or individual mission(s). Commanders should also state in the endorsement or approval how the religious accommodation may need to be modified in operational, non-operational or training environments.

(a) Beards. As delineated in table 1, religious accommodations for Sailors on shore duty, remote land-based sea duty and overseas shore duty to wear a beard less than ¼ inch in

length may be authorized at the O-6 CO/ISIC level based upon the operational environment and in line with reference (c). All other requests must be sent to CNO N1 for decision.

(b) Head Coverings. As delineated in table 1, religious accommodations for Sailors on shore duty, remote land-based sea duty and overseas shore duty to wear neat and conservative religious head coverings such as (but not limited to) a hijab, turban, kufi, kippah or yarmulke may be authorized at the O-6 CO/ISIC level based upon the operational environment and in line with reference (c). Religious head coverings must not interfere with the wearing of required safety equipment or the cover for the prescribed uniform of the day.

(5) Deoxyribonucleic Acid (DNA) Specimen Sampling. Waiver requests from participation in DNA specimen collection should be forwarded to CNO N1 for final adjudication. BUMED will be consulted prior to final adjudication.

(6) Other Religious Accommodation Requests. All other religious accommodation requests requiring a policy waiver not specified under this section will be routed to CNO N1 via OPNAV N13 for adjudication.

e. Routing. For those requests that require a waiver of policy to accommodate religious needs:

(1) A requestor seeking religious accommodation must submit a request in writing through his or her commander using the template at enclosure (1). The requestor must state the religious accommodation sought, and may elaborate on the sincerely-held religious beliefs or circumstances motivating the request.

(2) Every requestor seeking religious accommodation must interview with a Navy chaplain. The chaplain will assess whether the requestor's religious beliefs appear sincerely-held, and will forward an evaluation to the commander using the templates provided in enclosures (2) and (3).

(3) Commanders will take appropriate action on requests to stay within the timelines in subparagraph 5(c). Requests forwarded to the O-6 CO/ISIC for approval or endorsement for CNO N1 must include enclosures (1) through (4). There are no additional requirements.

(4) A copy of any religious accommodation authorized at the O-6 CO/ISIC level or requests forwarded from the O-6 CO/ISIC level to CNO N1 should be sent via e-mail to OPNAV N13 at [ALTN\\_Navy\\_Religious\\_Accommodations@navy.mil](mailto:ALTN_Navy_Religious_Accommodations@navy.mil). If the request contains Personally Identifiable Information (PII), the request must be labelled and encrypted appropriately.

(5) Sailors who fall under the direct report of another United States Military Service will adhere to the provision set forth in subparagraph 4a and must route their requests to the

appropriate Service decision authority for approval. Sailors assigned to a Joint command will route requests to their respective Navy Element Commander for approval, or recommendation to CNO N1 as delineated in table 1.

f. Appeals

(1) Appeals of command-level adjudication will be forwarded to the commander's O-6 CO/ISIC for adjudication. Appeals of O-6 CO/ISIC level adjudication will be forwarded to CNO N1 for adjudication. Appeals of CNO N1 adjudication will be forwarded to the Chief of Naval Operations (CNO) for final adjudication, unless directed otherwise in references (a) or (b).

(2) If the requestor's religious accommodation is denied at any level in the chain of command, and the requestor subsequently experiences a change in physical, operational or geographical environment, or if there is a change to pertinent policy, the requestor may renew his or her request for religious accommodation.

g. Approval Duration, Withdrawal and Suspension. An approved religious accommodation is subject to review, suspension and revocation, in whole or in part, at any time upon a change in the circumstances upon which the initial religious accommodation was based (e.g., new duty assignment, temporary duty or other material change in circumstances). If the commander determines that a compelling government interest requires suspension or revocation of the religious accommodation, the command must notify the requestor in writing. The commander may temporarily modify or suspend an accommodation if operational circumstances or safety concerns arise that require immediate compliance by the requestor. Approved religious accommodations will remain in effect until the commander or future commander notifies the candidate or Service member in writing that a compelling government interest requires a suspension or withdrawal of the religious accommodation. Religious accommodations may be immediately suspended (normally 90 days or less) in light of the duties assigned while not permanently revoked. The original approval will suffice after the suspension is complete. A copy of any permanent withdrawal of a religious accommodation approval must be sent via email to OPNAV N13 at [ALTN\\_Navy\\_Religious\\_Accommodations@navy.mil](mailto:ALTN_Navy_Religious_Accommodations@navy.mil). If the request contains Personally Identifiable Information (PII), the request must be labelled and encrypted appropriately.

(1) The authority to temporarily suspend a previously approved religious accommodation resides with the CO, while the authority to permanently revoke a previously approved religious accommodation remains with the same level of authority at which the religious accommodation was granted. For example, a CO can suspend a religious accommodation while waiting for the O-6 ISIC or DCNO N1 to permanently rescind the previously approved waiver. The standard for suspending or revoking a previously granted religious accommodation, in whole or in part, is the same as the standard for denying a religious accommodation, and the same factors must be considered. Suspensions and revocations may be appealed in the same process as described in subparagraph 5f(1).

(2) The written notification must include the nature of the changed circumstances that require such review and specify the reason for the revocation or the length of the suspension.

(3) The requestor will be given a chance to comment on the review and potential revocation of the religious accommodation. Any comments submitted by the requestor will be forwarded to the appropriate authority for consideration.

## 6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N13 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation following the guidance in OPNAV Manual 5215.1 of May 2016.

R. P. BURKE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS/NAVPERSCOM Web site, <https://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>

SAMPLE REQUEST TO ACCOMMODATE A RELIGIOUS PRACTICE (TEMPLATE)

(Date)

From: Rate or rank, as applicable, full name, branch and type of service as applicable

To: Appropriate authority per table 1 (i.e., O-6 CO/ISIC or CNO N1)

Via: Appropriate authority per table 1 (i.e., CO, O-6 CO/ISIC)

Subj: REQUEST FOR RELIGIOUS ACCOMMODATION

Ref: (a) DoD Instruction 1300.17 of 10 February 2009

(b) SECNAVINST 1730.8

(c) BUPERSINST 1730.11

(d) Other references as needed

Encl: (1) Photograph (as needed to show the neat and conservative color, manner of wear, etc.)

(2) Optional enclosures (e.g., religious leader endorsement or research in applicable area)

1. Pursuant to references (a) through (c), I hereby request religious accommodation from Navy policy (use reference as needed) to \_\_\_(describe the specific practice(s)) \_\_\_ due to my religious belief that \_\_\_(paraphrase religious basis of the request)\_\_\_.

2. My request is based on my religious belief that\_\_\_\_\_ (provide a detailed explanation here as desired)\_\_\_\_\_ and reference enclosure (1) or (2) as needed/desired.

3. (Required statement) I certify that I understand that any approved or partially approved waiver may not be appropriate for future duty to which I may be assigned, including operational, non-operational or training command(s), and may be suspended or withdrawn in accordance with reference (c).

\_\_\_\_\_  
(Signature)

### CHAPLAIN INTERVIEW CHECKLIST TEMPLATE

Requestor:			Interview Date:
Name:			Chaplain Interviewer:
Phone:			Phone:
Email:			E-mail:
Command:			Chaplain's Command:
Interview Preliminaries			
Yes	No	N/A	
			Chaplain reviewed policy and doctrine on religious accommodation and the policy for which the requestor is seeking accommodation.
			Applicant was notified that the interview is not confidential and will be used to advise the command.
			Chaplain explained to the applicant that confidential support can be received from another chaplain.
			Applicant has been granted a religious accommodation for this practice previously.
			Applicant's Page 2 (NAVPERS 1070/602) reflects the belief cited in the application.
Type of Waiver Requested			
Yes	No	N/A	
			Uniform standards
			Grooming standards
			Immunization requirements
			DNA sampling
			Other (Please describe):
Interview			
Yes	No	N/A	
			Requestor's religious beliefs seemed honestly and sincerely held using one or more of the following factors:
			1. Requestor was credible (consistently keeps tenets, practices, etc.).
			2. Requestor's demeanor and pattern of conduct are consistent with the request.
			3. Requestor participates in activities associated with the belief(s).
			4. Other persons supporting the claim are credible.
			5. 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.
Process Checklist			
Yes	No	N/A	
			Chaplain has prepared a memorandum documenting the interview.
			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.

CHAPLAIN MEMORANDUM FOR THE RECORD (TEMPLATE)

From: [Chaplain's rank and name], CHC, USN  
To: [Commanding Officer of requestor]

Subj: REQUEST FOR AN EXCEPTION TO POLICY TO ACCOMMODATE A PRACTICE  
BASED ON RELIGIOUS BELIEF ICO [REQUESTOR'S RANK, NAME]

Ref: (a) SECNAVINST 1730.8  
(b) SECNAVINST 1730.9

1. (Requestor's rank and name) has submitted a request for accommodation of a religious practice per reference (a). Per BUPERSINST 1730.11, I interviewed the requestor on (date). I explained that this interview would not be a confidential communication as defined by reference (b) and informed the requestor that referral for confidential chaplain support was available.
2. Nature of the request. (Provide a narrative summary of the request for religious accommodation and whether or not the requestor has previously had this or any other related request approved or denied)
3. Basis. (Identify the religious beliefs on which the accommodation request is based and provide a professional and objective opinion regarding the religious importance of the request to the member. Include the requestor's religion as listed on NAVPERS 1070/602 (Page 2).
4. Alternate Means. (Indicate alternate means of meeting the request)
5. Sincerity. (Assess the sincerity of the requestor. The memorandum should focus on the sincerity of the member's personal religious beliefs, including the information provided during the interview.)
6. My contact information is (telephone number and e-mail address).

[Signature]

Copy to:  
(rank and name of requestor)

RELIGIOUS ACCOMMODATION APPROVAL OR ENDORSEMENT (TEMPLATE)

(Date)

From: Appropriate authority per table 1

To: Appropriate authority per table 1

Via: As applicable with appropriate authority per table 1

Subj: APPROVAL (or) APPROVAL/DISAPPROVAL RECOMMENDATION ICO (INSERT  
NAME HERE) RELIGIOUS ACCOMMODATION

Ref: (a) DoD Instruction 1300.17

(b) SECNAVINST 1730.8

(c) BUPERSINST 1730.11

(d) Other references as needed including regional or operational policy

Encl: (1) Sailor/accession request of DD MMM YY

(2) Chaplain Memorandum and Interview Checklist

(3) Other enclosures as needed (e.g., operational or regional policy)

1. Per references (a) through (c)/(d), I am approving this request or I am forwarding this request recommending approval/disapproval in full or in part during the following environments (as applicable to the command):

a. Operational recommendation:

b. Non-operational recommendation:

c. Training environment recommendation:

2. The following information was considered or is provided for consideration as applicable (articulate the factual basis underlying any compelling government interest and why the denial or partial denial is the least restrictive means available to protect the compelling government interest over the individual request):

a. The importance of the military policy, practice or duty from which religious accommodation is sought in terms of mission accomplishment, including:

(1) Military readiness:

(2) Unit cohesion:

(3) Good order and discipline:

(4) Health and safety:

- b. The religious importance of the accommodation to the requestor.
  - c. The cumulative impact of repeated accommodations of religious practices of a similar nature.
  - d. Alternate means available to accommodate the practice in whole or in part.
3. Other pertinent issues or information associated with this request.
4. My point of contact (POC) for this matter is \_\_\_\_\_ (insert POC here) who can be reached at \_\_\_\_\_(insert e-mail and telephone number here).
5. This approval/recommendation will be emailed/mailed to OPNAV N131 for review/decision within the timelines in reference (c). Otherwise, Commander should provide the timeline/waiver of timeline here as applicable.

\_\_\_\_\_  
(Signature)

Copy to:  
OPNAV N131  
Operational Commander(s),  
Requestor, etc.