OFFICE SYMBOL

MEMORANDUM FOR [Soldier’s name]

SUBJECT: Decision Regarding Request for Religious Accommodation – [Soldier’s name]

1. References:

a. Army Directive (AD) 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation), 8 November 2018.

b. AD 2016-34 (Processing Religious Accommodation Requests Requiring a Waiver to Army Uniform or Grooming Policies), 6 October 2016.

2. I have considered your request for a religious accommodation to permit you to wear [a beard, turban, and uncut hair] [a beard] [a hijab], along with the recommendations of your chain of command. I deny your request for an exception to Army personal appearance and grooming standards, subject to the standards and limitations described below.

3. Because of the Army’s compelling government interest in the Soldier’s health, safety, military readiness, and the good order and discipline of the unit, your request is denied because [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 Your request is denied because I have determined that you have not demonstrated a sincerely held religious belief.

JOHN D. DOE

RANK, usa

Commanding (GCMCA)

CF:

Deputy Chief of Staff, G-1