



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH

14 June 2024

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commanding General of the District of Columbia, and Human Capital Management Title 10 Program

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)

1. References:

- a. Department of Defense Instruction 1300.17 (Accommodation of Religious Practices Within the Military Services)
- b. Army Regulation (AR) 600-20 (Army Command Policy)
- c. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- d. National Guard Regulation 600-200 (Enlisted Personnel Management)
- e. National Guard Bureau, ARNG-HRH Memorandum, Modification for Processing Religious Accommodation Requests, PPOM 22-020, 20 May 2022

2. Purpose. To provide updated guidance on processing RA requests related to uniform and grooming standards for Army National Guard (ARNG) Personnel. This guidance supersedes Reference 1d, Paragraph 1-10, and Reference 1e.

3. Applicability. This policy applies to all ARNG Servicemembers (Enlisted, Warrant Officers, and Officers), to include Active Guard and Reserve (AGR) personnel (Title 10 and Title 32) and Pre-Accession Applicants. The term "State" in this memorandum refers to all States, Territories, and the District of Columbia.

4. Policy. Religious accommodations are important in demonstrating the high value placed on individual rights to observe tenets of their respective religions. This guidance will ensure fair and timely processing of religious accommodation (RA) requests and waivers requested by ARNG personnel related to Uniform and Grooming practices in accordance with References 1a-1c. Leaders will assess requests on a case-by-case basis, using criteria in Reference 1b, Paragraph 5-6a to guide decisions and actions.

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5. Review and Action Timeline. As established in References 1a-1b, requests for current ARNG members must be fully processed within 60 calendar days from initiation to final disposition. Requests for Pre-Accessions must be fully processed within 30 calendar days; accession agencies/commands are authorized to establish routing chains that do not include all levels of intermediate command to shorten the process. If these timelines are not met, a Letter of Lateness signed by the Adjutant General (AG) / Commanding General (CG), or their delegate (O7 or above) will be submitted with the final packet.

6. Approval Authorities.

a. The AG / CG, or their delegate (O7 or above), is the approval authority for all T32/T10 RA requests for Hijab, Beard, Turban, or Commercial Leggings to be worn as prescribed by Reference 1c, Paragraph 3-16.

b. The Deputy Chief of Staff, G1 (DCS G1), Headquarters, Department of the Army (HQDA) is the approval authority of waiver requests pertaining to any uniform or grooming practice outside of standards prescribed by Reference 1c (including, but not limited to, those in Paragraphs 3-15 and 3-16).

c. The DCS G1, HQDA is the approval authority for appeals submitted in response to disapproved requests.

d. Decisions made by DCS G1, HQDA are final. Further requests for DCS G1, HQDA will be reconsidered only if substantially different grounds / new evidence exists.

7. Processing Religious Accommodation Requests, Waivers, and Appeals.

a. Religious Accommodation Checklist and Process (Enclosure 1), provides comprehensive procedural guidance specific to the ARNG and pursuant to References 1a-c. Templates for requests through final decision are provided (Enclosures 2-10). Enclosure 11 provides a flowchart of processes. Fillable/editable enclosures are available on the [ARNG Enlisted Policy Branch \(HRH-E\) Mil Suite Site](#), under Content.

b. All ARNG requests for RA or waivers, including those made by Title 10 AGR personnel, will be fully processed by the requestor's State.

c. Types of RA Requests.

(1) RA Requests. The AG / CG (or delegate) may approve, disapprove, or elevate requests for Religious Accommodation under Reference 1c, Paragraph 3-16.

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All options require a complete packet with AG / CG (or delegate) decision memorandum; if elevated, the memorandum must include a recommendation and reason for the recommendation. Consults with the HQDA, Office of the Chief of Chaplains (OCCH) and Office of the Judge Advocate General (OTJAG) obtained by the State are required for requests under this paragraph. Enclosure 1 provides details on documents / actions required.

(2) RA Waivers. Requests for Religious Accommodations that require a waiver will be elevated to HQDA DCS G1 with a complete packet and AG / CG (or delegate) endorsement memorandum; the memorandum must include a recommendation and reason for recommendation. Consults with OCCH and OTJAG obtained by the State are NOT required for waiver requests. Enclosure 1 provides details on documents / actions required.

(3) RA Appeals. Soldiers may appeal the AG / CG (or delegate) decision to DCS G1, HQDA once they receive the official disapproval memorandum. Enclosure 1 provides details on documents / actions required.

8. States will not place RA decision memoranda into requestors' Interactive Personnel Electronic Records Management System (iPERMS) / Army Military Human Resource Record (AMHRR); HQDA retains this action as part of established control measures per Reference 1a and routinely audits iPERMS/AMHRR to ensure compliance with this requirement.

9. Requestors will receive a copy of their request memorandum and the final decision memorandum; they are not entitled to a copy of any portion of the packet provided to the AG / CG (or delegate), to include email traffic or notes on the process, except as authorized through a request under the Freedom of Information Act.

10. Religious accommodations granted under Reference 1c, Paragraph 3-16 are permanent; RAs may not be permanently revoked or modified unless authorized by the HQDA, DCS G1. Personnel who have an approved accommodation for a hijab, beard, turban, or commercial leggings in their official personnel record do not have to go through another RA request process; examples include, but are not limited to, Prior Service Applicants and transfers from other Components or Services.

11. Requestors (other than Pre-Accessions) will continue to comply with Reference 1b standards for non-accommodated Soldiers while pending decision.

12. Commanders and Staff of the States and Title 10 Program will not forward initial notifications or any part of the packet to HQDA (the only exception is for the Staff Judge

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Advocate to request OTJAG consult, per instructions in Enclosure 1). The National Guard Bureau remains the channel of communication on all matters between the States and HQDA. States will not communicate directly with HQDA unless instructed by ARNG-HRH; this guidance deviates from Reference 1b.

13. The RA POC List is available on Mil Suite under the [ARNG G1 State/Territory POC List Directory](#). States are responsible for ensuring the contact information is up to date.

14. The point of contact for this policy is Dr. Dena M. Lentz, Policy Analyst, Enlisted Policy Branch, at 703-607-5350 or dena.m.lentz.civ@army.mil.

Enclosures
As

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Digitally signed by
ZIMMERMAN.TIMOTHY.WELLS.
1116507648
Date: 2024.06.17 08:19:35 -04'00'
TIMOTHY W. ZIMMERMAN
Chief, Personnel Policy Division

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)

Checklist / Process for Religious Accommodation (RA) Requests Related to Uniform and Grooming Practices							
Purpose: This document provides a checklist with timelines and pertinent details for requesting Religious Accommodation requests, waivers, and appeals related to uniform / grooming practices (worship practices, dietary practices, and medical care accommodations excluded). The process applies to all Army National Guard personnel, including T10/T32 AGR, and Pre-Accessions. References: DODI 1300.17, AR 600-20, AR 670-1, and PPOM 24-016							
Name:		Rank:		Status: M-Day / Trad <input type="checkbox"/> T32 / T10 AGR <input type="checkbox"/> Pre-Accession <input type="checkbox"/>			
Religious accommodation requests and waivers for current ARNG members must be fully processed within 60 calendar days of the request being received by the Immediate Commander; Pre-Accession requests must be fully processed within 30 calendar days . Failure to comply with the timeline will require a Letter of Lateness signed by the AG (or delegate). Packets must be sent via Email in various steps / phases, including supporting documents listed in this checklist. States will not forward any part of RA requests directly to HQDA (only exception is OTJAG Consult).							
Type of RA Request (refer to AR 670-1, Para 3-16)	Hijab <input type="checkbox"/>	Beard <input type="checkbox"/>	Turban <input type="checkbox"/>	Leggings <input type="checkbox"/>	Other (write in):	RA Request (No Waiver Required) <input type="checkbox"/>	RA Request (Waiver required) <input type="checkbox"/>
						Appeal <input type="checkbox"/>	
Summary Checklist of Required Documents for RA Requests, Waivers, and Appeals:							
Dated	Document			Requirement per Request		Enclosed	
	RA Request Memorandum from SM			All RA Requests		---	
	Chaplain Interview Memorandum			All RA Requests		---	
	Immediate Commander Memorandum			All RA Requests		---	
	Intermediate Commander Memorandum			All RA Requests, except Pre-Accessions		---	
	ARNG Staff Chaplain Consult Email			For Requests not requiring Waiver		---	
	OCCH Consult Email			For Requests not requiring Waiver		---	
	SJA Legal Review Memorandum			All RA Requests		---	
	OTJAG Consult Email			For Requests not requiring Waiver		---	
	AG/CG (or delegate) Decision Memorandum			All RA Requests		---	
	Second OTJAG Consult Email			Recommended for Disapprovals		---	
	Letter of Lateness			If applicable		---	
	Appeal Memorandum from SM			For Appeals of Disapproved RA Request only		---	
NOTES (optional):							
State POC will submit Checklist Cover Sheet and complete packet (assembled in order of Summary Checklist) to ARNG-HRH-E, at email: ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil							
Upon receipt from ARNG-HRH-E, HQDA G1 Command Policy team will review and provide guidance on the packet, as applicable. - For RA requests (NOT requiring Waiver) Approved or Disapproved by the AG / CG (or delegate), HQDA DCS G1 Command Policy will either: - Accept the Decision Memorandum and place in the Soldier's AMHRR/iPERMS (ARNG-HRH-E receives notification and advised State POC on Final Disposition). - Request further information / documents to ensure policy compliance (ARNG-HRH-E receives guidance and sends to State POC to obtain requested information). - For RA Waiver requests, HQDA DCS G1 Command Policy will: - Review, request information / documents (as needed), and prepare for HQDA DCS G1 review and decision. - Provide Decision Memorandum to ARNG-HRH-E and place in Soldier's AMHRR/iPERMS (ARNG-HRH-E will send to State POC and advise on Final Disposition). Final disposition of request occurs when HQDA DCS G1 Command Policy places decision memorandum in iPERMS/AMHRR. Upon Approval memorandum being placed in iPERMS/AMHRR, State RA POCs will update IPPS-A to reflect the Religious Accommodation in the Soldier's record; under Restrictions/Flags, use Restriction Category ASGNCONS (Assignment Considerations) and Restriction Code ACUGRE (Uniform/Grooming Religious Based Exceptions).							
NOTE: Personnel requesting RA, Waivers, or Appeals may only be provided a copy of their request memorandum and the final decision memorandum; requestors are not entitled to a copy of any portion of the packet provided to the AG / CG (or delegate) or HQDA DCS G1, to include email traffic or notes on the process, except as authorized through a request under the Freedom of Information Act (FOIA).							

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Name:		Rank:	Status: M-Day / Trad <input type="checkbox"/> T32 / T10 AGR <input type="checkbox"/> Pre-Accession <input type="checkbox"/>
Religious accommodation requests and waivers for current ARNG members must be fully processed within 60 calendar days of the request being received by the Immediate Commander. Pre-Accession requests must be fully processed within 30 calendar days . Failure to comply with the timeline will require a Letter of Lateness signed by the AG (or delegate). Packets must be sent via Email in various steps / phases, including supporting documents listed in this checklist. States will not forward any part of RA requests directly to HQDA (only exception is OTJAG Consult).			
Type of RA Request (refer to AR 670-1, Para 3-16)	Hijab <input type="checkbox"/>	Beard <input type="checkbox"/>	Turban <input type="checkbox"/> Leggings <input type="checkbox"/> Other (write in): <input type="checkbox"/>
		RA Request (No Waiver Required) <input type="checkbox"/>	RA Request (Waiver required) <input type="checkbox"/> Appeal <input type="checkbox"/>
Servicemember (SM) submits religious accommodation request to Immediate Commander in writing, using specified template / language. (Begins timeline)			
RA Request	Required Item / Action		Description / Notes
	RA Request Memo from SM to Immediate Commander (Template at Encl 2)		- Explain type of RA requested and religious basis for request; it is the responsibility of the SM to demonstrate sincerely held religious belief and that government policy, practice, or duty substantially burdens their religious exercise. - Additional documentation (photos, letters from religious leader, copies of religious text, etc.) is optional, but strongly encouraged for assisting those evaluating the request. - Requestors (other than pre-accession requests) must continue to comply with AR 670-1 standards for non-accommodated Soldiers while request is pending. <i>AR 600-20, App P, Para P-3a(1) or P-3b(1)</i>
Within 5 days of receipt of written request, Immediate Commander reviews and submits initial notification of RA Request to ARNG-HRH-E (cc State Level POCs listed on the State/Territory RA POC List). Email to: ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil			
Initial Notification / Schedule Chaplain Interview	Required Item / Action		Description / Notes
	Email must provide SM memo and the following info: Subject: RA Request / Waiver (pick one) - Last, First M. (STARNG) Email Body: 1. Requestor's Name: 2. Unit / State: 3. MOS(s): 4. Religious Faith Group: 5. Date SM Initiated Request: 6. SM DOD ID Number: 7. RA Requested: Reference the AR/Paragraph according to the request (i.e. Beard IAW AR 670-1, Para 3-16b; Uncut Hair Waiver of AR 670-1, Para 2-3 standards)		- Submit initial notification of RA Request via email to ARNG-HRH-E and cc State POC(s) Send to org box: ng.ncr.ngb-arng.mbx.arng-hrh-enlisted-actions@army.mil State POCs can be found on the RA POC List at: https://www.milsuite.mil/book/docs/DOC-381425 - This step is required to establish a processing timeline for religious accommodations requests or waivers, from initial request to final disposition, for auditing and compliance purposes. - All religious accommodation requests pursuant to AR 600-20 and AR 670-1 must be received by ARNG-HRH-E for submission to HQDA G1, regardless of whether they are approved/disapproved by the State, elevated to DCS G1 (HQDA), or appealed to SECARMY. - For Pre-Accessions, States must provide SSN in lieu of DOD ID and notify ARNG-HRH-E of when they ship to IADT. Decision memo must be provided to RRB immediately for accession purposes. Do NOT stop the process if the requestor ships to IADT; upon final disposition, the SM may be notified of decision through training leadership. - Upon receipt, ARNG-HRH-E will immediately review and submit to HQDA, DCS G1, Command Policy for review and tracking. <i>PPOM 24-016 / AR 600-20, App P, Para P-3a(2) or P-3b(2)</i>
	Commander Schedules Interview Between SM and Chaplain		- Upon accepting the request, the Immediate Commander will arrange an interview between the requestor and assigned unit chaplain or other chaplain determined by the senior chaplain present. <i>AR 600-20, App P, Para P-3a(3) or P-3b(3)</i>
Upon receipt from ARNG-HRH-E, HQDA DCS G1 Command Policy team will review and provide guidance on the individual request. ARNG-HRH-E will inform Commander / State POC to continue processing packet and provide HQDA guidance (if applicable). The interviewing Chaplain, Immediate Commander, and Intermediate Commanders will complete memorandums as stated below. Upon completion of CH / CDR memos, email ARNG-HRH-E (cc State POCs, if sent by Command / S1 channels).			
Chaplain / Chain of Command Endorsements	Required Item / Action		Description / Notes
	Chaplain Interviews SM and Completes Memorandum (Template at Encl 3)		- Memo will summarize interview and address religious basis and sincerity of the request. - Chaplains are not required to recommend approval or disapproval, but may do so. - Lack of code or doctrine is not a basis for disapproval recommendations / dismissal of religious practice. - Memos from other religious leaders may accompany the request as optional attachments, but do not meet requirement for Chaplain interview. - It is recommended the State Senior Army Chaplain (or designee) review interview statements as part of the staffing process. <i>AR 600-20, App P, Para P-3a(3) or P-3b(3)</i>
	Immediate Commander / Intermediate Commander(s) Memorandum (Templates at Encl 4 and 5)		- Immediate Commander will review the chaplain memo and complete their recommendation memo. - Explanation is required if the commander recommends disapproval of the request. - One memo may be used with Chain of Command endorsements thru the Brigade / O6 Level Commander, as long as the recommendations are not "disapproved" as they would require an explanation. - Accession agencies and commands are authorized to establish a routing chain for Pre-Accession requests which do not include all levels of intermediate commands, pursuant to State process. - If request is for: - RA not requiring a Waiver - forward Chaplain and Chain of Command memorandums to ARNG-HRH-E and AG / CG (or delegate) staff to begin consult process. - RA requiring a Waiver - forward documents to AG / CG (or delegate) staff for review / <i>AR 600-20, App P, Para P-3a(4) or P-3b(4)</i>

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Name: _____ Rank: _____ Status: M-Day / Trad <input type="checkbox"/> T32 / T10 AGR <input type="checkbox"/> Pre-Accession <input type="checkbox"/>		
Before acting on an RA Request not requiring a Waiver, the AG / CG (or delegate) will direct their staff to obtain consults from ARNG Staff Chaplain / OCCH, OTJAG and HQDA DCS G1 Command Policy Team. Documents will be provided to the AG / CG (or delegate) for review / preparation of decision memorandum. NOTE: The items below can be processed at any time during the process, as long as the documents are available for review by the approval authority.		
Consults Conducted for RA Requests (Not required for Waiver / Appeal)	Required Item / Action Consult with HQDA Office of the Chief of Chaplains (OCCH), thru ARNG Staff Chaplain	Description / Notes - The chaplain completing the interview or the State Senior Army Chaplain will contact the ARNG Staff Chaplain's office at ng.ncr.ngb-armg.mbx.armg-ch@army.mil to accomplish Office of the Chief of Chaplains (OCCH) consultation; Chaplains at State level must not contact OCCH directly. - The ARNG Staff Chaplain will contact OCCH at usarmy.pentagon.hqda.occh.mbx.chaplain-corps-operations@army.mil to receive consultation email - Provide email from NGB Chaplain and OCCH in final packet. <i>PPOM 24-016 / AR 600-20, App P, Para P-3a(7)(c)</i>
	Legal Review by the AG / CG (or delegate) level Staff Judge Advocate (SJA) and Consult with HQDA Office of the Judge Advocate General (OTJAG) (Template for legal review at Encl 6)	Description / Notes - In consultation with OTJAG which may be contacted at usarmy.pentagon.hqda-otjag.mbx.g-law@army.mil, the AG / CG level SJA will provide a legal review. - Provide SJA legal review memorandum and OTJAG consult email in final packet. <i>AR 600-20, App P, Para P-3a(7)(a)</i>
	Consult with HQDA DCS, G-1 Command Policy (completed by ARNG-HRH-E)	Description / Notes - This consult conducted by ARNG-HRH-E, upon receiving the partial packet including Chaplain and Commander(s) memos. No additional consults are required for final packet. - The HQDA G1 Command Policy Team reviews preliminary request materials and approval or disapproval memo to ensure consistent standards in processing requests; will provide feedback and/or approve for continued processing. <i>PPOM 24-016 / AR 600-20, App P, Para P-3a(7)(b)</i>
Before acting on an RA request requiring a Waiver, a Legal Review must be provided to the AG / CG (or delegate).		
Legal Review (Waiver / Appeal only)	Required Item / Action Legal Review by AG / DC (or delegate) Level SJA (Template for legal review at Encl 6)	Description / Notes - Legal review is required by AG / CG (or delegate) level SJA prior to forwarding to ARNG-HRH-E and HQDA DCS G1. - The legal advisor will review for legal sufficiency and may make a recommendation for disposition of the request. - The review will also state whether request and enclosures are complete w/in provisions of AR 600-20. - Provide SJA legal review memorandum in final packet. <i>AR 600-20, App P, Para P-3b(5)</i>
The AG / CG (or delegate) receives complete packet for review and decision.		
Approval Authority Decision / Action	Required Item / Action AG / CG (or delegate) Memorandum - Approval of RA (Template at Encl 7) - Disapproval of RA (Template at Encl 8) - Elevation of RA (Use Template at Encl 10) - Waiver w/ Approval Rec (Template at Encl 9) - Waiver w/ Disapproval Rec (Template at Encl 10)	Description / Notes - Requests for RA must be reviewed on case-by-case basis, using criteria in AR 600-20, Para 5-6a to guide decisions and actions. - The AG / CG (or delegate) may approve, disapprove, or elevate RA requests for beards, hijabs, turbans, and commercial leggings worn IAW standards of AR 670-1, Para 3-16. - Elevations for RA requests should only be made if the AG / CG is recommending disapproval; although unclear in AR 600-20, HQDA DCS G1 review of approval recommendations question why it was not simply approved at the State level. - All RA requests requiring a waiver must be elevated for HQDA DCS G1 review and decision. - Provide AG / CG (or delegate) memorandum in final packet. <i>PPOM 24-016 / AR 600-20, App P, Para P-3a(5)-(6) or Para P-3b(6)</i>
	Second OTJAG Consult (only for Disapproved RA requests)	Description / Notes - Recommended if the AG / CG (or delegate) disapproves an RA request at their level. - Email entire packet to OTJAG at usarmy.pentagon.hqda-otjag.mbx.g-law@army.mil for consult. - Provide 2nd OTJAG consult email in final packet. <i>Per OTJAG Consult Email</i>
	Letter of Lateness (when applicable)	Description / Notes - Letter of Lateness will provide explanation for delay, signed by the AG / CG (or delegate), if the RA request or waiver is not processed within the required timeline. - Provide Letter of Lateness in final packet. <i>PPOM 24-016</i>
	State RA POC Forwards Final Packet to ARNG HRH-E for Processing	Description / Notes - Using cover page of checklist, complete all information and assemble packet in order on checklist into one complete .pdf file (detailed checklist is not required for final packet). - Email complete packet to: ng.ncr.ngb-armg.mbx.armg-hrh-enlisted-actions@army.mil - ARNG-HRH-E will review packet, provide feedback to State (if applicable), and forward to HQDA DCS G1, Command Policy for final action on RA requests or elevation to DCS G1 for decision. <i>PPOM 24-016 / AR 600-20, App P, Para P-3a(8)-(9) or Para P-3b(6)</i>
An Appeal may be requested by a SM who has received a denial or disapproval decision memorandum from the AG / CG (or Delegate). Approval authority for Appeals is the HQDA, DCS G1. The full packet on which the decision was made will be forwarded by the State RA POC to ARNG-HRH-E, with a memorandum from the Soldier explaining the type of accommodation requested, religious basis for the request, and how the specific standard burdens the Soldier's exercise of religion. The requestor must also address the reason for disapproval given by the approval authority. The request for appeal will be reviewed by ARNG-HRH-E, who will request consult from OTJAG; upon receipt of OTJAG consult, ARNG-HRH-E will forward all related documents to HQDA, Command Policy for further processing.		

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DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL (600-20f)

MEMORANDUM FOR Immediate Commander (add RNK First M. Last, Unit, etc.)

SUBJECT: Request for Religious Accommodation

[Use for Para 1 to request Religious Accommodation (RA) IAW AR 670-1, Para 3-16a-d]

1. I request a religious accommodation per Army Regulation (AR) 670-1, Wear and Appearance of Army Uniforms and Insignia, to wear a [Hijab IAW Para 3-16a], [Beard IAW Para 3-16b], [Turban IAW Para 3-16c], and/or [Commercial Leggings IAW Para 3-16d]. This request is sought under guidance of AR 600-20, Army Command Policy.

OR

[Use for Para 1 to request RA requiring Waiver of AR 670-1 standards]

1. I request a religious accommodation for a waiver of Army Regulation (AR) 670-1 standards to wear describe the uniform and/or grooming accommodation requested in detail, to include the way it will be worn. This request is sought under guidance of AR 600-20, Army Command Policy. * Although optional, including images depicting how the requested practice will be worn will be helpful for waiver requests. *

2. This request is based on [describe the religion in detail, how specifically the religious practice is burdened without it, and, with particularity, the reason for the request].

[Para 3 for Soldiers currently serving]

3. I understand that I must continue to comply with the uniform and grooming standards of AR 670-1 for non-accommodated Soldiers unless I am notified that my request is approved. If my request is disapproved, I understand I may continue to serve without an accommodation or I may request administrative separation. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

OR

[Para 3 for pre-accession requests]

3. If my request is disapproved, I understand I may choose to [enlist] [enroll] [commission] and serve without an accommodation or I may choose to discontinue the accession process. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

4. Point of contact for this request is the undersigned at xxx-xxx-xxxx or .mil@army.mil.

FIRST M. LAST
RANK, BR/MOS
DODID

ARNG-HRH

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DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL (600-20f)

MEMORANDUM FOR GCMCA/ Approval Authority (AG / CG or Delegate)

SUBJECT: Religious Accommodation Request Chaplain Interview – RNK First M. Last

1. On [date] I conducted a [n] [telephonic] [in-person] interview with [requestor] regarding their request for religious accommodation.

[For Para 2 when request for Religious Accommodation (RA) is IAW AR 670-1, Para 3-16a-d]

2. [Requestor's name] requests a religious accommodation per Army Regulation (AR) 670-1 to wear a [Hijab IAW Para 3-16a], [Beard IAW Para 3-16b], [Turban IAW Para 3-16c], and/or [Commercial Leggings IAW Para 3-16d].

OR

[Use for Para 2 when the request for RA requires a Waiver of AR 670-1 standards]

2. [Requestor's name] requests a religious accommodation to wear describe the uniform and/or grooming accommodation requested, to include the way it will be worn. This request requires a waiver of Army Regulation (AR) 670-1 standards.

3. Address in detail the religion and religious basis for the request.

4. Address in detail the sincerity of the request and burden imposed if not approved.

5. Recommendation by the interviewing Chaplain is optional.

5 or 6. Point of contact for this request is the undersigned at xxx-xxx-xxxx or .mil@army.mil.

FIRST M. LAST
Chaplain (RANK), USA
Position

ARNG-HRH

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DEPARTMENT OF THE ARMY

ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL (600-20f)

MEMORANDUM GCMCA/ Approval Authority (AG / CG or Delegate)
(The memo from Immediate Commander can be THRU Intermediate Commanders to the GCMCA OR completed separately; however, should any Commander recommend disapproval, a reason must be given which might change the way the memos are drafted)

SUBJECT: Religious Accommodation Request – RNK First M. Last

1. On [date] I received [requestor's name] request for a religious accommodation. I provided initial notification to ARNG Personnel Policy Division, Enlisted Policy Branch (ARNG-HRH-E) on [date] via email. A copy of the request [and supporting documents] is/are enclosed.

[For [Removed] when request for Religious Accommodation (RA) is IAW AR 670-1, Para 3-16a-d]

2. [Requestor] is seeking a religious accommodation to wear per Army Regulation (AR) 670-1 to wear a [Hijab IAW Para 3-16a], [Beard IAW Para 3-16b], [Turban IAW Para 3-16c], and/or [Commercial Leggings IAW Para 3-16d].

OR

[Use for Para 2 when the request for RA requires a Waiver of AR 670-1 standards]

2. [Requestor's name] requests a religious accommodation to wear describe the uniform and/or grooming accommodation requested, to include the way it will be worn. This request requires a waiver of Army Regulation (AR) 670-1 standards.

3. [Chaplain (RNK) First M. Last] interviewed [requestor] on [date]. A copy of the interview memorandum is attached.

4. I recommend [approval/disapproval] of the request. Immediate Commander must provide explanation if recommending disapproval. Recommendations for disapproval of GCMCA-level requests pursuant AR 600-20 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. Point of contact for this request is the undersigned at xxx-xxx-xxxx or .mil@army.mil.

Encls
as

FIRST M. LAST
RANK, BR
Commanding

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL (600-20f)

MEMORANDUM FOR GCMCA / Approval Authority (AG / DC or Delegate)

SUBJECT: Religious Accommodation Request – RNK First M. Last

1. [Requestor] is seeking a religious accommodation to wear a beard in accordance with the standards provided in the Army Regulation (AR) 600-20, Army Command Policy, and ARNG Personnel Policy Operational Memorandum (PPOM) 24-00X, Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards.
2. I recommend [approval/disapproval] of the request. Must provide explanation if recommending disapproval. Recommendations for disapproval of GCMCA-level requests pursuant AR 600-20 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.
3. Point of contact for this request is the undersigned at xxx-xxx-xxxx or .mil@army.mil.

Encls
as

FIRST M. LAST
RANK, BR
Commanding

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



CONFIDENTIAL & PRIVILEGED – ATTORNEY WORK PRODUCT – FOIA EXEMPTION 5
CUI

DEPARTMENT OF THE ARMY
OFFICE OF THE STAFF JUDGE ADVOCATE
STREET ADDRESS
CITY, STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR The Adjutant General, State National Guard, TAG office symbol,
Street Address, City, State, Zip code

SUBJECT: Legal Review of Religious Accommodation Request – RNK First M. Last
(Requestor)

1. References:

- a. Department of Defense Instruction 1300.17 (Accommodation of Religious Practices Within the Military Services)
- b. Army Regulation (AR) 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- c. AR 600-20 (Army Command Policy)
- e. National Guard Bureau, ARNG-HRH, memorandum (Modification for Processing Religious Accommodation Requests PPOM 22-020)

2. Background: RNK First M. Last has requested a religious accommodation to wear a [Hijab IAW Para 3-16a], [Beard IAW Para 3-16b], [Turban IAW Para 3-16c], and/or [Commercial Leggings IAW Para 3-16d] [waiver of anything outside of the standards of AR 670-1, ex. uncut hair] based on his/her [name of religion] beliefs. [RNK Last] was interviewed by Chaplain [(RNK) First M. Last] who determined that [RNK Last's] request is or is not sincere based on his/her commitment and devotion to type name of religion faith. The religious accommodation request is or is not supported by the chain of command.

3. Relevant Legal Standard:

- a. All requests for accommodation of religious practices will be assessed on a case-by-case basis and considered based on its unique facts. See AR 600-20 para. 5-6 (a) (4).
- b. Request for religious accommodations from a military policy, practice, or duty that substantially burdens a Soldier'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 of furthering that compelling government interest. It is the Soldier's responsibility to demonstrate he or she has a sincerely held religious belief and that the government policy, practice, or duty substantially burdens their religious exercise. If the Soldier demonstrates a sincerely held religious belief and a substantial burden to their religious exercise, the commander must then demonstrate how/why the government actions further a compelling

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)

CONFIDENTIAL & PRIVILEGED – ATTORNEY WORK PRODUCT – FOIA EXEMPTION 5
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OFFICE SYMBOL

SUBJECT: Legal Review of Religious Accommodation Request – RNK First M. Last
(Requestor)

government interest and is the least restrictive means of furthering that interest. See AR 600-20 paragraph 5-6(a)(2).

4. Legal Analysis: A Legal review was conducted on date for [RNK Last's] request. Here, the supporting statements and documents demonstrate -or- fail to demonstrate that [RNK Last] has a sincerely held religious belief that is substantially burdened by the Army grooming and standard policy. [RNK Last] has therefore provided or not provided proof of burden and this request in the good interest of the Army should be granted or denied. If this request is denied, the denial authority must be able to demonstrate how preventing Rark/Last Name from wearing a [Hijab], [Beard], [Turban], and/or [Commercial Leggings] [waiver of anything outside of the standards of AR 670-1, ex. uncut hair] furthers a compelling government interest and is the least restrictive means of furthering that interest.

5. Legal Sufficiency: I find this religious accommodation request packet legally sufficient or insufficient and have no legal objection or have a legal objection to the final action of this request. The final action may be taken by you as the first general officer in the chain of command. You may approve, deny, or elevate this request.

6. Recommendation: I recommend approval of this religious accommodation request unless you find that denying the request furthers a compelling government interest and is the least restrictive means of furthering that interest.

OR

6. Recommendation: I recommend disapproval of this religious accommodation request as [RNK Last] failed to demonstrate how his/her [name of religion] belief was substantial burden, and the government action furthers a compelling government interest and is the least restrictive means of furthering that interest.

7. Point of contact for this legal review is the undersigned at xxx-xxx-xxxx or .mil@army.mil.

Ends

JOHN D. DOE
RANK, BR, STARNG
Staff Judge Advocate

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



DEPARTMENT OF THE ARMY
ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (600-20f)

MEMORANDUM FOR [RNK First M. Last (Requestor)]

SUBJECT: Decision Regarding Request for Religious Accommodation – [RNK First M. Last, DODID# (Requestor)]

1. References:

- a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- b. AR 600-20 (Command Policy)
- c. DoDI 1300.17 (Religious Liberty in the Military Services)

2. I have considered your request for a religious accommodation, including recommendations from your chain of command and a memorandum provided by the chaplain with whom you interviewed. I grant your accommodation to wear a [Hijab], [Beard], [Turban] and/or [Commercial Leggings], subject to the standards and limitations described below. A copy of this accommodation will be filed in your Army Military Human Resource Record (AMHRR).

3. In observance of your [xxxxx] faith, you may wear a [beard] [turban with or without uncut hair] [hijab] [commercial leggings] in accordance with Army uniform and grooming standards for Soldiers with approved religious accommodations pursuant to reference 1a.

4. All provisions of references 1a and 1b apply to this accommodation. Your accommodation remains valid throughout your career. Your accommodation may be suspended if your General Court-Martial Convening Authority identifies a specific threat to health and safety based on the accommodation or identifies an issue pertaining to the sincerity of your request. Your accommodation may be modified or revoked only by the Secretary of the Army or designee.

FIRST M. LAST
RANK, Branch
The Adjutant General

CF:
Deputy Chief of Staff, G-1

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



DEPARTMENT OF THE ARMY

ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (600-20f)

MEMORANDUM FOR [RNK First M. Last (Requestor)]

SUBJECT: Decision Regarding Request for Religious Accommodation – [Name, DODID#]

1. References:

- a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- b. AR 600-20 (Command Policy)
- c. DoDI 1300.17 (Religious Liberty in the Military Services)

2. I have considered your request for a religious accommodation to wear [Hijab], [Beard], [Turban], and/or [Commercial Leggings]. I also considered recommendations from your chain of command, and a memorandum submitted by the chaplain with whom you interviewed. I deny your request for an exception to Army personal appearance and grooming standards.

3. Your request is denied because: (choose from below, more than one is acceptable)

[the government has not substantially burdened your exercise of religion]

[the DoD has a compelling government interest in mission accomplishment, including the elements of mission accomplishment such as military readiness, unit cohesion, good order, discipline, health, and safety, on both the individual and unit levels. An essential part of unit cohesion is establishing and maintaining uniform military grooming and appearance standards. Denying this request is the least restrictive means of achieving the compelling governmental interest]

[your request is not based on a sincerely held religious belief]

[there is a specific hazard that is not specifically addressed in AR 600-20, Army Command Policy and that cannot be mitigated by reasonable measures after coordinating with your branch or MOS proponent].

FIRST M. LAST
RANK, Branch
The Adjutant General

CF:
Deputy Chief of Staff, G-1

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



DEPARTMENT OF THE ARMY

ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (600-20f)

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 – [RNK First M. Last, DODID# (Requestor)]

1. I am elevating [RNK First M. Last's] request to wear [waiver of anything outside of the standards of AR 670-1, ex. uncut hair] in observance of his/her [XXXXX faith]. [State the reason for elevation of request for religious accommodation.]

2. I recommend approving this request because: [Select one or more after consulting with your GCMCA chaplain and legal advisor] NOTE: Approval recommendations for RAs should be considered and approved at the State level unless there is a justified reason for elevating.

☐ The Army would substantially burden the Applicant's exercise of religion by denying the request because [provide brief factual basis].

☐ The request is based on a sincerely held religious belief because [provide brief factual basis].

☐ The Applicant's exercise of religion will not have a negative impact on mission accomplishment.

☐ There is no specific hazard to health and safety that cannot be mitigated by reasonable measures after coordinating with your branch or MOS proponent.

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

FIRST M. LAST
RANK, Branch
The Adjutant General

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



DEPARTMENT OF THE ARMY

ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (600-20f)

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 – [RNK First M. Last, DODID# (Requestor)]

1. I am elevating [Soldier's name] request to wear [beard] [turban with or without uncut hair] [hijab] [commercial leggings] [waiver of anything outside of the standards of AR 670-1, ex. uncut hair] in observance of his/her [XXXXX faith]. [State the reason for elevation of request for religious accommodation.]

2. I recommend disapproving this request because: [Select one after consulting with your GCMCA chaplain and legal advisor]

☐ The Army will not substantially burden the Applicant's exercise of religion by denying the request because [provide brief factual basis].

☐ The request is not based on a sincerely held religious belief because [provide brief factual basis].

☐ Although the Army will substantially burden the Applicant's exercise of religion, it has a compelling government interest in mission accomplishment. The denial of this request is the least restrictive means of achieving the compelling governmental interest. [Provide brief explanation regarding the government's compelling interest and why the denial of the religious accommodation is the only means of achieving it].

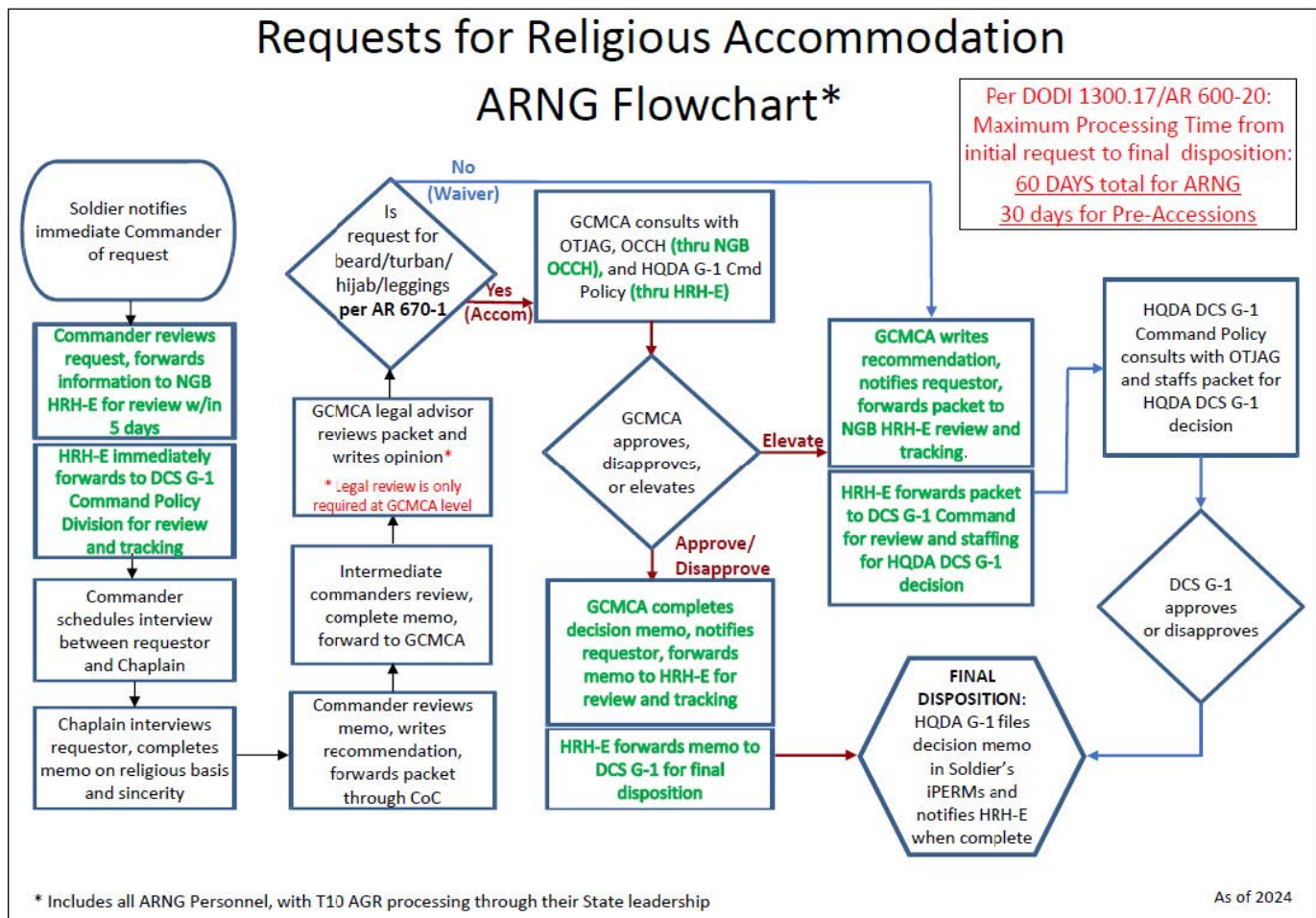
☐ There is a specific hazard to health and safety that cannot be mitigated by reasonable measures after coordinating with your branch or MOS proponent. [Briefly describe the hazard].

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

FIRST M. LAST
RANK, Branch
The Adjutant General

ARNG-HRH

SUBJECT: Processing Religious Accommodation (RA) Requests Related to Uniform and Grooming Standards (PPOM 24-016)



Enclosure 11. ARNG Religious Accommodation (RA) Request Flowchart