OFFICE SYMBOL (600-20f) DATE

MEMORANDUM FOR GCMCA

SUBJECT: Religious Accommodation Request for Exemption from Immunizations / Chaplain Interview – Requestor’s Rank (if applicable) Name, Unit (if applicable)

1. On [date] I conducted a[n] [telephonic] [in-person] interview with [requestor] regarding [his] [her] request for an exemption from immunizations based on religious accommodation.

2. [Requestor’s name] requests a religious accommodation to exempt [him] [here] from immunization requirements in accordance with the standards provided in the enclosure to Army Regulation (AR) 600-20 (see appendix P-2).

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 is optional

5 or 6. The point of contact for this memorandum is the undersigned at xxx-xxx-xxxx or xxx.xx.mil@mail.mil.

JOHN D. DOE

RANk, CH

Position