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| 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.  |
|   |   |   | Requestor 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.  |
|   |   |   | Requestor has been granted a waiver for this practice previously.  |
|  | 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 (conscience, moral principles, or 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 INTERVIEW CHECKLIST