|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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