

MCO 1730.9
12 JUL 2021

CHAPLAIN MEMORANDUM FOR THE RECORD TEMPLATE

Date

From: [Chaplain's rank and name], CHC, USN

To: [Commanding Officer of requester]

Subj: REQUEST FOR A WAIVER OF POLICY TO ACCOMMODATE PRACTICE BASED ON RELIGIOUS BELIEF ICO [REQUESTER'S RANK, NAME]

Ref: (a) DoDI 1300.17

(b) SECNAVINST 1730.8B

1. (Requester's rank and name) has submitted a request for accommodation of a religious practice. Per MCO 1730.9, I interviewed the requester on (date). I explained that this interview would not be a confidential communication as defined by reference (b) and informed the requestor that referral for confidential chaplain support was available.
2. Nature of the request. (Provide a narrative summary of the request for religious accommodation and whether or not the requestor has previously had this or any other related request approved or denied). The narrative summary should also identify the beliefs are derived from a matter of conscience, rooted in moral principles, or religious beliefs.
3. Basis. (Identify the religious beliefs on which the accommodation request is based and provide a professional and objective opinion regarding the religious importance of the request to the member.
4. Alternate Means. (Indicate alternate means of meeting the request).
5. Sincerity. (Assess the sincerity of the requester. The memorandum should focus on the sincerity of the member's personal religious beliefs, including the information provided during the interview).
6. My contact information is (telephone number and e-mail address).

[Signature]

Copy to: (Rank and name of requester)