

## Religious Accommodation Request Checklist

DAFI 52-201, *Religious Freedom in the Department of the Air Force*, describes the process by which an Airman or Guardian may submit a request for a religious accommodation. Below is a checklist that will assist individuals wishing to seek such an exemption from medical procedures including immunizations. All questions about the process should be directed towards the member's Unit Chaplain or Unit Leadership.

\_\_\_\_\_ Member's request letter (DAFI 52-201, par. 5.3 and 6.6.1) Member notifies unit commander of request. Member must submit a letter addressed to MAJCOM/FIELDCOM Commander to be staffed through their unit commander. A Memorandum Template is provided. Please use the attached template as it provides more information than the DAFI and will aid the command in considering this request.

\_\_\_\_\_ Unit CC's Written Counseling w/ requestor (DAFI 52-201, par. 6.6.1.1) Unit Commander counsels the requestor and documents counseling in memorandum. Commander ensures member receives a copy of this memorandum.

\_\_\_\_\_ Military Medical Provider Counseling Memo w/ requestor (DAFI 52-201, par. 6.6.1.2 and AFI 48-110, para 2-6) Member makes appointment and meets with military medical provider. MDG POC Phone Number - \_\_\_\_\_. Military medical provider counsels the requestor and documents counseling in a memorandum. Provider ensures member receives a copy of this memorandum.

\_\_\_\_\_ Chaplain's Interview Memo w/ requestor (DAFI 52-201, par. 5.4 and 4.2.7) Member contacts Chaplain's Office to request exemption request interview. Chapel Phone Number - \_\_\_\_\_. Chaplain documents interview in memorandum. Chaplain ensures member receives a copy of this memorandum.

Military member provides copies of unit commander and medical provider memorandum to Chaplain POC to be included in exemption request package. It is recommended member keeps a copy for themselves as well.

Once the member's package has been submitted to the Chaplain POC, it will be routed to the Religious Resolution Team (RRT) for review. The RRT will discuss the request, and the Wing Chaplain (or delegee) will draft a recommendation memorandum documenting any dissenting views. The RRT recommendation will be routed through command channels for action.