

## **5 Steps to submit a Religious Accommodation Request**

Service members have a right to observe the tenets of their religion, or to observe no religion at all. The Religious Freedom Restoration Act of 1993 prohibits the federal government from substantially burdening a person's exercise of religion unless the government can demonstrate the burden to the person is: (1) in furtherance of a compelling government interest; and (2) the least restrictive means of furthering that compelling government interest.

**Step 1:** Schedule a meeting with your unit chaplain to discuss your specific request.

**Step 2:** Complete the interview, required by MCO 1730.9, with your chaplain, who will then give you further instructions.

**Step 3:** A letter from your religious organization (RO) stating the need and legitimacy of the request may be required. Please give this letter to your chaplain.

**Step 4:** Chaplain will complete the Memorandum for the Record and the package will be routed to the appropriate command level for consideration.

**Step 5:** Once a decision has been made, you will hear from your Chain of Command if you have been granted accommodation or not.