



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE CHIEF OF CHAPLAINS  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

DACH-ZA

30 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chaplain Interview Memorandum for Religious Accommodation Requests

1. This memorandum provides technical chain guidance on existing policy requirements for the chaplain interview for religious accommodation (RA) requests.
2. For religious accommodations, AR 600-20, Appendix P-3 assigns the chaplain interview to the unit chaplain or "another chaplain determined by the senior chaplain present." An interviewing unit chaplain must continue to minister to all Soldiers in the unit, including those possibly deemed insincere. Consistent with the policy found in AR 600-20, my expectation is that the senior chaplain will assign an interviewing chaplain at least one level higher than that of the unit of the Soldier requesting an accommodation whenever operationally feasible.
3. The interviewing chaplain's technical supervisor, or equivalent as determined by the senior chaplain present, will review the interviewing chaplain's draft memorandum. The supervisor reviews to ensure the interviewing chaplain's memorandum adequately summarizes the interview, thoroughly discusses the religious basis, and thoroughly evaluates the requestor's sincerity of belief.
4. Thus, for a Soldier in a battalion, the brigade, or higher, chaplain will normally conduct the interview, and the division chaplain or equivalent technical supervisor will review the interview memorandum to ensure it meets the regulatory requirement. Senior chaplains present will determine interviewing chaplains and technical reviewers in units where technical structures do not follow a typical technical progression, i.e., a garrison chaplain typically will not submit for review to the HQ IMCOM chaplain. Battalion chaplains remain free to assist Soldiers in making religious accommodation requests but will not normally conduct accommodation interviews.
5. It is important for the interviewing chaplain to include supporting facts. The General Courts Martial Convening Authority (GCMCA) may disregard the chaplain's opinion if the interview memorandum lacks supporting facts. Ensuring the memorandum includes supporting facts gives the GCMCA more information to best focus on the Soldier's claim.
6. RA interview questionnaire tools help the requestor to demonstrate more clearly and thoroughly a sincerely held religious belief. These also aid the interviewing chaplain to determine sincerity of belief and religious basis and inform the chaplain interview memorandum. Although OCCH strongly recommends use of interview questionnaire

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tools, a chaplain or unit cannot mandate their use. The US Army Religious Leadership Academy maintains RA resources at <https://usarlatraining.army.mil/world-religions>.

7. Army National Guard and Army Reserve chaplains should be in a duty status to conduct the interview.

8. The POC for this memorandum is Chaplain (LTC) William Martin, Religious Accommodations Officer, at [william.a.martin2.mil@army.mil](mailto:william.a.martin2.mil@army.mil), or 571-256-8770.

WILLIAM GREEN, JR.  
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Chief of Chaplains

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Commandant, U.S. Army Institute for Religious Leadership

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CF: Executive Director, Armed Forces Chaplains Board