

15 WG Religious Accommodation Request Checklist/Processing Instructions

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. For more information see DAFI 52-201 and the JBPHH Chapel website: <https://jbchapel.info/religious-accommodation-brief>

_____ 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 Commander to be staffed through their unit commander. A template is located on the JBPHH Chapel website.

_____ 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. A template is located on the JBPHH Chapel website.

_____ Military Medical Provider Counseling Memo w/ requestor (DAFI 52-201, par. 6.6.1.2 and AFI 48-110, para 2-6). Member should have received this counseling documentation when they attended their vaccination appointment. If not, member should call the Hawaii Military Health System at 888-683-2778 and follow prompts to book an appointment for the 15th Medical Group. Personnel should identify to the appointment clerk that they need an appointment for a COVID vaccine medical counseling. Military medical provider counsels the requestor and documents counseling in a memorandum. Provider ensures member receives a copy of this memorandum. Additionally, ASIMS is updated to reflect the member is pursuing a religious exemption.

_____ Chaplain's Interview Memo w/ requestor (DAFI 52-201, par. 5.4 and 4.2.7) Member requests exemption interview with the Chaplain's Office through the Eventbrite reservation system on the JBPHH Chapel website: <https://jbchapel.info/religious-accommodation-brief>. Chaplain documents interview in memorandum. Chaplain can be contacted by chapelhickam@gmail.com or 449-1754. Per DAFI 52-201 para 5.4, the interviewing chaplain will submit a written memorandum to the requestor's commander following the procedures provided in Attachment 5.

_____ The requester's commander will submit all documents (the member's vaccine accommodation request, (2) documentation of medical counseling (3) documentation of CC's counseling and (4) Chaplain's interview memorandum) requesting review by the RRT to the 15 WG legal office by emailing to 15wg.ja.1@us.af.mil. 15 WG JA POC: Capt A.J. Hong (808-448-0374).

_____ 15 WG/JA will coordinate with RRT personnel and schedule review of the request by the RRT. The member's commander (or designee) will attend the RRT.

_____ The RRT will discuss the request, and the Wing Chaplain (or delegee) will draft a recommendation memorandum documenting any dissenting views. The Wing Chaplain will provide the RRT memorandum to 15 WG/JA.

_____ 15 WG/JA will complete a formal legal review, the completed package, and a template for routing through command channels to the unit commander. Note: if a tenant unit from a different MAJCOM, the above process can still be used but templates should be altered and completed packages should route through ADCON channels.

Per PACAF order, completed packages should be submitted to PACAF no later than 40 business days from member's submission of their initial religious accommodation request letter to their chain of command. See PACAF Battle Staff Directive (BSD 21-012).