**COORDINATION**

**Office** **Action** **Last Name/Rank/Date**

56 FSS/FSPS Coord

56 FSS/FSP Coord

56 FSS/FSP Coord

56 FSS/FSZ Coord

56 FSS/FSO Coord

56 FW/HC Ind

56 FW/JA Coord

56 MSG/CCEA Log#6385

56 MSG/CCE Coord

56 MSG/CCC Coord

56 MSG/CC Coord

56 FW/CCEA Coord

56 FW/CCE Coord

56 FW/CCC Coord

56 FW/CV Coord

56 FW/CC Ind

56 FSS/FSP Coord

AETC/A1 Ind

AF/A1S Rec

AF/A1 Apprv

56 FSS/FSPS File

-----------------------------------------------STAFF SUMMARY--------------------------------------------

AO: MSgt Clayton A. Helm, 56 SFS/S3O

SUSPENSE: **15 Mar 2019**

**Summary:**

1. PURPOSE. Request exemption to grooming standards for religious accommodation.

2. BACKGROUND. IAW DODI 1300.17, Accommodation of Religious Practices Within the Military Services, AFI 36-2903, para 9.12-9.12.5.2., outlines procedures for Airmen to seek accommodations to standard grooming and appearance requirements. As a follower of the Heathen faith (DoD Faith Group code AH), MSgt Helm seeks an exemption to the grooming standards, specifically to grow a beard, a traditional component of his religion. As per AFI 36-2903, para 9.12.1., “Exceptions to policy of dress and personal appearance for religious accommodation will be resolved in a timely manner and will be approved when accommodation would not adversely affect mission accomplishment.”

3. DISCUSSION: Installation commander recommend approval or disapproval and forward the request with the photo or description of the head covering, religious affiliated item or grooming standard/personal appearance to the appropriate MAJCOM, FOA or DRU A1. The A1 recommends approval or disapproval and forwards the request, endorsement, associated photos and/ or description, and their recommendation to: AF/A1S.workflow@pentagon.af.mil for final action by AF/A1.

4. RECOMMENDATION. 56 FW/CC endorse request by signing the Request Memo at tab 1.

BRIAN S. LOVELESS, Lt Col, USAF

Commander, 56th Security Forces Squadron

DSN 896-5976

4 Tabs

1. Request Memo

2. Record of Emergency Data

3. Relevant Excerpt from AFI 36-2903

4. Comment Matrix

-------------------------- Tab 1 - Request Memo



-------------------------- Tab 2 - Record of Emergency Data

-------------------------- Tab 3 - Relevant Excerpt from AFI 36-2903



-------------------------- Tab 4 - Comment Matrix

