

SUPPLEMENTAL INFORMATION FOR SUBMITTING RELIGIOUS ACCOMMODATION REQUESTS VIA E-MAIL

Recently, a religious accommodation (RA) request was submitted from an operational command (one which does not have a regular Navy and Marine Corps Intranet (NMCI) e-mail account) to the ALTN_Navy_Religious_Accommodations@navy.mil email address; however, it was never received by the intended recipients. It turns out that the ALTN RA e-mail address can potentially firewall (block) non-NMCI e-mail if the requestor sends an e-mail with attachments.

As such, the following guidance is provided for commands that may not have a standard NMCI account to handle command RA requests, especially operational commands:

1. For any operational or fleet command (for example: sailor@cvn72.navy.mil) RA request, the point of contact (POC) handling the requestor's RA request should send a non-attached e-mail to the ALTN_Navy_Religious_Accommodations@navy.mil e-mail address to establish communications. **Ensure attachments are not sent at this time.**
2. An action officer (AO) in the ALTN RA e-mail chain will respond, acknowledging the e-mail, and will provide specific guidance.
3. The command POC will send the RA package directly or send a Department of Defense Secure Access File Exchange (SAFE) link (if they cannot send encrypted e-mail) to the specific AO.
4. The AO will confirm receipt and will begin routing.

The long-term intent is to incorporate guidance for operational commands or commands who do not have a regular NMCI account into a revision to BUPERSINST 1730.11.