

RELIGIOUS ACCOMMODATIONS PAR JOB AID

The following Job Aid assists Members in creating and submitting a Religious Accommodations Personnel Action Request (PAR).

This allows Members to request Religious Accommodations for grooming, uniform, appearance, or facial hair.

Creating a Religious Accommodations PAR

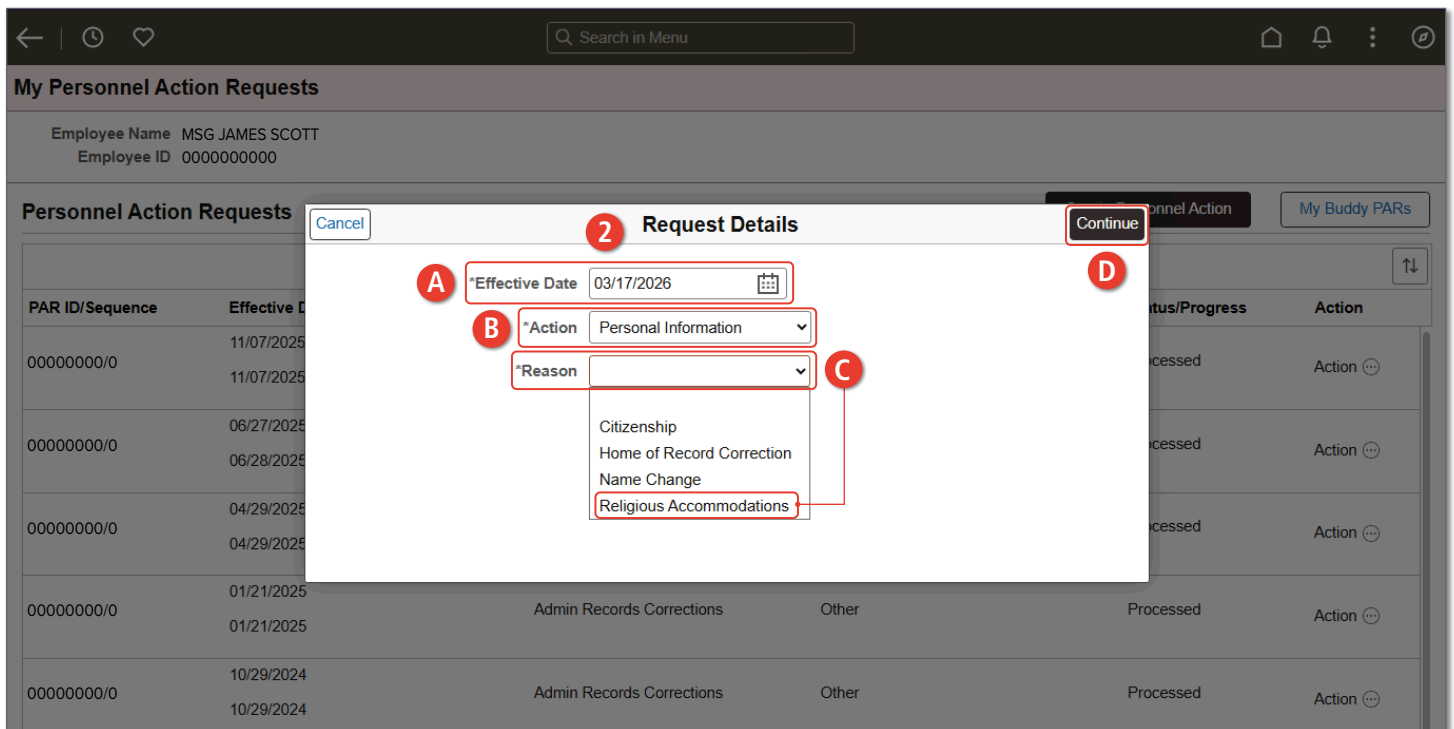
1. From the Self-Service homepage, navigate to the **My Personnel Action Requests** tile.

1A. Select **Create Personnel Action**.



Creating a Religious Accommodations PAR CONTINUED

2. Request Details pop-up displays.
 - 2A. Select applicable **Effective Date**.
 - 2B. Select Action drop-down; Select **Personal Information**.
 - 2C. Select Reason drop-down; Select **Religious Accommodation**.
 - 2D. Select **Continue**.



The screenshot shows the 'My Personnel Action Requests' page for MSG JAMES SCOTT (Employee ID 000000000). A 'Request Details' pop-up window is displayed, allowing the user to edit a request. The pop-up contains the following fields and options:

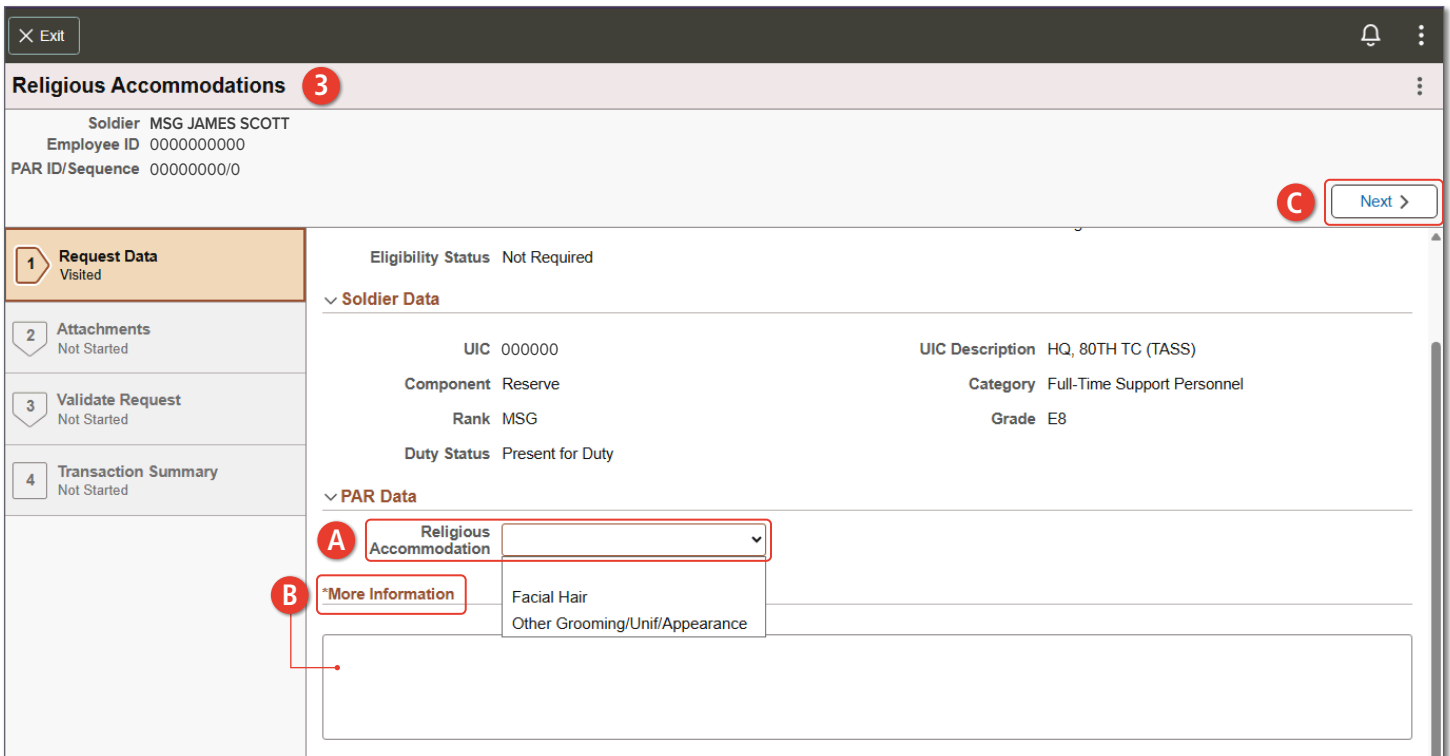
- Effective Date:** 03/17/2026 (marked with 'A')
- Action:** Personal Information (marked with 'B')
- Reason:** Religious Accommodations (marked with 'C')
- Buttons:** Cancel (left), Continue (right) (marked with 'D')

The background table shows several existing requests with columns for PAR ID/Sequence, Effective Date, Action, Reason, Status/Progress, and Action.

PAR ID/Sequence	Effective Date	Action	Reason	Status/Progress	Action
00000000/0	11/07/2025			Processed	Action
00000000/0	06/27/2025			Processed	Action
00000000/0	04/29/2025			Processed	Action
00000000/0	01/21/2025	Admin Records Corrections	Other	Processed	Action
00000000/0	10/29/2024	Admin Records Corrections	Other	Processed	Action

Creating a Religious Accommodations PAR CONTINUED

3. Religious Accommodation page displays.
 - 3A. Select applicable **Religious Accommodation**.
 - 3B. Under **More Information**, add justification.
 - 3C. Select **Next**.



Religious Accommodations 3

Soldier MSG JAMES SCOTT
Employee ID 0000000000
PAR ID/Sequence 00000000/0

C Next >

<p>1 Request Data Visited</p>	<p>Eligibility Status Not Required</p>
<p>2 Attachments Not Started</p>	<p>▼ Soldier Data</p> <p>UIC 000000 UIC Description HQ, 80TH TC (TASS) Component Reserve Category Full-Time Support Personnel Rank MSG Grade E8 Duty Status Present for Duty</p>
<p>3 Validate Request Not Started</p>	<p>▼ PAR Data</p> <p>A Religious Accommodation</p> <p>B More Information</p> <p>Facial Hair Other Grooming/Unif/Appearance</p>
<p>4 Transaction Summary Not Started</p>	

Creating a Religious Accommodations PAR CONTINUED

4. The **Attachments** section displays. Add required documents.
4A. Select **Next**.



NOTE: DA Form 2823, "Sworn Statement," is required for Member submission.

✕ Exit
🔔
⋮

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 0000000000
PAR ID/Sequence 00000000/0

Next >
< Previous

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 2 of 4: Attachments 4

Save

Effective Date 03/17/2026 PAR Status Draft

PAR Action Personal Information PAR Reason Religious Accommodations

Eligibility Status Not Required

Applicable Attachments

Maximum attachment size is 8 MB.

Attachment Type ↑↓	Optional/Required ↑↓	Number Required ↑↓	Maximum Allowed ↑↓
Supporting Document	Optional	0	1

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

Creating a Religious Accommodations PAR CONTINUED

5. The **Validate Request** section displays. Select **Validate & Check Eligibility**.

5A. Confirm PAR validation.

5B. Select **Next**.

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 000000000
PAR ID/Sequence 00000000/0

< Previous

Step 3 of 4: Validate Request 5

Effective Date 03/17/2026 PAR Status Draft
PAR Action Personal Information PAR Reason Religious Accommodations
Eligibility Status Not Required

The personnel action request is ready for validation.

Validate & Check Eligibility

1 Request Data Visited
2 Attachments Visited
3 Validate Request In Progress
4 Transaction Summary Not Started

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 000000000
PAR ID/Sequence 00000000/0

< Previous **Next >**

Step 3 of 4: Validate Request

Effective Date 03/17/2026 PAR Status Draft
PAR Action Personal Information PAR Reason Religious Accommodations
Eligibility Status Not Required

A ✓ The personnel action request has passed validation. You may now submit this PAR for approval.
✓ All required fields are completed.

1 Request Data Visited
2 Attachments Visited
3 Validate Request Complete
4 Transaction Summary Not Started

Creating a Religious Accommodations PAR CONTINUED

6. The Transaction Summary section displays. Select **Submit**.

✕ Exit
🔔
⋮

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 000000000
PAR ID/Sequence 00000000/0

< Previous
Submit

1 Request Data <small>Visited</small>	UIC 000000	UIC Description HQ, 80TH TC (TASS)
2 Attachments <small>Visited</small>	Component Reserve	Category Full-Time Support Personnel
3 Validate Request <small>Complete</small>	Rank MSG	Grade E8
4 Transaction Summary <small>Visited</small>	Duty Status Present for Duty	

Summary of Changes

	Details	Proposed Information	Current Information
More Information		Request a Religious Accommodation for Facial Hair.	N/A
Religious Accommodation		Facial Hair	Pending

Changes Made ●

Preview Approval Chain
>

Display Errors / Warnings
>

Creating a Religious Accommodations PAR CONTINUED

7. **Submit for Approval Confirmation** pop-up displays.

7A. Using the magnifying glass, confirm the correct S1 Pool is selected for routing.

7B. Select **Continue**.

7C. Select **OK**.

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 000000000
PAR ID/Sequence 00000000/0

7 Submit for Approval Confirmation

Home: 000000 - HQ, 80TH TC (TASS) **B**
 Host: N/A

*S1 Pool **A**
000000 HQ, 80TH TC (TASS)

Pool Members

SGT JOHN DOE
SGT JOHN SMITH

Changes Made ●

Religious Accommodations

Soldier MSG JAMES SCOTT
Employee ID 000000000
PAR ID/Sequence 00000000/0

UIC 000000 UIC Description HQ, 80TH TC (TASS)
Component Reserve Category Full-Time Support Personnel
Rank MSG Grade E8
Duty Status Pres Transaction routed to the following S1 Pool: 00000000

Summary of Changes

Details	Proposed Information	Current Information
More Information	Request a Religious Accommodation for Facial Hair.	N/A
Religious Accommodation	Facial Hair	Pending

Changes Made ●

Approval Chain >

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [User Manual](#)