



UNITED STATES MARINE CORPS

Officer Selection Office Fort Collins
706 South College Avenue, Suite 205A
Fort Collins, Colorado 80524-9860

FORM APPROVED

To Whom It May Concern:

The person listed below is applying for enrollment in an officer-training program for the United States Marine Corps, and has given your name as a reference.

This is a program leading to an appointment as a commissioned officer in the U.S. Marine Corps. In the selection of candidates for appointment as officers, decisions are made on the basis of all available relevant information regarding the applicant's background in terms of education, intelligence, experience and personal characteristics. For some of the qualities, subjective evaluations can be made from academic records, test results, and employment records. However, such intangible qualities as personal characteristics of the candidate can best be evaluated by the objective ratings of those persons who have personal knowledge of the candidate. To this end, I ask you to check the appropriate columns on the rating schedule; provide supporting remarks; as well as your professional information as requested in the blocks on the reverse side of this letter. Thank you for completing this form to fullest extent, all pertinent information is helpful to the panel of officers at Headquarters, U. S. Marine Corps, which must evaluate the officer potential of the applicant.

The information you furnish will be treated confidentially. This form is authorized by Marine Corps Order P1100.73 series. While you are not required to respond, your cooperation in this matter is greatly appreciated. If you have any questions, please call us at (970) 484-8975

Sincerely,

Michael R. McNicoll
1st Lieutenant, USMC

APPLICANT RELEASE STATEMENT

I am aware of the provisions of the Family Educational and Privacy Act. I hereby authorize the release of the requested information directly to the Marine Corps agency indicated on this form. I desire that an objective evaluation be rendered.

(Signature of Applicant)

(Printed, Full Name)

5 Required References:

- 1 from: Dean, Advisor or Department Chair
- 2 from Professors
- 1 from an employer
- 1 from any other except family member

REFERENCE QUESTIONNAIRE INSTRUCTIONS

Evaluate the candidate on all sixteen of the factors listed below. Mark only 1 choice that best describes the qualities of the applicant in relation to those of his/her peers.

BASE YOUR EVALUATION ON THE FOLLOWING SCALE:							
<p>SUPERIOR-Outstanding potential based on demonstrated performance.</p> <p>ABOVE AVERAGE-Demonstrates capabilities ahead of peers.</p> <p>AVERAGE-Demonstrates capabilities typical of peers.</p>	<p>BELOW AVERAGE-Capabilities on a lower scale than that of peers.</p> <p>INFERIOR-No capabilities or growth potential demonstrated.</p> <p>NOT OBSERVED-Insufficient contact to give an opinion.</p>	Superior	Above Average	Average	Below Average	Inferior	Not Observed
1. Academic potential.							
2. Respect tendered by peers.							
3. Ability to accept criticism by seniors.							
4. Ability and willingness to conform to established rules of conduct.							
5. Ability to adapt to demands of close group living.							
6. Interest and willingness to accept responsibilities in extracurricular activities.							
7. Ability to make friends easily.							
8. Interest in participating in competitive situations.							
9. Ability to work towards goals when in a subordinate position.							
10. Ability to influence others in definite lines of action.							
11. Dexterity, agility and physical coordination.							
12. Ability to carry a demanding academic program at the college level.							
13. Ability to deal with frustration.							
14. Personal appearance.							
15. Ability to communicate verbally.							
16. How well interest and personality are related to a career in the military.							

GENERAL COMMENTS - IN YOUR OWN WORDS, PLEASE GIVE A SUMMARY EVALUATION OF THE APPLICANT

HOW LONG HAVE YOU KNOWN THE APPLICANT	RELATIONSHIP TO THE APPLICANT (Professor, Employer, etc.)	
PRINTED NAME AND SIGNATURE	PROFESSION	NAME OF FIRM/INSTITUTION