



**UNITED STATES MARINE CORPS**  
**OFFICER SELECTION OFFICE**  
 2221 E. LAMAR BLVD., SUITE 225  
 ARLINGTON, TX 76006  
 FAX (817) 652-1088

FORM APPROVED  
 D.M.B. 0703-0012

IN REPLY REFER TO

Dear:

The person listed below has applied for enrollment in an Officer training program of the Marine Corps, and has given your name as a reference.

This is a program leading to appointment to commissioned rank in the Marine Corps Reserve. 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 on the reverse side of this letter. Also, would you please fill in the blanks with any information you consider pertinent and helpful to a 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 (817) 649-4139.

Sincerely,

I. J. MIDDLETON  
 1stLT, USMC  
 OFFICER SELECTION OFFICER

I am aware of the provisions of the Family Education and Privacy Right 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 Witness)

JAIME CORTEZ, GUNNERY SERGEANT USMC

\_\_\_\_\_  
 (Signature of Applicant)

\_\_\_\_\_  
 (DATE)

<p><b>NAME OF APPLICANT</b></p> <hr/>
<p><b>ADDRESS</b></p> <hr/> <hr/>

Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden to, Department of Defense, Washington Headquarters Services, Directorate for Information and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0703-0012), Washington, D. C. 20503. PLEASE DO NOT RETURN your questionnaire to either of these addresses.

**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.

<b>BASE YOUR EVALUATION ON THE FOLLOWING SCALE:</b>		<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Inferior</b>	<b>Not Observed</b>
<b>SUPERIOR</b> -Outstanding potential based on demonstrated performance.	<b>BELOW AVERAGE</b> -Capabilities on a lower scale than that of peers.						
<b>ABOVE AVERAGE</b> -Demonstrates capabilities ahead of peers.	<b>INFERIOR</b> -No capabilities or growth potential demonstrated.						
<b>AVERAGE</b> -Demonstrates capabilities typical of peers.	<b>NOT OBSERVED</b> -Insufficient contact to give an opinion.						
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**  
**PLEASE DO NOT LEAVE THIS SECTION BLANK**

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