



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Silver Spring, MD 20910

RE:

TO:

Dear

The individual named above is applying for an appointment in the Commissioned Corps of the National Oceanic and Atmospheric Administration, one of the seven uniformed services, and has furnished your name as a reference.

Appointment standards require that applicants be technically oriented college graduates who are mature, intelligent and possess high moral standards. Those who are selected will have an opportunity to receive training and schooling in technical fields to improve and advance their knowledge and skills in subjects essential to the Nation's interest.

Commissioned personnel who cannot adjust to service life must be discharged, causing emotional distress to the individual as well as loss to the Government. By giving your frank opinion of the service potential of the applicant, you will be rendering service to both the applicant and the National Oceanic and Atmospheric Administration.

Your responses to the questions listed on the reverse side of this letter will be of invaluable assistance in determining the service potential of the applicant. Any additional comments you may wish to make regarding the applicant's character, background and activities will be most appreciated.

Please mail the form to the Recruiting Office at the following address:

Recruiting Office
NOAA Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910

Sincerely,

LCDR Holly Jablonski, NOAA
Recruiting Officer

RE:

I. PERSONAL DATA - Please answer the following questions:						
1. What is your relationship to the applicant?						
2. How long have you known the applicant?						
II. EMPLOYMENT DATA - If you are familiar with the applicant's employment, please answer the following questions to the best of your knowledge and comment where applicable.						
1. What is the highest position applicant held in professional employment?						
2. Why did applicant leave job?						
3. Has applicant ever been discharged for inefficiency, neglect of duty or moral unfitness? If yes, please comment:					No <input type="radio"/>	Yes <input type="radio"/>
III. GENERAL RATING - Please rate applicant on the factors stated below:						
Factors to be considered	Very Good	Good	Acceptable	Poor	Check Best Trait	
1. Reliability						
2. Ability to work harmoniously with others						
3. Emotional stability						
4. Integrity						
5. Ability to adjust to reassignments and relocations						
6. Self-confidence						
7. Initiative						
8. Leadership						
9. Trust involving security of the United States						
10. Graduate school potential (This factor is to be rated by PROFESSOR OR ACADEMIC HEAD only)						
11. Overall Rating: Using the scale of 0 to 9, please rate the applicant in the box to the right (with "0" a rating of very poor and "9" a rating of exceptionally outstanding. Thus, a rating of 5 might be for a person with a middle-of-the-class scholastic record with half the above factors marked "Good" and half marked "Very Good")					Rating (0-9)	
IV. REMARKS:						
Privacy Act of 1974 requirement: Please check the box to the right if you request that your identity be held in confidence:					Yes, please keep my identify held in confidence <input type="checkbox"/>	
Signature		Title			Date	