



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
OFFICE OF MARINE AND AVIATION OPERATIONS  
Silver Spring, Maryland 20910-3282

Date:

To:

Dear

The individual cited on the second page of this form is applying for an appointment in the National Oceanic and Atmospheric Administration's Commissioned Officer Corps (NOAA Corps), a uniformed service of the United States. This person has furnished your name as a reference.

NOAA Corps applicants must be college graduates with a solid science, math or engineering background. Critical character traits include maturity, intelligence, high moral standards, and strong leadership potential. Those who are selected will have an opportunity to serve their country by leading discovery and exploration of the Earth's oceans, coasts, and atmosphere to improve understanding of the global environment.

Commissioned personnel who cannot adjust to service life must be separated, causing emotional stress to the individual as well as loss to the Government. By giving your honest opinion of this applicant's officer potential, you will be providing an invaluable service to both the applicant and the National Oceanic and Atmospheric Administration.

Your candid response to each question listed on the attached form will be of great assistance in determining the applicant's potential for success as a NOAA Corps officer. If you would like to provide additional comments regarding the applicant's character, background and activities, you may attach a letter to this completed form.

Please mail this form with any attachments to the Officer Recruiting Branch at the following address:

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

Sincerely,

Chief, Officer Recruiting Branch

**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 history, 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 below.)* No  Yes

**III. GENERAL RATING** - Please rate applicant on the factors stated below and check best trait in the column to the right:

| Factors to be considered:                             | Very Good | Good | Acceptable | Poor | <i>Best Trait</i> |
|---|-----------|------|------------|------|-------------------|
| 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. Ability to process information and react quickly  |           |      |            |      |                   |

**IV. OVERALL RATING** - Using a scale of 1 to 10, rate the applicant using "1" for a rating of very poor and "10" for a rating of exceptionally outstanding. For example, a rating of "5" might be for a person with an average scholastic record, half of the above factors marked "Good" and half marked "Very Good".

|  |                |
|--|----------------|
|  | <b>OVERALL</b> |
|  |                |

**V. REMARKS:**

|           |               |      |
|-----------|---------------|------|
| Signature | Printed Name: |      |
|           | Title:        |      |
|           |               | Date |