

Dear (Title/name of reference request),

The person named below has applied for enrollment in an Officer Training Program in the United States Marine Corps. As part of this process he/she is required to provide a minimum of five references, and as a result has given your name as a reference. We ask that you check the appropriate blocks on the attached Personal Information Questionnaire accordingly and, if applicable, to please elaborate.

This program may lead to an appointment as a commissioned officer in the United States Marine Corps. When selecting 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. This information is extremely important as it will assist a panel of officers at Headquarters, Marine Corps in determining the officer potential of this Candidate.

The information you furnish will be treated confidentially. However, under the Freedom of Information Act and Privacy Act of 1974, a copy of this completed form may be released if requested by the applicant. This form is authorized by MCO 1130.76D and MCRCO 1100.2. Although you are not required to respond, your cooperation in this matter is greatly appreciated.

Please submit your response via email, or a postage-free envelope can be provided for your convenience in returning this rating schedule.

Sincerely,  
USMC  
Applicant Release