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### REFERENCE QUESTIONNAIRE INSTRUCTIONS

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

#### BASE YOUR EVALUATION ON THE FOLLOWING SCALE:

**SUPERIOR** - Outstanding potential based on demonstrated performance

**BELOW AVERAGE** - Capabilities on a lower scale than that of peers

**ABOVE AVERAGE** - Demonstrates capabilities ahead of peers

**INFERIOR** - No capabilities or growth potential demonstrated

**AVERAGE** - Demonstrates capabilities typical of peers

**NOT OBSERVED** - Insufficient contact to give an opinion

	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.)

SIGNATURE

PROFESSION

NAME OF FIRM OR INSTITUTION

**PERSONAL INFORMATION QUESTIONNAIRE (1110)**

NAVMC 10064 (REV. 5-93) (IF) (Previous editions are obsolete and will not be used)

SN: 0109-LF-063-1400

TITLE OR DESCRIPTION		DATE		CLASSIFICATION OF ENCLOSURES	
NAVMC 10064 5/93		S/N 0109-LF-063-1400 4-3-97			
PERSONAL INFO QUESTIONNAIRE		NO. OF PAGES		TRIM SIZE	
				8 1/2 x 11	

## STOCK SPECIFICATIONS

GRADE	WEIGHT	COLOR	GRADE	WEIGHT	COLOR	GRADE	WEIGHT	COLOR
cw Writing	20#	White						

## PRINTING SPECIFICATIONS

ONE SIDE	TWO SIDES	SAME	DIFFER	H TO H	H TO F	H TO L	H TO R	COLOR INK (If not Black)	SUPERSEDES	NEW				
	X				X									
FRONT MARGINS				HEAD	LEFT	RIGHT	FOOT	BACK MARGINS		HEAD	LEFT	RIGHT	FOOT	
<input type="checkbox"/> 3/8 HEAD CNTR L & R		<input checked="" type="checkbox"/> OTHER		3/4	5/8			<input type="checkbox"/> 3/8 HEAD CNTR L & R		<input checked="" type="checkbox"/> OTHER		1/2	3/8	

## FINISHING SPECIFICATIONS

FOLDING		STD. DRILLING		NON-STANDARD DRILLING				WIRE STITCHING					
POLD TO	2 TOP	3 LEFT	NO.	DIAMETER	C TO C	LOCATION	NO.	<input type="checkbox"/> SIDE	<input type="checkbox"/> SADDLE	<input type="checkbox"/> TOP LEFT CORNER	<input type="checkbox"/> OTHER		
PERFORATING OR SCORING				PADDING				UNIT OF ISSUE	QUANTITY PER UNIT OF ISSUE	PACKAGING SPECIFICATIONS			
<input type="checkbox"/> PERF		<input type="checkbox"/> SCORE		DISTANCE	FROM	SHEETS	SETS	LOCATION	OTHER	PAD	100	KRAFT WRAP	
						100		<input checked="" type="checkbox"/> TOP					

## SPECIAL INSTRUCTIONS/REMARKS

Chipboard backing a must