

CAMP DAVID

Naval Support Facility
P.O. Box 1000
Thurmont, MD 21788-5001

(Date)

MEMORANDUM

From: Commanding Officer, Naval Support Facility, Thurmont

Subj: REQUEST ASSESSMENT OF CANDIDATE FOR PRESIDENTIAL SUPPORT ICO
NAME/SSN: _____

Encl: (1) Command Evaluation ICO SNM

1. The individual identified above is being considered for possible assignment to Camp David. However, before proceeding further, we need your assistance in screening the individual.
2. To facilitate this tasking, the member should be evaluated against the qualifications listed in enclosure (1). As part of the evaluation, I request specific comments on the individual's technical competence and growth potential, as well as, their overall character and qualifications for a special duty assignment. Please complete enclosure (1) and give to the individual concerned to bring with him/her to their scheduled appointment.
3. If selected for Presidential Support Duty, the member must maintain the same high standards of character, integrity, conduct, military bearing, appearance, and financial responsibility that led to the selection. Any degradation of these qualities or arrests, UCMJ Article 15, DUI/DWI, etc., may justify immediate removal from the program. Please notify us promptly if any of the aforementioned occurs.
4. You play an important role in our recruiting program. I appreciate your assistance in our efforts to recruit highly qualified personnel for Presidential Support Duty.

Commanding Officer

COMMANDER/COMMANDING OFFICER ICO

Please evaluate the individual using the following criteria:

- | YES | NO | |
|-----|-------|--|
| 1. | _____ | Has the individual failed a PFA within the last four years? |
| 2. | _____ | Does the individual currently meet the height and weight standards IAW OPNAVINST 6110.1J? |
| 3. | _____ | Is the individual reliable, loyal, cooperative, and team oriented? |
| 4. | _____ | Does the individual present above average appearance and pride in uniform? |
| 5. | _____ | Does the individual demonstrate leadership characteristics appropriate for grade and does he/she seek responsibility? |
| 6. | _____ | Does the individual show financial responsibility? |
| 7. | _____ | Has the individual expressed an intention to separate from service? |
| 8. | _____ | Does the individual have or is he/she pending any judicial/non-judicial action (e.g., Article 15/UIF/Captain's Mast, etc.)? If yes, please explain in item 16. |
| 9. | _____ | Does the individual have any record of law involvement to include traffic violations, DUI/DWI, public disturbance, etc., on file with the unit or the base police? If yes, please explain in item 16. |
| 10. | _____ | Does the individual display any negative personal traits or behavior characteristics (e.g., foreign holdings or interests, family problems, heavy drinking or gambling, emotional instability, etc.)? If yes, please explain in item 16. |
| 11. | _____ | Is the individual married? |
| 12. | _____ | If married, is the individual's spouse and immediate family U.S. citizens? |
| 13. | _____ | Is the individual currently or planning to apply to ANY other programs? If yes, please explain in item 16. |

14. Rate the individual on technical proficiency (Circle one):

Poor - Average - Above Average - Superior - Best Ever Seen

15. I, (DO) (DO NOT) recommend this individual for assignment to Presidential Support Duty at Camp David (Comment in item 16).

16. Comments:

(Signature)

(Typed/Printed Name)

(Grade and Title)

(Phone Number)