

8 January 1970

Dean Andrew C. Cogswell  
Dean of Students  
University of Montana  
Missoula, Montana 59801

Dear Dean Cogswell:

The purpose of this letter is to give to you information pertinent to my evaluation of the performance, abilities and estimated potential of Corporal Terrence G. Cromwell. He has served in my command for thirteen months. It is my understanding that this young Marine plans to leave the Marine Corps in order to matriculate at the University of Montana.

Corporal Cromwell is presently assigned as pay clerk in the Headquarters section of this Headquarters and Headquarters Squadron of Marine Corps Air Station, El Toro, California. The strength of this squadron is 1160 officers and men. It is the responsibility of Cromwell to maintain and keep current the pay records of these Marines. To complicate this work situation the percentage of turnover in personnel in the last calendar year has been approximately 93%. This means that in the age of computerized accounts Cromwell is still required to put in many extra overtime hours in order to maintain timely and accurate accounts. There is nothing more important to the morale of a Marine than his pay record and nothing more offensive than administrative inaccuracies. Because of these elements the most dependable administrative man is required to fill this position of trust.

Therefore it is in this environment of continual stress and strain that Cromwell is working.

My observations of him during the past year cause me to evaluate him as follows:

{1} He is very mature, dependable and flexible person to a degree unusual among Marines of his age and experience.

{2} He has the ability to rapidly analyze a situation correctly and take appropriate action. His initiative is outstanding.

{3} In the accomplishment of his many administrative duties he has continually displayed outstanding judgement and tact.

{4} He has the ability to deal with officers, enlisted and civilians, to include parents and dependents of Marines, in a courteous and highly professional manner.

{5} His application of sound administrative practices has greatly enhanced the operational efficiency of the Squadron's payroll procedures and pay record maintenance.

{6} He has an unusually sense of dedication to duty. Yet he has a strong sense of humor and has never displayed any emotional sensitivity to long periods of hard work under stress.

{7} He is recognized as a de facto leader and a very popular Marine. I would say he is a key communicator within this Headquarters section.

In short, Cromwell is a very dependable and competent Marine. He could easily qualify for a commission in the Marine Corps. Although we do not like to lose a Marine of Cromwell's caliber, we understand that the completion of his education is vital and we wish him well. We consider his growth potential outstanding. This young man should go far with his God-given abilities and unusual motivation. With his leadership capabilities he should sooner or later take up a position of leadership and trust in any activity or discipline in which he chooses to become engaged.

Based on the above I commend Corporal Cromwell to you. He is a definite asset to this command and the Marine Corps and will certainly be so at the University of Montana. I predicate this evaluation on seventeen years as a Commissioned Officer in the Marine Corps during which time I have been required to compare and evaluate performance and capabilities of many Marines. Corporal Cromwell is one of the best.

If I can be of further service to you please do not hesitate to write me.

*Francis M. Casey*  
FRANCIS M. CASEY  
LT. COL. U.S.M.C.

HEADQUARTERS AND HEADQUARTERS SQUADRON  
U. S. Marine Corps Air Station  
El Toro, (Santa Ana), California 92709

1M1:JAF:tgc  
1430  
27 Dec 1969

From: Commanding Officer  
To: Commanding General, Marine Corps Air Station, El Toro, (Santa Ana), California 92709  
Subj: Meritorious Promotion to Sergeant; case of Corporal Terrence G. CROMWELL, 245 43 07, U. S. Marine Corps  
Ref: (a) ABO 1430.1F  
Encl: (1) CG ltr 1C1:GWB:G-87, over 1650 of 23 Dec 1969  
(2) SqdnBul 1650 over 1M1:JAF:ceg of 17 Dec 1969

1. In accordance with reference (a), Cpl Terrence G. CROMWELL is hereby enthusiastically recommended for meritorious promotion to sergeant.
2. Since joining this command on 28 December 1968, Cpl CROMWELL has exhibited extreme skill, competency and knowledge in the field of administration. His aggressive attitude and attention to duty have been the subject of previous letters and comments. (See enclosures (1) and (2)). Cpl CROMWELL constantly strives toward self improvement in his chosen field and continuously seeks new knowledge; keeping abreast of all recent changes in payroll procedures. His knowledge, experience and capabilities are not limited to pay and allotments, but varies to all aspects of the administrative field, which further demonstrates his outstanding initiative.
3. His enthusiasm, mannerisms and personality make him well-liked and respected by both officers and subordinates. Cpl CROMWELL has continuously exhibited the leadership qualities inherent to the grade of sergeant and displays the traits and characteristics which the Marine Corps requires of its noncommissioned officers. Therefore, it is with enthusiasm that this recommendation for meritorious promotion to the grade of sergeant is made.

W.H. JACKSON JR.



UNITED STATES MARINE CORPS  
HEADQUARTERS, MARINE CORPS AIR STATION  
EL TORO (SANTA ANA), CALIFORNIA 92709

IN REPLY REFER TO:


1C1:GWB:G-87  
1650

23 DEC 1969

From: Commanding General  
To: Corporal Terrance G. CROMWELL, 245 43 07, USMC

Subj: Marine of the Month; selection of

1. Your Commanding Officer has nominated you for "Marine of the Month" for November 1969. I congratulate you upon having been selected for this honor by a board convened at this Headquarters.
2. On 28 December 1968, you were assigned as Headquarters and Headquarters Squadron pay clerk. You have demonstrated an outstanding ability to grasp complex and new procedures by becoming completely familiar with all phases of your assigned duties. Your attention to duty and meticulous attention to detail has resulted in continual submission of error free reports. In addition, your initiative and enthusiasm are readily apparent by your repeated requests for additional assignments. The manner in which you energetically applied yourself in the accomplishment of these additional tasks has qualified you in all phases of squadron administrative procedures. You have willingly devoted many long hours in the accomplishment of your assigned duties and to aid your fellow clerks during periods of excessive workloads. Your outstanding devotion to duty, untiring determination to maintain your high degree of professionalism and "Esprit de corps" are noteworthy and have made you a definite asset to this Command and to the U. S. Marine Corps.
3. Your Commanding Officer will make a notation of this selection in your service record book and will show appropriate recognition of this honor.

  
H. W. HISE

Copy to:  
CO, H&HS  
SRB Section

HEADQUARTERS AND HEADQUARTERS SQUADRON  
U. S. Marine Corps Air Station  
El Toro, (Santa Ana), California 92709

SqdnBul 1650  
1ML:JAF:ceg  
17 December 1969

SQUADRON BULLETIN 1650

From: Commanding Officer  
To: Distribution

Subj: Meritorious Mast; case of Corporal Terrence G. CROMWELL  
245 43 07 U. S. Marine Corps

Ref: (a) MCO 1650.19

1. Purpose. To promulgate to all members of this command information concerning a Meritorious Mast held for Corporal Terrence G. CROMWELL, 245 43 07, U. S. Marine Corps this date in accordance with reference (a).
2. General. Having joined this command on 28 December 1968, you were assigned to duties as this squadrons pay clerk. As such you have demonstrated exceptional skill and knowledge in all assigned duties. Your highly cooperative attitude in working with others and the conscientious manner in which you have accomplished your tasks reflects your professional competence and devotion to duty. Through your continual demonstration of an outstanding degree of initiative and enthusiasm and a display of confidence, assurance and acceptance of new and added responsibilities, you have set an example for others of this command. This attention to duty has earned you the respect and admiration of your superiors and subordinates alike. Your outstanding performance, untiring determination, steadfast devotion and continual display of professionalism are in keeping with the highest traditions of the United States Marine Corps.
3. Action. This Meritorious Mast will be made a part of your official records.
4. Self-cancellation. 31 January 1970.

*W. H. Jackson Jr.*  
W. H. JACKSON JR

DISTRIBUTION: "B"