



Congress of the United States

House of Representatives
Washington, DC 20515-1501
COMMITTEE ON

SERVICE ACADEMY NOMINATION PROCEDURE & BASIC FACT SHEET FOR 2009 ADMISSION

A nomination to one of the United States' Service Academies is a distinct and rare honor. Acceptance of an Academy appointment involves at least a nine-year obligation to the Service: four years at the Academy and at least five years of active duty service.

I. GENERAL INFORMATION:

- A. The nomination process is very competitive. I urge you to apply for a nomination from me as well as the other nomination sources:
1. Vice-Presidential.
 2. Military Affiliated: a) Presidential (Children of Career Military Personnel); b) Children of Deceased or Disabled Veterans; c) Children of Military or Civilian Personnel in Missing Status; d) Children of Medal of Honor Recipient; e) Members of Regular or Reserve Components, and; f) Members of the R.O.T.C. or J.R.O.T.C.
 3. Senatorial

II. REQUIREMENTS:

A. You Must:

1. Be at least 17 years old but not yet 23 years old,
2. Be a citizen of the United States,
3. Be unmarried, not pregnant, and have no legal obligation to support a child or a dependent; and,
4. Be a legal resident of the District of Columbia.

B. You Must Furnish:

1. A completed application. My receipt of the Applicant Basic Fact Sheet establishes your file in my office. Immediately complete your Applicant Basic Fact Sheet and return it to my Northwest District Office. My receipt of your completed application in my Northwest District Office establishes your candidacy. A completed application consists of: Applicant Checklist, Applicant Background Information, Essay, Three Letters of Recommendation, Official Transcript(s), and SAT and/or ACT. Return your completed Applicant Checklist, Background Information, and Essay in one packet to my Northwest Office. Have your transcript(s), test scores, and letters of recommendation sent directly to my Northwest Office.
2. Up-to-date transcript(s): Your academic transcript(s) must be current, official, and contain your grade point average(s) The Transcripts must show your senior courses and, if available, any grades for them.
3. Three letters of recommendation: These letters should come from people who know you well, such as teachers, counselors, employers, and coaches. At least one recommendation must be from a math or science teacher. Letters from relatives are not acceptable. I have attached recommendation forms, which you may use.
4. A brief essay: Write a brief essay of 250 – 500 words explaining why you want to attend an Academy.
5. College Boards: The Academies, as well as my Selection Board, require SAT or ACT scores. Plan to

take either of these tests before November of your senior year. You must ask the testing services to send your scores to my office. Indicate either 5462, for the SAT, or 7319, for the ACT, as a score recipient on the test registration forms.

6. A qualifying medical examination: When the Academies receive your pre-candidate questionnaire, they will schedule you for a medical examination by the Department of Defense Medical Review Board (DODMRB).
7. A photograph: Attach a current 2" X 2" passport type photograph to the top right-hand corner of Applicant Basic Fact Sheet in the space indicated.

II. TYPE OF NOMINATION:

- A. I use the competitive nomination process. I may nominate ten candidates who compete for each vacancy I have at the U.S. Air Force, Merchant Marine, Military, and Naval Academies. The Academies select from the ten nominees the one candidate whom they believe to be the most competent for an appointment. The other nine nominees compete for other available appointments among a nation-wide pool of nominees.
- B. Basis for Nomination: I base nominations on the composite of your academic record, extra-curricular activities, SAT or ACT scores, and your interview with my Service Academy Selection Board. I consider the following:
 1. School Records: Your grade point average and class rank are critical. The average competitive candidate stands in the upper fifth of his or her class.
 2. College Boards: A competitive candidate must have **SAT scores above 500 for critical reading and above 550 for math, or ACT scores above 20 for English and above 25 for math.** I urge you to retake the SAT or ACT until you achieve these minimum scores
 3. Extracurricular Activities: I consider participation in work, athletics, community service, and school clubs or organizations.
 4. Motivation: Your motivation is an important consideration, and the most difficult to measure. The diligence you demonstrate in completing your file reflects your motivation. Incomplete files show a lack of interest in receiving a nomination.

III. FINAL NOTES:

- A. Members of the academic, civic and military community comprise my Service Academy Selection Board. My Board reviews all completed applications. If you complete your file, my Board will interview you in December 2008 or January 2009. I will notify you of the time, date, and location of that interview in early December.
- B. This is a general fact sheet. It only furnishes a brief overview of the nomination process. Contact the Academies themselves for detailed information and specific requirements of each Academy. The Academies' Internet addresses are:
 1. Military Academy: www.usma.edu
 2. Naval Academy: www.usna.edu
 3. Merchant Marine Academy: www.usmma.edu
 4. Air Force Academy: www.usafa.edu
 5. Coast Guard Academy uses direct appointments and does not require a nomination: www.uscga.edu.
- C. Address correspondence regarding your application for a nomination to:

Congresswoman Eleanor Holmes Norton
ATTN: Cartwright Moore
529 14th ST NW STE 900
WASHINGTON, DC 20045-1928
TEL: 202-783-5065 FAX: 202-783-5211
E-Mail: Cartwright.Moore@mail.house.gov
- D. Your application is due in my Northwest Office by 17:00 (5:00 p.m.) November 3, 2008.

These are notes on formatting for applicants completing this application in Microsoft Word.

This Document was created in Microsoft Office Word 2003.

Margins:0.25" top, bottom, left & right.

Font: Times New Roman 12

Headers & Footers:0.25" from page tops and bottoms.

Questions 1 - 13 on Pages 3 – 7 are placed in text boxes laid out behind the text and anchored to absolute positions 0.25", 3.0", and 6.0" below the top margin.

Turn "Insert" on and off as needed to prevent the addition or deletion of lines, tabs, and spaces.

Turning on "Hide/Show" (The "¶"Symbol on Formatting Toolbar) will allow you to see important formatting commands within the document.

Applicant Basic Fact Sheet
Please Neatly Type Your Answers.

Please
Attach
Your
2" x 2"
(Passport Size)
Photo
Here

Name: _____
LAST First Middle

Permanent Address: _____

City: _____ **State:** ____ **Zip:** _____

(If Different From Permanent Address)

Current Address: _____

City: _____ **State:** ____ **Zip:** _____

Home Phone: _____ **Fax:** _____ **Cell Phone:** _____

E-Mail Address: _____

Father's Name: _____ **Mother's Name:** _____

Guardian's Name (If Applicable): _____ **Your Date Of Birth:** _____ **Uncorrected Visual Acuity:** _____
Your date of birth must be between 07/01/1986 and 07/01/1992.

Social Security Number: _____ **Weight:** _____ **Height:** _____

High School: _____ **Expected Year Of Graduation:** _____

Are You Attending College Or Academy Prep School? Yes No If Yes, Please Provide the School's Name & Address: _____

College Phone: _____ **College Fax:** _____ **Dates Attended:** _____

Please Identify Any Other Sources You Plan To Contact for A Nomination

Presidential Vice Presidential Senatorial Other

Are You Now In The Armed Forces? Yes No. If Yes, Please Provide:

Service: _____ **Rank:** _____ **Entry Date:** _____

Please Rank Your Preferences Among the US Service Academies to Which You Seek a Nomination:

___ US Military Academy ___ US Naval Academy ___ US Merchant Marine Academy ___ US Air Force Academy
*Indicating Your Preferences Will Not Affect Congresswoman Norton's Consideration of Your First Choice.
However, It Will Increase Your Potential For An Academy Nomination.*

If You Reside Outside the DC Area, Indicate the Dates In December 2008 & January 2009 During Which You Will Be In Washington, DC & Available To Be Interviewed By Congresswoman Norton's Service Academy Selection Board:

Receipt of a completed "Applicant Basic Fact Sheet" opens your file in Congresswoman Norton's Office

Candidate Name: _____

Please neatly type your answers in the space provided.

1. What are the most significant contributions you have made to your school and to your community?

2. What are your greatest strengths and weaknesses?

3. What is your most outstanding achievement? Please explain why you consider this so.

Candidate Name: _____

4. What experiences have prepared you for the Academies' rigors and demands?

5. Please provide examples of your leadership abilities.

Candidate Name: _____

6. List your team and sports participation. Note leadership positions and honors you received.

7. Please describe your work, volunteer, extracurricular, and/or community activities.

8. What are your academic interests?

Candidate Name: _____

The above-named candidate seeks a nomination to a U.S. Service Academy from Congresswoman Eleanor Holmes Norton. The transcript must list the candidate's senior year courses and, if available, any mid-term grades. Kindly forward the Candidate's official transcript to:

Congresswoman Eleanor Holmes Norton
ATTN: Cartwright Moore, Service Academy Nominations
529 14th ST NW STE 900
Washington, DC 20045-1928
Voice: (202) 783-5065, Fax: (202) 783-5213,
E-mail: Cartwright.Moore@Mail.House.Gov.

Direct your questions to Cartwright Moore. Mr. Moore's contact information appears above. The Congresswoman must receive official transcripts by 17:00 (5:00 p.m.) Monday, November 3, 2008.

Candidate Name: _____

**Congresswoman Eleanor Holmes Norton
Science/Math Teacher's Recommendation For Service Academies – A**

This is my appraisal of the candidate's promise as a student at a United States Service Academy.

Other Forms Are Acceptable. You May Use Additional Pages.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Nature and Length of Acquaintance with Candidate: _____

Candidate Name: _____

**Congresswoman Eleanor Holmes Norton
Recommendation For Service Academies – B**

This is my appraisal of the candidate's promise as a student at a United States Service Academy.

Other Forms Are Acceptable. You May Use Additional Pages.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Nature and Length of Acquaintance with Candidate: _____

Candidate Name: _____

Congresswoman Eleanor Holmes Norton
Recommendation For Service Academies – C

This is my appraisal of the candidate's promise as a student at a United States Service Academy.

Other Forms Are Acceptable. You May Use Additional Pages.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Nature and Length of Acquaintance with Candidate: _____