Congress of the United States
House of Representatives

Memorandum of Instructions

To: Arkansas Applicants to the U.S. Service Academies
From: Congressman Mike Ross

In order to be considered for a nomination, the following steps should be followed:

- Complete and submit the *Application for Nomination to United States Service Academies*. It is important that the form be filled out in its entirety and completed in **black ink**, neatly, or typed.
- Write a *Personal Letter* to me, explaining your reasons for seeking a nomination to a service academy.
- Request the three *Evaluation Forms* be completed by your teacher/coach, counselor/principal, and employer/minister/priest/rabbi.
- Complete a *Service Academy Medical Evaluation*. You will be notified, directly by the academies as to when and where to report for a Qualifying Medical Examination.
- Ask your high school (and college, if applicable) to send *Official Transcripts* of your classes and grades to date.
- If you have not already, arrange with your counselor to take the *College Entrance Boards (SAT)* or the *American College Testing Program (ACT)*. This is important to the academies, because they utilize the test score as a primary method of evaluating candidates. If you take the tests in the spring of your Junior year you have a chance to retake the test in the fall and raise your scores. Include documentation of your scores with your transcript, or by the score results sheet.

Generally accepted levels:

		Air Force	Merchant Marine	Navy	USMA
SAT	Verbal	580	480	600	630
	Math	560	520	600	630
ACT	Verbal	24	19	26	26
	Math	25	25	30	30
	Reading	24	*	*	*
	Sci Reason	25	*	*	*

SAT 1000 combined Averages of test, no set min.

The **deadline** for application is **November 30**.

The purpose of the nomination process is to present the academies with a group of qualified candidates from every area of the country. My nomination functions as a recommendation to the academies and my responsibility is to nominate the best qualified young men and women from the Fourth Congressional District of Arkansas. In order to do this, I ask that each candidate submit certain credentials which will be evaluated. It is then the candidate's responsibility to insure that the information is submitted by the deadline. If offered an interview, the applicant will be contacted after the last deadline.

I wish you all the best.

Mike Ross

Congress of the United States
House of Representatives

Application for Nomination to United States Service Academies

(Please type or print neatly all information on this application)

PERSONAL

Full Name _____
(last) (first) (MI)

Date of Birth ___/___/___ Social Security # _____
MM DD YY

Are you a citizen of the United States? _____
(Note: If selected for an appointment, you must be a citizen at the time you enter an academy)

ADDRESS

_____
Street Address of domicile in 4th Congressional District (include apartment number)

_____ _____ _____ _____
City State Zip County

_____
Home Telephone Number

Are you and/or your parents registered to vote in the 4th Congressional District? YES / NO If so, voting district _____
(Note: Applicant must be a bona fide resident of the 4th District to receive nomination)

BASIC ELIGIBILITY

Each applicant for nomination must meet the following basic eligibility requirements as of July 1 of the year of admission to an academy.

- **Age-** At least 17 years old, but not have passed the 23rd birthday.
- **Citizenship**– Must be a U.S. citizen and legal resident of the Congressional District from which seeking nomination.
- **Marital Status**– Be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

Please check all that apply	Office Use Only
☐ **Air Force**	
☐ **Merchant Marine**	
☐ **Navy**	
☐ **USMA**	

PARENTAL INFORMATION

Father (or legal guardian) _____

_____
Street Address of domicile in 4th Congressional District (include apartment number)

_____ _____ _____ _____
City State Zip County

_____ _____
Home Telephone Number Work Telephone Number

Mother (or legal guardian) _____

_____
Street Address of domicile in 4th Congressional District (include apartment number)

_____ _____ _____ _____
City State Zip County

_____ _____
Home Telephone Number Work Telephone Number

EDUCATIONAL INFORMATION

High School _____

_____
Street Address

_____ _____ _____
City State Zip

_____ _____
Telephone Number High School Counselor

Graduation Date ___/___/___ Cumm. GPA _____
MM DD YY (on 4 pt. Scale)

Class Standing _____ of _____

College _____
(if applicable)

_____
Street Address

_____ _____ _____
City State Zip

_____
Telephone Number

Major _____ Credit hours earned _____

Cumm. GPA _____
(on 4 pt. Scale)

ACT Scores

Math _____ Eng _____ Reading _____ Sci Reason _____

Date Test Taken ___/___/___

SAT Scores

Math _____ Verbal _____

Date Test Taken ___/___/___

Application for Nomination to United States Service Academies

(Please type or print neatly all information on this application)

EXTRACURRICULAR INFORMATION (Note: Attach additional activities if needed)

Community/Volunteer/Spiritual Activities _____

_____

_____

_____

_____

_____

_____

Awards/Honors (circle appropriate class level)

	Class Level
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14
_____	9 10 11 12 13 14

Office Use Only

OTHER INFORMATION

Have you ever been convicted of a felony/misdemeanor? If yes, explain _____

(**Not including** traffic violations which do not accrue points. **Includes** driving while impaired of disorderly conduct charges)

Have you ever applied for a Service Academy Nomination? If yes, who, when and nomination type _____

(Nomination sources: Vice President, U.S. Senate, Members of the U.S. House of Representatives, and Service Related.)

ACKNOWLEDGEMENT

I understand that the deadline for application and for the receipt of all additional materials is **November 30**. If I have not submitted all the requested information before this deadline, I realize that my application will not be given full consideration.

I attest that with my signature, the information provided in this Application for Nomination to the U.S. Service Academies is truthful and correct to the best of my knowledge.

_____

Signature

Return this application postmarked no later than November 30, to:

Congressman Mike Ross
Attn: Service Academy Nominations
314 Cannon House Office Building
Washington, D.C. 20515

Application for Nomination to United States Service Academies

(Please type or print neatly all information on this application)

Teacher/ Coach Evaluation Form

Name of Applicant _____ SS# _____
(last) (first) (MI)

The person named above is applying for nomination to one or more U.S. Service Academies. The academies provide a college education leading to commissioning as an officer in the Armed Forces. The questions asked are able to help select the best possible candidates. By law, all admissions materials must be shown to a student upon request. This evaluation form can take considerable time and effort. Please know that your generous help is greatly appreciated.

1. How long have you known the applicant and in what capacity?

2. Tell us about the applicant's talents or strengths for leadership?

3. What do you consider to be the applicant's weaknesses?

4. Do you believe the applicant personally wants to attend an academy or is under family/ community pressure?

5. How does the applicant handle stressful situations?

6. Do you know of any personal circumstances that might affect the applicant's performance at the academy?

Please rank the applicant among his/her peer group.

☐Excellent (top 1% of peers) ☐Above Average (top 25% of peers) ☐Average ☐Below Average (bottom 25% of peers) ☐Do not offer nomination

If you are evaluating more than one applicant this cycle, please rank the candidates in order of preference:

1. 4.
2. 5.
3. 6.

General comment, evaluation and or recommendation (use additional sheets if necessary):

To the Teacher/Coach:

Please place this completer form in a sealed envelope, signed across the flap, and return to the applicant for inclusion in the complete application packet. Thank you.

_____ Date ____/____/____
Signature

Printed Name _____ Title _____

Work Telephone Number _____

Application for Nomination to United States Service Academies

(Please type or print neatly all information on this application)

Counselor/Principal Evaluation Form

Name of Applicant _____ SS# _____
(last) (first) (MI)

The person named above is applying for nomination to one or more U.S. Service Academies. The academies provide a college education leading to commissioning as an officer in the Armed Forces. The questions asked are able to help select the best possible candidates. By law, all admissions materials must be shown to a student upon request. This evaluation form can take considerable time and effort. Please know that your generous help is greatly appreciated.

1. How long have you known the applicant and in what capacity?

2. Tell us about the applicant's talents or strengths for leadership?

3. What do you consider to be the applicant's weaknesses?

4. Do you believe the applicant personally wants to attend an academy or is under family/ community pressure?

5. How does the applicant handle stressful situations?

6. Do you know of any personal circumstances that might affect the applicant's performance at the academy?

Please rank the applicant among his/her peer group.

☐Excellent (top 1% of peers) ☐Above Average (top 25% of peers) ☐Average ☐Below Average (bottom 25% of peers) ☐Do not offer nomination

If you are evaluating more than one applicant this cycle, please rank the candidates in order of preference:

1. 4.
2. 5.
3. 6.

General comment, evaluation and or recommendation (use additional sheets if necessary):

To the Counselor/Principal:

Please place this completer form in a sealed envelope, signed across the flap, and return to the applicant for inclusion in the complete application packet. Thank you.

_____ Date ____/____/____
Signature

Printed Name _____ Title _____

Work Telephone Number _____

Application for Nomination to United States Service Academies

(Please type or print neatly all information on this application)

Employer/Minister/Priest/Rabbi Evaluation Form

Name of Applicant _____ SS# _____
(last) (first) (MI)

The person named above is applying for nomination to one or more U.S. Service Academies. The academies provide a college education leading to commissioning as an officer in the Armed Forces. The questions asked are able to help select the best possible candidates. By law, all admissions materials must be shown to a student upon request. This evaluation form can take considerable time and effort. Please know that your generous help is greatly appreciated.

1. How long have you known the applicant and in what capacity?

2. Tell us about the applicant's talents or strengths for leadership?

3. What do you consider to be the applicant's weaknesses?

4. Do you believe the applicant personally wants to attend an academy or is under family/ community pressure?

5. How does the applicant handle stressful situations?

6. Do you know of any personal circumstances that might affect the applicant's performance at the academy?

Please rank the applicant among his/her peer group.

☐Excellent (top 1% of peers) ☐Above Average (top 25% of peers) ☐Average ☐Below Average (bottom 25% of peers) ☐Do not offer nomination

If you are evaluating more than one applicant this cycle, please rank the candidates in order of preference:

1. 4.
2. 5.
3. 6.

General comment, evaluation and or recommendation (use additional sheets if necessary):

To the Employer/Minister/Priest/Rabbi:

Please place this completer form in a sealed envelope, signed across the flap, and return to the applicant for inclusion in the complete application packet. Thank you.

_____ Date _____/_____/_____
Signature

Printed Name _____ Title _____

Work Telephone Number _____

Congress of the United States
House of Representatives

Memorandum

To: Arkansas Applicants to the U.S. Service Academies
From: Congressman Mike Ross
RE: Information about Congressional Nomination to U.S. Service Academies

Candidates who wish to receive a Congressional Nomination must request an application in writing, either via fax or U.S. mail to:

Congressman Mike Ross
Attn: Service Academy Nominations
314 Cannon House Office Building
Washington, D.C. 20515
(202) 225-1314 fax

Begin early in your junior year of high school through spring semester of college requesting applications. The deadline receipt of your application is November 30.

The application for nomination is separate from the application that must be completed for the academies. Consider applying for nomination with all nominating sources.

A basic outline of the steps necessary to receive an appointment to a U.S. Service Academy is provided:

- Initial Contact with Service Academy
- Nomination
- Educational Evaluation
- Medical Examination (DoDMERB)
- Physical Aptitude Exam

Initial Contact with Service Academy. Candidates must complete files with the selected academies as well as the nominating source. After initial contact with the service academy, applicants must make themselves aware of the steps necessary through admission to the academy.

The initial step for hopeful academy attendees is to contact the U.S. Service Academies you are interested in attending. Listed below is the contact information for each service academy. Contacting them early is advisable.

U.S. Air Force Academy
Admissions Office
2304 Cadet Drive, Suite 200
USAF Academy, CO 80840

U.S. Military Academy
Admissions Office
606 Thayer Road
West Point, NY 10996

U.S. Naval Academy
USNA Admissions Office
117 Decatur Road
Annapolis, MD 21402-5019

U.S. Coast Guard Academy
Admissions Office
New London, CT 06320
(Nomination is not required)

U.S. Merchant Marine Academy
Admissions Office
Kings Point, NY 11024
(Nomination is required,
but appointment is competitive)

Nomination. To be considered for an appointment to an academy, an applicant must have a nomination from an authorized nominating source.

There are two main categories of nomination. Congressional nominations include those from the Vice President, U.S. Senators, and members of the U.S. House of Representatives. The second, service connected nominations include the selection of the President and the appropriate service (e.g. Secretary of Army). The President may select children of members of an armed force from active duty or Medal of Honor winners. The Secretary of the appropriate service may nominate for appointment enlisted members of the regular and the reserve components of the appropriate service, members of the service's own Reserve Officer Training Corps programs and Junior Reserve Officer Training programs of the other services which have been designated as Honor Unit with Distinction.

Applicants may apply for and receive nominations from multiple sources. You are encouraged to pursue as many nominations as you deem necessary. Contact the nominators as soon as possible. Their process of evaluation is a long arduous process.

After receiving a nomination to a specific academy, you will then be required to pass further examinations and screening to be offered appointment. The service academy will contact the nominee for each of the following: Educational Evaluation, Department of Defense Medical Review Board, and the Physical Aptitude.

Educational Evaluation. This is a final review of scholastic endeavors. Your high school or college grades do not cease to become important when you receive a nomination. Your test scores, ACT or SAT, are vital to the appointment process as well. If you believe that your test scores may improve, you are encouraged to take the test multiple times. Both of these are important to you future success.

Department of Defense Medical Review Board. Candidates will be scheduled to take a service academy qualifying examination at a military or civilian contract facility near the candidate's home.

Physical Aptitude Examination (PAE). Measuring strength, endurance, agility, and coordination, the service exams are designed to determine each candidate's readiness to undertake the rigorous athletic and physical education program at the academies. Each academy has its own requirements.