Instructions for Academy Nomination Process

Step 1: Open Nomination File

Submit to my Boise office (address listed below) **prior to October 31, 2003:**

_____Initial three-page application (pages 1-3)

_____A small current photograph

_____Personal letter stating why you are seeking a nomination

Step 2: Complete Nomination File

Submit to my Boise office (address listed below) by **November 30, 2003:**

_____Three Recommendation Forms with letters attached (pages 4-6)

_____Principal/Guidance Counselor Evaluation Form (page 7)
Completed form must be in a sealed envelope signed by the originator across the flap. The originator may not complete one of the Recommendation Forms.

_____Official copy of high school transcript, including GPA at the end of junior year and class rank in a sealed envelope signed by the originator across the flap. Official copy of college transcripts if applicable.

_____Official copy of SAT or ACT scores, if not included on transcript. Direct reporting test scores codes: SAT 4787 or ACT 7372.

Step 2 must be submitted as a packet with this form on top. Additional SAT or ACT test scores can be submitted as soon as scores are available.

Mailing Address:
Congressman C.L. "Butch" Otter
Attn: Jim Adams
802 W Bannock St. STE 101
Boise, Idaho 83702

Questions: Contact Jim Adams, Academy Nomination Coordinator at (208) 336-9831 or email him at jimadams@mail.house.gov

Important Dates to Remember:
October 31, 2003 - Deadline for Step 1 (listed above)
November 30, 2003 - Deadline for step 2 (listed above)
December 2003 - Nominations will be announced

APPLICATION FOR ACADEMY NOMINATION
U.S. Representative C.L. "Butch" Otter

PERSONAL DATA

Full legal name _____
Common name used _____
Legal residence:
Street or PO Box _____
City, County, State, and Zip _____
Telephone number (include area code) _____
Present address (if not same as above) _____
Street or box _____
City, County, State, and Zip _____
How long have you been a resident of Idaho? _____
Are your parents legal residents of the state of Idaho? Yes No

PLEASE READ PAGE 9 FOR RESIDENCY REQUIREMENTS.

Birthday (mm/dd/yy) _____ Age _____ Height _____ Weight _____

Birthplace _____ U.S. Citizen Yes _____ No _____
Date Naturalized _____
Social Security Number _____

Parents / Guardians (circle one:)
Father's name _____
Street/Box address _____
City, State, Zip _____
Occupation _____ Employer _____

Mother's name _____
Street/Box address _____
City, State, Zip _____
Occupation _____ Employer _____

VETERAN INFORMATION

Are either of your parents a disabled veteran? Yes No

EDUCATION

List high schools, prep schools, and colleges you have attended / are now attending:

Name of School _____ Telephone No. _____
Graduation Date _____ Class rank/number of students _____ GPA _____

Name of School _____ Telephone No. _____
Graduation Date _____ Class rank/number of students _____ GPA _____

ACADEMY PREFERENCE

Indicate your preference in numerical order. Please do not designate any academy you would not accept. Due to the competitive nature of the nomination process, you may receive a nomination to the academy of your second, third, or fourth choice. This order should be the same order you have listed on the Senators' forms.

_____ U.S. Air Force Academy
_____ U.S. Military Academy
_____ U.S. Naval Academy
_____ U.S. Merchant Marine Academy

Indicate the following additional sources to which you have applied for a nomination:

U.S. Senator Larry Craig _____ U.S. Senator Mike Crapo _____
Vice President Dick Cheney _____ JROTC _____

EXTRACURRICULAR ACTIVITIES

Please list below, using additional paper if necessary, your:

1. Special awards and honors with dates

2. School and outside club memberships and activities, noting leadership positions and honors received, with dates

3. Employment, both after school and in summer, with dates and hours per week

4. Volunteer involvement, with dates and hours per week

5. School athletics (note Captain, Varsity letter, MVP, All-League, etc) with dates

6. Out-of-school recreational athletics, with dates

The information above is correct. I am a United States Citizen or will be by July 1, 2004; am at least 17 but not 23 years of age on July 1, 2004, am unmarried, not pregnant; have no child support obligation; and am a legal resident of the State of Idaho.

Signature _____ Date _____

Please return this form by October 31, 2003 to:

Congressman C.L. "Butch" Otter
ATTN: Jim Adams
802 W. Bannock, Suite 101
Boise, Idaho 83702

United States Service Academy Recommendation Form
U.S. Representative C.L. "Butch" Otter

To be completed by applicant's, teacher, employer, minister, priest, coach, or adult friend

Name of applicant _____ _____ _____
First Middle Last

The person named above is applying to one or more of the United States Service Academies. The academies provide a college education leading to a career as an officer in the Armed Forces. The answers to these questions help us select the best possible candidates. By law, all admissions materials must be shown to a student on request. Please know that your generous help is greatly appreciated. You may use additional paper if needed.

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

2. What are the leadership characteristics of the applicant?

3. What are the personality traits of the applicant for leadership (strengths and weaknesses?)

4. How does the applicant work under pressure?

5. How does the applicant get along with others?

General comments and/or recommendations regarding applicant?

Please return before November 30, 2003 to: Congressman C.L. "Butch" Otter,
Attn: Jim Adams, 802 West Bannock St. STE 101, Boise, Idaho 83702. Thank you.

Name (signature): _____ Date _____

Name (printed): _____ Title: _____

Name of School: _____ Telephone: _____

Address: _____

_____

Your relationship to Applicant: _____

United States Service Academy Nomination
Principal or Guidance Counselor
Evaluation Form

U.S. Representative C.L. "Butch" Otter

To be completed by applicant's principal or guidance counselor

Name of Applicant_____

First Middle Last

The person named above is applying to one or more of the United States Service Academies and you have been asked to provide a recommendation. The academies provide a college education leading to a career as an officer in the Armed Forces. Your recommendation will help me to select the best possible candidates. Please complete this form. Note: The person completing this form cannot complete one of the recommendation forms. By law, all admissions materials must be shown to a student on request. Please know that your generous help is greatly appreciated. You may use additional paper if needed.

1. What are the leadership characteristics of the applicant?

2. What are the personality traits of the applicant for leadership (strengths and weaknesses)?

3. How does the applicant work under pressure?

4. How does the applicant get along with others?

General comments and/or recommendations regarding applicant?

Please return completed form in a sealed envelope signed across the flap, to the applicant for inclusion in application packet. If you have any questions, please contact Jim Adams at (208) 336-9831. Thank you.

Name (signature):_____Date:_____

Name (printed):_____Title:_____

Name of School:_____Telephone:_____

Address:_____

_____

Residency

Please read the following memo on residency requirements

If you are seeking a nomination to a military academy you should apply with the U.S. Representative from your legal state/district of residency. You may also apply with both Senators as well.

You may not apply with more than one Congressman or in more than one state.

The place you currently reside does not necessarily constitute your legal residence.
If you are a student, you must use your parent's legal state of residence. For instance, if your parents were transferred to Idaho but their legal residence is Texas, you must apply with the Representative from the Texas Congressional District, even though you now live in Idaho.

Here are key questions that determine residency for you and your parents:

Legal State of residency?

Home of Record?

In which state do your parents pay taxes?

In which state are your parents' cars registered?

In which state do your parents vote?

If your father/mother is a legal resident of another state yet your other parent works in Idaho and is able to answer Idaho to the above questions, then you may claim Idaho. However, if neither parent fits the criteria, you must apply in their legal state and district.

The academies are very strict about residency requirements, so if you have any questions, please contact Jim Adams at (208) 336-9831. Non-student applicants should also call if they need assistance in this determination.

Academy Residency Form
U.S. Representative C.L. "Butch" Otter

This form should be completed and signed by the parent whose state/district of residency the student is claiming.

Father/Mother's Name:_____

Current Address:_____

Social Security Number:_____

Legal State of Residence:_____

Home of Record:_____

In which state do you pay taxes:_____

In which state are your cars registered:_____

In which state do you vote:_____

Please provide documentation for verification.

Thank you for assisting with this very important portion of the nomination process. Due to the Privacy Act of 1974, Federal and State Agencies are prohibited from releasing information without the individual's written permission. Your signature is required in order for me, as your U.S. Representative to contact proper officials on your behalf, discuss matters, and receive pertinent information.

Date:_____Signature of Parent:_____

Please return this form as soon as possible to Congressman C.L. "Butch" Otter, ATTN:Jim Adams, 802 W Bannock Street STE 101, Boise, Idaho 83702. It should be mailed directly and not included in the packet of information requested. It must be received by **October 15th.**

TIPS FOR SUCCESS

Early Completion of File

It is important to contact each academy you have chosen as soon as possible. Early contact allows for the completion of your file including medical testing and may better your chances for an appointment should you receive a nomination.

United States Military Academy (West Point): www.uama.edu	Director of Admissions U.S. Military Academy 600 Thayer Rd. West Point, NY 10996-9902
United States Naval Academy (Annapolis): www.usna.edu	Candidate Guidance Office U.S. Naval Academy 117 Decatur Rd. Annapolis, MD 21402-5018
United States Air Force Academy: www.usafa.edu	Admissions Office, HQ USAFA/RRS 2304 Cadet Dr., Suite 200 USAF Academy, CO 80840-5025 1-800-443-9266
United States Merchant Marine Academy: www.usmma.edu	Admissions Office U.S. Merchant Marine Academy Kings Point, NY 11024-9997 1-800-732-6267

Early SAT/ACT Testing

This is very important, since the Academies use test scores 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 them in the fall and raise your scores.

Nominations

Due to the competitive nature of the nomination process, you should seek as many nominations as possible. Be sure to contact both Senators and the Vice-President of the United States.

U.S. Senator Larry Craig 304 N. 8th St., Room 149 Boise, Idaho 83702 (208) 342-7985	U.S. Senator Mike Crapo 202 Falls Ave. #2 Twin Falls, Idaho 83301 (208) 734-2515	Vice-President Dick Cheney The White House Washington, DC 20501