

Representative Allyson Y. Schwartz
13th District of Pennsylvania



United States Service Academies
Nominations Packet

Washington Office
1227 Longworth HOB
Washington, DC 20515
Phone: 202-225-6111
Fax: 202-226-0611

Philadelphia Office
7219 Frankford Avenue
Philadelphia, PA 19135
Phone: 215-335-3355
Fax: 215-333-4508

Montgomery County Office
706 West Avenue
Jenkintown, PA 19046
Phone: 215-517-6572
Fax: 215-517-6575

2012-2013 Timeline

Spring 2012

- Establish candidacy with academy you wish to attend. This should be done by May 1st or ASAP.
 - U.S. Naval Academy: <http://www.usna.edu/Admissions/steps.htm>
 - West Point: <https://secwww.admissions.usma.edu/mcs/Default.asp>
 - U.S. Merchant Marine Academy: <http://www.usmma.edu/admissions/default.htm>
 - U.S. Airforce Academy: <https://admissions.usafa.edu/>
- Contact Emily Haas, Staff Assistant at Congresswoman Schwartz's Washington, D.C. office (202) 225-6111 to begin nomination process.
- You should also seek nominations from other sources, such as your U.S Senators, but please inform Congresswoman Schwartz's office if you receive a nomination from another source.

Summer 2012

- Start application process. The following information is needed in order to complete candidate file:
 - Application form.
 - Recent photograph.
 - Principal or Guidance Counselor Information Sheet.
 - High School Transcript.
 - One page essay on why you want to attend a U. S. service academy.
 - Most recent SAT or ACT scores. You may update this item as often as necessary. Your best verbal and math scores will be used. Your file is not complete without these scores!
 - Three personal reference letters from your teachers, coaches, or employers.

Fall of 2012

- Submit your nomination application by October 15, 2012.
- All applicants who have submitted their applications by October 15, 2012 will be contacted to schedule their interview with Congresswoman Schwartz's Service Academy Board.
- Interviews with Congresswoman Schwartz's Board will be conducted sometime between November and December 2012. Actual dates TBD.
- The Service Academy Board makes their recommendations to Congresswoman Schwartz, we will then submit the names of our nominees to the service academies; this will happen sometime between November and December.

Winter of 2012

- Congresswoman Schwartz will send a letter informing you of your nomination status by the end of December.
- Once the nominations are submitted to the Academies, the process of being accepted to the Academy is now up to the Academy- not Congresswoman Schwartz.

Spring 2013

- Academies will notify most candidates of their official status by mid-April.

APPLICATION CHECKLIST

Please submit the following items by October 15, 2012: (Retain this page for your use.)

- _____ 1. Application form
- _____ 2. Recent photograph.
- _____ 3. Principal or Guidance Counselor Information Sheet
- _____ 4. High School Transcript.
- _____ 5. One page essay on why you want to attend a U. S. service academy.
- _____ 6. Most recent SAT or ACT scores. You may update this item as often as necessary. Your best verbal and math scores will be used. **Your file is not complete without these scores!**
- _____ 7. Three personal reference letters from your teachers, coaches, or employers.

With the exception of SAT/ACT scores and recommendation letters, please send all documents at once. Send application items to:

Service Academy Application
U.S. Rep. Allyson Y. Schwartz
C/O Emily Haas
1227 Longworth Office Building
Washington, D.C. 20515

Inquiries can be directed to Emily Haas at 215-517-6572 or Emily.Haas@mail.house.gov

All applicants who have completed their files by **October 15, 2012** will be interviewed by our Service Academy Selection Board. Applicants will receive notice of the exact time and location of the interview after the October 15th deadline.

All applicants will receive notice of whether they will receive a nomination no later than December 31st. Final appointments will be decided by the individual service academies.

If you decide NOT to pursue a nomination to the service academies, please notify our office so that we may close your file.

INSTRUCTIONS AND GENERAL INFORMATION

I. GENERAL INFORMATION

Because of the extremely keen competition for nominations, you are urged to apply to every nominating authority which your eligibility allows, (i.e. your Pennsylvania U.S. Senators, your Congressman, President, Vice-President, children of Deceased or Disabled Veterans, etc.). However, if you receive a nomination from another source, it is possible we will not be able to duplicate that nomination. Since the academies are able to award more appointments than are provided by Congressional vacancies and other categories, no candidate who is highly qualified needs more than one nomination—whether Principal, Alternate or Competitive—to obtain an appointment. By the same token, no candidate who fails to meet academy standards will benefit by having multiple nominations. In order that more interested applicants will have an opportunity to be reviewed by the academies, please let me know immediately if you are nominated by another authority.

Each Congressional office uses a selection process, designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Last minute misunderstandings can be avoided by carefully studying and following the instructions of each office.

Certain information is required as outlined below in order for you to be considered as an applicant. It is your responsibility to submit this information and to keep it updated. **The deadline for receipt of information is October 15, 2012** to ensure adequate time to assess each candidate's qualifications. Although information received after the deadline is acceptable until the selections of nominees is complete, candidates whose files are incomplete when nominations are made will not be given consideration.

II. REQUIREMENTS

- A. -Applicant must be a legal resident of the Thirteenth Congressional District (Legal residence of custodial parent normally determines constituency should parents be divorced).
 - Citizen of the United States.
 - Between 17 and 23 years of age by July 1 of the year of entry.
 - Unmarried and have no legal requirement to provide support to a dependent.
- B. Application Form - The enclosed application forms must be completed and returned by the official deadline of **October 15, 2012**. Formal candidacy is established in my office upon receipt of the application.
- C. Recommendation Form and letters - The recommendation form must be completed by your school Guidance Counselor or Principal and returned to my office. Three additional recommendation letters must be submitted. These can be from teachers, coaches, employers, etc.
- D. Transcript - An official transcript of your high school record and if possible, your class rank, must be submitted. This transcript must show your final junior year grades. If you apply before this information is available, it is your responsibility to request your guidance counselor to send an up to date transcript and to keep your records current.
- E. College Boards - The SAT and ACT are required entrance exams recognized by the Service Academies for candidates admitted to one of the Service Academies. Applicants are responsible for registration for tests and for requesting scores to be sent to the academy (ies) and to my office. Direct SAT scores to my office by indicating 5817 as the code on the CEEB form. If you are unable to include my office in your original choices for test reports, send me a copy of the report you receive in order to save time and the additional

report fee. If you submit more than one set of scores, the higher scores will be counted. The ACT code is 7647 to send your scores to our office.

- F. Qualifying Medical Exam - The individual academies will recommend the scheduling of medical examinations to the Dept. of Defense Medical Review Board (DODMRB) after receipt of the pre-candidate questionnaire which is used to open a preadmission file at the academy. There is no cost to the candidate for this examination. Be sure to mail the appropriate yellow, white, blue or green cards as soon as possible to the appropriate academy (ies).
- G. Leadership - Leadership potential and physical fitness are judged from the information provided on your application form. This information should be kept up to date. Unlike civilian colleges, the Service Academies place strong emphasis on physical training. In addition, the academies, like civilian colleges and universities, place a high premium on leadership and extra-curricular activities. Therefore, consideration must be given to each candidate's proven ability in these areas.

III. BASIS FOR SELECTION

Selections are made competitively on the basis of a composite of academic factors and leadership potential, extra-curricular activities, physical fitness, and recommendations. The following are included:

- a) school records, class rank, and grade point average;
- b) extra-curricular activities;
- c) college board scores. Normally, competitive candidates will have above 600 on verbal and 650 on math, or ACT scores above 22 on verbal and 26 on math and will stand in the upper fifth of their class. The higher your scores and class standing, the greater will be your chances for a nomination, assuming qualification in the remaining areas of consideration.
- d) Motivation. One of the most important considerations in the selection process is motivation – the candidate's desire to attend an academy. It is also the most difficult to measure. To an extent, motivation can be judged by a candidate's diligence in completing their file, which is one reason those with incomplete files are not considered for nomination. In addition, candidates are invited to write an essay on the reasons for wanting to attend an academy. This may be done on the reverse side of the application form. The essay can be the most helpful tool in deciding if you make it to the "finals" in the other categories.
- e) Interview. Each candidate who completes a written application will be interviewed by the Service Academy Selection Board. The Board is composed of members of the public, who are appointed by me, to review all of the applications, interview the candidates, and make recommendations to me on nominations. Once your file is complete, you will receive further information scheduling your interview.

**REMEMBER: DEADLINE FOR RECEIPT OF COMPLETED APPLICATION
IS OCTOBER 15, 2012!!!**

Other Commissioning Options

ROTC

A very satisfactory alternative to academy attendance is one of the Reserve Officer Training programs offered by the three military services. ROTC, as it is normally called, is a four year elective program that is offered on many college campuses. The ROTC program also offers full tuition scholarships to qualified students. Completion of a Reserve Officer Training program will result in your commissioning as a Second Lieutenant or Ensign along with students who graduate from a military academy at the same time you graduate from college.

Officer Training School

A three month training program leading to a commission as a Second Lieutenant. Active duty service personnel who have an undergraduate degree, and who meet certain eligibility requirements may apply for selection to OTS. OTS opportunities are considerably enhanced by a degree in a technical area.

Education & Commissioning Program

A program for qualified enlisted personnel to attend college full time to obtain a degree needed by their particular branch of the service. This is followed by commissioning through OTS. The disciplines available for study are in technical areas such as engineering or computer science, and an applicant must have completed 45 semester hours of transferable college credit, including math and physical science. The service pays all college tuition expenses and fees, and the student draws his pay as a staff sergeant while attending school full time.

SPORT	GRADE(S)	VARSITY	POSITION	LETTERS	CAPTAIN	AWARDS/HONORS

STANDARDIZED TEST SCORES

SAT: V: _____ M: _____ ACT: E: _____ M: _____

I have not taken the required tests, but plan to take SAT/ACT on _____

ESSAY QUESTION

Why do you want to attend one of our nation's service Academies? Please submit your required essay on an additional sheet. Essay should be no longer than one typed sheet.

OTHER NOMINATIONS SOUGHT

I am also seeking a nomination through _____

Senator(s)

Vice-President

I have also previously sought a nomination through (complete if applicable) _____

Feel free to attach additional sheets as needed to complete any of the above information.

Mail completed Application to:

**Service Academy Application
Rep. Allyson Y. Schwartz
C/O Emily Haas
1227 Longworth Office Building
Washington, D.C. 20515**

RETURN DEADLINE: OCTOBER 15, 2011

U.S. Representative Allyson Y. Schwartz
Attn: Emily Haas
1227 Longworth Office Building
Washington, D.C. 20515
Phone: 202-225-6111
Fax: 202-226-0611

THIS FORM MUST BE COMPLETED BY EITHER HIGH SCHOOL PRINCIPAL OR HIGH SCHOOL GUIDANCE
COUNSELOR FOR CANDIDATE FOR CONGRESSIONAL NOMINATION TO ONE OF THE U.S. SERVICE ACADEMIES.

NAME OF APPLICANT: _____

ADDRESS: _____

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

TELEPHONE # OF SCHOOL: _____

APPLICANT'S YEAR IN SCHOOL: _____ CLASS RANK _____ GPA _____

SAT SCORE: Verbal: _____ Math: _____ ACT SCORE: _____

Leadership Characteristics: _____

Personality Traits: _____

Ability to Work Under Pressure: _____

Ability to Work With Others: _____

Applicant's School Activities: _____

GENERAL COMMENTS &/OR RECOMMENDATION: (COMMENTS ARE MOST HELPFUL)

PRINTED NAME OF PERSON COMPLETING FORM: _____

SIGNATURE: _____

DATE: _____

TITLE: _____

Feel free to attach additional sheets as necessary to complete all requested information.

PLEASE SEND THIS FORM AND APPLICANTS SCHOOL TRANSCRIPT, THROUGH THE 11th GRADE, TO ADDRESS LISTED AT THE TOP OF THIS FORM. PLEASE RETURN ALL FORMS BY OCTOBER 15, 2011.