



Information Letter for 2013

United States Service Academy Nominations

I. General Information

Due to the competition for nominations to the United States Service Academies, you are urged to apply to every nominating authority which your eligibility allows. This can include your Congressman, two Senators, the Vice President and the President, if applicable. However, if you receive a nomination from another Congressional source, for your first choice, I will not duplicate the nomination. Since academies are able to award more appointments than provided by congressional vacancies and other categories, a candidate who is highly qualified normally needs no more than one nomination to obtain an appointment. However, if you do not meet academy standards for admission, you will not benefit from having multiple nominations. In order for applicants to have an opportunity to be reviewed by the academies, please let me know immediately if you are nominated by another congressional authority.

Each congressional office uses a selection process which is 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 keep it updated. The deadline for receipt of your application is November 12, 2012*****

Careful thought should be given to your first choice of an academy. Second choices are considered only in the event that there are an insufficient number of highly qualified candidates in an academy to fill a slate of nominees, though this rarely happens.

II. Requirements

- A. **Residency** – An applicant must be a legal resident of the Eighth Congressional District of Virginia. Candidates who knowingly file in additional districts or states other than Virginia will be eliminated from consideration in the 8th District.

- B. Application Form** – The enclosed application must be completed and returned no later than November 12, 2012. It is not necessary for you to send all required information at once, nor should you wait to file your application if transcripts or test scores are not currently available.
- C. Transcript** – An official transcript of your high school record and class rank, if available, must be submitted. This transcript must show at least your final junior year grades. If your school does not maintain exact class rank, then an approximate standing will suffice. Should you apply before this information is available, it is your responsibility to request that your guidance counselor send an updated transcript. Also, in order to complete your application my office will need interim grade reports throughout your senior year. If applicable, college transcripts should be provided.
- D. College Boards** – The SAT and ACT are required entrance examinations by the service academies. Applicants must register for the tests and request that the scores be sent to your academy choice and my office. In order for your application to be considered competitive, you must complete your testing by December 2012. Direct SAT scores to my office by marking 5538 as the code and Congressman James P. Moran as your score recipient on the CEEB form. The ACT code is 7731. If you are unable to include my office as an original choice for test reports, send a copy of the report you receive in order to save time and additional reporting fees. If you submit more than one set of scores, the higher scores will be counted.
- E. Qualifying Medical Exams** – The individual academies will recommend the scheduling of medical examinations to the Department of Defense Medical Examination Review Board (DODMERB) after receipt of the pre-candidate questionnaire. There is no cost to you for this examination. Be sure to mail the appropriate yellow, blue or green card as soon as possible to the appropriate academy. You will not need to provide any information to my office regarding your medical exam.
- F. Leadership** – Leadership potential and physical fitness are judged from the information provided on the application form. This information should be current. Unlike civilian colleges, the academies place strong emphasis on physical training. In addition, for success at the academies, you must place importance on leadership and extra-curricular activities. Therefore, consideration will be given to each candidate's proven ability in these areas.

III. Type of Nomination – Competitive

For 2013, there will be one vacancy at each of the academies. The top ten candidates will be nominated to compete for each service academy vacancy. I will submit to each academy an unranked slate of my ten nominees. The academy will then rank the nominees, in order of merit in accordance with their admission standards. Each academy will choose the final appointment from this slate of nominees.

IV. Basis for Selection

Selections are made on the basis of a composite of academic factors (60%) and leadership, activities, physical fitness and recommendations (40%). The following are included:

- a. School records, class and grade point average.
- b. Extra-curricular activities.
- c. College Board Scores – In order to qualify for a nomination, a candidate should have a minimum SAT score of 500 in verbal and 550 in math and be within the top fifth of your class. The higher your scores and class standing are, the greater your chance of receiving a nomination. However, you must still be competitive in the other areas that are being evaluated.
- d. Motivation – This is one of the most important areas when considering a nominee for one of the academies. It is also the most difficult one to judge. Motivation is one of the most clear indicators of success at one of the academies. This can be partly judged through the diligence in which you complete your file. My office also uses an essay in which you describe (a) your reasons for wanting to attend an academy and (b) why you should be nominated over the other applicants.

V. Requirements: Representative Moran's Nomination Application

Please submit all of the following material in order to complete your application file. Please type or print using black ink.

A. Application Statement (Attachment I)

1. Attachment I, Part 1: Basic biographical information which will be used in my office only.
2. Attachment I, Part 2: SAT/ACT information, nomination history, sworn statement.
3. Attachment I, Part 3: Extra-curricular activities, athletic activities and job history.
4. Attachment I, Part 4: Significant accomplishments
5. Attachment I, Part 5: Write a one page essay in which you (a) describe why you want to attend an academy, how you plan to use your military education for yourself and country and your career goals (b) evaluate positions you have held in your community and school that indicate your leadership potential for the military, and (c) provide an analysis of yourself. In other words, why you should be selected for a nomination above your peers.
6. Attachment I, Part 6: Role of the Military in the 21st Century

B. Official SAT/ACT scores

C. An official transcript of your high school and, if applicable, college grades.

D. Provide the information in Attachment II to your guidance counselor in order to initiate the school evaluation process. **This process involves evaluations from your Junior or Senior year English and Math teacher and Guidance Counselor.** An additional evaluation from a person of your choice within the school is also optional. Also a composite evaluation of faculty and staff is requested on both your academic and non-academic performance.

- E. **One letter of recommendation, no longer than one page, selected from a community leader.** This person could be your scout master, employment supervisor, Sunday school teacher, neighbor, etc. This should emphasize your character, leadership potential, adaptability to stress and ability to work with others.
- F. If applicable, a list of family members who attended a service academy or who have extensive military experience.
- G. Include any other information you feel is pertinent to you and your application.

Please remember that while submitting the above information begins your file with my office, you must still request and submit a Pre-Candidate Questionnaire (PCQ) to the academy to which you are applying.

VI. Process

The process is predominantly based on the academy's evaluation of a candidate's potential, which is determined by the information you submit to the admissions office. Once again, this includes scholastic and athletic performance. It is important that the academy is convinced that you will be able to stand up and perform once admitted. Once your file is complete, a selection board will meet and recommend candidates for nomination. This board consists of former academy graduates and other distinguished citizens from the Eighth District.

All correspondence and questions regarding a congressional nomination in the Eighth District should be sent to the following address, email or fax number:

Congressman James P. Moran

Attn: Mary Giordano

333 N. Fairfax St., Suite 201

Alexandria, VA 22314

mary.giordano@mail.house.gov

Phone: (703) 971 4700

Fax: (703) 922 9436

Please feel free to contact my office should you have any questions regarding the nomination process. I look forward to hearing from you and working with you as you apply to one of the United States Academies.

Yours truly,

A handwritten signature in black ink that reads "Jim Moran". The signature is stylized with a large, sweeping initial "J" and a long horizontal line extending to the right.

James. P Moran