

# Congressman Richard Neal Academy Day

## The Nominations and Appointments Process

### The Nomination

All appointments to the service academies are made by the President. To be considered for an appointment to a service academy, an applicant must have a nomination from an authorized nomination source. Title 10, US Code, establishes two nomination categories. The first, usually referred to as "Congressional nominations", includes the nominations of the Vice-President and Members of the United States Senate and House of Representatives. The second, referred to as "service-connected or military-affiliated nominations", includes the selections of the President and the nominations of the Secretary of the appropriate service. Applicants who meet eligibility requirements may apply for and receive nominations in both categories. **In fact, applicants should apply for as many nominations as they may be eligible for.**

### Vacancies

Each US Senator and Representative may have a maximum of five cadets or midshipmen at each service academy at one time, usually resulting in one vacancy per academy per year, with two vacancies every five years. A Member of Congress may nominate up to ten candidates per vacancy.

### Congressional Nominations

Members of Congress may nominate applicants who meet the eligibility requirements established by law. Senators nominate from applicants in their entire state. Representatives nominate from applicants domiciled in their congressional districts (as constituted at the time of their election). Applicants may apply for and receive nominations from both their United States Senators and from their Representative in Congress. Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large.

### Service-Connected Nominations

The President of the United States may select for appointment to the service academies children of members of an armed force who are currently on active duty or were retired from active duty. The President may also appoint the children of 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 and Junior Reserve Officer Training Corps programs, and the Junior Reserve Officer Training programs of the other services which have been designated as Honor Units with Distinction.

### Who is Eligible?

Applicants for nomination must meet the following eligibility requirements as of July 1 of the year of admission to an academy: **AGE:** Must be at least 17, but not have passed the 23rd birthday. **CITIZENSHIP:** Must be a United States Citizen. **MARITAL STATUS:** Must be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

### General Admission Standards

Before nominating an applicant, Members of Congress carefully evaluate each applicant's overall qualifications, including legal domicile, to confirm that the applicant is domiciled within the boundaries of the Representative's Congressional District. The academies consider evidence of character, scholarship, leadership, physical aptitude, medical fitness, goals and motivation in determining each nominee's "whole person" evaluation.

### Character

Absolutely critical in the course of evaluating a candidate is a positive determination of the candidate's character. Absence of good moral character is cause for disqualification. Candidates are considered to have good moral character unless evidence exists to suggest otherwise.

### Scholarship

Each element of a candidate's academic record is carefully evaluated by a service academy's admissions board. The elements evaluated include a complete high school record (and college record, when applicable), class standing, and either the ACT or SAT scores. All strengths and weaknesses in a candidate's academic background are taken into account.

### Leadership

Participation and achievement in organized athletics, student body and class government, clubs and class extra-curricular activities, scouting, boys/girls state, church or other community-related activities demonstrate evidence of leadership potential. Candidates who have found it necessary to work to provide family support are considered to have demonstrated desirable leadership potential.

### Candidate Fitness Assessment

Measuring strength, speed, endurance, agility and coordination, the Candidate Fitness Assessment (CFA) is designed to determine each candidate's readiness to undertake the rigorous athletic and physical education program at the academies. Nominees **MUST** pass the Physical Aptitude Exam to be considered for an Appointment.

### Medical Fitness

Candidates who meet minimum scholastic standards will be scheduled to take a service academy qualifying medical examination at a military or civilian contract facility near the candidate's home. Although medical qualification standards vary for each of the academies, only one exam is required. Additional tests may be necessary and may vary depending upon the academy. Scheduling and evaluation of the exam is accomplished by the Department of Defense Medical Examination Review Board (DODMERB). Medical scheduling and evaluation are time-consuming processes, especially if consultation, re-testing or corrective action is required. The process may take from six weeks to four months, so this should be done in as timely a fashion as is possible.

### Motivation

An attempt to measure motivation may be made through observation of the candidate's interest level in attending an academy and serving as an officer in the armed forces. Motivation may be measured through an evaluation of correspondence and personal contacts. Motivation is an intangible quality and difficult to evaluate; however, since it is most frequently the factor that determines an appointee's success or failure at a service academy, the effort must be made.

### Whole-Person Evaluation

All of the preceding factors are part of the "whole person" evaluation used by each of the academies. These qualities are required of an individual in order to meet the challenges of the academy programs and, following graduation, as commissioned officers.

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## Nominations & Appointments Time Line

### ➤ **JUNIOR YEAR**

#### ○ **SPRING-SUMMER**

- Participate in an Academy Day
- Contact the Academy to begin the application process.
- Contact your Representative in Congress, as well as both United States Senators and any other nominating sources for which you are eligible to inform them of your interest in pursuing a nomination.

### **IMPORTANT ADDRESSES:**

#### **Congressman Richard E. Neal**

300 State Street, Suite 200

Springfield, MA 01105

Contact: Michelle Brown (413) 785-0325

[Michelle.Brown@mail.house.gov](mailto:Michelle.Brown@mail.house.gov)

Deadline for Completed Applications: November 1

#### **U.S. Senator Elizabeth Warren**

2400 JFK Federal Building

15 New Sudbury Street

Boston, MA 02203

Deadline: October 31

#### **U.S. Senator Edward J. Markey**

JFK Federal Building

15 New Sudbury Street

Boston, MA 02203

Deadline: October 31

### ➤ **SENIOR YEAR**

#### ○ **FALL**

- Finalize information in your Congressional File and submit by deadline.

#### ○ **WINTER**

- From qualified applicants, slates of ten nominees per vacancy are chosen to receive nominations

#### ○ **SPRING**

- Qualified nominees, chosen the academies, receive Offers of Appointment based on available vacancies.

#### ○ **SUMMER**

- Newly appointed class enters each Academy.

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## Helpful Web Sites

Congressman Richard E. Neal	<a href="https://neal.house.gov">https://neal.house.gov</a>
U.S. Senator Elizabeth Warren	<a href="http://www.warren.senate.gov">www.warren.senate.gov</a>
U.S. Senator Edward J. Markey	<a href="http://www.markey.senate.gov">www.markey.senate.gov</a>
United States Military Academy	<a href="http://www.usma.edu">www.usma.edu</a>
United States Naval Academy	<a href="http://www.usna.edu">www.usna.edu</a>
United States Air Force Academy	<a href="http://www.usafa.edu">www.usafa.edu</a>
United States Merchant Marine Academy	<a href="http://www.usmma.edu">www.usmma.edu</a>
United States Coast Guard Academy	<a href="http://www.uscga.edu">www.uscga.edu</a>
Mass Maritime Academy	<a href="http://www.maritime.edu">www.maritime.edu</a>
Norwich University	<a href="http://www.norwich.edu">www.norwich.edu</a>
Department of Defense Medical Examination Review Board	<a href="https://dodmerb.tricare.osd.mil">https://dodmerb.tricare.osd.mil</a>
Army ROTC	<a href="http://www.armyrotc.com">www.armyrotc.com</a>
Air Force ROTC	<a href="http://www.afrotc.com">www.afrotc.com</a>
Navy ROTC	<a href="http://www.nrotc.navy.mil">www.nrotc.navy.mil</a>
Service Academy Forums	<a href="http://www.serviceacademyforums.com">www.serviceacademyforums.com</a>

**These web sites provide access to forms and information, as well as links to other sites which will assist you in learning about our service academies, ROTC, and other opportunities available to you. Most of the offices and institutions listed above also have Facebook and other Social Media connections**

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## Application Tips

- Type or Print Legibly
- You may use one form to request Congressman Neal's nomination to any or all of the four Academies ➤
- Personal Information:
  - This is the information required by the Academy to submit your name for a nomination.
- Academic Overview
  - Please use Congressman Neal's SAT code 3081.
  - You may use the highest scores overall, they do not have to be from the same test date.
  - GPA – list as your high school does ○ Class Rank – your rank in your graduating class out of the number of students in the class.
    - Note: not all high schools use this as an indicator, if this is the case, please list NA.
- Other Sources for Nominations
  - By law, Each Member of Congress is allotted one Vacancy per Academy per year (every 5<sup>th</sup> year, there are two, for a total of 5 “charged” cadets or midshipmen at any time.
    - For each Vacancy, 10 names may be submitted in nomination. One of these nominees will fill the vacancy; all other qualified applicants will be combined into the Qualified Alternate Pool.
    - The Qualified Alternate Pool is used to complete the entering class once all Vacancies have been filled.
  - In addition to the Congressional nominations, there are Service-Affiliated Nominations. You may be eligible for a service related nomination if you are the child of career service personnel.
  - You should seek a nomination from all possible sources to increase your chances of not only receiving a nomination, but also for ultimately receiving an Offer of Appointment.
- References
  - It may be useful to enter your name at the top of the Reference Form where it says STUDENT'S NAME before your forward or print it for your references. That is often omitted.
  - You should submit three references from people who can speak to your ability to succeed at an Academy.
    - Some suggestions would be: Teacher, Guidance Counselor, Coach, Principal, Clergy, and Employer. Any other family, friends or relative who may want to add a letter of support would be welcome, but you should have 3 from the list above.
    - Each reference should address the following areas: Scholarship, Leadership, Motivation, and Overall Personal Assessment.
- Essay and Transcript – check boxes are there to be sure that these items are included in your packet.
- Athletics, School Activities, Community Involvement
  - List each activity individually – indicate any awards or achievements (MVP, Captain, Class Officer, Eagle Scout, etc.). These will enhance your file as they are indicators of leadership and accomplishment.
  - Take your time with this section, as you may have more to list than you first think.
- Employment
  - List each position dates worked.