

## CONTENTS

Introduction	iii
Section I - Department of Defense Academies	1
Section IA - The Nomination and Appointment Process	2
The Nomination	2
Eligibility	2
Admission Standards	2
Character	3
Scholarship	3
Leadership	3
Physical Aptitude	3
Medical Fitness	3
Motivation	4
Whole Person Evaluation	4
Applicant Evaluation	4
Applicant Screening	4
Vacancies	4
Nomination Methods	5
Appointment of Other Qualified Candidates	5
Early Nominations	5
Late Nominations	6
Substitute Nominations	6
Nomination Form	6
Appointment Notification	6
Publicity	6
Summary of the Nomination and Appointment Process	8
Congressional Mailback Card (USAFA Form 0-125)	9
Sample Request For Congressional Nomination	10
Sample Request For Military-Affiliated Nomination	11
Sample Nomination Form (DD Form 1870)	12
Section 1B - Admission Procedures	13
UNITED STATES AIR FORCE ACADEMY	15
Academic Requirements	15
Medical Requirements	15
Admission Information	15
Appointments	16
USAFA/AFROTC Counseling	16
Congressional Staffers' Visits	17
USAFA Admissions Liaison Office	17
USAFA Preparatory School	17
Civilian Preparatory Scholarships	18
Contact Offices	18
Important Phone Numbers	18

UNITED STATES MILITARY ACADEMY	20
Academic Requirements	21
Medical Requirements	21
Early Action Plan	21
Congressional Support	21
Programs Supporting Admissions	22
USMA Preparatory School (USMAPS)	23
Civilian Preparatory Scholarships	23
Important Phone Numbers	23
UNITED STATES NAVAL ACADEMY	24
Academic Requirements	25
Medical Requirements	25
Programs Supporting Admissions	25
The USNA Preparatory School (NAPS)	26
Important Phone Numbers	27
Section II - Department of Transportation Academies	29
UNITED STATES COAST GUARD ACADEMY	30
Admission Information	31
Medical Requirements	31
Field Support/Introductory Programs	31
The Preparatory Program	31
Important Phone Numbers	32
UNITED STATES MERCHANT MARINE ACADEMY	34
Student Life	35
Officer Programs	35
Admission Requirements	35
Shipboard Training Program	36
Service Obligation	36
Careers	36
Nominations	36
Important Phone Numbers	36
Nomination Form For USMMA	37
Glossary	39

## INTRODUCTION

This guide has been prepared as an aid for Congressional sponsors of applicants and candidates seeking nominations and appointments to the U.S. service academies. Information common to the three Department of Defense service academies is contained in Section IA of this guide. Section IB contains separate subsections with information unique to each academy. Information relevant to the two Department of Transportation service academies is provided in Section II.

The admissions offices of all academies stand ready to personally answer additional questions you may have, or you may contact the congressional activities offices listed below:

US Air Force Academy  
Admissions Office  
2304 Cadet Drive, Suite 200  
USAF Academy, CO 80840-5025  
Phone: (719) 333-2520  
or  
Air Force Academy Activities Group  
OL-C, USAFA  
Washington, DC 20330-1040  
Phone: (703) 695-4005  
or (703) 697-9977

US Military Academy  
Admissions Office  
606 Thayer Road  
West Point, NY 10996-1797  
Phone: (914) 938-4041  
or  
US Total Army Personnel Command  
ATTN: TAPC-OPD-CM  
Alexandria, VA 22332-0413  
Phone: (703) 325-7414

US Naval Academy  
USNA Admissions Office  
117 Decatur Road  
Annapolis, MD 21402-5019  
Phone: (410) 293-4361  
Nominations/Congressional Liaison:  
Phone: (410) 293-4392

US Coast Guard Academy  
Admissions Office  
New London, CT 06320-4195  
Phone: (860) 444-8500

US Merchant Marine Academy  
Admissions Office  
Kings Point, NY 11024-1699  
Phone: (516) 773-5391  
or (800) 732-6267 (outside NY state)

# SECTION I

## *Department of Defense Academies*

### SECTION IA

#### *The Nomination and Appointment 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 nominating source. Title 10, U.S. 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 nominations of the appropriate service (e.g., Secretary of the Army for nominations to the Military Academy).

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. Congressional nominations account for three-fourths of all appointments. Therefore, Members of Congress should not exclude from their nomination process those applicants who may also hold service connected nominations.

##### **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. Applicants may also apply to the Vice-President of the United States, who can nominate applicants from the country at large.

##### ***Service-Affiliated 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 Unit with Distinction.

##### ***Qualified Alternates***

If the annual quota of cadets is not filled, the Secretary of the appropriate service may select up to 150 candidates who received congressional nominations but were not selected. These candidates must be fully qualified, and will be selected in order of merit from the academy waiting list.

### ***Additional Appointments***

If the annual quota of cadets is still not filled, the Secretary may nominate candidates who competed for the nomination and are fully qualified. At least three-fourths of these candidates must have received a congressional nomination.

### **Who is Eligible?**

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

**Age:** Be at least 17 years old, but not have passed the 23rd birthday.

**Citizenship:** Must be a U.S. citizen.

**Marital Status:** Be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

### **General Admissions Standards**

Before nominating an applicant, Members of Congress should carefully evaluate each applicant's overall qualifications, including the legal domicile to confirm that the applicant is domiciled within the boundaries of the representative's congressional district. The three 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 Scholastic Assessment Test (SAT-I) or the American College Testing (ACT) scores. All strengths and weaknesses in a candidate's academic background are taken into account.

SAT-I test scores are available to Members of Congress directly from the testing agency approximately 30 days after an applicant has been tested. However, for Members of Congress to receive them, the applicant must request that the agency forward the test results to the Congressional offices. The applicant may do this at the time he or she registers for the test. It is each Member's responsibility to coordinate with an applicant on the receipt of test scores. Members of Congress may expedite the process by obtaining a SAT-I code number from the testing agency and providing this code number to applicants. Members may obtain SAT-I code numbers by calling (609) 771-7881. The admissions offices of the academies stand ready to assist in evaluating test results.

To obtain ACT test scores, the applicant uses Code 7000 on the test application form. The applicant will then be furnished an additional copy of the test scores to send to his or her Members of Congress.

Registration for the ACT and SAT-I is four to five weeks before the established test date. For SAT-I only, late registration is permitted with payment of a penalty fee. While no common deadline for submission of ACT and SAT-I scores exists, applicants are encouraged to take required examinations as early as possible in the testing cycle. This may help them to qualify for an earlier appointment, and it also gives them a chance to retake the tests in an effort to improve their scores. Information concerning SAT-I and ACT tests is available to applicants at the counseling office in their high schools, by calling (609) 771-7600 to register and obtain SAT scores, or by writing:

College Board SAT Program  
P.O. Box 6200

Princeton, NJ 08541-6201

or

Registration Department (ACT)  
American College Testing Program  
P.O. Box 414  
Iowa City, IA 52243-0000  
Phone: (319) 337-1270

## **DODMERB**

8034 Edgerton Drive, Suite 132  
USAF Academy, CO 80840-2200  
Phone: (719) 333-5362

### **Leadership**

Participation and achievement in organized athletics, student body and class government, clubs and class extracurricular 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.

### **Physical Aptitude**

Measuring strength, endurance, agility and coordination, the Army's and Navy's physical aptitude examination (PAE) and the Air Force's candidate fitness test (CFT) 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 test requirements. Results of the examination are evaluated, assigned a numerical score and included in the whole-person evaluation by West Point. The Air Force and the Naval Academies evaluate the results on a pass/fail basis.

### **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**). Candidates who have questions about their medical exam results should direct them to:

Medical scheduling and evaluation are time-consuming processes, especially if consultation, retesting or corrective action are required. The process may take from six weeks to four months.

### **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 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.

### **Applicant Evaluation**

Each academy uses a questionnaire to make an initial assessment of an applicant's potential for appointment. The results of this evaluation are provided by each academy to Members of Congress to assist them in screening their applicants. An eligible applicant should write or call the appropriate academy or complete an application request card and forward it to the appropriate academy. (See sample USAFA Form 0-125 on page 9. These cards can be found on posters, in booklets, in pamphlets, or standing alone. Each academy has its own version, coded so as to track the results of different lead-generating programs or publications.) A phone call, letter or mailback card will be answered with a questionnaire. Soon after the applicant

returns the questionnaire, the admissions office will reply to the applicant with an evaluation of the applicant's demonstrated ability to meet admissions standards. Applicants who meet the standards are declared candidates; those who do not meet the standards at that point may later submit additional test scores or information to the academy for reevaluation. The applicant must provide the following information: academic standardized test scores (ACT, PSAT, SAT-I), rank in class and grade point average, social security number and participation in high school extracurricular activities.

### **Applicant Screening**

The academies send status reports to Members of Congress from September through January. In addition to considering these candidate status reports, Members are encouraged to conduct their own screening panels as part of the selection process. An alternative is to use a numerical process where numerical weights are given to respective categories of the selection process, e.g. scholarship, athletics, extracurricular activities. A selection committee can assist the staff member in interviewing and screening applicants. The purpose of such a committee is to evaluate, conduct a comparative analysis of, and recommend the best candidates to the Member. The committee can be composed of individuals from different cities or townships with the person most knowledgeable about the academies to serve as chairman, which could be the senior member of the board or a local admissions liaison information officer. A Member's staff can make up a screening panel also. To assist the Member efficiently, members of the board should be briefed by a staff member or liaison officer each year as to the requirements of each academy and the latest information in order to make the very best selections possible. A professional educator on the board is helpful also. To encourage more community involvement, membership on boards or panels should have limited terms.

### **Vacancies**

Each U.S. Senator and Representative may have a maximum of five cadets or midshipmen at each service academy at one time. During the summer, the service academies report the number of vacancies available for the coming admissions cycle to each Member of Congress. In addition, new Members receive vacancy status reports from each academy shortly after they assume office. Throughout the year, Members are notified by each academy whenever additional vacancies become available because of resignations, academic failures or other reasons. **A Member of Congress may nominate up to ten candidates for each vacancy.** In order not to close out the ability to nominate to each academy each year, **the Member should verify that a vacancy will be available for the next year before filling more than one vacancy.**

### **Congressional Nomination Methods**

There are three methods of nomination which may be used by Members of Congress. They are: competitive, principal with competing alternates, and principal with numbered alternates. Members of Congress may use any of these methods at their discretion. Regardless of the nominating method and means of evaluation used, **it is strongly encouraged that a full slate of ten nominations be submitted for each vacancy.** A higher number of nominees increases the quality of the incoming academy class.

#### ***Competitive Nomination***

This is the method of nomination favored by the academies and used by most Members of Congress (approximately 65-70 percent). Using this method, the Member of Congress submits to an academy an unranked slate of up to ten nominees for each vacancy. The candidates are then ranked by the admissions officers in order of merit in accordance with the specific academy system. The most highly qualified is selected for an offer of admission (an

appointment) to fill the vacancy. If the Member has more than one vacancy, ten nominees may be submitted for each vacancy (two vacancies: 20 unranked nominees, three vacancies: 30 nominees, etc.). The academy then selects the best of the qualified nominees to fill each of the available vacancies. **Again, it is strongly encouraged that members nominate as many young men and women as possible for each vacancy, as it enhances the quality of the candidate pool.**

#### *Principal with Competing Alternates*

This method provides for designation of a principal nominee by the Member of Congress. The other nine unranked nominees are submitted to the academy for evaluation and compete as alternates. If the principal is fully qualified (academics, medical and physical aptitude), he or she will be appointed and will fill the vacancy. Note that this method does not take into account the quality of the other nominees if the principal nominee is fully qualified. On the other hand, if the principal does not qualify, the alternates then compete for the vacancy. Selection at this point is based on merit as determined by the evaluation and ranking of the alternates by the service academy

#### *Principal with Numbered Alternates*

Under this method, the principal nominee is designated and the alternate nominees are ranked in order of preference by the Member of Congress. If fully qualified, the principal nominee receives the appointment to fill the vacancy. If the principal

nominee does not qualify, then the first alternate is considered for the appointment and so on. In effect, the highest designated nominee who is fully qualified for entrance is appointed to fill the vacancy.

#### **A Point of View**

Years ago, Members of Congress used the principal with numbered alternates

method because the law specified this method. After expansion of the service academies (1964-1968), Members of Congress were allowed ten nominations for every vacancy. Today, about one congressional sponsor in four is using the principal method. Most Members favor the use of the competitive method. The advantages of the competitive method are:

**First: The more competitive the method of selecting and evaluating nominees, the more likely the individual selected for appointment will be the best qualified.** In the case of principal nominees designated by Members of Congress, for example, a minimally-qualified designated principal nominee must be offered the Member's appointment, even though one or more of the Member's alternate nominees may be far better qualified. Use of the competitive nomination method ensures that the top-ranked, best-qualified nominee is offered admission.

**Second: Use of competitive methods would appear to have a distinct advantage for Members of Congress by eliminating the requirement for the Member of Congress to rank one constituent over another.** Every candidate has an equal chance based on merit and eliminates any perception of political influence. Most candidates and their parents recognize this fact.

#### **Appointment of Other Qualified Candidates**

In addition to those selected to fill vacancies for a Member of Congress, it is possible that one or more additional nominees of the Member of Congress may be successful in gaining appointments under the qualified alternate or additional appointment categories.

These appointments are charged against the **service secretaries, not Members of Congress**. Each Member is entitled to one winner (or charge) for each vacancy no matter how many candidates are selected in a given year.

## Early Nominations

There are advantages and disadvantages to making nominations early. **The most significant advantage is that early offers of admission can be extended to outstanding candidates**, thus allowing the service academies to compete with other selective universities for that high quality student. An early admissions decision might be the determining factor that brings an outstanding person to a service academy. Early nomination also provides ample time to replace a withdrawn or disqualified candidate with another nominee. Members may submit nominees singularly, or as a partial slate, at any time. This approach is convenient and helps service academies expedite the evaluation of nominees.

It is difficult to advise as to the best deadline date for accepting applications for a nomination. Each Member of Congress has a different volume of applicants, and somewhat different evaluation and selection procedures. **A mid-December deadline date would appear to fit the needs of most congressional sponsors and still provide for consideration of well-qualified applicants who are late in applying.**

Students are strongly advised to apply to their congressional sponsors and their academy of choice in the spring of their junior year, but many fine prospects do not apply for entry into a service academy until their senior year is well underway and their college plans are being developed. Thus, we encourage Members of Congress to consider substitute nominations as the admissions cycle progresses.

## Late Nominations

**The service academies' administrative deadline for the receipt of nominations is 31 January.**

Nominations should be submitted by that time. Late nominations precipitate a last-minute rush to complete admission records. Information is needed from the nominees, their schools and testing agencies. Medical

and physical fitness examinations must be scheduled, taken and evaluated. All of this must be completed before an academy completes evaluation of a candidate. In the case of a full slate of ten nominees all competing for the same vacancy, the top individual cannot be selected until all the required records have been received for each of the nominees.

## Substitute Nominations

Members of Congress are sometimes asked to nominate applicants for admission who will further the attainment of service academy class composition goals. Often a service academy will bring sought-after candidates to the attention of appropriate Members of Congress. These individuals may be used to fill a nomination slate to ten or to replace other nominees who have declined or whose nominations have been withdrawn. Substitutions may be made by Members after the staffer checks with the appropriate office at the following numbers:

Army: (703) 325-7414

Navy: (410) 293-4392 or  
(800) 638-9156

Air Force: (703) 697-9977 or  
697-2919

## Nomination Form

The nomination form (DD Form 1870) is used by Members of Congress to submit the names of the nominees for the three service academies. This form must be typed, not handwritten, and must be signed by the Member. The county must be included in the address of the nominee. Instructions and mailing addresses are indicated on the form. See page 12 for a sample of this form.

## Appointment Notification

Candidates to be offered appointments are identified after careful evaluation by each academy. Exceptionally qualified candidates are often offered a letter of assurance (LOA), whereby the service academy virtually guarantees an

appointment if the candidate remains qualified scholastically, medically, physically, and continues to pursue obtaining a nomination through normal channels. Prior to officially notifying any congressional nominee of selection for an appointment, the service academies or their congressional activities offices will notify the congressional office(s) so that the Member may have ample time to be the first to contact the successful candidate and offer congratulations. The academies usually wait two or three days after notifying the sponsor before notifying the candidate of an offer of admission/appointment.

### **Publicity**

Members of Congress should make wide use of the news media to announce to constituents when applications for nominations to the service academies will be accepted. Press releases may be enhanced by information concerning the selection process used by the Member of Congress. An appropriate time for press releases is in **March** when nominations open and again in **September** to announce deadlines for nomination closing. Another release in **January** or **February** is recommended to announce names of all applicants selected for nomination to service academies.

Useful publicity also results from press releases made by Members of Congress concerning noteworthy accomplishments at the service academies by their nominees (e.g., selection as cadet/midshipmen officers, election as class officer or team captain, selection as a varsity sport All-American, named to the Superintendent's list, and graduation honors). Congressional newsletters are also good outlets for these announcements. Local releases, provided periodically to Members of Congress by the service academies, contribute to our common goal of keeping the academies in the public eye and attracting applicants with outstanding qualifications. Some Members host town meetings which could be an opportunity to bring the advantages of the service academies to a group of potential applicants.

Many Members of Congress are now hosting "Academy Days" as another avenue for reaching potential applicants. All academies will render support when possible.

Public service announcements by Members of Congress on television programs are other ways to publicize the service academies as well as the nomination process.

## Summary of the Nomination and Appointment Process

The following schedule may be used as a guide to the timing of important steps in the nomination and appointment process.

Beginning in March nomination to other means	Members of Congress begin to receive applications for the service academies. Use news media, newsletters and to publicize the application process (see “Publicity” on prior page).
September through December	Members of Congress accept applications and screen including interview by screening board if used. Members send out press releases announcing application deadlines.
September through January	Academies provide periodic applicant evaluation to Members of Congress based on the evaluation of the information self-reported by the applicant. In late January or early February, status reports reflect validated information on the candidates.
Beginning in October	Academies send out early offers of admission/appointment and Letters and November of Assurance. Advance notice of appointments will be given to congressional offices by the academies.
By 31 January	Members of Congress submit names of nominees to the appropriate (earlier if possible) agencies representing the academies.
October through February	Members of Congress send out press releases announcing nominees.
By Late April	Academies have offered the majority of appointments.
May through June	Academies offer additional appointments to replace candidates who decline their appointments.
Late June or early July	Newly appointed classes enter the academies.

## Sample Forms

The card shown below is the United States Air Force Academy's interest mail back card. The other academies have a similar card. The cards are provided to congressional offices by the admissions offices of the three academies. The staff assistant should enclose the appropriate card in reply to each eligible service academy applicant. Those applicants who are younger will be placed on the respective academy data bases and will automatically receive pre-candidate literature as they reach their junior year in high school.

<b>REQUEST FOR AIR FORCE ACADEMY APPLICATION/INFORMATION</b>					
<b>SELECT ONE (MUST BE 17 TO APPLY)</b>					<input type="checkbox"/>
<b>APPLICATION INFORMATION ONLY</b>					<input type="checkbox"/>
THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 AUTHORITY: 10 U.S.C. Chapter 9331, 10 U.S.C. 9346 and 9346 E.O. 9397. PURPOSE: Completion of this form confirms your interest in receiving information concerning admission to the Air Force Academy. ROUTINE USES: None. DISCLOSURE: Is voluntary however, without submission of all the required information, eligibility for selection cannot be made. Social Security Number (SSN) is used as a means of identification.					
SOCIAL SECURITY NUMBER			YEAR OF HIGH SCHOOL GRADUATION _____		
NAME ( <i>Last, First, Middle</i> )					
NUMBER AND STREET				APARTMENT NUMBER	
CITY		STATE		ZIP CODE	
HOME TELEPHONE NUMBER ( <i>Include Area Code</i> )			DATE OF BIRTH ( <i>Month, Day, Year</i> )		
NAME OF HIGH SCHOOL			HIGH SCHOOL ETS CODE ( <i>CEEB Code</i> )		
E-MAIL ADDRESS:					
OPTIONAL DATA	BLACK		ASIAN/PACIFIC ISLANDER		
	HISPANIC		AMERICAN INDIAN/ALASKAN NATIVE		

USAFA FORM 0-125, NOV 98 (HQ USAFA/RRMK) PREVIOUS EDITION WILL BE USED

## Format of Request for Congressional or Vice Presidential Nomination

This is intended as a guide. A separate letter must be sent to the Vice-President and to each senator and representative to whom you apply.

The Vice President  
The White House  
Washington DC 20501

The Honorable \_\_\_\_\_  
House of Representatives  
Washington DC 20501

The Honorable \_\_\_\_\_  
United States Senate  
Washington DC 20510

Dear Mr. Vice President/Senator \_\_\_\_\_ or Mr./Mrs./Ms./Miss \_\_\_\_\_  
(Senate) (House of Representatives)

It is my desire to attend the \_\_\_\_\_. I respectfully request that I be considered as one of your nominees for the class entering in July 200\_\_.

The following personal data are provided for your information:

Full name: \_\_\_\_\_  
(Print as recorded on birth certificate)

Name of Parents: \_\_\_\_\_

Address: (Include both permanent and mailing address. Use ZIP code and provide phone number)

Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

High School attended:

\_\_\_\_\_  
(Name and address)

Date of high school graduation: \_\_\_\_\_

My approximate standing is \_\_\_\_\_ in a class of \_\_\_\_\_.

I have/have not sent a Precandidate Questionnaire to the academy.

I have requested my high school transcript of work completed to date to be forwarded to your office as soon as possible. I have also listed on the reverse side the results of any ACT or SAT-I test scores that I have taken.

I have been active in high school extracurricular activities as indicated on the reverse side. I would greatly appreciate your consideration of my request for one of your nominations.

Sincerely yours,

(Signature)

## Format of Request for Military Service-Affiliated Nomination

Use this format for any of these categories: Presidential or Children of Deceased or Disabled Veterans or Children of Medal of Honor Recipients

*(This application should be submitted after July 1 of the year preceding desired year of entry and before January 15 of the year of entry.)*

To: Superintendent, Attention: Admissions Office (see page iii for addresses)

Dear Sir:

Date: \_\_\_\_\_

I request a presidential nomination to the \_\_\_\_\_ for the class that will enter in July 200\_\_ and I submit the following data: (academy)

Full Name: \_\_\_\_\_

(Print as recorded on birth certificate or, if changed, attach copy of court order)

Date of birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Ethnic origin: \_\_\_\_\_ (Black, Oriental, Hispanic, Native American (American Indian and Native Alaskan), Puerto Rican, Caucasian, etc.)

Social Security Number (must be filled in): \_\_\_\_\_

Congressional district and state: \_\_\_\_\_

Applying to Congressmen (names) : \_\_\_\_\_

Name and address of high school/college:  
\_\_\_\_\_

Month/year of graduation: \_\_\_\_\_

Highest scores: PSAT V \_\_\_\_\_, M \_\_\_\_\_; SAT-I V \_\_\_\_\_, M \_\_\_\_\_;  
ACT E \_\_\_\_\_, M \_\_\_\_\_

If member of military, check here \_\_\_\_\_. List rate, serial number, component, branch of service, and organizational address on reverse side of this form.

Information concerning parents' military service:

Name of parent(s): \_\_\_\_\_

(Parents' rank, serial number, component, and branch of service;  
if parent is retired with pay please indicate)

Sincerely yours,

(Signature)

**Nomination for Appointment to the  
United States Military Academy, United States Naval Academy,  
and United States Air Force Academy**

<b>NOMINATION FOR APPOINTMENT TO THE UNITED STATES</b>					<i>Form Approval OMBB No. 0701-0026 Expires May 31, 1998</i>		
<input type="checkbox"/> MILITARY ACADEMY <input type="checkbox"/> NAVAL ACADEMY <input type="checkbox"/> AIR FORCE ACADEMY							
<small>Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0701-0026), Washington, DC 20603.  <b>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. SEND YOUR COMPLETED FORM TO THE APPROPRIATE ADDRESS IN ITEM 12.</b></small>							
1. NAME OF NOMINEE (Last, First, Middle Initial)				2. DATE OF BIRTH (YYMMDD)		3. SOCIAL SECURITY NUMBER	
4. DOMICILE IN CONSTITUENCY				5. TEMPORARY ADDRESS			
a. STREET (Include apartment number)				a. STREET (Include apartment number)			
b. CITY		c. COUNTY		d. STATE		e. ZIP CODE	
b. CITY		c. COUNTY		d. STATE		e. ZIP CODE	
6. SEX (X one)		7. TELEPHONE NUMBER (Include area code)			8. CONGRESSIONAL DISTRICT AND/OR STATE		
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE							
9. TYPE OF NOMINATION (X as applicable)							
<input type="checkbox"/> ACAN <input type="checkbox"/> <input type="checkbox"/>		a. TYPE OF NOMINATION <input type="checkbox"/> PRINCIPAL <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> ALTERNATE (1-9) _____ TO (Name of Principal) _____ <input type="checkbox"/> COMPETITIVE ALTERNATE TO (Name of Principal) _____					
10. REMARKS (See instructions on back for completing form and explanation of nominating systems. Retain Copy 4 (Congressional for your file.))							
11. NOMINATING AUTHORITY				b. SIGNATURE		c. DATE SIGNED (YYMMDD)	
a. TYPED NAME (Last, First, Middle Initial)							
12. MAIL TO APPROPRIATE ACADEMY ADDRESS							
<b>ARMY:</b> US Total Army Personnel Command ATTN: TAPC-OPD-CM 200 Stovall Street Alexandria, VA 22332-0413			<b>NAVY:</b> Nominations and Appointment Branch U.S. Naval Academy 117 Decatur Road Annapolis, MD 21402-5019			<b>AIR FORCE:</b> USAF Academy Group 1040 Air Force Pentagon Room 4E144 Washington, DC 20330-1040	

**DD FORM 1870, JUN 95**

PREVIOUS EDITION IS OBSOLETE.

# SECTION IB

## *Admissions Procedures*

*This section contains separate subsections  
with admission requirements and procedures that are unique to each of the  
Department of Defense service academies*

### **AIR FORCE**

*United States Air Force Academy  
Colorado Springs, Colorado*

#### **Academic Requirements**

To aid Members of Congress in selecting applicants who have a reasonable chance to compete for an appointment to the Air Force Academy, the following data on college admission test scores is furnished:

The middle 50 percent of candidates with appointments to the Air Force Academy in previous years have had SAT-I verbal aptitude scores ranging from 590 to 660 and math aptitude scores ranging from 610 to 690. Comparable ACT scores range from 26 to 30 in English, 27 to 31 in math, 27 to 32 in reading and 26 to 31 in science reasoning.

Academic preparation and performance are very important. Competitive candidates typically average five college preparatory courses per semester and will complete four years of English, four years of mathematics through trigonometry, four years of science (with a laboratory), three years of social studies and two years of a foreign language. Students must rank in the upper 40 percent of their class, but most successful candidates rank in the upper 10 percent.

#### **Medical Requirements**

Approximately 60 percent of the nominees admitted to the Air Force Academy will attend pilot training following graduation. Those who are eligible and wish to attend pilot training must meet the requirements of a medical examination taken in their junior year.

#### ***Potential Pilot***

Qualification for potential pilot duties requires uncorrected visual acuity of no worse than 20/50 correctable to 20/20 in each eye. Uncorrected near visual acuity of worse than 20/20 must be correctable to 20/20 in each eye.

#### ***Commission only (Nonflying)***

Distant vision: Correctable to 20/40 in one eye and 20/70 in the other, or 20/30 in one and 20/100 in the other, or 20/20 in one eye and 20/400 in the other.

#### **Admission Information**

##### **Admission Standards**

Competition for the limited number of appointments to the United States Air Force Academy is keen and admission standards are high compared to most civilian universities and colleges. In a recent class, approximately 9,000 young people were nominated to the Academy. Of this number more than 2,200 met all minimum qualifications for admission, and appointments were offered to

1,500 candidates with 1,125 cadets actually entering.

### **Applicant Evaluation**

The Air Force Academy uses an application (often referred to as the Precandidate questionnaire or PCQ) as the first step in the admissions process. A student in the spring semester of the junior year in high school should submit an application request card or write or call the Admissions Office to receive an application and information about the Academy. A supply of these cards is sent periodically to Members of Congress. Additional cards are available to Congressional offices by contacting the Air Force Academy Liaison Office in Washington, DC.

The Academy will not send additional admissions forms to individuals or schedule medical examinations until an evaluation of their application indicates they have the potential to qualify for admission. Applicants who do not appear to have the potential to qualify will be informed of the area(s) in which they need to improve and will have (until 15 February of the year of entry) to submit new test scores and/or additional data which may raise their qualifications. Those who become qualified initially, or overcome the deficiency (or deficiencies) later, will be sent instructions for the next processing step. As soon as applicants become qualified, they are scheduled for a medical examination by the Department of Defense Medical Examination Review Board (DODMERB), are sent a kit of additional admission forms and information and are scheduled for a physical fitness test beginning in early Fall. No further action will be taken in the case of applicants who do not correct their deficiencies or who do not return an application. Members of Congress will receive reports from September through January showing

the current status of their constituents who have returned applications to the Academy.

### **Appointments**

#### ***Notification of Appointment***

Candidates who hold principle nominations will be notified of their appointment as soon as they meet all entrance requirements. All other qualified candidates will be considered for an appointment as soon as their admissions file is complete. Since some appointees may decline their appointment offers, it is possible that some qualified candidates may not be notified of appointment until shortly before the new class enters in late June. Candidates are normally informed in early May that they will not be selected for an appointment. Disqualified candidates may submit additional data until 15 March, such as updated ACT/SAT-I scores, a higher rank-in-class or a passing CFT which corrects the noted deficiency(ies). Upon receipt of this information, and if there are no other disqualifying factors, the candidate will be reinstated and notified accordingly. However, until additional data which corrects the deficiency(ies) are received, the candidate will not receive further correspondence from the Admissions office. Candidates whose records (except medical status) are not completed by 15 March may be considered for an appointment at a later date only if a vacancy should occur after their records are complete and they are qualified for admission.

#### ***Conditional Appointments***

Candidates selected for an appointment will be in a conditional status pending determination of their medical status, receipt of college or preparatory school transcript, obtaining U.S. citizenship and successfully completing the candidate

fitness test (CFT). The conditional offer of appointment will be withdrawn if it is determined that a candidate does not meet the above criteria by their class entry date.

### **Selection Factors**

Candidates must rank in the upper 40 percent of their high school class and/or have a satisfactory post-high school record in preparatory school or college, if applicable.

### ***Admissions Test Scores (SAT-I or ACT)***

The SAT-I test scores of the middle half of the cadets entering the Academy range from 590 to 660 verbal and 610 to 690 math. The ACT test scores of the middle half of the cadets entering the Academy range from 26 to 30 English, 27 to 31 math, 27 to 32 reading and 26 to 31 science reasoning. These tests must be taken on national testing dates. Results of non-standard tests are not accepted.

### ***Academic Composite***

The Academic Composite is a combination of the admission test scores (SAT-I or ACT) and high school record. Relatively low scores on components of the Academic Composite will often result in an Academic Composite below the qualifying standards.

### ***Candidate Fitness Test (CFT) Score***

Each event on the CFT has a qualifying standard and each individual must be able to achieve that standard. Achieving only the minimum score in each event will result in a passing but not necessarily competitive score. Consequently, candidates must perform to the best of their abilities in each event.

### ***Extracurricular Composite Score***

Participation in high school extracurricular activities (athletic and

non-athletic), or in such activities as scouting, Civil Air Patrol, church, after school employment, etc., make up the Extracurricular Composite Score.

### ***Reports of Candidate Status***

Members of Congress will receive a monthly report showing the current status of each of their nominees starting in February. A report will be provided about 15 July showing the final status of each nominee. Those nominees who are fully qualified but did not win an appointment or did not place competitively in the national Qualified Alternate Pool will be noted as “Qualified--No Appointment Vacancy.”

### ***USAFA/ROTC Counseling***

Competition among colleges and universities for talented high school graduates is increasing. Therefore, the Air Force Academy places emphasis on assistance at the local level for identifying and counseling qualified young men and women. The Academy looks to the growing number of alumni and to an affiliate Air Force Admissions Liaison Officer (ALO) Program for leadership in field support organizations.

The ALO organization is composed primarily of Air Force Reserve Officers located in all 50 states and some foreign countries. These individuals help identify prospective candidates, encourage them to seek admission to the Academy, and assist candidates actively seeking admission. In addition, they attend “college nights,” assist in organizing and escorting educator visits to the Academy, coordinate admissions officer visits to their areas, sponsor cadets on local speaking engagements and support the Cadet Parents’ Clubs. When requested to do so, the ALOs may also serve the Members of Congress in whose districts or states

they reside on nomination panels. They also provide counseling to students interested in applying for Air Force ROTC scholarships. If you need the name of the ALOs in your area contact the Admissions Office at the Air Force Academy (719) 333-2640 or the Air Force Academy Liaison Office in Washington, DC at (703) 695-4005.

### **Congressional Staffers' Visits**

Congressional staffers are scheduled to visit the Air Force Academy several times a year between September and May. The purpose of this program is twofold: to inform the Congressional Staffers about admissions procedures and requirements, and to broaden their awareness of the scope of academic and military programs, and facilities available, and opportunities for young people at the Air Force Academy.

### **USAFA Admissions Liaison Office**

The Air Force Academy Admissions Liaison Office is located in the Pentagon in Washington, DC. This office maintains continuous liaison between Members of Congress, the Air Staff and the Air Force Academy regarding candidate nomination, cadet vacancies, appointments and separations. Congressional questions on procedures for selecting Academy cadets and Academy Preparatory School students.

The Air Force Admissions Liaison Office notifies Congressional sponsors of cadet separations. It coordinates with the Department of Defense on matters concerning foreign student enrollments. It determines, in the case of Congressional redistricting, the cadet domiciles, making the necessary Congressional District shifts, and notifying the appropriate Member of Congress of the adjusted cadet quotas. The Liaison Office also organizes the congressional staffer visits and escorts

the staffers to the Air Force Academy. The Air Force Academy Admissions Liaison Office may be reached by calling (703) 695-4005, or by writing: HQ USAFA/RRA, 1040 Air Force Pentagon, Washington, DC 20330-1040.

### **USAFA Preparatory School**

The Air Force Academy Preparatory School is located on the Academy site about five miles south of the main cadet area. The purpose of the school is to provide intensive instruction in English, mathematics and science, and to assist members of the regular and reserve components of the Air Force and other eligible nominees in preparing for the Academy entrance examinations. It also prepares students for the academic, military and physical training programs of the Academy. The school starts in July and continues until May.

Enlisted nominees in a regular or reserve Air Force status who are unsuccessful in obtaining an appointment to the Air Force Academy are considered automatically by the Academy for admission to the Preparatory School. No special request for this consideration is necessary. Specific considerations to the Liaison staff include informing

Additionally, each year the Air Force Academy selects a number of the most promising and highly motivated of those civilian nominees who were unsuccessful in obtaining an appointment to the Academy. Those selected are offered the opportunity to enlist in the Air Force Reserve for the express purpose of attending the Preparatory School. Consideration for admission to the Preparatory School is automatic. No special request is required.

The Air Force Academy selects students for the Preparatory School. Selection is based on the applicant's high school record, extra-curricular

activities, military performance, and the results of academic, physical and medical examinations. Selection for the Preparatory School does not guarantee the student an appointment to the Academy. Students still must meet qualifying admission standards and compete in the appropriate nomination categories the following year. Cadet candidates attending the Preparatory School should make application to their two U.S. Senators and their Representative to be considered for a nomination.

### **Civilian Preparatory Scholarships**

Academy candidates not selected for an appointment are automatically considered, if eligible, for scholarships when it appears they could benefit from a preparatory school program and improve their scores for the following admissions cycle to a level that would be competitive. Students may contact the scholarship office directly.

### ***The Falcon Foundation***

The Falcon Foundation, a nonprofit organization headquartered in Colorado Springs, Colorado, assists highly motivated young men and women to qualify and compete for admission to the Air Force Academy through intensive post-high school education at selected civilian preparatory schools. A portion of those scholarships are reserved for children of active duty or deceased career members of the Armed Forces. It provides partial scholarships for sponsored candidates. Contact the President, Falcon Foundation, 3116 Academy Drive, Suite 200, USAF Academy, CO 80840-4480, telephone (719) 333-4096.

## **Contact Offices**

### ***Director of Admissions***

This officer has executive responsibility for directing the Academy's admission program. The Director supervises the following offices which are often contacted by Members of Congress and members of their staffs.

### ***Selections Office***

Manages the admissions process and provides reports to Members of Congress to assist them in nominating potentially qualified candidates. Maintains admissions files, evaluates records and selects nominees for appointment consideration. Notifies candidates of their admissions status and sends Members of Congress candidate status reports.

### ***Admissions Enrollment Programs***

Supervises the Air Force Academy Admissions Liaison Officer program and conducts the Grass Roots speaking program. Manages the educator airlift and Summer Scientific Seminar (SSS) programs and hosts the Congressional staffers visits.

### ***Minority Enrollment Office***

Assists in identifying prospective minority candidates.

### ***USAFA Association of Graduates (AOG)***

The AOG maintains an office at the Academy to coordinate the activities of graduates. The AOG assists in locating, counseling and motivating candidates through the network of graduates. A number of graduates, both on active duty and reserve status, serve as official Admissions Liaison Officers.

### ***USAFA Athletic Department***

The Athletic Department handles administration of intercollegiate

athletics. The Athletic Department is interested in obtaining names and addresses of promising student athletes. Congressional staff offices may report such information to the Candidate Counseling Division (AHD), 2169 Field House Drive, Suite 111, USAF Academy, CO 80840-9500, telephone (719) 333-2843.

**Important Phone Numbers**  
(Area Code 719 or DSN 333)

Director of Admissions	333-3070
Selections Office	333-2520
Admissions Enrollment Program	333-2643
Minority Enrollment Office	333-2233
Association of Graduates	333-2067
Candidate Counseling (Athletics)	333-2843
USAFA Admissions Liaison Office Washington, DC	(703) 695- 4005

Website [www.academyadmissions.com](http://www.academyadmissions.com)

# ARMY

## *United States Military Academy West Point, New York*

### **Academic Requirements**

As noted in Section IA, the whole-person evaluation is based on factors of scholarship, leadership, and physical aptitude, as well as character, motivation and medical fitness. Although the Military Academy does not require a specific number of courses or units of study as a prerequisite for admission, recommended areas of preparation are: four years of English, four years of mathematics including trigonometry, two years of a foreign language, two years of laboratory science and one year of history. Overall, a strong college preparatory program taken in high school is highly recommended. Approximately 80 percent of the entering class come from the top 20 percent of their high school class. Mean SAT-I scores for a recent class are Math-640, English-620. Mean ACT scores are Math-28, Verbal-27.

### **Medical Requirements**

Potentially qualified applicants are scheduled for a complete qualifying medical examination by the Department of Defense Medical Examination Review Board (DODMERB) at the request of the Military Academy. Specific medical requirements may be found in the Military Academy catalog. The general vision and height standards are as follows:

#### ***Eye and Vision Standards***

**Visual Acuity:** Distant visual acuity which is correctable to at least 20/20 in each eye with spectacle lenses.

**Color Vision:** Ability to distinguish vivid red and vivid green.

**Refractive Error:** Myopia of less than 6.75 diopters in any meridian. Hyperopia of less than 8.00 diopters in any meridian. Astigmatism: all types less than 3.00 diopters. Anisometropia: less than 3.50 diopters.

### **Height Standards**

**Men:** Minimum height is 60 inches; maximum height is 80 inches.

**Women:** Minimum height is 58 inches; maximum height is 80 inches.

### **Early Action Plan**

The early action plan allows well-qualified applicants who rank West Point as their first choice among colleges of interest to receive an early offer of admission. Those who communicate their desire to USMA by 25 October and complete their application by 1 December will be notified of their admission status by 15 January. Applicants found qualified will be tendered a full offer of admission or a conditional offer, depending on medical and nomination status. Other applicants found qualified but not selected for early action will be placed on the waiting list for normal admissions decision later in the year. Applicants found not qualified will be notified by the USMA Admissions Office.

### **Congressional Support**

West Point Admissions has developed a full support system to minimize the problems involved with the nomination and appointment process. This system ensures an effective and timely exchange of information between a congressional office and USMA on all applicants. The admissions office will provide continuous assistance in selecting the best qualified young people from the Member of Congress' constituency.

### ***Exchange of Information***

The objective for congressional offices should be to submit a **full** slate (ten per vacancy) of eligible nominees to the academy's admissions office. In turn, the admissions office will send to each Member's office a "Monthly Congressional Summary" (MCS) outlining each candidate's potential as a nominee. This rating takes into consideration all

information currently available on a candidate.

### ***Mailback Cards/Pathguide***

Much of the information on the MCS comes from the Precandidate Questionnaire (PCQ) which applicants to West Point fill out as part of the admissions process. Each year, a few applicants will be revealed to admissions through the nomination process. Because of the applicants' failure to make early contact with West Point, they have not received admissions information (including the PCQ). In many instances, they have not been scheduled for medical or physical aptitude examinations. Some have failed to register for standardized tests before established deadlines.

As congressional staff assistants identify applicants who do not appear on the MCS, they should complete a "green card" (USMA Form 3750) made available in every congressional office. If no "green cards" are available, have the applicant request a "Pathguide" from his guidance counselor, or simply mail the applicant's name, address, and social security number to the Director of Admissions at West Point. USMA will mail a packet, with a PCQ, to the applicant.

### ***USMA, Washington, DC Liaison Office***

The Department of the Army has a staff in the Washington area which acts as a liaison between Members of Congress, the Army, and the Military Academy. As a part of its mission, this office maintains liaison with Members of Congress regarding cadetship vacancies, candidate nomination, eligibility of nominees, appointment of candidates, and separation of individuals from the Corps of Cadets.

The liaison office informs Congressional sponsors of the nominees' selection two days prior to the announcement by the admissions office. Each August, the office also informs Members of Congress of the number of cadetship vacancies they will have for the next entering class. The USMA Liaison Office determines, in the case of redistricting, the congressional district to

which affected cadets and candidates are chargeable according to domicile. The liaison office also notifies appropriate Congressional sponsors of all cadet separations. This office, through its work with the State Department, maintains up-to-date information on the number of foreign cadet vacancies at the Military Academy. It is located at the U.S. Army Total Army Personnel Command, Hoffman II Building, 200 Stovall Street, ATTN: TAOAC-OPD-CM, Alexandria, VA 22332-0418. The telephone number is (703) 325-7414.

### ***Programs Supporting Admissions***

West Point looks to its alumni and affiliated organizations (West Point Parents Clubs, West Point Societies) for support of its community oriented recruitment and support programs. Today there are over 2,000 support members in organizations that serve candidates, parents, high school staff and faculty personnel, and their communities.

There are some 1,500 "field force" members who act as coordinators of state, region or three digit ZIP code areas, as well as those who support the coordinators. Individuals who serve in field support roles identify prospective candidates; encourage scholars, leaders and athletes to seek admission; and advise and assist candidates actively seeking admission to West Point. In addition, field support personnel attend "college night" programs, coordinate admissions officers' visits in their areas, coordinate and sponsor cadets on speaking engagements, and organize admissions training and briefing workshops.

A well-trained, knowledgeable and experienced field force is maintained through annual training sessions at West Point (primarily directed to the U.S. Army Reserve Liaison Officers) as well as through workshops, informal admissions officer visits and an admissions office information bulletin.

The liaison officer (LO) program is one of two major admissions groups operating at

the local level. The LO, a U.S. Army Reserve officer, performs admissions counseling and recruiting tasks within an assigned area.

The other major admissions group is that of the admissions participants. They provide local support by counseling and interviewing young men and women seeking admission information. Included among APs are USMA graduates as well as other volunteers who serve in their respective residential ZIP code areas. Both Liaison Officers and Admissions Participants can be helpful to Members of Congress in a local area.

Other organizations are affiliated with, or are part of, the U.S. Army or the U.S. Military Academy and provide additional assistance. The organizations include West Point Societies (alumni organizations numbering more than 100), West Point Parents Clubs, chapters of the Association of the United States Army, U.S. Army Recruiting units, U.S. Army ROTC instructor groups (both high school and college), and advisory officers at major Army headquarters and installations. These individuals and organizations assist the admissions office by supporting admissions participants and liaison officers.

### ***Candidate Orientation Visits***

USMA sponsors daily candidate orientation visits for high school students and their families Monday through Friday during the academic year. Admitted or admissible candidates are eligible for an overnight visit. All visits are by appointment only. Candidates and students interested in visiting USMA should call (914) 938-5760 at least two weeks in advance.

### ***Cadet Hometown Visits***

Over 900 USMA cadets made more than 3,000 public appearances before school audiences and civic organizations and on radio and TV programs during a recent academic year. Cadets are some of the most effective admissions and public relations

representatives for USMA. Cadets make their appearances in conjunction with Thanksgiving leave, spring break (March) and during Graduation Week in late May. During the academic year cadets also participate in Congressional Academy Days, major by-invitation meetings and in college fairs across the country. Call the admissions public relations office at (914) 938-5759 to request cadet speakers.

### ***Boys and Girls State Programs***

These programs are sponsored annually in every state by the American Legion. The carefully selected participants have just completed their junior year in high school. Selection, based on scholarship and leadership potential, is made by the participants' schools and communities. Since 1957, West Point has sent cadets to those states which permit cadet participation. The effectiveness of this program is evidenced by the fact that former Boys and Girls Staters comprise 20-25 percent of each new West Point class.

### ***Minority Recruiting Programs***

The admissions office continues to identify, encourage and assist minority group candidates who are interested in gaining admission to West Point. An example of one successful publicity effort is our Outreach Program. During the academic year, selected officers (usually lieutenants with at least three years of Army service) visit the homes of academically promising students to promote the academy and present firsthand accounts of academy life. They also speak at high schools and to civic groups.

### ***USMA Preparatory School (USMAPS)***

The United States Military Academy Preparatory School (USMAPS) at Fort Monmouth NJ, prepares and trains selected personnel to successfully compete for appointments to USMA. An applicant for USMAPS must meet the basic requirements for nomination to the Military Academy or have already received a nomination. Acceptance of an applicant by USMAPS normally ensures a nomination under the

Regular Army or Reserve Component categories.

Members of the Regular Army, Army Reserve or National Guard who are unsuccessful in obtaining admission to West Point will be automatically considered for admission to USMAPS.

USMAPS emphasizes instruction in mathematics and English. The academic program readies the candidate for the standardized tests required for admission to USMA, and improves the candidate's ability to meet the Military Academy's rigid academic course load. Detailed information about the preparatory school may be obtained by contacting the admissions office at West Point, attention: Soldier Admissions.

### **Civilian Preparatory Scholarships**

Candidates who are not selected for admission may also be considered, if eligible, for a partial scholarship awarded by the USMA Association of Graduates (AOG) for attendance at selected colleges and preparatory schools. Selection is founded upon the expected benefit of such a program in making the candidate competitive for the following year's nationwide qualified alternate pool.

### **Important Phone Numbers**

Director of Admissions including Regional Admissions Officers and Minority Recruiting	(914) 938-4041
Director of Intercollegiate Athletics, Admissions Support Office	(914) 938-4136
Admissions Public Relations	(914) 938-5759
Association of Graduates	(914) 938-4600
USMA Washington Liaison Office	(703) 325-7414
USMAPS, Fort Monmouth NJ	(908) 992-5307

Website – [www.usma.edu](http://www.usma.edu)

# NAVY

## *United States Naval Academy Annapolis, Maryland*

### **Academic Requirements**

#### ***Evaluating Applicants***

In endeavoring to select the best applicants as nominees, Members of Congress should consider the same factors that are considered by the Naval Academy in selecting nominees for appointment.

Factors used to determine the whole-person evaluation include scores on verbal and math portions of the Scholastic Assessment Test (SAT-I) and/or scores on English and math portions of the American College Testing Program (ACT). The Naval Academy does not consider results of any tests given after the administration of the January SAT-I and/or the administration of the February ACT. For purposes of the admission decision the Naval Academy will use the highest scores achieved on tests taken after December of the student's 11th grade in high school/secondary school. Other factors include the quality of the candidate's academic record (transcripts, class standing and recommendations from school officials) and the extracurricular activities record (accomplishments in athletics, school or class offices held, school and community involvement, the nature and extent of employment during the school year, etc.).

#### ***Entering Class Profile***

A profile of the latest entering class is provided to each congressional office in the late summer. If you desire additional copies, contact the Naval Academy admissions officer, (410) 293-4392, whose responsibilities

include congressional liaison for admissions matters.

#### ***Precandidate Questionnaire***

Applicants should submit a Precandidate Questionnaire (PCQ) to the Naval Academy in the spring of their junior year or as soon thereafter as possible; this will be used in deciding whether to open a preadmission file. Information furnished on the PCQ is used to provide the applicant's Member of Congress with periodic status reports, including an evaluation of the applicant.

#### ***Minorities***

Minority admissions officers are assigned at the Naval Academy to assist with Navy's affirmative action plan through recruiting candidates or assisting Members of Congress in contacting potentially qualified minority candidates.

#### **Medical Requirements**

Scheduling for medical examinations is done by the Department of Defense Medical Examination Review Board (DODMERB) at the request of the Naval Academy. Most healthy young people can pass the medical examination. The most frequently encountered problem areas involve:

#### **Visual Acuity and Color Perception**

Visual requirements to meet the needs of the naval service are 20/20 uncorrected vision in each eye with normal color perception. A limited number of top candidates whose vision is without excessive refractive error and correctable to 20/20 with standard glasses will be granted waivers by the Admissions Board. Candidates who are otherwise qualified are considered automatically for waivers. These waivers are granted on a competitive

basis, regardless of the type of nomination. Due to the maritime and aviation environment in which they eventually will serve, candidates who do not have normal color perception must be medically disqualified for admission to the Naval Academy. For more detailed medical considerations, consult Appendix A of the Naval Academy Catalog.

### **Programs Supporting Admissions**

There are many Americans throughout the country who are associated with the Naval Academy or Navy-oriented programs and organizations. These citizens would welcome the opportunity to help Members of Congress locate and screen applicants for the Naval Academy. These organizations and programs include: the Naval Academy Information Officers (Blue and Gold) Program, the Naval Academy Athletic Association, local chapters of the Naval Academy Alumni Association, midshipmen parents' clubs and the Naval Academy Foundation.

### ***Naval Academy Information (Blue and Gold) Program***

This is the Naval Academy's nationwide admissions network. It is headed by the Director of Candidate Guidance at the Naval Academy and coordinated by Navy and Marine Corps officers (admissions officers) at the Naval Academy. There are more than 1,500 Naval Academy Information Officers (NAIOs) at the heart of the information program, who assist in recruiting efforts throughout the 50 states and overseas. Most NAIOs are Naval and Marine Corps Reserve officers, but there are a number of civilians participating. Many are educators. All are volunteers. It is probable that Members of Congress may already know NAIOs who reside in their state and district.

Some are members of congressional nominee screening committees.

Members of Congress are encouraged to call on the NAIOs when they need assistance. The names, addresses and phone numbers of local NAIOs are available from admissions officers at the Naval Academy.

As Naval Academy representatives, the NAIOs assist in several ways. During the academic year, they coordinate educator visits to the academy. These educator visits are an important part of our information program, and congressional staff members who are involved in the service academy nomination process are also invited to attend. Educators come to Annapolis from all areas of the country for three days of comprehensive briefings and to meet and talk with midshipmen from their areas.

They also assist with the Naval Academy's "Operation Information," conducted by midshipmen during Christmas and spring leave periods. These midshipmen volunteer to make public appearances in their communities. Naval Academy information officers help these midshipmen arrange speaking appearances at high schools, on radio and television and before civic audiences.

### ***USNA Athletic Association***

The Naval Academy Athletic Association is interested in obtaining names and home addresses of promising student athletes noted by congressional staff members. Congressional questionnaires, and letters of recommendation, often refer to athletic excellence. A call to the Associate Director of Athletics for Admissions Coordination, (410) 293-2238, would be appreciated.

***USNA Alumni Association, Navy League, Midshipmen Parents' Club***

In addition to Naval Academy Information Officers, other Navy-oriented organizations located nationwide include local chapters of the Naval Academy Alumni Association and the Navy League. In some communities, there are organizations composed of parents of midshipmen. These organizations' members, wherever located, are knowledgeable about the Naval Academy. Many would welcome the opportunity to help as a member of a nominee selection committee or in some other way. Naval Academy Admissions Officers can assist Members of Congress in contacting representatives of these organizations in their local areas.

***The USNA Foundation***

The Naval Academy Foundation, headquartered in Annapolis, is a private nonprofit organization chartered under the laws of the state of Maryland for "philanthropic, educational and scientific purposes." The principle mission of the Foundation is to find and assist highly motivated young men and women to qualify and compete for entrance to the Naval Academy through an intensive year of post-high school education. The Foundation provides partial scholarships for those candidates that it sponsors. A list of the institutions participating is available through the Foundation. For additional information about the Foundation's program, contact the Executive Director, U.S. Naval Academy Foundation, Inc., 48 Maryland Avenue, Annapolis, MD 21404-0000. Phone (410) 267-8651.

**The USNA Preparatory School (NAPS)**

The mission of NAPS is to prepare diverse enlisted members of the active duty fleet and Reserves from the U.S. Navy, Marine Corps and Coast Guard, morally, mentally, and physically, with emphasis on strengthening the academic foundation of individual candidates for officer accession through the U.S. Naval, Coast Guard and Merchant Marine Academies. The ten-month course of instruction at NAPS, lasting from August through May, emphasizes preparation in English composition, mathematics and science. A student's placement in each subject depends upon his or her demonstrated ability, previous education and additional needs for success at one of the academies. Demanding military and physical development programs complement the academic preparation.

Nominees in a regular or reserve Navy or Marine Corps status who are unsuccessful in obtaining an appointment to the Naval Academy are considered automatically by the Naval Academy for admission to NAPS. No special request for this consideration is necessary.

Additionally, each year the Naval Academy Admissions Board identifies a number of the most promising and highly motivated civilian candidates who were unsuccessful in being selected for admission to the Naval Academy. Those identified are offered the opportunity to enlist in the Naval Reserve for the express purpose of attending NAPS.

Candidates for NAPS, must be U.S. citizens of good moral character; unmarried, not pregnant and with no children; and at least 17, but not yet 23 on 1 July of the calendar year in which they will enter the preparatory school. The superintendent of each academy determines the admissions standards for their candidates.

## **Important Phone Numbers**

Admissions Office (410)  
(Nominations & 293-4392  
Appointments)

Admissions Officers (410)  
293-4361

Associate Director of (410)  
Athletics for 293-2238  
Admissions  
Coordination

U.S. Naval Academy (410)  
Preparatory) 831-2692  
School (NAPS  
(Newport, RI)

USNA Foundation (410)  
267-8651

USNA Alumni (410)  
Association 263-4448

Website – [www.usna.edu](http://www.usna.edu)

# SECTION II

## *Department of Transportation Academies*

### COAST GUARD

*United States Coast Guard Academy  
New London, Connecticut*

#### **Admission Information**

##### ***Requirements***

The U.S. Coast Guard Academy is the only one of the armed forces service academies that offers appointments solely on the basis of an annual nationwide competition; there are no congressional nominations or geographic quotas involved. Applicants must be U.S. citizens and must be between 17 and 22 upon entering the academy. They must meet the basic eligibility requirements, which consists of satisfactory Scholastic Aptitude Test (SAT-I) or American College Testing (ACT) Program examination results, high school standing and leadership potential as demonstrated by participation in high school extracurricular activities and community affairs or part-time employment. Most successful candidates graduate in the top quarter of their high school class and demonstrate proficiency in both the mathematical and applied science fields. Either the ACT or SAT-I must be completed prior to or during the December test administration of the year of application.

##### ***Application***

Applicants are required to complete a Precandidate Questionnaire between 1 July and 15 December prior to the entrance of the new class the following July. Upon acceptance of the application, the academy sends

additional forms to the application for submission by 30 January. These include the candidate activities record, candidate personal data record, request for secondary school transcript, candidate questionnaire and three recommendation forms to be completed by school officials.

##### **Medical Requirements**

A service academy medical examination must be passed before a candidate can receive an appointment. Medical examinations are requested by the Coast Guard Academy as candidate records become complete. The examination is scheduled and reviewed by the Department of Defense Medical Examination

Review Board (DODMERB). Once taken, the examination may be used for the other service academies and four-year ROTC scholarship programs. No medical waivers are given for candidates who do not meet the Coast Guard medical standards. The most frequently encountered problem areas include:

***Visual Acuity:*** All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.

***Color Vision:*** Color blindness, complete or partial, is cause for disqualification.

***Asthma:*** Any history of asthma, is also cause for disqualification.

##### **Field Support/Introductory Programs**

Because the Coast Guard is the smallest armed service (34,000 strong), resources are limited. However, the Coast Guard Auxiliary,

the Reserve officers, and the USCGA Alumni Association play important roles in recruiting and assisting prospective cadets.

The Coast Guard Academy conducts two week-long programs each summer for students between their junior and senior year of high school. The Academy Introduction Mission (AIM) program is sponsored by the Coast Guard Auxiliary. Students who attend the academy for one week are exposed to life as a swab and given tours of operational Coast Guard units. The MITE (Minority Introduction to Engineering) program gives minority students the opportunity to experience the academy's military life, get acquainted with the various disciplines of an engineering career and learn about the missions and history of the Coast Guard. This annual endeavor is partially sponsored by the Accreditation Board for Engineering and Technology (ABET). For additional information about these programs, contact the Director of Admissions, U.S. Coast Guard Academy, 31 Mohegan Avenue, New London, CT 06320-8103. Or visit our website at [www.cga.edu](http://www.cga.edu).

### **The Preparatory Program**

The Coast Guard Academy utilizes the Naval Academy Preparatory School (NAPS) in Newport, Rhode Island, which offers a ten month program of study in mathematics, physics, chemistry and English. Athletic and military training are also included in the school's program. Each student is enlisted in the Coast Guard for the sole purpose of attending the prep school. Following enlistment, he or she spends three days at CGA for uniform issue and basic indoctrination prior to reporting to NAPS.

### **Important Phone Numbers**

Director of Admissions (860) 444-8500

Academy Applicant Processing (860) 444-8501

Admissions Officers (860) 444-8503

Toll Free (USCGA) (800) 883-8724

Website – [www.cga.edu](http://www.cga.edu)

# MERCHANT MARINE

## *United States Merchant Marine Academy Kings Point, New York*

The United States Merchant Marine Academy (USMMA), located at Kings Point, NY, exists to serve the national interest that is inherent in America's commercially based, logistical sea power. Established in 1943 under the Maritime Administration, it is now an agency within the Department of Transportation.

The academy offers a four-year undergraduate program which leads to a bachelor of science degree, a U.S. Coast Guard license as a third mate or third assistant engineer, and a commission as an ensign in the U.S. Naval Reserve. The academy is accredited by the Middle States Association of Colleges and Schools and its marine engineering systems curriculum is accredited by the Accreditation Board for Engineering and Technology (ABET).

### **Student Life**

Military life at the United States Merchant Marine Academy is a vital part of the total educational experience, and all midshipmen are required to meet high standards of conduct and discipline. The student body is organized along military lines as a regiment, under command of the senior class, and the military program is carefully designed to develop leadership ability, self-discipline and a sense of responsibility.

While the academic program is a demanding one, there is also ample time to participate in a wide variety of extracurricular activities. In addition to varsity athletics in 26 intercollegiate sports, an extensive program of intramurals permits all students to enjoy physical activity and

competition. Student publications and the Radio Club, Camera Club, Regimental Band and Chess Club are a few of the special interest groups on campus. The band, with a national reputation for excellence, plays for morning colors and at parades and performs in concert. The band also has performed in presidential inaugural parades, at the Cotton Bowl in Dallas, Texas, for the National Horse Show in New York and in the Macy's Thanksgiving Day Parade. Under the guidance of a professional sailing master, the Kings Point Sailing Squadron offers midshipmen an opportunity to participate in top competitive intercollegiate and ocean racing, as well as gain experience in small and large boat handling and develop a "sea sense." The academy hosts the two largest intercollegiate regattas in the nation, the Nevins Trophy and the Admiral's Cup. The Kings Point's sailing team currently ranks as one of the best in the nation.

For those interested in arts and world affairs, a stimulating series of lectures and concerts is provided on campus, and the academy's proximity to New York (20 miles) places rock concerts, symphonies, Broadway shows, professional sports, museums, opera and ballet within easy reach.

Midshipmen are granted liberty on weekends and leave periods during Thanksgiving, Christmas and a spring break in March, as well as annual leave during the month of July.

### ***Enrollment***

950 men and women.

### **Officer Programs**

The USMMA is the largest single source of U.S. Naval Reserve officers for the Merchant Marine Naval Reserve. Each candidate must meet physical, moral and other requirements to become a Naval Reserve midshipman. He or she must apply for

and accept a Reserve officer commission in the Navy or other branch of the armed services. Graduates are subject to a statutory obligation that requires the maintenance of the Naval Reserve status for eight years.

### **Admission Requirements**

A candidate must be an American citizen and should be at least 17, but not have attained 25 years of age as of 1 July of the year of entry. Candidates must be nominated by a Member of Congress and compete for vacancies allocated to their state in proportion to its representation in Congress. A candidate's competitive standing is determined by his or her high school academic record, rank in class, SAT-I or ACT standardized test scores, recommendations, leadership development potential, interest in the maritime industry, and the potential to develop into a competent Merchant Marine and Naval Reserve officer. Required tests must be taken within 18 months of the application deadline.

### **Minimum Requirements**

1. All candidates must have completed the following: four years of English, three years of mathematics, to include Algebra I and II, geometry and trigonometry; and one year of either laboratory chemistry or physics.

2. To be considered minimally qualified, a candidate must meet the following criteria:

ACT: English-21 Mathematics-25  
SAT-I: English-480 Mathematics-520

Combined SAT for a total of at least 1050

3. Class Rank: Candidates should be in the top 40 percent of their class or have compensating (better than mean) SAT-I or ACT test scores and above-average math and science grades to be considered minimally qualified.

### **Shipboard Training Program**

All midshipmen participate in this most unusual training program whereby they are assigned, during half of the sophomore and half of the junior year, to commercially operated American-flag merchant ships. While aboard ship, in addition to shipboard duties, midshipmen are required to complete special written assignments in a wide variety of professional subjects. This unique program takes them to many parts of the world (usually 15 to 21 different countries) and provides them with practical experience on several different types of ships. During the combined ten months of travel aboard ships, their campus is the Seven Seas. Midshipmen are paid while on board their ships.

### **Service Obligation**

All midshipmen, in accepting the four-year program, must serve five years in the maritime industry or on active duty as an officer in the U.S. Navy or another branch of the armed services. Commissions may be obtained to the U.S. Army, U.S. Marines, U.S. Air Force or U.S. Coast Guard. Service as an officer on active duty in the National Oceanic and Atmospheric Administration (NOAA) is also acceptable. If graduates choose the maritime industry, they have a military Reserve obligation of eight years.

### **Careers**

Young men and women graduates of the academy seek employment as licensed ship's officers on American-flag merchant vessels. It should be noted, however, that employment in the maritime industry is cyclical along with the nation's economy, and seagoing jobs are at times not readily available.

Many graduates, after fulfilling their obligations attain leadership positions in the maritime industry. Some areas in which they are typically employed are:

Canal and harbor pilots, cargo broker, dredging, inter-modal transportation, marine engineering, maritime insurance, maritime labor, marine surveyor or maritime training and admiralty law.

Nuclear propulsion, oceanography, offshore drilling, shipbuilding and repair, ship chartering, steamship company management, stevedoring and terminal operations, towing and barging, and naval architecture.

### **Nominations**

Candidates must be nominated by a Member of Congress. The two U.S. Senators and each U.S. Representative, including each U.S. Representative to the House of Representatives for Guam, the Virgin Islands, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa and the Panama Canal Commission for U.S. citizens residing in Panama, may each annually nominate ten candidates for the academy.

Nominations should be forwarded on Form MA-423, to the academy on or by 31 January. Consequently, candidates should be encouraged to return the application immediately to the academy.

### **Important Phone Numbers**

Director of Admissions (516) 773-5391

Toll-free (Outside NY State) (800) 732-6267

Website – [www.usmma.edu](http://www.usmma.edu)

# GLOSSARY

**Assessment** - A standardized academic test administered several times annually. Results are used in educational planning by college-bound students, secondary school counselors and college admissions personnel.

**Applicant** - An individual who applies to a Member of Congress or another nominating authority requesting an academy nomination.

**Appointee** - A qualified candidate who has received an appointment authorizing admission to one of the service academies.

## **Cancellation**

The act by a nominating authority or the departments of the Army, Navy or Air Force rescinding an applicant's nomination.

**Candidate** - An individual who has obtained a legal nomination which has been recorded by the Director Of Admissions at the appropriate service academy.

**Candidate Fitness Test (CFT)** - A test used to measure the physical ability of each applicant. (Air Force only).

**Declination** - A candidate's refusal of an offer of appointment or nomination.

**Letter of Assurance (LOA)** - Letter of assurance which virtually assures a candidate of an appointment if he/she receives a nomination and is medically and physically qualified.

**Medical Examination** - An examination to measure medical qualification for appointment to the service academies. Scheduled by the Department of Defense Medical Examination Review Board (DODMERB) at the direction of each academy.

**Nominating Authority** - An individual or agency authorized to nominate candidates for appointment to a service academy.

**Nominee** - An applicant who has obtained a nomination in a category authorized by law.

## **Physical Aptitude Examination**

**(PAE)** - A test used to measure the physical ability of each applicant (Navy and Army only).

**Precandidate** - An individual who submits a precandidate questionnaire to one of the service academies.

**Qualified Alternate (QA)** - A candidate selected under the provisions of Title 10, USC, which prescribes that the first 150, plus three-fourths of the total number of any other candidates so appointed, must be selected from qualified congressional alternate nominees, based on merit, and charged against the service secretaries.

## **Scholastic Assessment Test (SAT-I) of the College Board Admissions**

**Testing Program** - Standardized battery of scholastic tests administered periodically to college applicants throughout the world by the Educational Testing Service (ETS).

**Withdrawal** - A candidate's removal of himself or herself from competition for admission.

