



Congress of the United States
House of Representatives
Washington, DC 20515-1501

SERVICE ACADEMY NOMINATION PROCEDURE & BASIC FACT SHEET FOR 2016 ADMISSION

A nomination to a United States' Service Academy is a distinct and rare honor. Acceptance of an Academy appointment involves at least a nine-year obligation to a Service: four years at an Academy followed by five years of active duty.

I. GENERAL INFORMATION:

- A. The nomination process is very competitive. I urge you to apply for a nomination from me as well as the other nomination sources:
1. Vice-Presidential.
 2. Military Affiliated: a) Presidential (Children of Career Military Personnel); b) Children of Deceased or Disabled Veterans; c) Children of Military or Civilian Personnel in Missing Status; d) Children of Medal of Honor Recipient; e) Members of Regular or Reserve Components, and; f) Members of the R.O.T.C. or J.R.O.T.C.
 3. Senatorial

II. REQUIREMENTS:

- A. You Must Be:
1. At least 17 years old but not yet 23 years old,
 2. A citizen of the United States,
 3. Unmarried, not pregnant, and have no legal obligation to support a child or a dependent; and,
 4. A legal resident of the District of Columbia.
- B. You Must Furnish:
1. A completed application. My receipt of the Applicant Basic Fact Sheet establishes your file in my office. Immediately complete your Applicant Basic Fact Sheet and return it to my Northeast District Office. Receipt of your completed application in my Northeast District Office establishes your candidacy. A completed application consists of: Applicant Background Information, Checklist and Questionnaire, Essay, Three Letters of Recommendation, Official Transcript(s), and SAT and/or ACT scores. Return your completed Essay, Checklist and Questionnaire, in one package to my Northeast Office. Have your transcript(s), test scores, and letters of recommendation sent to my Northeast Office.
 2. Up-to-date transcript(s): Your academic transcript(s) must be current, official, and contain your grade point average(s). Transcript(s) must show your senior courses and, if available, any grades for them.
 3. Three letters of recommendation: These letters should come from people who know you well, such as teachers, counselors, employers, and coaches. At least one recommendation must be from a math or science teacher. Letters from relatives are not acceptable. I provide recommendation forms, which you may use

4. A brief essay: Write a brief essay of 250 – 500 words explaining why you want to attend an Academy.
5. College Boards: The Academies, as well as my Selection Board, require SAT or ACT scores. Plan to take either of these tests before November of your senior year. Ask the testing services to send your scores to my office. Indicate **5462** for the **SAT**, or **7319**, for the **ACT**, as a score recipient on the test registration forms.
6. A qualifying medical examination: When the Academies receive your pre-candidate questionnaire, they will schedule you for a medical examination by the Department of Defense Medical Review Board (DODMRB).
7. A photograph: Attach a current 2" X 2" passport type photograph to the top right-hand corner of The Check List in the space indicated.

III. TYPE OF NOMINATION:

- A. I use the competitive nomination process. I may nominate ten candidates who compete for each vacancy I have at the U.S. Air Force, Merchant Marine, Military, and Naval Academies. The Academies select from the ten nominees the one candidate whom they believe to be the most competent for an appointment. The other nine nominees compete for other available appointments among a nation-wide pool of nominees.
- B. Basis for Nomination: I base nominations on the composite of your academic record, extra-curricular activities, SAT or ACT scores, and your interview with my Service Academy Selection Board. I consider the following:
 1. School Records: Your grade point average and class rank are critical. The average competitive candidate stands in the upper fifth of his or her class.
 2. College Boards: Competitive candidates have **SAT scores above 500 for critical reading and 550 for math, or ACT scores above 20 for English and 25 for math.** I urge you to retake the SAT and/or the ACT until you reach or exceed these scores.
 3. Extracurricular Activities: I consider participation in work, athletics, community service, and school clubs or organizations.
 4. Motivation: Your motivation is an important consideration, and the most difficult to measure. The diligence you demonstrate in completing your application reflects your motivation. Incomplete applications show lack of interest in receiving a nomination.

IV. FINAL NOTES:

- A. Members of the academic, civic and military community comprise my Service Academy Selection Board. My Board reviews all completed applications. If you complete your application, my Board will interview you in December 2015 or January 2016. I will notify you of the time, date, and location of that interview in early December.
- B. Your application is due in my Northeast Office by 5:00 p.m. November 2, 2015.
- C. This is a general fact sheet. It only furnishes a brief overview of the nomination process. Contact the Academies themselves for detailed information and specific requirements of each Academy.

The Academies' Internet addresses are:

1. Military Academy: www.usma.edu
 2. Naval Academy: www.usna.edu
 3. Merchant Marine Academy: www.usmma.edu
 4. Air Force Academy: www.usafa.edu
 5. Coast Guard Academy uses direct appointments and does not require a nomination: www.uscga.edu.
- D. Download Norton application: <https://norton.house.gov/services/military-academy-nominations>
- E. Address correspondence regarding your application for a nomination to:

Congresswoman Eleanor Holmes Norton
ATTN: Cartwright Moore
90 K ST NE STE 100
WASHINGTON, DC 20002-4203
TEL: 202-408-9041 FAX: 202-408-9048
E-Mail: Norton.Academy@Mail.House.Gov