UNITED STATES CONGRESSWOMAN

VICKY HARTZLER

MISSOURI'S FOURTH CONGRESSIONAL DISTRICT

★★★★★

UNITED STATES SERVICE ACADEMIES

★★★★★

Congressional Nomination Application Packet

Dear Applicant,

I want to thank you for your willingness to apply for a nomination to attend one of the U.S. Service Academies. As a Member of Congress, I have the distinct privilege of nominating a limited number of Missouri's Fourth Congressional District's best and brightest to our prestigious academies.

The service academy application process is very exciting; however, it is also a rigorous one that requires you to be organized and timely in your submission. This packet is designed to guide you through the process of applying for a nomination with the eventual goal of receiving an appointment to one or more of our academies. Please read all the information and directions included in this packet for a better understanding of the nomination process.

Best wishes to you as you pursue your goal of attending one of the U.S. Service Academies and serving your country!

Very Truly Yours,

Vicky Hartzler

Vicky Hartzler
Member of Congress

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U.S. Service Academy Requirements

The U.S. Service Academies are among the most highly respected educational programs in the nation. The honor of attending a service academy comes with the obligation and commitment to serve in the military for a minimum of five years upon graduation.

The law requires that you apply through your Member of Congress, U.S. Senator from your state of residency, and/or the President or the Vice President. In addition, you must also directly apply to the academies of interest for an actual appointment.

Please Note: A congressional nomination does not guarantee appointment to one of the service academies.

General Guidelines

To meet all the eligibility requirements, each applicant must:

- Be at least 17 years old, but not yet 23 years of age, as of July 1 of year admitted. (25th birthday for the Merchant Marine Academy)
- Be a U.S. citizen
- Be unmarried, not pregnant, and have no legal obligation to support children or other dependents
- Be a legal resident of Missouri's Fourth Congressional District

Academic Qualifications

Members of Congress, as well as the President, Vice President and U.S. Senators, follow the academic requirements set forth by the academies when making a nomination. Certain requirements are specified by public law. However, the academies look at the "whole person" when considering each applicant. Character, leadership, physical aptitude, medical fitness, goals and motivation are key components of a favorable evaluation for admission.

Academics

Your class rank, unweighted GPA, standardized test scores, school records, and recommendations by principals, teachers, and/or counselors will all be assessed when considering you for a nomination.

Class Rank

Nominees must be in the top 40% of their class. However, the most successful candidates are in the top 10-20% of their class.

Standardized Test

You must have a qualifying score on either the SAT/ACT. It is encouraged students take both the SAT and ACT.

Average Scores:

SAT Verbal 550-700, Math 600-700
ACT English 28, Math 29

Extracurricular Activities & Leadership

Participation and achievement in extracurricular activities such as school clubs, class government, Honor Society, organized athletics, ROTC, scouting, Boys/Girls State, church and other community-related activities will help demonstrate your leadership skills.

The service academies generally value leadership roles in a specific activity than participation in several activities with no distinction. The academies also consider working a part-time job(s) as a demonstration of your leadership potential.

Medical Fitness

You must be in good physical and mental health, pass a Department of Defense medical examination, and have an adequate performance on the Physical Aptitude Exam (PAE). Only one medical exam is needed to meet the requirements of all service academies. You will be scheduled to take this examination at a military or civilian contract facility near your home.

The Department of Defense Medical Examination Review Board typically will contact you directly to schedule an examination once you begin an application with the academy(s) of your choice. Nominees are strongly encouraged to begin the application process early, especially if consultation, retesting or corrective action is required.

If you are a competitive candidate, you will receive instructions for taking the qualifying medical examination directly from:

The Department of Defense Medical Examination Review Board (DODMERB)

8304 Edgerton Drive, Suite 132

USAF Academy, CO 80840-2200

(800) 841-2706 or (719) 333-3562

Website: ***https://dodmerb.tricare.osd.mil/***

Communication with the Academies

As part of the process, you are required to contact the appropriate academy or academies and complete all requirements. The academies will start your candidate file when you complete the Pre-Candidate Questionnaire online. The questionnaire can be found on the websites of each academy. Ideally, the Pre-Candidate Questionnaire should be filled out in the spring of your junior year.

Applying to all the academies may improve your chances of receiving at least one appointment offer. If you have not already made contact with the academy of your choice, you should do so as soon as possible to prevent any delay in the nomination process.

U.S. Service Academies Contact Information

U.S. Military Academy at West Point

Admissions Building 606

West Point, NY 10996-1700

Phone: (845) 938-4041

Website: ***www.usma.edu***

U.S. Merchant Marine Academy

300 Steamboat Road

Kings Point, NY 11024-1699

Phone: (866) 546-4778

Website: ***www.usmma.edu***

U.S. Air Force Academy

2304 Cadet Drive, Suite 200

Colorado Springs, CO 80840-5020

Phone: (800) 443-9266

Website: ***www.usafa.edu***

U.S. Coast Guard Academy*

31 Mohegan Avenue

New London, CT 06320-9807

Phone: (800) 883-8724

Website: ***www.cga.edu***

U.S. Naval Academy

117 Decatur Road

Annapolis, MD 21402-5019

Phone: (410) 293-1858

Website: ***www.usna.edu***

***NOTE:** The U.S. Coast Guard Academy does not require a congressional nomination. To be considered for an appointment you must contact the academy directly.

Congressional Nomination Process

Each applicant must meet the eligibility requirements highlighted in the Academy Requirements section of this packet, as well as complete a nomination file with Congresswoman Vicky Hartzler's office by October 2nd.

A nomination file consists of the following items:

- **Application** Fill out the included interactive application in its entirety then save and print the application
- **Essay** (see page 9)
- **Resume** This should be a comprehensive reflection of employment positions, education level, academic and athletic scholastic accomplishments, school and community organization involvement (including leadership positions held), volunteer work. Any other activities reflecting leadership will also be considered.
- **Photograph** Please email one photo to *Rachel.Gilroy@mail.house.gov*. The photo should be a clear professional head shot of you. This photo will be sent with a press release to your local paper if you accept an appointment.
- **Teacher/Coach Evaluation Form and Letter of Recommendation** (see page 10)
- **High School Counselor/Principal Evaluation Form and Letter of Recommendation** (see page 11)
- **College Advisor/Faculty Evaluation and Letter of Recommendation**, if in college (see page 12)
- **Additional Letters of Recommendation** (up to 3)
- **Transcript(s)** A sealed official transcript from all high schools, junior colleges, or colleges you have attended or are currently attending should be mailed to Congresswoman Hartzler's Harrisonville office.
- **Official SAT or ACT Scores** Your official scores must be sent directly through the testing service. Use codes – ACT: 7503 SAT: 6720

Selection Process

Applicants who have completed their applicant file with Congresswoman Hartzler's office by the deadline will be scheduled for an interview with the Congresswoman's Service Academy Review Panel. The committee consists of former/current military personnel, academy graduates, community leaders, and educators. After the panel interviews each candidate they will make their recommendations for the Congresswoman to consider.

Nomination Method

Each member of Congress may have five cadets at each of the four service academies at any one time. The number of vacancies available each year is then determined by the number of cadets who either graduate or leave the academies each year. Congresswoman Hartzler's nominees will be selected using the "Principal with Ranked Alternates" selection process, which involves the Congresswoman submitting the designation of a principal nominee along with nine ranked nominees. If the principal is fully qualified (academics, medical, and physical aptitude), he or she will be appointed and will fill the vacancy. Additionally, alternates may also receive an appointment through a select number of additional slots an academy may have in a given year or through receiving a nomination from their U.S. Senator, Vice President or the President.

All information for your file must be mailed to Congresswoman Hartzler's **Harrisonville Office**:

Congresswoman Vicky Hartzler
Attention: Rachel Gilroy, Academy Coordinator
1909 North Commercial Street
Harrisonville, MO 64701

Frequently Asked Questions

Who do I ask to write a letter of recommendation?

Due to the fact academies evaluate based on the "whole person" concept, it is important to ask individuals who have watched you develop in various aspects of your life.

Some suggestions are:

- **Teachers**
- **Coaches**
- **School Counselors**
- **Pastors/Priests**
- **Family friends**
- **Employers**

All evaluations and letters of recommendation should be in sealed envelopes with the signature of the recommender across the flap.

I am taking the SAT/ACT test again after the application deadline. Will I be able to submit the new scores after the deadline has closed?

Yes, you are encouraged to take the SAT/ACT test(s) as many times as you can. Students may take the SAT/ACT as late as the end of October.

Can I apply and receive a nomination to more than one academy?

Yes. It is strongly recommended that you apply to more than one academy to improve your chances of receiving an appointment to at least one of them. It is important to educate yourself on what all the academies have to offer to make the best decision for your career goals.

One way to gain a better understanding of what a service academy has to offer is by attending a summer seminar. Each service academy holds seminar programs for high school juniors. The programs are traditionally held during the summer months and consists of academic workshops, military training, physical fitness training, and intramural athletics. It is strongly recommended that prospective candidates consider attending one of these seminars to see if academy life is right for them. More information regarding the summer seminar programs can be found on the website of each academy.

Congresswoman Hartzler can nominate a candidate to more than one academy. It is often the case that a candidate is given a principal nomination to one academy and ranked alternate nomination to another.

Does the information in my file get forwarded to any Service Academies?

No. Your nomination file at Congresswoman Hartzler's office is only used to make a congressional nomination. Your service academy(s) file is maintained separately by the service academy(s) you wish to apply to. It is the responsibility of the candidate to forward all necessary information and documentation requested by the academy's admissions office.

Will I automatically be selected by the academy after I receive a nomination?

No. You will be placed among a select group of nominees, and the academy of your choice will make the final decision. If selected, you will receive an offer of admission (an appointment) directly from the academy.

What is a ranked alternate nomination?

To ensure the principal vacancy is filled, the Congresswoman submits nine ranked alternate nominations to each academy. The academy decides if that person will be admitted. In the event the principal nomination does not receive an appointment, the academy will select the most qualified alternate nomination to fill that vacancy.

When can I send in my application?

You may start submitting materials for your application packet beginning in the summer after your junior year in high school.

2020 U.S. Service Academy Application

Please fill out the application form in its entirety. Completed applications must be printed and received by Congresswoman Vicky Hartzler's Harrisonville Office **no later than 5:00 p.m. on Friday, October 2, 2020**. Postmarks are not sufficient. Your application is considered complete once the items listed on the checklist are received by the Congresswoman's office.

Application Checklist:

- ☐ Application
- ☐ Essay
- ☐ Resume
- ☐ Photographs
- ☐ Teacher/Coach Evaluation Form & Letter of Recommendation
- ☐ High School Counselor/Principal Evaluation Form & Letter of Recommendation
- ☐ College Advisor/Faculty Evaluation Form & Letter of Recommendation (if applicable)
- ☐ Additional Letters of Recommendation (up to 3)
- ☐ Transcript(s)
- ☐ Official SAT or ACT Scores

Your Information

Prefix: _____

First Name: _____ Middle Initial: _____

Last Name: _____ Suffix: _____

Gender: ☐ M ☐ F

U.S. Citizen? ☐ Yes ☐ No If not, list your country of citizenship: _____

Place of Birth: _____ Date of Birth: _____

Are you a resident of Missouri's 4th Congressional District?: ☐ Yes ☐ No

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone Number: _____

Name of Parents/Guardians: _____

Email: _____ Phone Number: _____

Additional Information:

Name of Hometown Newspaper: _____

Is it okay to use your name in a press release after receiving an appointment? ☐ Yes ☐ No

Academic Information

Currently Attending School? ☐ Yes ☐ No

Name of Current School: _____

Date Graduated or Expected to Graduate (MM/YYYY): _____

If in College:

Major: _____ Year in College: _____

Name of High School (if not currently attending): _____

Unweighted GPA _____ Class Rank _____ out of _____

SAT Composite _____ Verbal _____ Math _____ ACT Composite _____ English _____ Math _____

Are you planning on retaking the SAT or ACT after October 2nd? Yes ☐ No ☐

Have you applied to any ROTC/NROTC Schools/Programs? Yes ☐ No ☐

If yes, which program did you apply to? _____

Academy Information

Number your preference (1 to 4) of academies – with 1 being your highest preference (required)

____ U.S. Military Academy (West Point)

____ U.S. Air Force Academy

____ U.S. Naval Academy

____ U.S. Merchant Marine Academy

Other Applications

If you applied through other channels, please indicate which ones (select all that apply):

☐ U.S. Senator Roy Blunt

☐ U.S. Senator Josh Hawley

☐ The Vice President of the United States

☐ The President of the United States

☐ Other

Describe: _____

Have you previously submitted an application for appointment? ☐ Yes ☐ No

If yes, which office did you apply to? _____

What year did you apply? _____

Have you attended a U.S. Service Academy Information Session through my office: ☐ Yes ☐ No

Summer Seminar - I was aware of the summer Seminar Program: ☐ Yes ☐ No

I applied for the Summer Seminar Program at: _____

I attended the Summer Seminar Program at: _____

I have visited the academy I am applying to: ☐ Yes ☐ No

I am being recruited by an athletic department.: ☐ Yes ☐ No

If so, which sport: _____

Essay

On a separate page, provide two typewritten pages on the following topic: **"Why I Want to Attend a U.S. Service Academy."**

The essay pages should be numbered with your full name on each page and mailed with the application.

Applicant Signature

I affirm that the foregoing statements made in this application are true and complete to the best of my knowledge, and I understand that if I have not submitted all necessary data by the Friday, October 2, 2020 deadline, I may not be considered for a nomination.

_____ _____

Applicant Signature Date

Parent/Guardian Signature

I certify that my son or daughter is a legal resident of Missouri's Fourth Congressional District.

_____ _____

Parent Signature Date

Please mail the document to ensure delivery by the deadline date of **October 2, 2020** to:

Congresswoman Vicky Hartzler
Attention: Rachel Gilroy, Academy Coordinator
1909 North Commercial Street
Harrisonville, MO 64701

2020 Congresswoman Vicky Hartzler Academy Nomination Form

TEACHER/COACH EVALUATION AND LETTER OF RECOMMENDATION GUIDELINES

Name of Applicant (Last, First, Middle Initial) _____ Date of Birth _____

The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form. We appreciate your honest evaluation and help in this process.

Please rank the applicant among his/her peer group:

Excellent - among the best I have known

Very Good - stands out in relation to peers

Average - does what is expected for age/grade

Below Average - falls behind peers in expectations

	Excellent	Very Good	Average	Below Average
Ability to work under pressure				
Ability to adapt to changing circumstances				
Ability to work with others				
Ability to finish tasks without supervision				
Ability to handle constructive criticism; "coach-ability"				
Respect for authority				
Maturity				
Integrity				
Perseverance				
Competitiveness				

Signature: _____ Date: _____

Name (printed): _____ Title: _____

School: _____

Email: _____ Phone: _____

For additional comments, please attach a letter of recommendation using school letterhead. To help formulate your letter, you might consider the following questions:

1. How long have you known the applicant and in what capacity?
2. What are the applicant's strengths, talents, or unique qualities?
3. What do you consider the applicant's limitations or weaknesses?
4. What are the applicant's leadership characteristics and reactions to stressful situations?
5. Do you know of any personal circumstances that might affect the applicant's performance?

Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than **Friday, October 2, 2020.**

Congresswoman Vicky Hartzler
Attention: Rachel Gilroy, Academy Coordinator
1909 North Commercial Street
Harrisonville, MO 64701

2020 Congresswoman Vicky Hartzler Academy Nomination Form

HIGH SCHOOL COUNSELOR/PRINCIPAL EVALUATION AND LETTER OF RECOMMENDATION GUIDELINES

Name of Applicant (Last, First, Middle Initial) _____ Date of Birth _____

The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form. We appreciate your honest evaluation and help in this process.

Please provide the applicant's GPA and class rank:

Unweighted 4.0 GPA: _____

High School Rank: # _____ Out of _____ (based on at least 6 semesters)

*If you cannot give us a rank, please use the percentage of graduating class.

Please rank the applicant among his/her peer group:

_____ Excellent, among the best I have known

_____ Very Good, stands out in relation to peers

_____ Average, does what is expected for age/grade

_____ Below Average, falls behind peers in expectations

Signature: _____ Date: _____

Name (printed): _____ Title: _____

School: _____

Email: _____ Phone: _____

Using school letterhead, please attach your letter of recommendation. To help formulate your letter, you might consider the following questions:

1. How long have you known the applicant and in what capacity?
2. What are the applicant's strengths, talents, or unique qualities?
3. What do you consider the applicant's limitations or weaknesses?
4. What are the applicant's leadership characteristics and reactions to stressful situations?
5. Do you know of any personal circumstances that might affect the applicant's performance?

Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than **Friday, October 2, 2020.**

U.S. Congresswoman Vicky Hartzler
Attention: Rachel Gilroy, Academy Coordinator
1909 North Commercial Street
Harrisonville, MO 64701

2020 Congresswoman Vicky Hartzler Academy Nomination Form

COLLEGE ADVISOR/FACULTY EVALUATION AND LETTER OF RECOMMENDATION GUIDELINES

Name of Applicant (Last, First, Middle Initial) _____ Date of Birth _____

The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form. We appreciate your honest evaluation and help in this process.

Please rank the applicant among his/her peer group:

_____ Excellent, among the best I have known

_____ Very Good, stands out in relation to peers

_____ Average, does what is expected for age/grade

_____ Below Average, falls behind peers in expectations

Signature: _____ Date: _____

Name (printed): _____ Title: _____

School: _____

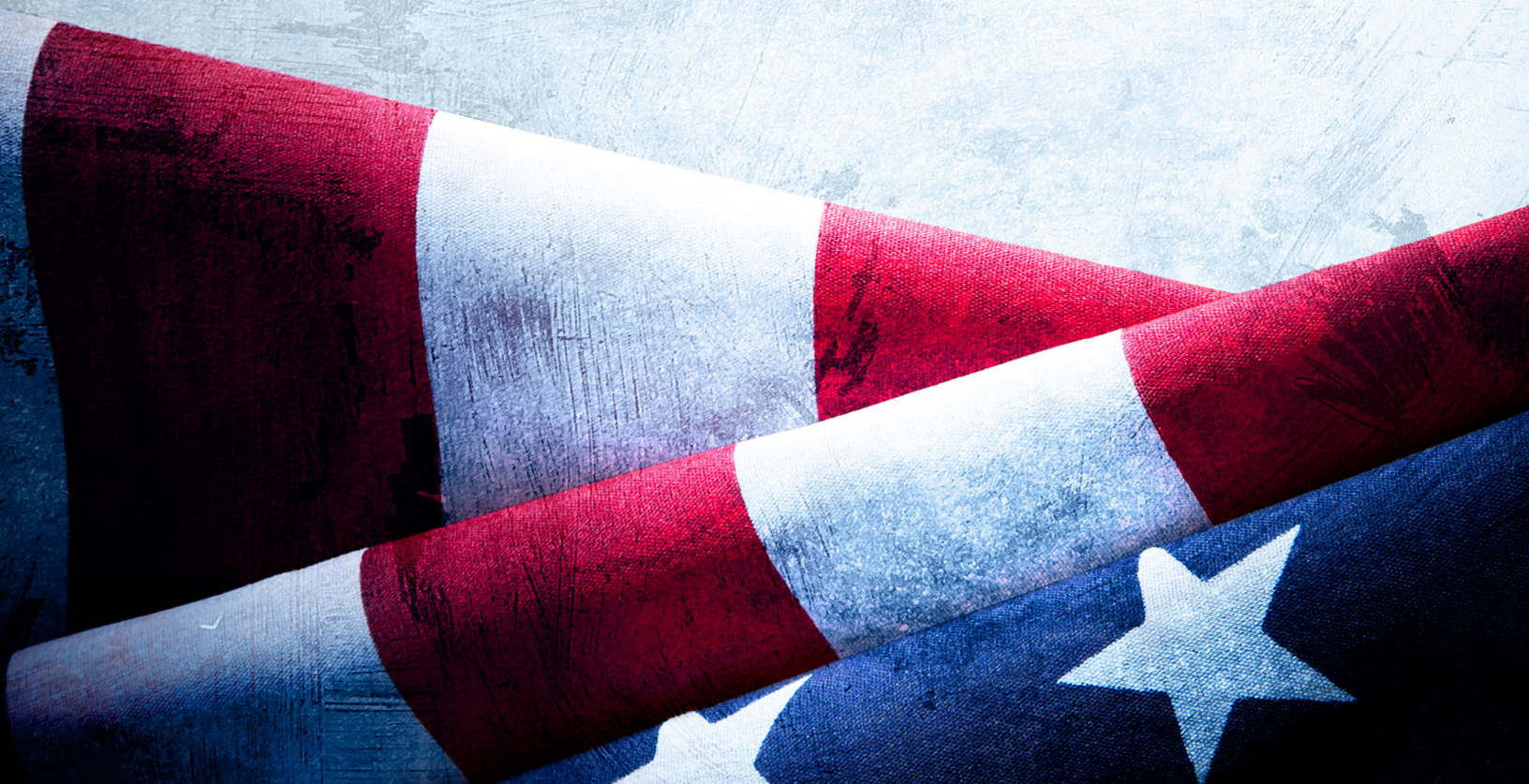
Email: _____ Phone: _____

Using school letterhead, please attach your letter of recommendation. To help formulate your letter, you might consider the following questions:

1. How long have you known the applicant and in what capacity?
2. How is the applicant balancing his college course load and activities?
3. What are the applicant's strengths, talents, or unique qualities?
4. Has the applicant displayed any leadership characteristics and/or reactions to stressful situations?

Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than **Friday, October 2, 2020.**

U.S. Congresswoman Vicky Hartzler
Attention: Rachel Gilroy, Academy Coordinator
1909 North Commercial Street
Harrisonville, MO 64701

CONGRESSWOMAN VICKY HARTZLER
1909 North Commercial Street
Harrisonville, MO 64701
(816) 884-3411

Hartzler.house.gov
Facebook: Congresswoman.Hartzler
Twitter: @Rephartzler
Instagram: @Rephartzler