CONGRESSMAN
MATT CARTWRIGHT

Proudly representing the people of Pennsylvania's 17th Congressional District

United States Service Academy Nomination Information

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General Information

Different Service Academy nominating offices utilize a selection process that ultimately fits the needs of the individual office. For those candidates who are applying to multiple nominating offices, please be aware that both necessary protocol and required information may differ.

Due to the competitive nature of Service Academy nominations, candidates are strongly encouraged to apply to **every** nominating authority for which eligibility allows. If you receive a nomination from a source other than my office, it is imperative that you immediately inform my office. There is no benefit to candidates receiving multiple nominations from multiple sources.

The information outlined in this packet represents what is required for you to be considered as a candidate to one of the United States Service Academies. Ultimately, it is **YOUR RESPONSIBILITY** to submit this information fully, accurately, and according to the requested format. It is also **YOUR RESPONSIBILITY** to make sure that this office receives any updates to your submitted information. The postmarked submission deadline for completed application packets is **FRIDAY, OCTOBER 2, 2015**. This will allow my staff and me ample time to conduct a thorough review of each candidate's qualifications. Although updates to the application packets are accepted after the deadline, any candidate whose file is incomplete after October 2, 2015 cannot be considered for a nomination.

At the beginning of the application form, candidates are asked to rank their order of preference for each of the four service academies. I would encourage you to carefully consider which of the service academies you list as your first choice, as second choices will only be considered in the rare instance that there is an insufficient number of qualified candidates for a particular academy. As stated above, completed application packets are due on October 2, 2015. Candidates will be scheduled to interview with members of my 17th District Service Academy Nomination Board on December 5, (exact location and time will be provided by mid-November). Nominations will be announced in early to mid-January 2016.

Instructions for Completing the Service Academy Candidate Packet

The application deadline is October 2, 2015. The following items must be included in order for the Candidate Packet to be considered:

1. Signed applicant agreement form (next page).
2. Completed application form (enclosed, pages 6-7).
3. A 3x5 or 4x6 color photograph of the candidate, plus a digital image of the same photo for media use
4. An official transcript of your high school and college (if applicable) studies.
5. Official copies of SAT and/or ACT scores
6. One essay of no less than 750 words, addressing all of the following questions; the essay should be typed in Times New Roman, 12 point font, and double-spaced.
   a. To which Academy (or Academies) are you applying? Have you already opened an application with the Academy (or academies)?
   b. Have you applied for a nomination through another source? If so, to which office(s) have you applied?
   c. What are your goals and aspirations for serving in the military?
   d. In what ways have you demonstrated leadership?
   e. How do you think your service in the military will benefit your community and the 17th District of Pennsylvania?
   f. Any other information you feel would be helpful for the Service Academy Nomination Board to know.
7. One essay of no less than 500 words, addressing your community service or involvement with a civic or school organization, and its impact on yourself and your community.
8. Two letters of recommendation, one must be from a teacher and one must be from an adult to whom you are not related. These letters should attest to your character, academic, and leadership qualities.

All of this information should be **compiled and mailed in one shipment** to:

Office of Congressman Matt Cartwright
Attn: Service Academy Nominations
226 Wyoming Avenue
Scranton, PA 18503

Interviews of all candidates by our Military Academy Selection Board will be held on **Saturday, December 5, 2015** at a location to be announced. The candidate must be present at the scheduled time to be interviewed by the members of the Academy Committee. If a candidate applies for more than one academy this might require an appearance before more than one Selection Committee on that day. **Please note, alternate interview dates and times cannot be accommodated.**

If you have any questions or concerns regarding your Service Academy Candidate Packet or application form, please contact Bob Morgan (bob.morgan@mail.house.gov) or Tammy Aita (tammy.aita@mail.house.gov) at **(570) 341-1050**.

Applicant Agreement

Please read the following agreement before signing and submitting your application packet, as your signature indicates your agreement with the following statement. If you do not include your signature, your application cannot be considered for a nomination:

It is my sincere desire to attend a United States Service Academy and I intend to adhere to the vigorous academic course of academy study if appointed. I understand that attending a United States Service Academy also requires a minimum of five years of military service upon graduation. I knowingly and willingly commit to this responsibility.

By signing this document, I am confirming that I am a citizen of the United States, or will acquire citizenship by July 1, 2016. I am confirming that I am at least 17 years of age but not older than 23 years of age by June 1, 2016. I am confirming that I am neither married nor pregnant, and that I do not have any child support obligations. I am a legal resident of the 17th Congressional District of Pennsylvania.

I certify that the information I have provided in this application packet is accurate. Any changes to the information will be reported immediately. Additionally, I understand that I will not be considered for a nomination if the required documents are incomplete or are not postmarked by the Friday, October 2, 2015.

_____

Applicant's Signature

_____

Date

Application Form

Please print clearly or type the following information:

List Order of Preference (If seeking more than one nomination)	
U.S. Military Academy	
U.S. Naval Academy	
U.S. Air Force Academy	
U.S. Merchant Marine Academy	

Date of application completion: _____

Expected date of high school graduation: _____

U.S. Representative Matt Cartwright- Nomination Application

PART I: General Information

Full Name (Last, First, Middle):_____

Male _____ Female _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Cell Phone: _____

E-mail: _____ Date of Birth (mm/dd/yy): _____

Social Security No.:_____

Are you a US citizen? Yes_____ No _____

If no, list your country of citizenship: _____

Parent(s)/Guardian(s), please list names:

_____

_____

Can the Office of Congressman Matt Cartwright use your name in a press release if you receive a nomination of appointment? Yes_____ No _____

Local Newspaper(s), please list any local editions that may apply:

_____

_____

PART II: Education

Name of High School: _____

Address: _____

Anticipated Graduation Date (mm/yy): _____

If post-graduate, please list current school info:

_____

Grade Point Average: _____ Class rank: _____ in a class of _____

SAT Scores:

Critical Reading: _____ Math: _____ Writing: _____ Composite: _____

ACT Scores:

Math: _____ English: _____ Reading: _____ Science: _____ Composite: _____

PART III: Extracurricular Activities/Scholastic Achievements

_____

_____

_____

_____

_____

PART IV: List of Community Activities, Athletics, Leadership Experience and Special Achievements

_____

_____

_____

_____

_____

Recommendation Form

Note to candidate: Two recommendations are required. Please enter your name and legal residence below. Deliver or mail this form to the two people who will be writing recommendations on your behalf. Ask each recommender to enclose the letter he/she has written in a sealed envelope, signed across the flap, and returned to you. **DO NOT OPEN OR UNSEAL THE RECOMMENDATION LETTER**. Be sure to include two sealed recommendation letters with the rest of the completed application packet postmarked no later than Friday, October 2, 2015.

Applicant's Name of (Last, First, Middle): _____

Applicant's Street Address: _____

City, State, Zip: _____

Note to Recommender from Congressman Matt Cartwright (PA-17): The person whose name appears above is applying for a nomination to one of the U.S. Service Academies. The purpose of the U.S. Service Academies is to provide a college education leading to a career as an officer in the Armed Forces. The questions posed below suggest the kind of information most helpful in the selection process. Federal or state law may require that all admissions material be shown to a student on request. I am aware that I am asking for considerable time and effort on your part in completing this form. Therefore, I want to assure you that your generous assistance in giving this appraisal will be very helpful to me in the nomination process and is greatly appreciated.

Once completed, please give this recommendation to the applicant in a sealed envelope with your signature across the back flap. The recommendation will be submitted unopened by the candidate with the rest of his/her application.

Part I: General Character and Accomplishments

Leadership characteristics:

_____

_____

_____

Personality traits:

_____

_____

_____

Ability to work under pressure/Demonstrated perseverance:

_____

_____

_____

_____

Ability to work with others:

_____

_____

_____

_____

Motivation:

_____

_____

_____

_____

Athletic ability:

_____

_____

_____

_____

Other general comments:

_____

_____

_____

_____

_____ _____

Signature of Recommender Date

_____ _____

Name of Recommender Telephone Number

_____

Relationship to Candidate

Part II: Personal Evaluation

On a separate piece of paper, please answer all of the following questions as completely and frankly as possible:

1. How long have you known the applicant and in what capacity?
2. What would you consider to be the candidate's strengths with regard to leadership potential?
3. What would you consider to be the candidate's weaknesses?
4. How well does the applicant handle stressful situations? Please give examples, if possible.
5. What do you think motivates the applicant to attend one of the United States Service Academies?
6. Do you know of any reason why this candidate would be unable or unwilling to meet the rigorous requirements needed for successful performance at a U.S. Service Academy?

Again, thank you for taking the time to contribute to our U.S. Service Academy nomination process.