CONGRESSMAN
MATT CARTWRIGHT

Proudly representing the people of Pennsylvania’s 8th 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, September 25, 2020. 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 September 25, 2020 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 September 25, 2020. Candidates will be scheduled to interview with members of my 8th 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 2021.

Interviews can only be scheduled for candidates with active/open applications with an academy. (i.e. I have indicated a Merchant Marine Academy nomination preference, but have not opened an application with the Merchant Marine Academy. The candidate will not be scheduled to interview with the Merchant Marine panel due to the lack of an active/open application.)
Instructions for Completing the Service Academy Candidate Packet

The application deadline is September 25, 2020. The following items must be included in order for the Candidate Packet to be considered:

1. Signed applicant agreement form (page 6).
2. Completed application form (pages 7-8).
3. A 4x6 or 5x7 color photograph of the candidate And a digital image of the same photo for media use.
4. An official transcript, stamped and signed from your high school and/or 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 8th 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 from an adult to whom you are not related. These letters should attest to your character, academic, and leadership qualities. The recommender should seal the envelope and sign across the back flap.

PLEASE NOTE, RECOMMENDATIONS THAT DO NOT MEET THIS STANDARD WILL NOT BE CONSIDERED VALID AND WILL LEAD THE CANDIDATE TO BE DISQUALIFIED FROM FURTHER ADVANCEMENT IN THE NOMINATION PROCESS.
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, 2020 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, 2020. I am confirming that I am at least 17 years of age but not older than 23 years of age by June 1, 2020. 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 8th 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, September 25, 2020.

____________________________________
Applicant’s Signature

____________________________________
Date
Application Form

Please print clearly or type the following information:

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): ______________
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, September 25, 2020.

Applicant’s Name of (Last, First, Middle): ________________________________________________

Applicant’s Street Address: ______________________________________________________________

City, State, Zip: ______________________________________________________________________

Note to Recommender from Congressman Matt Cartwright (PA-08): 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.
Military Academy Nomination Application

Check List

- Signed Applicant Agreement (page 6)
- Complete application form (page 7 & 8)
- A 4x6 or 5x7 color photo **AND** digital copy of applicant
- An official stamped and signed high school transcript
- Official copy of SAT and/or ACT scores
- 750 word essay
- 500 word essay
- 2 properly sealed and signed (on back flap of envelope) letters of recommendation

If you have any questions on the above check list please call our office at (570) 341-1050.