Service Academy Nomination Application Packet

2016

For Admission to an Academy - Summer 2017

Due Friday, October 14, 2016

The Honorable Ted Poe
United States Congressman, Texas District 02
ATTN: Marlene Moulder
1801 Kingwood Drive, Suite 240
Kingwood, Texas 77339
281-446-0242

(Mail sent via U.S. Postal Service addressed only to Congressman Poe will be refused. Please address all correspondence as noted above)

READ CAREFULLY – THIS DOCUMENT CONTAIN DETAILED INSTRUCTIOS:

All applicants must meet the following criteria (no exceptions) as of July 1 of the year of admission to an Academy:

- Be at least 17 years old but not have passed 23rd birthday
- Must be a U.S. citizen
- Be unmarried, not pregnant, and have no legal obligation to support children or other dependents

Residency: Applicant's legal domicile must be in the 2nd Congressional District of Texas. If parent(s) are in the military and applicant is under age 18, legal domicile is determined by residency of the parent(s). If parents are divorced, legal domicile is determined by the parent who has legal custody. Parent(s) must hold a current driver's license and/or voter registration listing an address in the 2nd District. Applicants can only request consideration for a nomination from one U.S. Representative.

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Age: Applicant must be at least 17 years old by July 1 of the year of your induction but not have passed your 23rd birthday. If you are applying for the Merchant Marine Academy, you must not have attained 25 years of age by July 1 of the year of entry

A completed request for a nomination packet must contain:

- Completed application form in this packet or obtained from: http://poe.house.gov under "How Can I Help You?"
- Include a resume briefly describing your involvement in the categories listed below. Include information relative to leadership positions (i.e. offices, awards, and honors). Also show date of involvement in each activity. If you already have an updated resume, feel free to include it to complete the section. (Sample resume at end of packet.)
    - Athletics
    - School activities
    - Job/work experience
    - Community involvement/volunteer work
    - Other activities you consider important to show leadership
    - Awards and honors
- A recent photograph no larger than 3x2½ inches. Applicant's name written on back in ink.
- ZIP+4 is required on application. Can be obtained from https://tools.usps.com/go/ZipLookupAction!input.action
- Three letters of recommendation dated within a year of submission from the following sources
    - One must be from a high school principal, counselor, or coach. *If applicant is attending a prep school or on active military, one of these letters must be from a commanding officer.*
    - Two at the applicant's discretion (Please note: letters from immediate family members are NOT accepted and will not be considered as part of this requirement. Immediate family includes: parents, legal guardian, siblings, grandparents, aunt, uncle, niece and nephew, and in-laws and step-relatives of the same categories)

- Only three letters of recommendation will be considered. Additional letters will not be given to the Congressman's Service Academy Nomination Board for consideration.
- Letters of recommendation must be signed by the writer and have full contact information listed on the letter (phone number, address, email).
- It is the applicant's responsibility to be certain the letters are received in the Congressman's office by the deadline date.

- A maximum 250-word essay.
  - Topic: "Why I want to attend a U.S. Service Academy"
  - *Double-spaced on plain white paper, at least 12-point font using Arial, Tahoma, or Times New Roman*
  - Put full name on essay
- Official SAT/ACT scores
  - SAT/ACT scores or ticket to most recent test date must be received by the deadline date. Applicant cannot be considered for an interview without scores on file at time of interview. Applicants are encouraged to take the SAT or ACT in the spring of their junior year or early in their senior year.*
  - SAT Test Code: 4524 ACT Test Code: 7683
- Official high school transcript
  - Must be submitted in a sealed envelope from the high school
  - Must contain official class rank after completion of junior year
  - Must be through junior year if still in high school or for graduates, must show graduation date
  - Students attending college or prep school should also submit college transcript or courses in progress

Completed packets will be reviewed, and applicants will be notified if they qualify for the next step in the process, which is an interview with Congressman Poe's Service Academy Nomination Board.

If mailed via U.S. Postal Service, packets should indicate '"Academy Application, Attn: Marlene Moulder'". Application packets may be mailed by alternate means or hand-delivered to the Congressman's Harris County East District Office, located at 1801 Kingwood Drive, Suite 240, Kingwood, Texas 77339 by 5:00pm CST. If you have any questions regarding the nomination process, please call 281-446-0242 or e-mail *Marlene.Moulder@mail.house.gov*

DEADLINE FOR SUBMISSION OF COMPLETED PACKETS: FRIDAY, OCTOBER 14, 2016, 5pm CST. APPLICANTS WHO FAIL TO SUBMIT A COMPLETED PACKET BY THE DEADLINE WILL NOT BE GIVEN CONSIDERATION.

****Interviews will be in early November. There is a SAT on November 5, 2016. Applicants should consider that this date may be in conflict with the nomination interviews and are encouraged to schedule an alternate date.***

U.S. CONGRESSMAN TED POE
Texas District 02

APPLICATION FOR NOMINATION TO U.S. SERVICE ACADEMY

Please print or type legibly and answer all questions completely. If filled out by hand, use dark ink and large print. To be completed by applicant. Note: Zip + 4 is required for address.

APPLICANT INFORMATON		
Last name	First name	Middle name
Street Address and Apartment #		Email
City	State	Zip + 4 (required)
Phone Number	Social Security #	Date of Birth
Permanent address (If different from above)	Street Address	City, State, Zip Code
Name(s) of Parent(s) or Guardian(s)		
Name	Relationship	
Complete Address		
Name	Relationship	
Complete Address		
EDUCATION		
High School	Location	Date of Graduation
Are you currently attending or have you attended a prep school, college or university? Yes ☐ No ☐ If yes, see below:		
Name of prep school, college or university:	Hours completed	Current hours enrolled
Location	Dates of attendance	
MILITARY SERVICE		
Are you currently a member of the U.S. Military? Yes ☐ No ☐ If "Yes", see below.		
Branch of Service	From To	
Current Rank	Discharge date	

BACKGROUND INFORMATION
HAVE YOU EVER BEE ARRESTED, CONVICTED, OR FINED FOR ANY VIOLATION OF THE LAW (OTHER THAN MINOR TRAFFIC VIOLATION)? If "yes", please explain:
HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM AN EDUCATIONAL INSTITUTION. If "yes", please explain:

PLEASE RANK IN ORDER OF IMPORTANCE YOUR CHOICE FOR A SERVICE ACADEMY.	
U.S. Air Force Academy _____	*U.S. Military Academy* _____
U.S. Merchant Marine Academy _____	*U.S. Naval Academy* _____

SUBMIT THIS APPLICATION ALONG WITH YOUR RESUME AND ALL OTHER REQUIRED DOCUMENTS AS OUTLINED IN THIS PACKET BY 5:00 PM CST ON FRIDAY OCTOBER 14, 2016. (Late completed packets will not be considered.)

PLEASE READ CAREFULLY BEFORE SIGNING:

DISCLAIMER AND SIGNATURE	
I certify that I am a resident of the 2nd Congressional District of Texas and am only submitting an application for a nomination from the U.S. Congressman who represents the district of my legal residence I affirm that the foregoing statements and attached essay are true and complete to the best of my knowledge. I also understand that if I have **NOT** submitted **ALL** of the required documents by **5:00pm CST FRIDAY, OCTOBER 14, 2016**, I **WILL NOT** be considered for a nomination. PRIVACY ACT OF 1974 STATEMENT: Congressman Ted Poe and his office may monitor my progress in seeking an appointment to an Academy. I hereby give my consent to any U.S. Service Academy to divulge information from my records for this purpose. I also, hereby, grant my consent to the Congressman to release basic information and my photo should I receive an offer of appointment from a Service Academy.	
Printed name:	
Signature:	**Date:**

Sample Expanded Resume

Applicant for Nomination to U.S. Service Academy

I.M. Applicant

123 Legal Residence
City, Texas 00000-1234
student email@email.com

Education:	High School (name, city, state)	Anticipated Graduation
	Prep school or College (name, city state	Dates attended
High School Activities:	Organization/office(s) held	Grade
Athletics/Sports:	Sport – leadership role held (i.e. Captain)	Grade
Outside Activities:	Example: Boy Scouts/Church – leadership role held	Years
Honors/Awards:	List honors/awards	Years
Work Experience:	List job, place of employment and #hour per week worked	Years
Special Accomplishments:	List here what may not fall into other categories	Years

You may use this example as a guide for information to be included in your resume. Please use minimum 10 pt Arial, Tahoma or Times New Roman font. Please do not use script fonts. If you create your own document, be certain information is clearly stated and grouped by activity or achievement.

U.S. Congressman Ted Poe
U.S. Service Academy Check List

DEADLINE: FRIDAY, OCTOBER 16, 2016, 5PM CENTRAL TIME – RECEIVED AT CONGRESSMAN'S KINGWOOD OFFICE

Items required for completed packet requesting a nomination form Congressman Poe:

- O Completed application signed and dated
- O Resume of extra-curricular activities, leadership, athletics, awards, work history, volunteer work, and community involvement.
- O Photograph
- O Three letters of recommendation as outlined in this packet
- O Essay
- O Official SAT or ACT scores or ticket to most recent test if scores not available by deadline.
- O Official High School transcript through junior year or, if graduate, showing graduation date. Either should show class rank. Transcript of completed college/university, prep school classes and classes in progress.

FAILURE TO SUBMIT ALL REQUIRED ITEMS BY DEADLINE DATE WILL DISQUALIFY APPLICANT FROM CONSIDERATION FOR A NOMINATION.