



Service Academy Nomination  
Fact Sheet and Application  
2018

For Admission to an Academy - Summer 2019

**Due Friday, 5 PM CT, October 12, 2018**

Mail to:

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

*(IMPORTANT: Any type mail (including Certified 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 CONTAINS DETAILED INSTRUCTIONS**

**PART ONE:**

**BASIC REQUIREMENTS:**

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 23<sup>rd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> District.

[Applicants can only request consideration for a nomination from one U.S. Representative.](#)

*Age:* Applicant must be at least 17 years old by July 1 of the year of your induction but not have passed your 23<sup>rd</sup> 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.

**PART TWO:**

**NOMINATION PACKET:**

**A completed request for a nomination packet must contain:**

- Completed application form included with document
- 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 dates 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.) Resumes should be no longer than two pages and type should be no smaller than 12 point font and no Script or Italics.
  - Name and contact information on resume
  - Athletics
  - School activities, including awards and honors
  - Job/work experience
  - Community involvement/volunteer work
  - Other activities considered important to show leadership
- 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 as described below.
  - Letters are to be no longer than 300 words. Applicant should notify recommender of this criteria.
  - One must be from a high school principal, counselor, or coach. *If applicant is attending a prep school (including U.S. Service Academy Prep Schools) or on active military, one of these forms must be from a commanding officer.*

- Two recommenders at the applicant’s discretion (Please note: letters from immediate family members, members of the Congressman’s staff or the Congressman’s Service Academy Nomination Board 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.) Select your recommenders carefully.
- **Only three (3) Recommendation Forms will be considered.** Additional letters will not be given to the Congressman’s Service Academy Nomination Board for consideration. Only the first three letters received that meet the criteria will be considered.
- Recommendation Forms must be signed by the writer and have full contact information listed on the letter (phone number, address, email), otherwise they will not be considered. It is the applicant’s responsibility to be certain that the forms are received in the Congressman’s office by the deadline date.
- Applicant personal statement
  - Complete the attached Personal Statement form. **THIS FORM MUST BE USED.** No other form of personal statement or essay will be accepted. Questions on the Personal Statement form must be answered in the prescribed format.
  - Type or print clearly in dark ink. Illegible forms will be returned.
  - Each answer MUST NOT be longer than 75 words. And only answer questions on form.
  - Put full name on form and sign.
- 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 a nomination without scores on file by October 22. And scores must meet the minimum requirements outlined below in Part Three (3). 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 and bear the seal of the 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 (including the U.S. Service Academy Prep Schools) should also submit college transcript or courses in progress

*Incomplete or incorrect documents listed above will be returned and must be corrected by the deadline date. Application packets will be reviewed and applicants will be notified if they qualify to be considered by the Congressman’s Service Academy Nomination Board. SEE PART THREE FOR ADDITIONAL QUALIFICATIONS.*

**PART THREE:**

**MINIMUM REQUIREMENTS** to proceed to next step in request for consideration for a nomination:

When your file is complete, it will be reviewed for minimum standard requirements. To proceed in the process you must have **on file** the following MINIMUM SAT and/or ACT scores:

SAT	English	550
	Math	580
ACT	Composite	27

If these minimum scores are **not** on file by the deadline, **you will be immediately disqualified from consideration for a nomination.**

***Interviews are scheduled to take place on the first Saturday of November – November 3, 2018 - (before 1:00pm). If you qualify to proceed to the interview phase, you must be present for an interview unless you attend school out of town or are on active duty military. It is strongly suggested that you schedule SAT/ACT tests prior to that weekend.***

If you take an October test, those scores **may not** be available by the deadline and this will affect the review of your file. Proof of an admission ticket to the October test must be in the packet by the deadline. Scores must be to the Congressman’s Kingwood Office no later than October 22. Eligibility determination will be made upon receipt of those scores if an applicant has not qualified on previous scores to move forward.

***If packet is mailed via U.S. Postal Service (including Certified Mail), packets should indicate "Academy Application, Attn: Marlene Moulder". Application packets may be mailed by alternate means or hand-delivered to the Congressman’s Texas 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](mailto:Marlene.Moulder@mail.house.gov)***

***SUBMISSION OF ALL THE REQUIRED FORMS FOR THE PACKET DOES NOT QUALIFY YOU TO MOVE FORWARD IN YOUR REQUEST FOR A NOMINATION. YOU MUST MEET THE MINIMUM SAT/ACT SCORE REQUIREMENTS. SEE PART THREE.***

***DEADLINE FOR SUBMISSION OF COMPLETED PACKETS: FRIDAY, OCTOBER 12, 2018 5:00pm CST. APPLICANTS WHO FAIL TO SUBMIT A COMPLETED PACKET BY THE DEADLINE WILL NOT BE GIVEN CONSIDERATION.***

## SAMPLE RESUME

Applicant's Name  
123 Legal Residence  
City, Texas 00000-1234  
[student\\_email@email.com](mailto:student_email@email.com)

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

You may use this example as a guide for information to be included for your resume. Please use minimum 12pt 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.

PRINT NAME OF APPLICANT: \_\_\_\_\_

U.S. Service Academy Nomination **Applicant Personal Statement**  
U.S. Congressman Ted Poe

**Answer all questions.** EACH QUESTION MUST BE LIMITED TO NO MORE THAN 75 WORDS/ONE PARAGRAPH.

Type your answers to the following questions below or on a separate sheet of paper using 12 pt font, Times New Roman, Arial, Calibri and no Script. If you fill in by hand, print legibly in dark ink. PUT YOUR NAME ON THIS PAPER and ANY ATTACHMENT. **No other format will be accepted.**

1. In what ways have you prepared yourself to attend a U.S. Service Academy?
  
2. What made you decide to attend a U.S. Service Academy, and when did you make that decision?
  
3. How have your extracurricular, athletic and volunteer activities prepared you for an Academy?
  
4. Briefly describe an experience that best demonstrates our leadership ability.
  
5. Do you understand that, if offered an appointment, you must commit to a minimum of five (5) year active military service?
  
6. Do you think you can live by the honor code: "We will not lie, steal, cheat, nor tolerate those among us that do"? This honor code includes the requirement to report violations you observe or learn about?
  
7. What disappointments/obstacles have you encountered in life, and how did you handle them?
  
8. What makes you stand out amongst the other applicants for a nomination?
  
9. What will make you a good officer and leader in the U.S. Military?

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

**DEADLINE: RECEIVED AT CONGRESSMAN POE'S  
KINGWOOD OFFICE BY 5:00 PM CENTRAL TIME ON  
FRIDAY, OCTOBER 12, 2018**

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

- Completed application signed and dated
- Resume of extra-curricular activities, leadership, athletics, awards, work history, volunteer work, and community involvement
- Photograph
- Three letters of recommendation – see instructions for requirements (limited to 300 words each)
- Completed Personal Statement (No essay – only this form will be accepted)
- Official SAT or ACT scores or ticket to most recent test if scores not available by deadline
- 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.

**Fact Sheet and Check List should not be included in packet submission. Items listed above can be submitted separately or as a packet.**

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



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**U.S. CONGRESSMAN TED POE  
Texas District 02**

**APPLICATION FOR NOMINATION TO U.S. SERVICE ACADEMY**

***READ INSTRUCTIONS CAREFULLY. This application must be completed by the applicant. If completed by hand, please print legibly and use dark ink. Information that cannot be read easily can hinder the application process. After completion by either method, print, sign, and submit according to the Fact Sheet. All sections must be completed or marked "NA" (not applicable). Read the Academy Packet found with this application for specific requirements.***

APPLICANT INFORMATION		
Last name	First name	Middle name
Street Address and Apartment #		Email
City	State	Zip + 4 (+4 IS 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 <input type="checkbox"/> No <input type="checkbox"/>		
If yes, see below:		
Name of prep school, college or university:	Hours completed	Current hours enrolled

Location	Dates of attendance
<b>MILITARY SERVICE</b>	
Are you currently a member of the U.S. Military? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", see below.	
Branch of Service	From _____ To _____
Current Rank	Discharge date
<b>BACKGROUND INFORMATION (YOU MUST MARK A RESPONSE TO BOTH QUESTIONS IN THIS SECTION.)</b>	
HAVE YOU EVER BEEN ARRESTED, CONVICTED, OR FINED FOR ANY VIOLATION OF THE LAW (OTHER THAN MINOR TRAFFIC VIOLATION)? If "yes", please explain: NO _____ YES _____	
HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM AN EDUCATIONAL INSTITUTION. If "yes", please explain: NO _____ Yes _____	
<b>PLEASE RANK IN ORDER OF IMPORTANCE YOUR CHOICE FOR A SERVICE ACADEMY.</b>	
<i>U.S. Air Force Academy</i> _____	<i>U.S. Military Academy</i> _____
<i>U.S. Merchant Marine Academy</i> _____	<i>U.S. Naval Academy</i> _____

**SUBMIT THIS SIGNED APPLICATION ALONG WITH YOUR RESUME AND ALL OTHER REQUIRED DOCUMENTS AS OUTLINED IN THE FACT SHEET BY 5:00 PM CST ON FRIDAY, OCTOBER 12, 2018. (Late completed packets will not be considered.)**

**Interviews are scheduled to take place the first Saturday of November (before 1 pm) and if you qualify to proceed to the interview phase, you will need to be present for an interview unless you attend school out of town or are on active duty military. It is suggested that you schedule SAT/ACT tests prior to that weekend.**

**PLEASE READ CAREFULLY BEFORE SIGNING:**

**DISCLAIMER AND SIGNATURE**

I certify that I am a resident of the 2<sup>nd</sup> 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, as outlined on the Fact Sheet, by **5:00pmCST on FRIDAY, OCTOBER 12, 2018**, 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 my basic information and my photo should I receive an offer of appointment from a Service Academy.

**Printed name:**

**Signature (HANDWRITTEN SIGNATURE REQUIRED):**

**Date (REQUIRED):**