

# OFFICE OF U.S. CONGRESSMAN ED CASE

## SERVICE ACADEMY FACT SHEET

This fact sheet will familiarize you with the procedures and requirements to apply for a nomination from U.S. Congressman Ed Case to a United States Service Academy. Please read it carefully and retain it for future use.

### ACADEMIES

Individuals may be nominated to the following military academies:

U.S. Air Force Academy  
Colorado Springs, Colorado 80840  
<http://www.usafa.af.mil>

U. S. Merchant Marine Academy  
Kings Point, New York 10996  
<http://www.usmma.edu>

U.S. Military Academy  
West Point, New York 10996  
<http://www.usma.edu>

U.S. Naval Academy  
Annapolis, Maryland 21402  
<http://www.usna.edu>

Additional information can be obtained by writing to the admissions offices of the respective academies at the addresses listed above.

The U.S. Coast Guard Academy does not participate in the Congressional nominating system. Interested individuals may write directly to the Academy in care of: Director of Admissions, U.S. Coast Guard Academy, New London, Connecticut 06320

### ELIGIBILITY REQUIREMENTS

An individual must meet four basic eligibility requirements as of July 1st of the year he or she is to be admitted.

1. Be at least 17 years old, but not have passed the 23<sup>rd</sup> birthday.
2. Be a U.S. citizen;
3. Not be married, pregnant, or have a legal obligation to support a child; and
4. Be a child of parents or legal guardians who have bona fide legal residence in the State of Hawai'i.

## **NOMINATING SYSTEMS**

Congressman Case may have up to five (5) appointed cadets in attendance at each of the three service academies (Air Force, Military and Naval) at one time. Consequently, the number of vacancies open varies annually depending upon how many previously-appointed cadets are still enrolled in an academy. Candidates will be selected for nomination to compete for each vacancy. If no vacancies are available, you may reapply in the following year or choose to file an application at another academy. At the Merchant Marine Academy, ten nominees will be submitted to compete for the state quota of four.

The nomination method will be the “principal with numbered alternates” method. This method of nomination provides for designation of the principal nominee by the Member of Congress. Some or all of the remaining nominees are submitted to the academy for evaluation and will compete as alternates by rank. If the principal nominee does not qualify, alternates will compete for the vacancy by rank. Selection is based on merit as determined by the evaluation and ranking.

You are urged to apply to every nominating authority which your eligibility allows (i.e. U.S. Senators, Presidential, Vice-Presidential, children of deceased or disabled veterans, etc.). A full listing of the various sources is available in the academies’ catalogues.

Nominees must be residents of Hawaii’s Second Congressional District. Please call Congressman Case’s office if there are questions.

## **APPOINTMENTS**

A nomination **is not** an appointment. Only after the nominee meets the selected academy’s rigorous scholastic, physical and medical standards will the academy appoint that individual.

## **PRE-CANDIDATE FILE**

Applicants are required to initiate a pre-candidate file directly with each academy they wish to attend. The academy will, in turn, provide catalogues and other information to each prospective applicant.

## **PROCEDURES**

Congressman Case’s office has designed an application procedure to meet its own needs and standards. Carefully study and follow the instructions of this office. To request a nomination from Congressman Case, the following information must be submitted to him by December 1<sup>st</sup>.

1. APPLICATION FORM. The enclosed application form must be completed and returned before the deadline. Formal candidacy is established upon receipt of the application form.
2. OFFICIAL HIGH SCHOOL TRANSCRIPT (INCLUDING GRADE POINT AVERAGE AND NUMERICAL CLASS RANK --PERCENTILES NOT ACCEPTABLE) COLLEGE TRANSCRIPT.

**11th Graders:** Final junior grades must be submitted. If you apply before this information is available, it is your responsibility to request that your guidance counselor send an up-to-date transcript and keep your records current.

**12th Graders:** Grades must include up till last semester attended.

**Post graduates (those in college):** Complete grades in high school and up till last college semester.

3. SCHOLASTIC APTITUDE TEST (SAT) OR AMERICAN COLLEGE TESTING (ACT) SCORES. Applicants are strongly recommended to retake the exam to improve their scores, insofar as these tests are relied upon heavily to determine an applicant's qualifications. The highest scores will be counted.
4. TWO LETTERS OF RECOMMENDATION. One letter must be from your teacher, school principal, or counselor. The second letter can be from any person of your choice other than your immediate relatives. Each person should know you well enough to attest to your character, interests and activities, and your general reputation in the community. Additional letters are not necessary.
5. ESSAY. In a double-spaced, single page, typed essay, describe your activities, interest, goals, and reasons for wanting to attend the academy.
6. RECENT PHOTO. Please submit a recent photograph with your application.

## **DEADLINE**

All documents must be received by December 1<sup>st</sup>. You are encouraged to call 808-541-1986 should you have any questions. All correspondence regarding the service academies should be sent to the following address:

Congressman Ed Case  
Hawai'i, Second Congressional District  
5-104 Prince Kuhio Federal Building  
300 Ala Moana Blvd.  
Honolulu, Hawai'i 96850