



BEST PRACTICES

A GUIDE TO WHAT'S WORKING

CHAIRMAN DEBORAH PRYCE SECRETARY JOHN T. DOOLITTLE

SERVICE ACADEMY SELECTION PROGRAM



CONGRESSMAN STEVE BUYER

Enclosures:

- Internal office documents
 - o Comprehensive academy selection plan
 - o Schedule of the academy selection plan
 - o Sample of the nomination approval sheet
 - o Sample of the interview appraisal sheet
 - o Military Academy Day itinerary
- Documents sent to the applicants
 - o Application available via <http://stevebuyer.house.gov/>
 - o Academy guidelines for candidates via <http://stevebuyer.house.gov/>
 - o Outline of nomination procedures
 - o Schedule of milestones for the application process
 - o Interview hints
- Sample letters used by the office of Congressman Buyer
 - o Reminder letter of the application deadline
 - o Solicitation letter sent to local schools regarding the academy nominations
 - o Letter sent to local schools asking them to hang poster announcing the Military Academy Day
 - o Follow-up letter to local schools regarding poster
 - o Acknowledgement letter of receipt of recommendation letter
 - o Letter informing candidate of nomination
 - o Letter of regrets to candidates not nominated
- Two media releases
- Best Practices document providing additional information

Staff Contact:

- Joe Oyler with Congressman Steve Buyer, 574-583-9819
- Alisha Perkins with Congressman Doolittle, 202-225-2511

COMPREHENSIVE ACADEMY SELECTION PLAN

Prepared for:
Congressman Steve Buyer

Prepared by:
Military and Veterans Affairs Liaison
Kurtis Moore

Initial: 07 June 1994
Revised: 2 January 2006
By: Joe Oyler

OBJECTIVE

The objective of this comprehensive plan is to detail the procedures that his office will use to solicit, screen, and nominate candidates to the federal service academies. Using the competitive nomination method, this office will strive to nominate ten qualified candidates for each available slot at each academy.

OVERVIEW

Prospective candidates will contact this office to express their intent. Each candidate will receive an application packet (Appendices A, B, C), and the candidate must complete the packet and return it to the District Office not later than November 1st of the current selection year. After receipt of all application packets a copy of each application packet will be forwarded to the Selection Committee for review (normally with 10 days of the due date for receipt of the applications) prior to the interview. The Academy Selection Committee will interview qualified candidates who have completed their application packet. Once the Academy Selection Committee has agreed upon ten nominees for each available academy slot, the staff member will forward the recommendations to Congressman Buyer, who will review the nominations. Upon approval by Congressman Buyer with the completion of the nomination approval sheet (Appendix D), the nominations will be mailed to the respective academies. Once this office is notified that a nominee has been offered an appointment, Congressman Buyer will immediately contact the nominee by phone to inform him/her (send front page of Appendix B to the Congressman).

FILE MANAGEMENT

As letters of interest are received, a new contact will be created for that individual. The contact will reflect the specific academy(ies) in which the individual is interested. The contact code is academy. Hard-copied files will be kept separate from other casework files. All correspondence received or sent from this office will be recorded in the appropriate contact. In mid-October, the staff member will review each file to insure that it is complete. Candidates whose files are not complete will be notified as to what is missing (Appendix E). On November 10th, all

qualified, completed files will be compiled for the Academy Selection Committee unless the 10th falls on a weekend in which case the files will be compiled on the following Monday. Incomplete or unqualified files will be closed. On January 31, the deadline for nominations, files for candidates who did not receive nominations will be closed. As this office is notified of offered appointments, it will be noted in the respective contacts. On May 1, files for nominees who have not been offered an appointment will be closed. If an appointee declines an appointment, his/her file will be closed. On July 1, the files for the remaining appointees will be closed. Closed files will be placed in an archive box to be kept separate from other closed casework files.

SOLICITATION

The District Director and the academy selection staff member still make every effort to encourage applications to the academies within the district. The staff member will attempt to meet with high school guidance counselors within the district to solicit their support and ideas on increasing academy interest. In August, a letter to high school principals and superintendents (Appendix F) will be sent asking them to encourage their students to apply for the academies. In mid-August, another letter will be sent to the high school principals as follow up to insure posters have been received and posted (Appendix P).

The office will sponsor an Academy Day, in September Annually, that will be publicized in local media outlets (notified by the Press Secretary) and through the schools and post offices with posters (Appendices G, H). The academy day (Appendix I) will feature academy displays, a video "The Five Pointed Star," presentations by each respective academy (Academy Representatives (current Cadets/Midshipmen) are requested from each academy in early August), introductions of the Academy Selection Committee members (invited, attendance is not mandatory), and remarks from Congressman Buyer. In addition, the staff member will contact the essential military colleges prior to the academy day to obtain recruiting materials to be distributed at the academy day.

The Press Secretary will prepare a press release (Appendix J) notifying the public that this office is accepting applications for the academies. This release will be sent in late August.

APPLICATION PROCESS

Candidates who have expressed an interest in attending academies will be sent an "Application For Congressional Nomination to a U.S. Service Academy." (Appendices A, B, C) **All correspondence should be forwarded to the Monticello District Office.** The candidate should complete the two-page application. Additionally, the candidate should provide this office with copies of SAT or ACT scores. These can be sent directly from the testing agency. The candidate must provide the names of no less than three non-family members who will send letters of recommendation directly to us. The candidate has the **option** of sending a 100-word essay on his/her reasons for seeking an academy nomination, and for serving the country as a commissioned officer. The file must be complete by November 1st.

NOTE: Thank you letters will be sent to persons who have written letters of recommendation (Appendix K).

SELECTION PROCESS

The staff member will compile all of the information found in each complete, qualified file. The staff member will determine who will be interviewed, and prepare a schedule for the interview. The staff member will mail copies of the interviewing candidates files to the members of the Academy Selection Committee for them to review in advance of the interviews.

The Selection Committee (made-up of ten Academy Graduates, military officers or Community/Business Leaders) will divide into two teams and interview each applicant. Each member of the team will evaluate the candidate using the form "Interviewers Appraisal Sheet For United States Service Academy Appointments." (Appendix L) The scores from the appraisal sheet will be used to determine who receives a nomination.

The staff member will compile the lists of nominees. The chairman of the selection committee and staff member will provide them to Congressman Buyer for his review and approval. Once he has approved the nominations, the staff member will prepare a DD Form 1870 (Appendix M) for each nominee (Naval Academy Nominations will be submitted through the Naval Academy Congressional Web Site). The deadline for nominations is January 31, but this office will submit its nominations no later than December 30.

Note: The staff and Academy Selection Committee will make every effort to nominate ten qualified individuals for each vacancy. If there are more than ten qualified individuals, the staff member will contact the office of Senator Lugar and Senator Bayh to ensure that this office does not duplicate their nominations. The rationale for this is based upon discussions with all three academies. There is no advantage for a nominee who has been nominated by more than one source. A candidate needs only one nomination, and it does not matter whether it is a Senate or Congressional nomination.

NOTIFICATION

A letter from the Congressman (Appendix N) will be sent to each candidate to explain that they have been nominated. Candidates who did not receive a nomination will be notified in writing (Appendix O with an ROTC/military colleges package).

Once an academy has offered an appointment, they will notify the academy selection staff member. The staff member will immediately notify the Chief of Staff and the District Director via e-mail with the appropriate information (Applicants Application Packet, minus letters of recommendation). The Chief of Staff will ensure that Congressman Buyer calls the appointee to inform and congratulate them. A congratulatory letter will be sent from the Monticello District Office.

The Press Secretary will prepare a general release for each nominee's hometown newspaper indicating the individuals that were nominated by the Congressman. This will be released no later than December 31. Press releases will also announce individual appointments once it has been ascertained that the candidate has accepted.

PUBLICITY

All press releases will be prepared and released by the Press Secretary from the Washington DC Office. The Press Secretary will coordinate the releases with the academy selection staff member.

LATE APPLICATIONS

Every effort will be made to interview and nominate all applications received after the deadline, providing the application is complete, the applicant is qualified and received prior to the interview date. Except in the case of extenuating circumstances, under the direct approval of the Congressman. It is acknowledged that the academies may contact this office if we have available nominations, and ask us to nominate an athlete from our district. The staff member will request that the athlete complete an application. The staff member will then make a recommendation directly to Congressman Buyer. Congressman Buyer will make the final determination on whether to nominate or not.

ACADEMY SELECTION COMMITTEE

Congressman Buyer will appoint the Academy Selection Committee. The Assistant for Military Affairs serves as the staff assistant for the committee. The purpose for the Academy Selection Committee is to review the files of the candidates, interview the candidates, and recommend nominations to Congressman Buyer. They will be notified in writing immediately as to who was officially nominated. An update will be sent to the committee regarding which nominees have been offered appointments.

ACADEMY SELECTION INTERVIEW DATE

Normally the interview date is the first weekend in December. This will allow the staff member time to prepare recommendation packets from the Academy Selection Committee and for the Congressman to review and approve the nominations so they may be submitted prior to December 30.

**SCHEDULE
ACADEMY SELECTION PLAN
2006-2007**

June 1, 2006

- Schedule and revise academy program for the 2006-2007 season.
- Schedule Academy Day Facilities (Sept 30) at The Armory, 812 Third Street, Purdue University, West Lafayette, Indiana (MAJ Christopher Hobart 765-494-2104 or MAJ Anderson 765-494-2106)

July 15, 2006

- Mail letter, academy plan and abbreviated schedules to Academy Selection Committee.
- Mail letters to Academy Representatives on invite for Academy Day.
- Order Academy Day Posters (as soon as the mach-up is complete, fax to Franking Commission for verbal OK)

As letters of interest are received:

- Use contact code of Academy. Keep the files separated based upon class year. The contact will reflect the specific academy(ies) in which the student is interested. Files will be kept separate from other casework files. All correspondence received or sent from this office will be recorded in the appropriate contact.
- Send the student an academy package containing Appendices B, C (Application and instructions) and the “Schedule of Milestones” and brochures from each service academy.

August 1, 2006

- Mail letters to High School Principals and Superintendents asking for their support for student participation and academy applications.
- Contact all Academy Selection Committee Members to see if they have questions/conflicts.
- Mail letters to all candidates who have files open with the “Schedule of Milestones” enclosed. Insert this information in all outgoing academy packages.

August 10, 2006 or when posters arrive

- Mail Academy Day Posters to School Corporations and Post Offices.
- Mail copies to the Franking Commission for official written OK.

August 15, 2006

- Accomplish press release notifying public that we are accepting applications for nominations to the service academies.

September 1, 2006

- Accomplish Academy Day press release.

Saturday, September 30, 2006

- Academy Selection Committee Meeting for procedure, etc. 8:00 AM.
- Academy Day 9:00 AM to 12: PM (Be sure to keep a sign-in sheet for attendees and list of those who participate.

Monday, October 2, 2006

- Send “Thank You” notes to all who participated in Academy Day.

October 15, 2006

- File Management – Review all files for completeness and notify candidates, via letter, of deficiencies (academy/file update Appendix E.).
- Schedule the Room at The Armory, Purdue University for interviews.

November 1, 2006

- Last day to accept applications.

November 9, 2006

- All qualified, completed files will be copied for the Academy Selection Committee.
- Incomplete or unqualified files will be closed.

November 10, 2006

- Mail completed candidate packages to committee members for review prior to interviews.
- Coordinate schedule and notify candidates of interview times and locations.

Saturday, December 2, 2006

- Academy Selection Committee interview candidates at The Army, 812 Third Street, Purdue University, West Lafayette. (Be sure to get refreshments for Selection Committee Members, coffee, etc.) (Coordinate w/candidate for conflicts w/Lugar ? Dec, Bayh ?)

Friday, December 8, 2006

- Compile results of nominations slates and provide for SB to review files. Give him a deadline for his nomination decisions, if his schedule doesn't permit a meeting.

Monday, December 11, 2006

- Meet with Congressman to verify his nomination selections and prepare nomination selection letters for his signature.

Monday, December 29, 2003

- Prepare nomination forms and mail them to academies (Electronic DD Form 1870 is found on the Military Academy website and the U.S. House net website.)
- Update committee members on whom Congressman nominated.
- Accomplish press release on academy nominees.

December 31, 2006

- Deadline for nominations to academies.

January 31, 2007

- Final deadline for nominations to academies (see above)
- Files for candidates who did not receive nominations will be closed.
- Update Academy Selection Committee via letter on status of nominees, as given by the Academies.

February 28, 2007

- Update Academy Selection Committee via letter on status of nominees, as given by the Academies.

As this office is notified of offered appointments

- Note in the respective contact. Once an academy has offered an appointment, they will call the academy selection staff member. The staff member will immediately notify the Administrative Assistant/Chief of Staff in DC via e-mail/phone call with the appropriate information. The Administrative Assistant/Chief of Staff will ensure that Congressman Buyer notifies the appointee and to congratulate them. (Normally the Academy will notify the Congressman 48 hours prior to their mailing of the Appointment Offer.
- A congratulatory letter will be sent from the Monticello office.
- Press releases will also announce appointments once that it has been ascertained that the candidate has accepted.

May 5, 2007

- Close all files for candidates who did not receive appointments. Closed files will be placed in an archive box to be kept separate from other closed casework files.

SAMPLE

4th District Service Academy Candidates For Nomination Nomination Approval Sheet

Name	Board Recommendation	Seeking Nom to Academy	Offer Nomination to	Verify with Initials
Jack E. Smith	Approve	Naval Air Force		
Jake Dillman	Approve	Air Force Naval		
William J. Barnard	Approve	Air Force		
Ben Ward	Approve	Air Force		
Zachary Jones	Approve	Air Force Military		
Ryan Belisario	Approve	Air Force Naval Military		
Scott Stout	Approve	Air Force Military		
Will Overmyer	Approve	Air Force		
Benjamin Dodd	Approve* All feel should Attend Prep School & would not nominate otherwise.	Naval		
Jack Wilson	Approve	Military		

Please sign and date after determining candidates to be offered nomination.

Signature:

Date:

Interview Appraisal Sheet for United States Service Academy Nominations

Date: _____

Applicant: _____

Age: _____

High School: _____

Graduation Year: 2007

Academy Choice: Air Force _____ Naval _____ Military _____ Merchant Marine _____

Vision: _____

Assessment Categories	5	4	3	2	1	Total	Remarks
General Appearance							
Self-Assurance							
Extra-curricular Activities							
Career Motivation							
Scholarship							
Academy Motivation							
Enthusiasm & Morale							
Ability to Express Self							
Leadership Potential & Qualities of Officer in US Armed Forces							
Over-All Appraisal							

Total Points _____

Recommend Nominations: Y or N

Comments: _____

Selection Committee Member _____

MILITARY ACADEMY DAY
4th CONGRESSIONAL DISTRICT

THE ARMORY PURDUE UNIVERSITY
SATURDAY, SEPTEMBER 30, 2006

9:00 – 9:30

Academy Displays & Informal Q & A Session

9:30 - 9:50

**Welcoming Remarks & Selection Advisory Committee Introductions
by Congressman Steve Buyer**

9:50 – 10:00

**Overview of Congressman Buyer's Selection Procedures
by Joe Oyler**

10:00 – 10:15

America's Service Academies: The Five Pointed Star

10:15 – 10:25

Merchant Marine Academy Presentation

10:25 – 10:35

Coast Guard Academy Presentation

10:35 – 10:45

Naval Academy Presentation

10:45 – 10:55

Air Force Academy Presentation

10:55 – 11:05

Military Academy Presentation

11:05 – 11:10

Naval ROTC Presentation

11:10 – 11:15

Air Force ROTC Presentation

11:15 – 11:20

Army ROTC Presentation

11:20 – 12:00

Follow Up Q & A

12:00

Academy Day Concludes

[Skip Navigation](#)



[BIOGRAPHY](#)
 [SERVICES](#)
 [LEGISLATION](#)
 [NEWSROOM](#)
 [LINKS](#)
 [CONTACT](#)



[ACADEMIES](#)
 [FEDERAL ASSISTANCE](#)
 [FLAG REQUESTS](#)
 [GRANTS](#)
 [INTERNSHIPS](#)

[TOURS](#)

**APPLICATION FOR CONGRESSIONAL NOMINATION
 TO A U.S. SERVICE ACADEMY
 FOURTH CONGRESSIONAL DISTRICT, INDIANA**

PERSONAL DATA:

Full Name: _____

Address: _____

PHOTO

County: _____ Phone: _____

E-Mail Address: _____

SS# _____ DOB: _____

U.S. Citizen _____ HT _____ WT _____ Uncorrected Vision: _____

Father's Name: _____ Occupation: _____

Address/Phone: _____

Mother's Name: _____ Occupation: _____

Address/Phone: _____

TO WHICH ACADEMIES HAVE YOU APPLIED?

AIR FORCE _____ COAST GUARD _____ MERCHANT MARINE _____
MILITARY _____ NAVAL _____

EDUCATIONAL BACKGROUND:

High School: _____

GPA: _____ Class Rank: _____ Graduation Date: _____

SAT Scores: Verbal: _____ Math: _____

ACT Scores: E _____ M _____ SS _____ C _____

Future Test Dates (if any) _____

Honors Courses _____

Foreign Languages _____

Athletics _____

Student Government _____

Academic/Athletic Awards _____

Extracurricular Activities _____

Part-time/Full-time Employment _____

REFERENCES: (Non-family members who will be sending letters of recommendation to this office.)

1. _____

2. _____

3. _____

PREVIOUS OR PENDING ACADEMY APPLICATIONS/NOMINATIONS:

Are you seeking a nomination from another office? If yes, please identify the office and current status:

Have you previously sought a nomination? Results?

OPTIONAL: Attach a 100 word essay that describes your reasons for seeking an academy nomination, and for serving your country as a commissioned officer.

Signature _____ Date _____

Please initial here to authorize release of your information to ROTC programs seeking applicants for ROTC scholarships. _____

(Please return application to Congressman Steve Buyer, 100 S. Main Street, Monticello, IN 47960)

[Return to Academy Information Page](#)

[Home](#) | [Biography](#) | [Services](#) | [Legislation](#) | [Newsroom](#) | [Links](#) | [Contact Steve](#) | [Guestbook](#) | [E-News](#)
[Write Your Representative](#) | [IRS Tax Forms](#) | [Privacy Policy](#)

[Skip Navigation](#)



BIOGRAPHY

SERVICES

LEGISLATION

NEWSROOM

LINKS

CONTACT STEVE



ACADEMIES

FEDERAL ASSISTANCE

FLAG REQUESTS

GRANTS

INTERNSHIPS

TOURS

FOURTH CONGRESSIONAL DISTRICT MILITARY ACADEMY NOMINATION PROCEDURES

Latest Information for prospective Academy Applicants:

Academy Day will be held Saturday, September 30, 2006 from 9:00 am until 12:00 at the Armory on the campus of Purdue University, West Lafayette, Indiana

THE ACADEMIES

The United States Service Academies have provided America with many of its finest leaders. Past graduates of [the U.S. Military Academy at WestPoint](#), the [Air Force](#), [Naval](#), [Coast Guard](#) and [Merchant Marine Academies](#), have not only ascended to the top military positions, but have become Presidents, astronauts, and industrial leaders. Considered to be among the top academic institutions in the country, these schools are still graduating the nation's best and brightest: America's leaders. If you believe in professionalism, honor, service to your country, and in yourself...

Accept the challenge and become one of America's leaders.

NOMINATIONS

To be considered for admission to any military academy, an applicant must have a nomination through either a congressional office or activities related to military service. Applicants who meet eligibility requirements may apply for and receive nominations from both categories.

Nominees will be selected using the competitive nomination process. This method allows increased competition among the candidates and offers an equal chance for all qualified applicants. To assist in selecting the most qualified candidates, Congressman Buyer has formed an academy selection committee to interview each applicant and review his or her application package. Interviews will be conducted December 2, 2006 and, in the weeks immediately following, final selections will be made and the candidates will be announced.

BASIC ELIGIBILITY REQUIREMENTS

Candidates must meet the following requirements as of July 1st of the year of admission to a military academy:

- Must be at least 17 years of age, but not have passed one's 23rd birthday.
- Must be a U.S. citizen.
- Must be a legal resident of the 4th District of Indiana.
- Must be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

GENERAL ADMISSION STANDARDS

For consideration, each applicant must submit the following materials to my office no later than Wednesday, November 1, 2006.

- A completed [application form](#). ([click here for PDF version](#)) If you require special accessibility in order to read this application, Adobe.com offers online conversion tools at: <http://www.access.adobe.com>
- A minimum of three letters of recommendation from adults to whom the applicant requests to write on his or her behalf. Additional letters may be submitted as necessary.
- SAT or ACT scores. The combined SAT scores should be at least 1050, with minimum scores of 500 Verbal and 550 Math. Minimum ACT scores are 21 English and 24 Math. Additional scores can be submitted until the selection committee meets to select final nominees. Scores should be sent directly to Representative Buyer's Plainfield district office. Congressman Buyer's SAT code is 1268; the ACT code 7401.

- A copy of the applicant's high school grade transcripts. If applicants are attending post-secondary school, they should include a grade report of their studies. The transcripts must include the applicant's grades, class rank, and cumulative grade point average through the junior year.
- Attach a recent photo to the application form.
- OPTIONAL: A 100-word essay describing why the applicant wants to attend a military academy and to later serve as a commissioned officer.

[Home](#) | [Biography](#) | [Services](#) | [Legislation](#) | [Newsroom](#) | [Links](#) | [Contact Steve](#) | [Guestbook](#) | [E-Newsletter](#) | [Write Your Representative](#) | [IRS Tax Forms](#) | [Privacy Policy](#)

FOURTH CONGRESSIONAL DISTRICT MILITARY ACADEMY NOMINATION PROCEDURES

NOMINATIONS

To be considered for admission to a military academy, an applicant must have a nomination, pursuant to Title 10 of the U.S. Code, through either a congressional office or activities related to military service. Applicants who meet eligibility requirements may apply for and receive nominations from both categories.

Applicants may apply for and receive nominations from both their U.S. Representative and their two U.S. Senators. Applicants may also apply to the Vice President of the United States, who can nominate applications at large.

NOMINEE SELECTIONS

Nominees will be selected using the competitive nomination process. This method allows increased competition among the candidates and offers an equal chance for all qualified applications.

To assist him in selecting the most qualified candidates, Congressman Buyer has formed an academy selection committee to interview each applicant and to review his or her application package. Interview will be conducted in December, with notice of specific dates and time being given in advance. In the weeks immediately following the interviews, final selection will be made and the candidates will be announce.

BASIC ELIGIBILITY REQUIREMENTS

Candidates must meet the following requirements as of July 1st of the year of admission to a military academy:

1. Must be at least 17 years of age, but not have passed their 23d birthday.
2. Must be a U.S. citizen.
3. Must be a legal resident of the 4th District.
4. Must be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

GENERAL ADMISSION STANDARDS

For consideration, each applicant must submit the following materials **no later than November 1st**.

1. A completed application form.
2. A minimum of three letters of recommendation from non-family member adults whom the applicant requests to write on his or her behalf. Recommendation letters may be written by any adult who knows the student, such as clergy, family friends, employers, coaches, or teachers. Letters may be submitted to Congressman Buyer's office directly or via the student, who has access to his/her application file at any time. Additional letters may be submitted.
3. SAT or ACT scores. The combined SAT scores should be at least 1050, with minimum scores of 500 Verbal and 550 Math. Minimum ACT scores are 21 English and 24 Math. Additional Scores can be submitted until the selection committee meets to select final nominees. Scores should be sent directly to Representative Buyer's Monticello District Office. Congressman Buyer's SAT code is 1268; the ACT code 7401.
4. A copy of the applicant's high school grade transcripts. If applicants are attending post-secondary school, they should include a grade report of their studies. The transcripts must include the applicant's grades, class rank, and cumulative grade point average through the junior year.
5. Attach a recent photo to the application form.
6. **OPTIONAL:** A 100-word essay describing why the applicant wants to attend a military academy and to later serve a career as a commissioned officer.

Correspondence regarding service academy nominations should be addressed to:

Congressman Steve Buyer
100 South Main Street
Monticello, Indiana 47960
574-583-9819
ATTN: JOE OYLER

SCHEDULE OF MILESTONES
for
ACADEMY NOMINATION CANDIDATES
2006

Candidates assemble an application for nomination package including:

1. Completed “Application for Congressional Nomination” with photo attached.
2. Copies of SAT/ACT scores sent from the testing agency. (Codes for this office are 1268 for SAT and 7401 for ACT.)
3. Names of no fewer than three non-family members who will send letters of recommendation directly to us.
4. **OPTIONAL:** A 100-word essay on his/her reasons for seeking an academy nomination, and for serving the country as a commissioned officer.

September 30, 2006, Academy Day

Academy Day at The Armory, 812 Third Street, Purdue University, West Lafayette – Interested students will meet service academy representatives and learn more about opportunities available to them through the military academies.

November 1, 2006, Deadline for receipt of Academy Application Packages

DEADLINE: Last day to submit applications to the Congressman. Congressional staff compiles all qualifying application packages.

November 11, 2006 – December 2, 2006

Academy Selection Committee review candidate application packages prior to interviews. Congressional staff notifies candidate of interview times and locations.

December 2, 2006, Academy Selection Committee will interview candidates

Academy Selection Committee interviews candidates at The Armory, 812 Third Street, Purdue University, West Lafayette.

December 29, 2006

Nomination forms are prepared and mailed to academies. The Congressional Office will notify candidates of their status and nominees’ names are released to the press.

NB: In addition to a Congressional nomination, candidates must apply to the academy or academies you are hoping to attend. **This is a separate application process and each academy’s schedule is different.** If you have any questions, you may call the Joe Oyler at the Monticello District Office (574) 583-9819 or the academy’s admissions office.

Helpful Interview Hints

When you appear before a selection or screening board, it is a good idea for you to have a friend practice with you for your own selection board screening process. First, this gives you practice at answering questions in a professional, but familiar atmosphere. Second, the friend can critique you after the interview and offer ideas and suggestions for improving interview performance.

When a person is going before almost any interview board, they can be expected to be tense and apprehensive because of the “unknown” elements, if for no other reason. If other members of an organization have gone before that same, or similar board, get them together with the person who is going to be interviewed. Explaining the routine and process of the interview board, this can have a very calming effect. Additionally, going over the types of questions that may be asked will increase self-assurance and personal confidence. Those are good qualities to present to a selection board.

The questions board members ask are as varied and diverse as the members who sit on the board. There is no standard question list. Each member is free to venture into any area he may choose. “Why do you want to attend an academy or become a military officer?” “If you saw a close friend of your’s taking drugs, what would you do?” “What do you think about the United States’ policy on (whatever)?” “Do you have a boy/girl friend?” “How would that affect your receiving a nomination/appointment?” Different people might give different answers to questions such as these—and all could be correct. Local interview board members, for the most part, want a candidate’s thoughts, ideas, and opinions on various subjects. They are not looking for cut-and-dry “right” or “wrong” answers.

INTERVIEW BOARD HINTS

- Be straightforward, honest, and sincere.
- Don’t talk too fast (or too slow).
- Don’t talk with your hands (don’t wave them around).

- Sit still. Don't squirm around.
- Know why you want to attend an Academy.
- Keep eye-to-eye contact. Use eye-to-eye contact when talking to board members. Don't look at only one individual. You are talking to the entire board, so share your eye contact (and answers) with all members.
- Appearance. Must be above reproach. An excellent appearance always gives a person the inside track to selection.
- World/Military events. Be prepared to discuss world events. Watch the news on TV and read the newspaper—know at least what's behind the headlines.

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I am writing to remind you that the November 1, 2006 deadline for service academy applications is approaching.

Congressman Buyer has asked me to contact you in an effort to let you know what materials we need to have in your file by November 1st. Listed below are all of the items that should be in this office by the deadline. Please send any check-marked documents to our Monticello office immediately.

_____ Completed Application

_____ 100-Word Essay

_____ Transcript

_____ SAT or ACT Scores

_____ Letters of Recommendation (# still needed)

If you have any question, please contact me at our Monticello office. The address and telephone number is 100 South Main Street, Monticello, Indiana 47960, (574) 583-9819.

I look forward to hearing from you soon.

Best regards,

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I have always considered federal service academy nominations to be one of the most important responsibilities of a congressman. The federal service academies offer an outstanding educational opportunity for students who have distinguished themselves as leaders. Furthermore, the service academies are charged with developing leaders for the Army, Navy, Air Force and Merchant Marine.

My office is preparing to accept applications from Fourth District students who are interested in the excellent education and the opportunity to serve the nation that the United States Military Academy, the United States Naval Academy, the United States Air Force Academy, and the United States Merchant Marine Academy offer. In December, I will be nominating students to attend the federal service academies.

In order to have a large pool of qualified candidates from which I can nominate, I would appreciate any assistance your high school faculty can offer. It would be helpful if counselors and teachers would encourage students who have demonstrated academic excellence and leadership to apply for a nomination.

If you have any question or need further information, please contact Joe Oyler at my Monticello District Office: (574) 583-9819.

Thank you for your assistance.

Best regards,

Steve Buyer
Member of Congress

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I am pleased to announce that I will be hosting Indiana's Fourth Congressional District Military Academy Day this year on the campus of Purdue University, West Lafayette.

The purpose of Academy Day is to provide interested students an opportunity to meet representatives and cadets from each of the military academies, and to learn more about the scholarships available to them through these outstanding institutions. Also present will be members of my Academy Selection Advisory Committee.

Academy Day will take place on Saturday, September 16, 2006, from 9:00 a.m. until noon in The Armory, 812 Third Street. Our program will consist of formal presentations from each of the academies, a brief film on academy life, and informal question and answer sessions about the academies and our nomination process.

I would appreciate your support of Academy Day by prominently displaying poster so that all students interested in attending one of the academies will be aware of this important event.

If you have any questions or would like additional information, please contact Joe Oyler in my district office in Monticello, Indiana 47960, (574) 583-9819.

Thank you for your assistance.

Best regards,

Steve Buyer
Member of Congress

SB:(staff)

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I am writing to insure that you received Congressman Buyer's Academy Day poster. I hope that you were able to find an appropriate place to post it.

I am the point of contact for Congressman Buyer regarding nominations to the federal service academies. If your guidance counselors have any questions about the nomination process or the service academies, they can contact me at the Congressman's Monticello District Office, 100 South Main Street, Monticello, Indiana 46970 or 574-583-9819. Additionally, I can provide interested students with a briefing on the service academies.

To help your guidance counselors, I have enclosed an Academy Packet with information we provide to students interested in the federal service academies. Also, I would welcome you and your guidance counselors to attend the Congressman's Academy Day on September 30, 2006, at The Armory, 812 Third Street, Purdue University in West Lafayette and learn more about the federal service academies.

Please feel free to contact me with any questions or requests. I look forward to hearing questions or comments from you and your guidance counselors and seeing you at the Congressman's Academy Day.

Best regards,

Military and Veterans Affairs Liaison

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I have received your recommendation of FIELD(Candidate for Nomination) who is seeking a nomination to the FIELD(Service Academy). The nomination process can be highly competitive, which makes a careful and well-informed evaluation of a candidate's qualifications very valuable.

My Academy Selection Committee and I consider recommendations a valuable asset in determining if FIELD(Candidate First Name) will be successful at the FIELD(Service Academy). Thank you for taking the time and effort to contribute to our understanding of FIELD(Candidate First Name)'s achievements and potential.

I appreciate you taking the time to contribute to FIELD(Candidate First Name)'s and our nation's future.

Best regards,

Steve Buyer
Member of Congress

SB: FIELD (staff)

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I am pleased to inform you that I have nominated you to be considered for an appointment to FIELD(Academy_(ies)).

Once they have had the opportunity to review your nomination package, academy officials will advise me as to whether or not you will be offered a formal appointment. I will be sure to notify you of their decision.

Based on your scholastic performance and the positive endorsements from members of my Academy Advisory Selection Committee, I am confident that you would do a fine job as both a cadet and a military officer.

If you have any questions during this interim period, please contact Joe Oyler in my Monticello office. The address and telephone number is 100 South Main Street, Monticello, Indiana 46960, (574) 583-9819.

Thank you for your assistance.

Best regards,

Steve Buyer
Member of Congress

SB:FIELD(staff)

FIELD(letterdate)

FIELD(nameline)

FIELD(title)

FIELD(organization1)

FIELD(organization2)

FIELD(address1)

FIELD(address2)

FIELD(address3)

FIELD(address4)

IFNOTBLANK(city)FIELD(city), FIELD(statelong) FIELD(zip9)ENDIF

Dear FIELD(salutation1),

I am writing in regard to your application for a nomination to attend a military service academy.

After considering all of the eligible candidates, and taking into account the recommendations of my Academy Selection Advisory Committee, I regret to inform you that I cannot offer you a nomination. If you are still interested in attending an academy, I encourage you to apply for a nomination again next year.

I wish you the best of luck in your future endeavors.

Best regards,

Steve Buyer
Member of Congress

SB:FIELD(staff)

MONTICELLO, IN - - - Congressman Steve Buyer is inviting high school juniors and senior to his Academy Day at 9:00 a.m., September 16, 2006, in the Armory at 3rd and University Streets on the campus of. Purdue University – West Lafayette, Indiana.

The Academy Day will feature a brief video on academy life, introductions of the academy selection committee members, and presentations by Academy representatives, and cadets from the United States Military, Naval, Merchant Marine, and Air Force Academies. Information on the service academies and Reserve Officer Training Corps (ROTC) will be available for those who attend. The Academy Day is open to all persons eligible to attend a federal service academy. Parents of prospective candidates are encouraged to attend.

“Our nation’s service academies have a long and proud tradition of producing outstanding leaders,” Buyer said. “Academy Day provides an opportunity for the young men and women of the Fourth District to learn about the academies and the competitive selection process involved in becoming a part of this fine tradition.”

Congressman Buyer’s district office is accepting applications for nomination to the federal service academies through the middle of November. Anyone having questions regarding academy applications or Academy Day should contact Joe Oyler in the Monticello District Office at (574) 583-9819.

For Immediate Release:
September 25, 2006

Contact: Laura Zuckerman
(202)-225-5037

Congressman Buyer Seeks Applicants For Service Academies

Monticello, IN – Congressman Steve Buyer announced that young men and women interested in seeking nominations to the U.S. Air Force, Merchant Marine, Military and Naval Academies should complete their request for nominations to his office no later than November 1, 2006 for the class entering in June 2007.

Candidates must be citizens of the United States, legal residents of the Fourth Congressional District of Indiana, unmarried and have no children, and be at least 17 years of age but not past their 23d birthday on July 1. All applicants must take the SAT or ACT exams. SAT and ACT scores can be sent directly to Buyer's Congressional office using the SAT code 1268 and ACT code 7401.

Congressman Buyer and his academy selection committee base their selections on SAT scores (The combined SAT scores should be at least 1050, with scores of 500 Verbal and 550 Math) or ACT scores (Minimum ACT scores are 21 English and 24 Math), class rank, grade point average, school records, extracurricular activities, leadership potential, motivation and recommendations. Nominations are made using a competitive nomination process. Applicants must also apply to each Academy.

For additional information interested candidates may visit Congressman Buyer's Website <http://stevebuyer.house.gov/academies.htm> to download an Academy Application or contact Joe Oyler at the Monticello District Office at 100 South Main Street, Monticello, Indiana 47960, (574) 583-9819 on Monday, Wednesday or Friday.



BEST PRACTICES

A GUIDE TO WHAT'S WORKING

CHAIRMAN DEBORAH PRYCE SECRETARY JOHN T. DOOLITTLE

SERVICE ACADEMY SELECTION PROGRAM

MEMBER: REP. STEVE BUYER

STAFF CONTACT: JOE OYLER, MILITARY AND VETERANS AFFAIRS LIAISON

ABOUT THIS EVENT:

Congressman Buyer has developed an in-depth plan for successfully selecting the best candidate to be nominated to a service academy.

PREPARATION

Who is involved?

The Military and Veterans Affairs Liaison in Congressman Buyer's district office.

Are any outside groups involved?

Local schools and service academies.

Timeframe for preparation:

The entire nomination process usually takes the district staff three weeks, which begins by providing local schools with posters announcing the Military Academy Day and ends with the candidate nomination.

PRESS COMPONENT

What press did you invite?

Press is not invited, but is always welcome to attend the Military Academy Day.

What went into your press plan for the event?

Two news releases are sent out, one inviting students to the Military Academy Day hosted by Congressman Buyer and the second reminding constituents of the deadline.

ADDITIONAL INFORMATION

How often do you hold this event?

Academy nominations are done every year.