



Congressman Frank D. Lucas
OH District #3

Thank you for your inquiry regarding a nomination to the United States Service Academies. Enclosed is the application for nomination form for you to complete and return to my office. If you do not have all the necessary information at this time, please send it to my Yukon office as soon as it becomes available.

**All information must be received in my District office by
October 31, 2012
in order for you to be considered for nomination.**

If you have not already done so, you should immediately open a file at the academy you desire to attend. The enclosed information will be used to let the academy know of your desire to seek a nomination. ***Contact with the admissions office of the academy of your preference is imperative.*** This will enable the academy to provide you a Prospective Candidate Questionnaire and open a pre-admission file. I encourage you to complete the cards and mail them to the academies as soon as possible. Applying to all four academies may improve your chances of receiving an academy nomination. Careful consideration should be given to your choice of an academy. Academy designation may be changed any time prior to the interview. Naval Academy candidates may also be interviewed for the Merchant Marine Academy.

In order that more applicants have an opportunity to be reviewed by the academies, please let us know immediately if you are nominated by another authority. Additionally, should you change your career goals, please notify us. This will offer the opportunity to another student.

To be competitive for the academies, you should have at least four years of English and mathematics, two years of a foreign language, two years of laboratory science, and a year of history. You should also be an active participant in extracurricular activities, including team sports.

PLEASE NOTE: By signing the application you will have indicated an understanding and acceptance of nominations requirements as set forth by the office of Congressman Lucas.

***It is your responsibility to submit all required information.
The postmark deadline for file completion is October 31, 2012.***



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TIMETABLE FOR NOMINATION PROCESS

January 1- October 31, 2012	New Applications for nominations are accepted
October 31, 2012	<u>ALL</u> information to complete your file must be postmarked or received in the Congressional Office.
November 2012	Interview notices mailed
November 2012	Personal interview
December 2012-March 2013	Applicants are notified of nomination status

CHECKLIST FOR CANDIDATES

- ✓ Completed *Application For Nomination Form*
- ✓ *Affidavit of Residency*
- ✓ *Letter of Recommendations* from 3 people who know you, such as a teacher, employer, guidance counselor, etc.
- ✓ An ***official*** copy of your high school transcript, including GPA on a 4.0 scale through your junior year. If you graduated this year, please include your senior year. If you are currently attending college, please include your college transcript and GPA.
- ✓ *Service Academy Academic Recommendation Form*
- ✓ A copy of your *ACT and/or SAT scores*. Please take this test by the October test date to insure that we receive your scores by the November interview. Scores reflected on high school transcript will be accepted in lieu of testing center documentation.
- ✓ A *handwritten essay* meeting the given requirements
- ✓ A *recent photograph* with your name identified on the back

ALL CORRESPONDENCE REGARDING SERVICE ACADEMIES SHOULD BE MAILED TO:

Congressman Frank D. Lucas
10952 NW Expressway, Suite B
Yukon, Oklahoma 73099
Attention: Allison Litterell

THE POSTMARK DEADLINE FOR FILE COMPLETION IS OCTOBER 31, 2012.



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APPLICATION FOR NOMINATION
PLEASE TYPE OR PRINT

PERSONAL DATA

Full Legal Name Social Security #

Nickname/Name You Go By

Mailing Address City State Zip Code

Legal Address in Oklahoma (if different) City State Zip Code

Home Phone # Alternate Phone # E-mail address

Father's Name Daytime Phone #

Mother's Name Daytime Phone #

Date of Birth (Month, Day, Year) Birthplace

Name of School Phone # Date of Graduation

Counselor Phone #

Other Education/Training

Present Military Status Branch of Service Rank



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PLEASE RANK ACADEMY PREFERENCE:
(1st, 2nd, 3rd, 4th choice)

AIR FORCE	_____
WEST POINT	_____
NAVY	_____
MERCHANT MARINE	_____

-
- List other sources to which you have applied for a nomination: (U.S. Senate, Vice President, etc.)

 - Have any immediate relatives been in the service or attended a Service Academy? If so, name relation, which service/academy, and length of time.

 - Have you filed previous applications? With whom, when, results:

 - Have you visited a Service Academy? If so, name of academy and your impressions:

 - Have you applied to any college? If so, results:

 - Have you requested a Pre-Candidate questionnaire from the Academy/Academies for which you are interested in? _____ YES _____ NO



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- Do you intend to make the Service your career: If so, why:

- If you do not intend to make the Service your career, what is your ultimate ambition as a career?

General information: Since my nominations to the service academies are not based solely on academic ability, it will help if you answer the following regarding potential leadership, character, motivations, and a sound physical condition.

- Do you wear glasses? If yes, are your eyes correctable to 20/20 with prescription lenses?

- Have you traveled to or lived in other locations? Please elaborate.

- What have you done during the last two summer vacations?



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ACADEMIC DATA

Please circle: Honors Classes Y/N	AP Classes Y/N	IB Program Y/N
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LEADERSHIP DATA

Please check all applicable

	Boy's/Girl's State or Nation	Hours worked per week (after school)
	Eagle Scout	Hours worked per week (summer)
	Boy Scouts/Girl Scouts	Church Membership
	Key/Interact Club	Football (#years)
	National Honor Society	Baseball/Softball (#years)
	President or Officer of Class	Basketball (#years)
	Student Council	Swimming (#years)
	President or Office of School Club	Track/Cross Country (#years)
	Academic Honors Club	Volleyball (#years)
	School Band/Chorus	Other Sports (#years)
	Jr. ROTC Officer	Civil Air Patrol
	Debate Club	Other

You are encouraged to attach a resume or list of honors and awards, activities, elected or appointed offices, or any other information you feel is pertinent to your application.

Please list in order of importance.

Please do not attach additional letters of recommendation.
Only three recommendations letters will be presented to the Academy Review Board.



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HANDWRITTEN ESSAY

INCORPORATE the following questions into essay form (250-500 words).
Please use a separate sheet of paper.

- Why do you wish to attend a service academy?
- What is your family's attitude toward your application?
- What is your personal interest in the academies as opposed to other colleges?
- What do you feel are your outstanding qualities and why do you feel they are suited for the academy?
- Describe how you overcame one adversity?

PLEASE READ CAREFULLY BEFORE SIGNING:

I have read the information sheet explaining Congressman Lucas's nominating procedures and I understand the requirements, including the opportunity of a personal interview on **November 2012**. By signing this form I agree to abide by these requirements. I certify that I am a legal resident of the state of Oklahoma, District #3 and there is no known reason why I should not be medically qualified to receive an appointment to a service academy, if nominated.

Date

Applicant's Signature



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GENERAL INFORMATION

Because of the extremely keen competition for nominations, you are urged to apply to every nominating authority, which your eligibility allows (i.e., Congressman Lucas, Senator Coburn, Senator Inhofe, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.) Should your eligibility allow, you may also apply to the President. Since the academies are able to award more appointments than are provided by Congressional vacancies and other categories, no candidate who is highly qualified needs more than one nomination -- whether Principal, Alternate or Competitive -- to obtain an appointment. By the same token, no candidate who fails to meet academy standards will benefit by having multiple nominations. In order that more applicants will have an opportunity to be reviewed by the academies, please let me know immediately if you receive an appointment from another authority. Ideally, students seeking a nomination should begin the congressional and academy process by April of their junior year in high school.

Each Congressional Office uses a selection process which is designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Last minute misunderstandings can be avoided by carefully studying and following the instructions of each office.

Certain information is required in order for you to be considered as an applicant. It is your responsibility to submit this information and to keep it updated. **The deadline for receipt of information by my District office is October 31, 2012** because there must be adequate time to assess each candidate's qualifications. Candidates whose files are incomplete after this deadline cannot be given consideration.

The application form contains a section for you to rate the academies in order of your preference. Careful thought should be given to your first choice of an academy. Second choices can be considered only in the event that there are not a sufficient number of qualified candidates in an academy category to fill a slate of nominees. This rarely happens. First choice designations may be changed by the applicant at any time before nominations are made. If there is an academy for which you specifically **do not** wish to be considered, please leave the preference column **blank** for that academy.



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OK District #3*

REQUIREMENTS

Residency: Applicant must be a legal resident of the Third Congressional District of Oklahoma, and must be a United States citizen.

Application for Nomination Form: The enclosed Application for Nomination Form must be completed and returned promptly to my Yukon office. Formal candidacy is established in my office upon receipt of the Application for Nomination Form. It is preferred that you send your information as you complete it. Please do not wait to send required information at one time. This will allow us to help you obtain any missing information prior to the postmark deadline. **If your Application is not received by the October 31, 2012 deadline, it will be presumed that you are no longer interested in pursuing a nomination. Your file will be closed and you will not be considered for a nomination.**

Recommendation Letters: Choose someone who knows you well (a teacher, coach, employer, etc.) to write a letter for you. They can use the Evaluation Form as an outline for a letter. **You must submit three and only three letters of recommendation.** If more than three letters of recommendation are received, the additional letters will not be considered. If the person writing your letter prefers to send it directly to us be sure they use the District office address provided in the application packet.

It is your responsibility to confirm that the materials needed to complete your file have been received by this office.

Transcript: An **official transcript** of your high school records must be submitted. This transcript must include your course listings, final grades, current GPA, class rank, and SAT/ACT scores. Percentile ranks are not acceptable. Your final junior grades must be listed on the official transcript (report card copy is not an acceptable substitute). Please do not request your transcript before the completion of your junior year. If you apply before this information is available, it is your responsibility to send an up-to-date transcript and to keep your records current.

Numerical Class Rank/Size: Numerical class rank and the approximate size of your class are required. This information is included on the *Service Academy Academic Recommendation Form* that is to be completed by your guidance counselor or principal. A few schools have advised they do not rank students. In order to complete all requirements, an accurate estimate of your class standing will need to be made by your guidance counselor or principal.



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Standardized Test Results: If you have not taken the test before the postmark deadline, you **WILL NOT** be eligible for nomination during this cycle. The SAT or ACT are required entrance examinations for candidates admitted to one of the Service Academies. Applicants are responsible for registration for tests and for requesting scores be sent to my office. Direct SAT scores to my Yukon office by indicating 6182 as the code and Congressman Frank Lucas as score recipient on the CEEB Form. To obtain ACT test scores, use Code 7621 on the test application form. You will then be furnished an additional copy of the test scores. It is your responsibility to send that copy to my office. If you submit more than one set of records, the higher scores will be counted. If scores are reflected on your high school transcript, no other documentation will be necessary. A competitive candidate will have SAT scores between 600 and 670 on verbal and between 620 and 700 on math, or ACT scores above 26 on English and 27 on math, and will stand in the upper fifth of their class. The higher your scores and class rank, the greater your chances will be for a nomination, assuming qualifications in the remaining areas of consideration are met.

Essay: The handwritten essay (approximately 250-500 words) should incorporate the five questions listed in the application form. This is another opportunity to make your application shine. Please consider the qualities mentioned in the following “Basis for Selection”.

Interview: Interviews will be scheduled in November 2012 for all eligible applicants. A personal interview is recommended. *Congressman Lucas’s Academy Review Board will convene on one day and one day only.* Every effort will be made to avoid conflicts with district and state sports activities. The personal interview is a very important component of the application process. Special arrangements can be made with dependents of active duty military personnel who are located outside the State or candidates attending an Academy preparatory school. You must call our office to discuss these arrangements no later than 3 weeks prior to the postmark deadline. To the extent possible, special scheduling time request for November 2012 will be honored, if notice is received prior to October 31, 2012.

Meet the Deadline: Send the above information to:

Congressman Frank D. Lucas
Attn: Allison Litterell
10952 NW Expressway, Suite B
Yukon, OK 73099.

All information must be postmarked by October 31, 2012.



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BASIS FOR SELECTION

The academies consider evidence of character, scholarship, leadership, physical aptitude, medical fitness, goals and motivation in determining each nominee's "whole-person" evaluation.

Absolutely critical in the course of evaluating a candidate is a positive determination of the candidate's **CHARACTER**. Absence of good moral character is cause for disqualification.

Each element of a candidate's **ACADEMIC RECORD** is carefully evaluated by a service academy's admissions board.

Participation and achievement in organized athletics, student body and class government, clubs and class extracurricular activities, scouting, boys/girls state, church or other community-related activities demonstrate evidence of **LEADERSHIP POTENTIAL**. Candidates who have found it necessary to work to provide family support are considered to have demonstrated desirable leadership potential. Unlike civilian colleges, the Service Academies place strong emphasis on physical training. In addition, the academies, like civilian colleges and universities, place a high premium on leadership and extracurricular activities. Therefore, consideration must be given to each candidate's proven ability in these areas.

Measuring strength, endurance, agility and coordination, the candidate fitness assessment is designed to determine each candidate's readiness to undertake the rigorous athletic and physical education program at the academies. Each academy includes a **PHYSICAL APTITUDE** test in their evaluation process.

Candidates who meet minimum scholastic standards will be scheduled to take a service academy qualifying medical examination at a military or civilian contract facility near the candidate's home to determine their **MEDICAL FITNESS**. Although medical qualification standards vary for each of the academies, only one exam is required. Scheduling and evaluation of the exam is accomplished by the Department of Defense Medical Examination Review Board (DODMERB). There is no cost to the candidate for this examination. Medical scheduling and evaluation are time-consuming processes, especially if consultation, retesting or corrective actions are required. The process may take from six weeks to four months.



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An attempt to measure motivation may be made through observation of the candidate's interest level in attending an academy and serving as an officer in the armed forces. **MOTIVATION** is an intangible quality and difficult to evaluate; however, since it is most frequently the factor that determines an appointee's success or failure at a service academy, the effort must be made. To an extent, motivation can be judged by a candidate's diligence in completing his/her file, which is one reason those which are incomplete are not considered for nominations. In addition, candidates are asked to write an essay on their reasons for wanting to attend an academy. The essay could be most helpful to your candidacy if you make it to "finals" in the other categories.

All of the preceding factors are part of the "whole-person" evaluation used by each of the academies. These qualities are required of an individual in order to meet the challenges of the academy programs and, following graduation, as commissioned officers.

TYPE OF NOMINATION - COMPETITIVE

At this time, for the year 2013, it is unknown how many vacancies will be available at each the United States Air Force Academy, United States Naval Academy, and at the United States Military Academy. Ten candidates will be selected for nomination to compete for each vacancy at those academies. At the Merchant Marine Academy, ten candidates will be selected for nomination to compete for the state quota of two appointments. Under the competitive method, which I use, the candidates selected for nomination will be evaluated by the respective academies, which will make the final appointment. Note that there are no congressional nominations to the United States Coast Guard Academy.



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Academy Review Board

Congressman Frank D. Lucas established the Academy Review Board to provide each candidate the opportunity for a personal interview. The Review Board is composed of members of District #3 who were selected because of their outstanding character, community spirit and interest in the continuance of our high caliber of military leadership. This procedure is designed to give each applicant from Oklahoma District #3 an equal opportunity to be selected as a nominee to one of the United States service academies.

Prior to a candidate's interview, each Review Board member will be handed a personal packet of information on that candidate; this packet will consist of the ***Application for Nomination*** form which includes personal, academic and leadership data; three letters of recommendation; Service Academy Academic Recommendation Form; handwritten essay; and a personal photo. They will also be provided with a copy of the Affidavit of Residency.

Each candidate will be allotted 15 minutes for an interview. The questions asked of the candidates during the interview will be at the discretion of the Review Board. Suggested for judging prospective nominees are: character, scholarship, leadership ability, physical aptitude and motivation.

Although an interview is very beneficial in selecting nominees, you would not be precluded from a nomination if you have a valid reason for not attending the Review Board meeting. Surely you will find this process to be a meaningful one, offering an equal opportunity for each individual to receive a nomination.

All correspondence regarding the service academies should be sent to the following address:

Congressman Frank D. Lucas
Attn: Allison Litterell
10952 N.W. Expressway, Suite B
Yukon, OK 73099

Telephone and email inquiries may be directed to Allison Litterell in my District office at 405-373-1958 or allison.litterell@mail.house.gov.



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OK District #3*

Addresses to Write for Academy Nominations

To increase your chances of receiving a nomination to one of the Academies, you should also write to both Oklahoma Senators to request a nomination form:

Senator Tom Coburn
100 N. Broadway
Suite 1820
Oklahoma City, OK 73102
(405) 231-4941

Senator Jim Inhofe
1900 NW Expressway #1210
Oklahoma City, OK 73118
(405) 608-4381

To apply for a Presidential or Vice Presidential nomination or if you are the child of an Active Duty Service Member, of a Deceased or Disabled Veteran, of a Military or Civilian Personnel in a Missing Status, or of a Medal of Honor recipient, you should request the nomination by writing to the Academy which you are interested in attending.



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**APPLICATION FOR NOMINATION TO THE UNITED STATES SERVICE ACADEMIES
LETTER OF RECOMMENDATION SUGGESTED OUTLINE**

You have been asked to write a letter of recommendation because someone you know is applying for admission to one or more of the United States Service Academies. The academies provide a college education leading to commissioning as an officer in the Armed Forces. The questions asked here are to help us select the best possible candidates. By law, all admissions materials must be shown to a student on request. We know that we are asking you for considerable time and effort to write this letter. Please know your generous help is greatly appreciated.

1. How long have you known the applicant and in what connection?
2. Tell us about the applicant's talents or strengths for leadership.
3. What do you consider the applicant's weaknesses?
4. Do you feel the applicant personally wants to attend a service academy or is under family or community pressure?
5. How does the applicant handle stressful situations?
6. Do you know of any personal circumstances that might affect the applicant's performance at the academy?
7. Please rank this applicant among his/her peer group:

<input type="checkbox"/> The best, appears only once in several years	<input type="checkbox"/> Excellent, among the best I have known
<input type="checkbox"/> Very good, stands out in a peer group	<input type="checkbox"/> Above average
<input type="checkbox"/> Average	<input type="checkbox"/> Below average
8. General comments, evaluations, and recommendation.

Please place the completed letter in a sealed envelope, signed across the flap, and return it to the applicant for inclusion in the complete application packet or mail directly to:

Congressman Frank D. Lucas
ATTN: Allison Litterell,
10952 N.W. Expressway, Suite B
Yukon, OK 73099



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Service Academy Academic Recommendation Form
Please type or print the required information

Principal or Guidance Counselor

This form must be completed by either a high school principal or guidance counselor. Please note that the completion of the recommendation form is a requirement. Type or print and return your completed form to the applicant in a sealed envelope with your signature across the seal.

Numerical class rank and the approximate size of the class is required. This information must be included as it is an integral part of the service academy candidate's application. If your school does not rank students, please provide an accurate estimate of the applicant's class standing and an appropriate rank.

Name of Applicant _____
Last First Middle

Social Security # _____ Year in School _____

Name of High School _____

Un-weighted GPA _____	Weighted GPA _____
Numerical Class Rank and Size _____ / _____	
ACT English _____	ACT Math _____
SAT Verbal _____	SAT Math _____

Please use the following scale to rate the applicant's abilities	Excellent	Good	Fair	Poor
Leadership characteristics				
Personality traits				
Ability to get along with and work well with others				
Ability to work under pressure				
Ability to take criticism				
Attendance, punctuality and dependability				
Overall assessment of candidate				

General Comments: (You may attach an additional page)

Date _____ Signature/Title _____



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AFFIDAVIT OF RESIDENCE

(To be completed and executed by parent or legal guardian of person making regular application as nominee to a Service Academy in order to establish legal residence in the 3rd District of Oklahoma, in compliance with statutory specifications and qualification)

I, _____, of lawful age, being a resident of _____
in _____ County, do, on oath and under penalties of perjury, depose and say:

1. That I am the parent and entitled to the custody of, or the legal guardian of, _____ a minor, who had applied to Honorable Congressman Frank D. Lucas, Member of Congress, for consideration as nominee to a United States Service Academy; that _____ is my son/daughter and is my legal ward and lives with me; and that our legal residence is: _____
2. That I have resided at the above address for _____ years, and although I may from time to time have sojourned to other parts, it has always been and still is my continuous, firm, fixed, and unwavering intention to return to said address and to reside there permanently.
3. That in evidence thereof, I depose and say that:
 - a. My domicile is _____
 - b. I have paid real estate taxes to _____ County, Oklahoma during the following years: _____
 - c. I am registered to vote in _____ County, Oklahoma and I have voted in primary and/or general elections in said County in the following years: _____

Signature

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public



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OH District #3

FACT SHEET

The academies provide guidelines for applicants who may be eligible to be considered for an appointment. A candidate must be an American citizen by the date of induction into an academy and of good moral character. If you are a naturalized citizen, you must provide documentation.

U.S. Air Force, Military, and Naval Academies require you be at least 17, but not have passed your 23rd birthday by July 1 of the year of induction. A candidate must be unmarried with no dependants.

U.S. Merchant Marine Academy requires you be at least 17, but not have passed your 25th birthday by July 1 of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

To obtain Academy literature, write to the Academy and state the information desired. Include your name, age, grade in school and social security number.

United States Air Force Academy
Director of Admissions
Attn: Congressional Liaison Office
2304 Cadet Drive Suite 200
USAF Academy CO 80840-5025
Phone: (719) 333-8850
Website: www.academyadmissions.com

United States Naval Academy
Office of Admissions/Nominations and
Appointments
117 Decatur Rd
Annapolis, MD 21402-5019
Phone: (410) 293-4392
Website: www.usna.edu/Admissions.

United States Military Academy
Director of Admissions
Attn: Congressional Liaison Office
Official Mail & Distribution Center
646 Swift Road
West Point, NY 10996-1905
Phone: (845) 938-5754
Website: www.usma.edu

United States Merchant Marine Academy
Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
Phone: (516) 773-5391
Website: www.usmma.edu

United State Coast Guard Academy: No congressional nomination is required. To obtain information or application forms Call (860) 444-8444 or write to:

US Coast Guard Academy
31 Mohegan Ave
New London, CT 06320

All academies require you to pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you have applied will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies and four-year ROTC scholarship programs.

NOTE: GRADUATION FROM A UNITED STATES SERVICE ACADEMY OBLIGATES YOU TO SERVE FIVE YEARS OF ACTIVE DUTY SERVICE