

SENATOR CHARLES E. GRASSLEY  
CONGRESSIONAL NOMINATION GUIDELINES

A. **CONGRESSIONAL NOMINATIONS**

Air Force, Naval, and Military Academies: Each U.S. Senator and Member of Congress may have a maximum of five appointees at each academy at any one time. This generally allows for one vacancy per year at each academy, however exceptions do exist.

Merchant Marine Academy: Each U.S. Senator and Member of Congress may nominate ten young men and/or women to enter state-wide competition for four places at the Merchant Marine Academy.

Coast Guard Academy: There are no Senatorial or Congressional nominations to the Coast Guard Academy. Applications should be mailed directly to:

SUPERINTENDENT  
UNITED STATES COAST GUARD ACADEMY  
31 MOHEGAN AVENUE  
NEW LONDON, CT 06320

B. **ACADEMY PREFERENCE**

Some applicants are interested in one and only one of the academies. If so, please indicate that desire on the application form which my office provides. You should not indicate a second, third, and fourth choice if in reality you have no interest in such alternatives. However, please understand that every academy will offer a similar academic experience—and for that reason, I encourage you to consider all of them.

If you do, however, have a genuine interest in more than one of the academies, then please list them in the order of preference. Applicants are sometimes nominated to an academy other than their first choice. Also, this gives the Board the choice of nominating you to more than one academy.

C. **ELIGIBILITY**

All candidates applying for one of my nominations must be citizens of the United States. They must be at least 17 years of age and not past their 22nd birthday on July 1 of the year they are admitted to the academy. They must have never been married.

D. **MULTIPLE APPLICATIONS**

Some applicants understandably seek admittance to the academies from Senator Harkin, Congressman Latham, and me. They may also apply to the Vice President. This is a wise decision as it gives you more than one chance to gain a nomination. If an applicant is nominated on one of these other lists, there is a chance I will not include him or her on my list since it may preclude some other worthwhile individual from being considered.

E. **QUALIFICATIONS**

Although standards vary among academies, candidates must generally be in the top half of their high school class in a college preparatory curriculum and score acceptably on their SATs and ACTs. For purposes of nomination, I require only the ACTs. You will need a minimum low 20's for the English or Verbal, and high 20's for the Math Score. Applicants should have outstanding records of extracurricular activities in school, in their communities or part-time jobs. The academies especially stress the importance of leadership both in and out of school.

The academies have very strict standards regarding the physical qualifications as outlined in the academy catalogs. If you have any questions about your physical condition, you may wish to have your family physician pre-determine whether you can meet the standards of the academy of your choice before applying.

F. **APPLICATION PROCEDURE**

Step 1: Return the completed application form to my Des Moines office as soon as possible. Give the Evaluation Form to your guidance counselor or principal to be completed and returned to me (Note: this person should not be included as one of your recommendation sources).

Step 2: Be sure your ACT or SAT scores are sent to me to be included in your file. (**Use code 7412**)

Step 3: Ask **THREE** people to write letters of recommendation to me on your behalf. Please include at least one teacher. These should be sent directly from the source to my office so that they are confidential. **DO NOT MAIL YOURSELF**.

Step 4: Please provide the other items noted on the enclosed checklist, including an essay explaining why you wish to attend a service academy.

Step 5: I will acknowledge your file when it is complete. If you do not hear from me when you believe your file should be complete, please write or call me to see what is missing from your file. I will not consider any file unless it is completed by the deadline.

\* Be sure to contact the academies you are interested in attending. Open your file online by visiting the respective academies website and creating a profile.

\*\* The deadline for completing your file is **October 1, 2014**. I plan to make the nominations no later than December 31, 2014.

The Honorable Charles E. Grassley  
Attn: Aaron McKay  
721 Federal Building  
210 Walnut St.  
Des Moines, IA 50309

Email: [Aaron\\_McKay@grassley.senate.gov](mailto:Aaron_McKay@grassley.senate.gov)  
Phone: 515-288-1145  
Fax: 515-288-5097

**HIGH SCHOOL EVALUATION FORM**

This form must be completed by either the high school principal or the high school guidance counselor for the candidate seeking a nomination to one of the United States Service Academies.

Name of Applicant \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

Name/Address of School \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Year in School \_\_\_\_\_

Numerical Junior Class Rank \_\_\_\_\_ GPA \_\_\_\_\_

SAT Score: Verbal \_\_\_\_\_ Math \_\_\_\_\_

ACT Score: Composite \_\_\_\_\_

English \_\_\_\_\_ Math \_\_\_\_\_

Leadership Characteristics:

Ability to Work Under Pressure:

Ability to Get Along With Others:

General Comments:

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Please send this form and a transcript showing final junior grades for the applicant to:  
 The Honorable Charles E. Grassley, Attention: Aaron McKay, 721 Federal Building, 210  
 Walnut St., Des Moines, Iowa 50309.

**DEADLINE: October 1, 2014**

APPLICATION FOR NOMINATION TO  
 AIR FORCE, NAVAL, MILITARY, OR MERCHANT MARINE ACADEMIES

Name: \_\_\_\_\_  
First Middle Last

Permanent Address: \_\_\_\_\_  
Number and Street City/Town

\_\_\_\_\_  
County State and Zip Code Phone Number  
( )

Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name, Address and Phone Number of Parents or Guardian:

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Guardian (if applicable): \_\_\_\_\_

High School: \_\_\_\_\_  
Name Address

School Phone # \_\_\_\_\_ Principal/Counselor \_\_\_\_\_

Graduation Date: \_\_\_\_\_ How Long Have You Lived In Iowa? \_\_\_\_\_

To Which Academy Are You Seeking Admission? (list in order of preference)

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

To which other members of Congress or Senator have you applied? \_\_\_\_\_

Extracurricular Activities and Employment: Please attach a separate sheet

Are you willing to make a career of the service? \_\_\_\_\_

\*\*Please attach a recent photograph.

\*\*Please use another sheet of paper if necessary.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please return to: The Honorable Charles E. Grassley, Attn: Aaron McKay, 721 Federal Building,  
210 Walnut St., Des Moines, IA 50309

**DEADLINE: October 1, 2014**

**CHECKLIST**

(Note -- this form is for your use only. It lists all the items which you need to complete your file.)

Deadline for all items: **October 1, 2014**

<b><u>ITEM:</u></b>	<b>DATE SENT TO SEN. GRASSLEY</b>
1. Application Form	_____
2. SAT Score	_____
or	
3. ACT Score	_____
4. Extracurricular Activities	_____
5. Essay	_____
6. Transcript of Grades	_____
7. Recent Photograph	_____
8. 3 Letters of Recommendation	1st _____
	2nd _____
	3rd _____
9. High School Evaluation Form	_____

All items should be sent to:

The Honorable Charles E. Grassley  
Attn: Aaron McKay  
721 Federal Building  
210 Walnut St.  
Des Moines, IA 50309  
Phone: 515-288-1145  
Email: [Aaron\\_McKay@grassley.senate.gov](mailto:Aaron_McKay@grassley.senate.gov)  
Fax: 515-288-5097

**PLEASE DO NOT SEND THESE ITEMS TO THE WASHINGTON OFFICE. IT WILL DELAY YOUR APPLICATION AS WELL AS INCREASE THE CHANCE OF IT NOT REACHING THE PROPER STAFF PERSON, THANK YOU.**