

Thank you for your interest in applying for a nomination to attend a military service academy. My staff and I look forward to both working with, and getting to know you.

We expect to hear from **you** rather than your parents/guardians. They are very important people in your development and an essential part of your support network, but you are seeking a very adult responsibility, so we expect you to be the primary point of contact. Mom and Dad may be pushing you from behind, but we expect you out front with the effort and communications.

Here is what you can expect during this process:

Our office will begin accepting Nomination Applications on May 15, 2014. Complete packages are due in my Orange Park office no later than close of business, Friday, October 24, 2014. I will keep the process as simple as possible.

Some rules of engagement for the documents you submit:

1. You may send documents at any time. They do not all have to arrive together, but they can.
2. There is no need to try to package the documents in a unique way or print them on expensive paper. Just send copies on white paper in black ink. We will make multiple copies.
3. There is no need to use color in your text since our copier is black and white.
4. Please do not use staples. If needed, please attach items with paperclips.
5. If you want to replace one document with an updated one, just send us the new version and ask us to dispose of the previous version.
6. The only documents we accept later than October 24, 2014 are new SAT or ACT scores. We are willing to accept these until one week prior to the day of your interview.

We do understand the SAT and ACT schedules may not allow you to include your test results right away. You may send information when it is available, until one week prior to your scheduled interview. If you retake a test, you may send new copies. We will use the highest scores you submit for each category. For example, if your math score is higher on your second test, but your English score is lower, we will use the math score from the second test and the English score from the first test, provided we receive both score sheets. **Those should be submitted to Congressional Code 6565 (SAT) and 7323 (ACT).**

It is always a good idea to follow up a few days after you send something to ensure we received it. You have plenty of time, but we do not recommend delaying until the last minute. Most packages tend to arrive in our office in the months of August and September.

If you haven't heard something from our office that you expected to hear, or received information of receipt of a document, please call or email our office. Do not sit back and wait. If you need assistance, please do not hesitate to reach out and ask. We are here to help and serve you.

Please visit <http://yoho.house.gov/> frequently to ensure that no new information has been posted.

Again, please do not hesitate to contact my office directly at (904) 276-9626 or via email to [yoho.nominations@mail.house.gov](mailto:yoho.nominations@mail.house.gov).

In early October we will verify we have complete packages from all applicants.

Our office will contact you to schedule an interview with the nomination board no later than November 1, 2014. Times and location will be given at that time. Interviews will be held November 15, 2014. The panel will consist of academy alumni, retired military members, and community leaders who will assess each candidate's achievements and potential, and rank each candidate.

Our goal is to notify you of the results prior to December 17, 2014.

**Mail all correspondence to:**

**U.S. Representative Ted S. Yoho, DVM**

**ATTN: Academy Nominations**

**1213 Blanding Blvd**

**Orange Park, FL 32065**

Again, please do not hesitate to call (904) 276-9626 or email [yoho.nominations@mail.house.gov](mailto:yoho.nominations@mail.house.gov) and ask questions if you need any help or additional information. **BEFORE YOU CALL** you should review the following list of commonly asked questions for those seeking a military academy nomination. You may find your answer here. We look forward to working with you through this process.

**Frequently Asked Questions:**

**What is a nomination?**

Members of Congress may nominate applicants who meet the eligibility requirements established by law. A candidate may seek a nomination from the following:

- A member of the U.S. House of Representatives who represents the congressional district in which the candidate resides.  
<http://yoho.house.gov/>
- Both U.S. Senators from his or her state:  
<http://www.billnelson.senate.gov>  
<http://www.rubio.senate.gov>
- Apply directly to the Vice-President of the United States:  
<http://www.whitehouse.gov/administration/vice-president-biden/academy-nominations>

**What are the eligibility requirements?**

Each applicant for a nomination must meet the following eligibility requirements as of July 1<sup>st</sup> of the year of admission to an academy:

- Age: Be at least 17 years-old; but not have passed the 23<sup>rd</sup> birthday
- Citizenship: Must be a U.S. Citizen
- Marital Status: Must be unmarried, not pregnant, and without legal obligation to support children or other dependents
- Residence: Must reside within the boundaries of the 3<sup>rd</sup> Congressional District of Florida.
- Skill/Fitness: Must meet the medical, physical, and academic requirements of the academy.

**Who do I contact to discuss the application process?**

Contact my Orange Park Office at (904)276-9626 and ask for Greg Rawson

**When do I apply for a nomination?**

My nomination application period opens May 15<sup>th</sup> of each year for those candidates who are entering their senior year of high school or those who have already graduated.

**What is the deadline for completing a nomination package?**

The deadline for submitting a nomination package to my Orange Park District Office is by Close of Business, October 24, 2014.

**What must be included in my nomination package?**

A complete nomination file consists of the following items:

- Current Photo (8x10)
- High school transcripts (Official sealed transcripts mailed from your school)
- American College Testing Program (ACT) results and/or College Board Scholastic Assessment Test (SAT) results. Submit to Congressional Code 7323 (ACT) and/or 6565 (SAT)
- Résumé of extracurricular activities to include academic honors, clubs and accomplishments, sports, arts, volunteerism, JROTC, Civil Air Patrol, and civic involvement (Scouts, church, employment history, etc)
- 5 Essay Questions (1 page (do not exceed)/Double Spaced/1" Margins/12pt Font/Times New Roman – Header should consist of name and question being addressed in the upper left corner)
  - What is the American Dream and how does it apply to me?
  - Where do I see myself in ten years?
  - Select two Service Academies and tell us why you would like to attend.
  - If you are not selected for a nomination, what is your five-year-plan?
  - What does it mean to serve? How have you demonstrated your ability to serve?
- Three letters of recommendation (outside of family)

**What happens after I have submitted a completed nomination package?**

Follow up with the Orange Park Office at (904)276-9626 or via email to [yoho.nominations@mail.house.gov](mailto:yoho.nominations@mail.house.gov) to ensure your package has been received. Applicants who submit a completed file will be scheduled for an interview. **It is imperative that you provide the best contact information to be reached by our office with your packet (email/phone).**

**What criteria are used in selecting candidates?**

Nominations are based on a “whole person” evaluation. Factors such as academic achievements, extra-curricular activities, leadership skills, physical aptitude, character, and motivation are taken into consideration and compared with other applicants.

**How many Academies are there?**

There are five (5) service academies.

*Three reside within the Department of Defense:*

- U.S. Military Academy at West Point, New York
- U.S. Naval Academy at Annapolis, Maryland
- U.S. Air Force Academy at Colorado Springs, Colorado

*Two reside within the Department of Transportation:*

- U.S. Merchant Marine Academy at Kings Point, New York
- U.S. Coast Guard Academy at New London, Connecticut

**Are the requirements the same for all service academies?**

No. Although many of the qualifications are similar, each academy operates under its own admissions guidelines. Visit the academy of your choice via the websites noted for each academy's particular admissions qualifications. It is not necessary to seek a nomination to the Coast Guard Academy, as the U.S.C.G.A accepts candidates based on their own testing criteria.

**Who should I ask to write a letter of recommendation on my behalf?**

Some of the people applicants typically seek recommendations from include:

- Teachers
- Counselors
- Employers
- Coaches
- Clergy
- Scout Leaders

I do not require a specific recommendation form. A letter of recommendation is sufficient.

**Will I automatically be selected by the academy after I receive a nomination?**

No. You will be placed among a select group of nominees, and the academy of your choice will make the final decision. If selected, you will receive an offer of admission (an appointment) directly from the academy.

**What if I choose more than one academy? Will I be limited to a single nomination?**

No. You can be nominated to multiple academies depending on how well you have competed among this year's pool of candidates. It is also possible to win multiple appointments.

**When will I know if I have been offered an appointment to an academy?**

Academies will normally begin to notify candidates of their appointment status in February. All offers of appointment are generally sent out by May 1<sup>st</sup>.