

# Congressman Alan Grayson

Florida's 9<sup>th</sup> Congressional District



## United States Service Academies Congressional Nomination Information Packet

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The information in this packet is only intended to serve as a guide and should not supersede any information provided by any service academy. The requirements listed here apply to the Office of Congressman Grayson only and may or may not be the same as other congressional offices. Applicants should contact each academy and/or congressional office to obtain specific information about their deadlines and requirements.

ALAN GRAYSON  
9TH DISTRICT, FLORIDA

COMMITTEE ON FOREIGN AFFAIRS  
SUBCOMMITTEE ON  
WESTERN HEMISPHERE  
SUBCOMMITTEE ON  
MIDDLE EAST AND NORTH AFRICA  
  
COMMITTEE ON SCIENCE, SPACE,  
AND TECHNOLOGY  
SUBCOMMITTEE ON ENERGY  
SUBCOMMITTEE ON ENVIRONMENT  
REGIONAL DEMOCRATIC WHIP

Congress of the United States  
House of Representatives  
Washington, DC 20515-0909

430 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-9889

ORLANDO DISTRICT OFFICE  
5842 SOUTH SEMORAN BOULEVARD  
ORLANDO, FL 32822  
(407) 615-8889

KISSIMMEE DISTRICT OFFICE  
101 NORTH CHURCH STREET  
SUITE 550  
KISSIMMEE, FL 34731  
(407) 518-4983

[grayson.house.gov](http://grayson.house.gov)

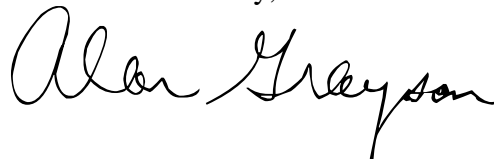
Dear Candidate:

Thank you for your interest in attending one of our nation's service academies. One of my favorite duties as a Member of Congress is nominating Florida's Ninth Congressional District's best and brightest young men and women to our nation's service academies. In this packet you will find information about the nomination process in my office as well as information about other requirements to obtain an appointment.

Keep in mind that the deadline for submission of all required documentation to my office is **October 28, 2016**. I highly encourage you to submit prior to this deadline. I highly recommend that you submit your information as you compile it, instead of waiting until you have everything together. Applicants who submit a completed nomination file will be scheduled for an interview in early November.

Please contact Jose Rodriguez in my Orlando district office at [jose.rodriquez@mail.house.gov](mailto:jose.rodriquez@mail.house.gov) or (407) 615-8889 if you have any questions or if he can be of assistance in any way during this process.

Sincerely,



Alan Grayson  
Member of Congress

## **The Nomination and Appointment Process**

In order to be considered for an appointment to a United States Service Academy, each applicant must have obtained a nomination from an authorized nominating source. Applicants may apply for and receive nominations from the Vice President, their U.S. Senators, and/or their Congressional Representative.

Members of Congress are allowed five vacancies at each of the Service Academies. For each vacancy that Members of Congress have at the Service Academies, they may nominate up to 10 candidates to compete for that vacancy. A student remains in one of the vacancy slots until that student graduates from the Service Academy. Our office normally fills one vacancy each year.

Once an applicant has completed a nomination file, our nominations committee, composed of service academies alumni, will review each file and schedule interviews with the top candidates (Skype interviews are available). After interviews are conducted, the committee recommends which candidates are best qualified to receive a nomination. Our office then proceeds to submit the nominations to the respective academies and informs the applicants of their nomination status in a letter. Once a nomination is submitted, it is the applicant's responsibility to follow up with the academy to complete the appointment process.

## **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.

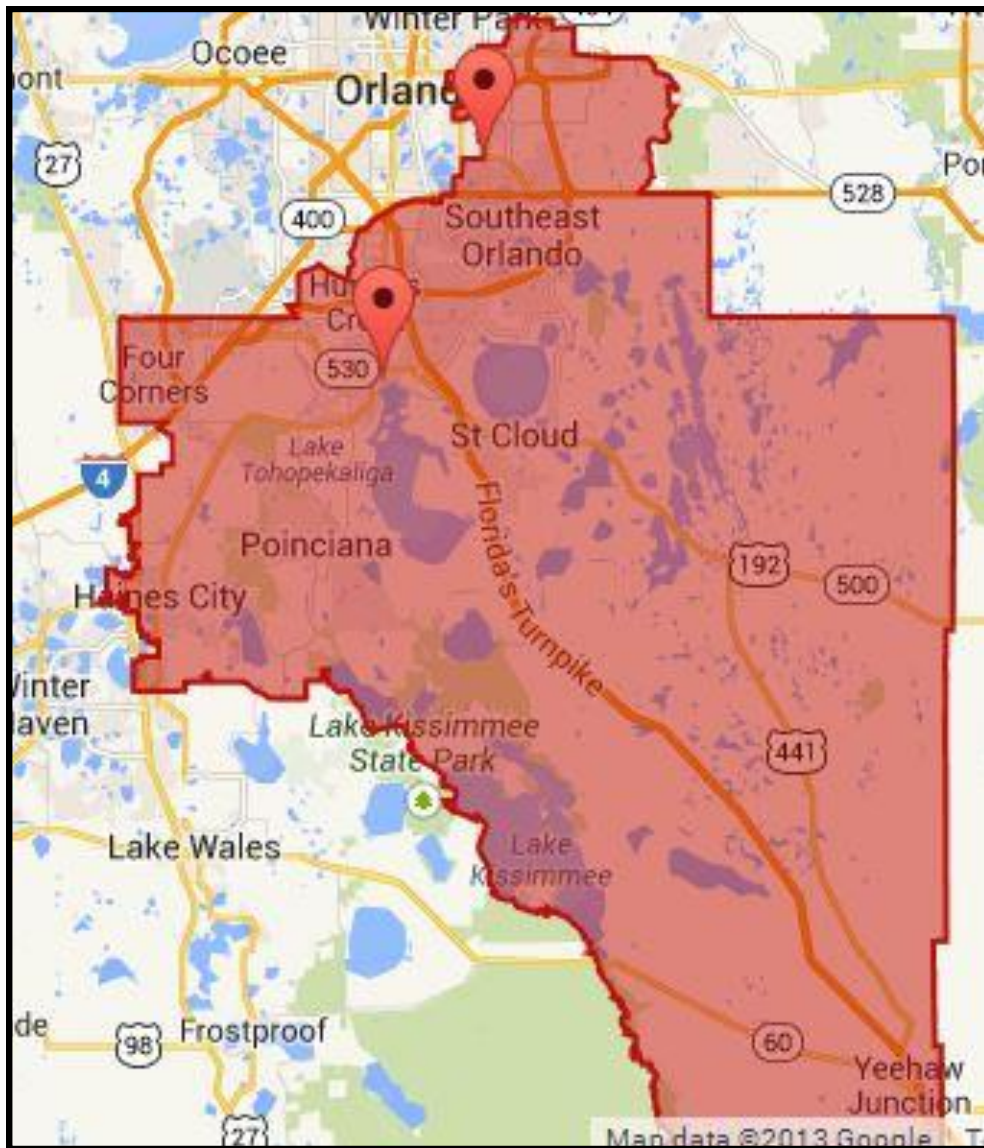
- **Age:** Applicant must be at least 17 years old, but must not have passed their 23<sup>rd</sup> birthday on July 1 of the year of entry into the Academy.
- **Citizenship:** Applicant must be a citizen of the United States.
- **Marital Status:** Applicant must be unmarried, not pregnant, and have no legal obligation to support a child or dependent.
- **Residency:** Applicant must be a legal resident of the 9th Congressional District of Florida.
- **Medical Fitness:** Must meet the medical, physical, and academic requirements of the Academy.



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United States Service Academies Nominations*

## Florida's 9<sup>th</sup> Congressional District

To verify if you reside within our district, go to: <http://www.house.gov/representatives/find/>



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## **The Military Service Academies**

There are five service academies:

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

## **Service Academy Requirements**

Not all Service Academies requirements are the same. Although many qualifications are similar, each academy operates under its own admissions guidelines. Visit the website of the academy of your choice for particular admissions qualifications. **It is not necessary to seek a congressional nomination to the Coast Guard Academy, as the U.S.C.G.A. accepts candidates based on their own testing criteria.**

## **When to Apply for a Nomination**

The nomination application period opens **May 1<sup>st</sup> of each year** for those candidates who are high school juniors and will be seniors the following school year, or who have already graduated.

## **Deadline for Completing a Nomination File**

The deadline for submitting all required documents to the District Office is **October 28, 2016**. Please contact our office for additional information.

## **Criteria Used In Selecting Candidates**

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



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## What MUST Be Included In Your Nomination File

A complete file consists of the following items:

1. The application form
2. Test results from the American College Testing Program (ACT) and/or the College Board Scholastic Assessment Test (SAT)
3. An essay
4. Official high school transcripts
5. Minimum of three (3) letters of recommendation
6. A current photo

### 1. Application Form

Please go to [www.grayson.house.gov](http://www.grayson.house.gov) to complete the application form. At the top menu bar, under ‘Serving You,’ click on ‘Military Academy Nominations’ and fill out the application. Once completed, **print and sign** the form. The application must be signed. You may then submit it via mail, fax, or email at the contact information provided below.

### 2. SAT/ACT Test Scores

You may submit your test scores in one of two ways: (1) you may request official test scores to be sent to our office directly from the testing company, or (2) you may request that we use the scores listed on your official high school transcripts. Please note that the transcripts or test scores must be originals, copies are not accepted. Our office’s test codes are:

**SAT: 5325**

**ACT: 7329**

### 3. Essay

Compose an essay, in 500 words or less, stating why you want to attend a military service academy. You may submit it via mail, fax, or email at the contact information provided below.



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#### **4. Transcripts**

Transcripts must be originals, sent to our office via mail in an envelope sealed by the school to the address below.

#### **5. Letters of Recommendation**

A total of three (3) recommendation letters must be submitted to our office. Some of the people applicants typically seek recommendations from include:

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

Our office does not require a specific recommendation form. A letter of recommendation is sufficient.

#### **6. Photo**

A headshot is recommended. Digital submissions are accepted.



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## Contact Information

<b>Mailing Address:</b>	Congressman Alan Grayson Attn: Jose Rodriguez 5842 South Semoran Boulevard Orlando, FL 32822
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<b>Website:</b>	<a href="http://grayson.house.gov">grayson.house.gov</a>

\*Use this email address: [Nominations.Grayson@mail.house.gov](mailto:Nominations.Grayson@mail.house.gov) to submit your documents. Contact Jose Rodriguez at [Jose.Rodriguez@mail.house.gov](mailto:Jose.Rodriguez@mail.house.gov) for general inquiries.



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# Nomination Schedule for Congressman Grayson

## Freshman and Sophomore Year

Focus on your academics, extracurricular activities, leadership roles, and taking the PSAT.

## Junior Year

- **September** – Begin taking SAT/ACT. Retake if necessary.
- **January** – Apply for a summer program or submit a preliminary application for admissions to be considered as a candidate.
- **Spring** (May 1<sup>st</sup>) – Begin the process of applying for a nomination (contact Sen. Nelson and Sen. Rubio, in addition to Rep. Grayson). Our application period opens **May 1<sup>st</sup>**.
- **Summer** – Attend a summer program (recommended).

## Senior Year

- **Last Friday of October** – Deadline to complete applying for a nomination from Congressman Grayson.
- **Early November\*** – Applicants are interviewed by the nominations committee.
- **Late November – Early December** – Nominations are awarded and submitted to the academies. Applicants are notified by mail.
- **January 31<sup>st</sup>** – **Application deadline for all academies.**
- **April** – Applicants are notified by the academies of appointment decisions.
- **May-June** – Academies may offer additional appointments to replace candidates who declined an appointment offer.
- **June** – Reception with Congressman Grayson and appointees from District 9.

\*You will be notified of the exact date and location once your application file is complete.



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## Checklist

(Keep for your own records)

1. \_\_\_\_\_ Complete Application Form
2. \_\_\_\_\_ Test Scores
3. \_\_\_\_\_ Essay
4. \_\_\_\_\_ Official Transcript(s)
5. \_\_\_\_\_ Letters of Recommendation (#1\_\_\_\_\_, #2\_\_\_\_\_, #3\_\_\_\_\_)
6. \_\_\_\_\_ Photo



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