

## *Congressional Academy Nomination Guidelines-* *U.S. Senator Chuck Grassley*

### **A. CONGRESSIONAL NOMINATIONS:**

*Air Force, Naval, and Military Academies:* Each U.S. Senator and Representative 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 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 option 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, as of July 1 of the year of admission to an academy. They must be at least 17 years of age and not past their 23rd 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 a nomination to the academies from Senator Ernst, Congressman King, Congressman Blum, Congressman Young, Congressman Loebbeck, 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: Please send COMPLETED applications to my office.**

Step 1: Complete the application form, and other items noted on the enclosed checklist. Please include all information in the attached sheets. Please do not include resumes or create other documents. Only the information included in the attached sheets will be considered.

Step 2: Be sure your ACT or SAT scores are sent to me to be included in your file.

**ACT - use code 7129                      SAT – use code 6260**

\*This can be sent in with your packet, or directly from the testing source.

Step 3: Ask **THREE** people to write letters of recommendation to me on your behalf. Please include at least one teacher. Letters should be signed and **sealed**. These need to be included in your one, single completed nomination packet.

Step 4: Give the Evaluation Form to your guidance counselor or principal to be completed, sealed and included in your packet (Note: this person should not be included as one of your recommendation sources).

Step 5: Contact the academy or academies you are interested in attending. Open your file online by visiting the respective academies' website and creating a profile. I can only nominate students who have applied to the academy directly.

Step 6: Compile ALL required materials, and mail or deliver in **ONE PACKET** or **ENVELOPE** to my Des Moines office. *Submissions submitted via email or fax will not be accepted.* 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 call my Des Moines office at: 515-288-1145. I will not consider any file unless it is completed and received in-hand by the deadline. Postmarked materials received after the deadline will not be considered.

**\*The deadline for completing your file is October 12, 2018. ALL information must be in-hand.** I plan to make the nominations no later than December 31, 2018. Please mail applications to the following address:

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

Email: Sarah\_Albee@grassley.senate.gov  
Phone: 515-288-1145

***EARLY APPLICATION SUBMISSIONS ARE HIGHLY  
ENCOURAGED***

**CHECKLIST**

(Note -- this form lists all the items which you need to complete your file.) **Deadline for Submission: October 12, 2018**

<b>ITEM:</b>	<b>ENCLOSED</b>
1. Application Form	<input type="checkbox"/>
2. SAT Score or	<input type="checkbox"/>
3. ACT Score	
4. Extracurricular Activities	<input type="checkbox"/>
5. Essay	<input type="checkbox"/>
6. Transcript of Grades	<input type="checkbox"/>
7. Letters of Recommendation	
1st	<input type="checkbox"/>
2 <sup>nd</sup>	<input type="checkbox"/>
3 <sup>rd</sup>	<input type="checkbox"/>
8. High School Evaluation Form	<input type="checkbox"/>

All items should be mailed to:  
The Honorable Charles E.  
Grassley Attn: Sarah Albee  
721 Federal Building  
210 Walnut St.  
Des Moines, IA 50309  
Phone: (515) 288-1145

**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.**

**DEADLINE: October 12, 2018**

Please PRINT clearly

**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.

Principal/ Guidance Counselor (circle one): \_\_\_\_\_  
Name

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 return this form and a transcript showing final junior grades to the applicant.

**DEADLINE: October 12, 2018**  
**Please PRINT clearly**

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:** \_\_\_\_\_

Name, Address and Phone Number of Parents or Guardian:

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

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

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

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

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

Graduation Date: \_\_\_\_\_ Are you a legal resident of Iowa? How many years? \_\_\_\_\_

To Which Academy Are You Seeking Admission? (list in order of preference, **ONLY** those you wish to attend)

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

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

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

List your hobbies:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

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

**DEADLINE: October 12, 2018**  
**Please PRINT clearly**

Additional Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please PRINT clearly

## Extra-Curricular Activities

Please list any school clubs or groups (ie...Student Council, Key Club, Chorus, Band) that you are a member of and any positions you have held.

(Copy this sheet for additional space as needed)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

Are you employed outside of school?

\_\_\_\_\_

If you are employed outside of school, please explain what you do and the **number of hours** you work during the school year.

\_\_\_\_\_

\_\_\_\_\_

Please PRINT clearly

Please list non-school related activities and groups (ie...Boy Scouts, Girl Scouts, Boys' State, Girls' State) that you are involved in and any positions you have held.  
(Copy this sheet for additional space as needed)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

Please PRINT clearly



Please PRINT clearly

## Athletic Participation

List 1<sup>st</sup> Sport

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Grades played:

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

Position played and any awards received:

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Did you letter?

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Were you a Captain in this sport? If so, for what years?

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

Please PRINT clearly

List 2<sup>nd</sup> Sport

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Grades played:

9<sup>th</sup>          10<sup>th</sup>          11<sup>th</sup>          12<sup>th</sup>

Position played and any awards received:

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Did you letter?

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Were you a Captain in this sport? If so, for what years?

9<sup>th</sup>          10<sup>th</sup>          11<sup>th</sup>          12<sup>th</sup>

Please PRINT clearly

List 3<sup>rd</sup> Sport

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Grades played:

9<sup>th</sup>          10<sup>th</sup>          11<sup>th</sup>          12<sup>th</sup>

Position played and any awards received:

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Did you letter?

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Were you a Captain in this sport? If so, for what years?

9<sup>th</sup>          10<sup>th</sup>          11<sup>th</sup>          12<sup>th</sup>

# Please PRINT clearly

List 4<sup>th</sup> Sport

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Grades played:

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

Position played and any awards received:

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Did you letter?

---

Were you a Captain in this sport? If so, for what years?

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

Please PRINT clearly

List 5<sup>th</sup> Sport

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Grades played:

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

Position played and any awards received:

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Did you letter?

---

Were you a Captain in this sport? If so, for what years?

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

# Affirmation

Please print your name: \_\_\_\_\_

I affirm that all of the information in my application is accurate. I also affirm that I am a United States citizen (or will be prior to entering the service academy); a resident of Iowa; unmarried without dependents and not pregnant; have good moral character; and will be at least 17 years old and will not have passed my 23<sup>rd</sup> birthday on July 1 of this year.

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Applicant's Signature

Date

**DEADLINE: October 12, 2018**

Please PRINT clearly