



**U.S. SENATOR RICHARD C. SHELBY'S**  

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**Service Academy Nomination**  
**Application Packet**  
**Classes Entering 2005**



Enclosed:

- Information Sheet
- Minimum Requirements
- Application Form
- Recommendation Forms



# U.S. SENATOR RICHARD C. SHELBY'S Information Sheet 2005

## UNITED STATES SERVICE ACADEMIES APPLICATION

*Note: please read the information below before completing academy forms.*

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### **I. 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., Senator Sessions, your Congressman, Presidential, Vice-Presidential, Children of Deceased or Disabled Veterans, etc.). However, if you receive a nomination from another source, I will not be able to duplicate that nomination. While you are encouraged to apply to a number of sources if eligible, you should not specify a different academy with each one. In order that more Alabama applicants will have an opportunity to be reviewed by the academies, please let me know immediately if you are nominated by another authority. Additionally, should you change your career goals, please notify me. This will offer the opportunity to another student.

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

Please complete the enclosed application as instructed - following the specific requirements indicated. Limit the number of recommendation letters to three (3) — make sure the letter is from the proper individual from your school (see inside for details) and the recommendations from two others that are the most beneficial to you. Have any additional recommendations sent to the Service Academy of your choice where you have opened a pre-candidate file.

Certain information is required as outlined below for you to be considered as an applicant. It is your responsibility to submit and update the required information. All applications must be post-marked no later than Friday, November 19, 2004. Any additional or updated information may be submitted until December 3, 2004. You will be notified at the end of January 2005 regarding the outcome of your service academy application.

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 nominations. (First-choice designations may be changed at any time before nominations are made.)

## II. REQUIREMENTS

A. Residency - Applicant must be a legal resident of Alabama.

B. Application Form - The enclosed application must be completed and returned promptly. Formal candidacy is established in my office upon receipt of the application. It is not necessary that you send all the required information at once. If your application is not received within a reasonable time after your initial inquiry, it will be presumed that you are no longer interested in pursuing a nomination. The manner in which an application is treated and how it is handled by the young student making application indicates the seriousness of the individual. All the Service Academies place an increasing amount of importance on how the application process is viewed and processed.

C. Recommendation Form - The enclosed recommendation form must be completed by your school Guidance Counselor or Principal and returned to my office. In addition to the form, only three letters of recommendation are needed. Often, students are under the impression that the quantity of recommendation letters is most helpful. On the contrary, three recommendations of quality are more meaningful, especially if the author has firsthand knowledge of the candidate.

D. Transcript - An official transcript of your high school and class rank must show your final junior grades and numerical class rank (percentile ranks are not acceptable). If you apply before this information is available, it is your responsibility to request your Guidance Counselor to send an up-to-date transcript and to keep your records current.

E. College Boards - The SAT and ACT are required entrance examinations by the Service Academies for candidates who are ultimately admitted. Applicants are responsible for taking these tests and for requesting scores to be sent to the academy/academies and to my office. You must be tested before December 3, 2004 for purposes of my office. Therefore, the SAT test administered on Saturday, November 6, 2004, is the last test which you may take if the results are to be received in my office before the deadline. Please direct SAT scores to my office by indicating 1745 as the code and Senator Richard Shelby of Alabama as the score recipient on the CEEB form. If you are unable to include my office in your original choices for test reports, send me a copy of the report you receive in order to save time and the additional report fee. If you submit more than one set of scores, the higher scores will be counted. For your convenience, I have enclosed the dates of the SAT/ACT tests for this year as well as the addresses of the SAT and ACT admissions Boards which are as follows:

Registration Department (ACT)  
American College Testing Program  
Post Office Box 414  
Iowa City, Iowa 52243

College Entrance Examination  
Box 52  
Princeton, New Jersey  
08540-6201

F. Qualifying Medical Examination - The individual academies will recommend a schedule of medical examinations to the Department of Defense Medical Examination Review Board (DOD-MERB) after receipt of the pre-candidate questionnaire, which is used to open a pre-admission file at the academy. There is no cost to the candidate for the examination. Be sure to mail the appropriate yellow, blue, green or white cards as soon as possible to the corresponding academy/academies.

G. Leadership - Leadership and physical fitness are judged from the information provided on

your application form. This information should be kept up-to-date. Unlike civilian colleges, the Service Academies place strong emphasis on physical training. In addition, the academies place a high premium on leadership and extracurricular activities. Therefore, consideration must be given to each candidate's proven ability in these areas. It must be noted, however, that leadership can also be evident in areas other than athletics.

### **III. TYPE OF NOMINATION - COMPETITIVE**

Ten candidates will be selected as nominees for each vacancy at each of the academies. At the Merchant Marine Academy, ten candidates will be selected as nominees each year. However, the Merchant Marine Academy does consider qualified alternates from different states. This makes the chances of selection appear more within one's grasp. The Merchant Marine Academy also requires an admittance age of 17, however, unlike the other Service Academies, the maximum age is 25. Attendees at the King's Point Academy are also allowed to be married with the provision that they are not domiciled together on or off the campus.

### **IV. BASIS FOR SELECTION**

Selections are made competitively on the basis of a composite of academic factors (60%) and leadership potential, extracurricular activities, physical fitness, and recommendations (40%). The following are included:

A. School records, class rank, and grade point average.

B. College Board Scores - Normally a competitive candidate will have SAT scores above 500 in verbal and 550 in math, or ACT scores above 22 in English and 26 in math and will stand in the upper 20% of his or her class. The higher your scores and class standing, the greater will be your chance for a nomination, assuming qualification in the remaining areas of consideration.

C. Motivation - One of the most important considerations in the selection of a nominee is motivation - the candidate's desire to attend an academy. It is also the most difficult to measure. To an extent, motivation can be judged by the candidate's diligence in completing his or her file, which is one reason an applicant with an incomplete file is not considered for a nomination.

**ALL CORRESPONDENCE REGARDING  
THE SERVICE ACADEMIES SHOULD BE SENT TO:**

U. S. Sen. Richard C. Shelby  
1118 Greensboro Avenue #240  
Tuscaloosa, Alabama 35401  
Attention: Melissia Davis  
(205) 759-5047  
FAX: (205) 759-5067



## U.S. SENATOR RICHARD C. SHELBY'S Minimum Requirements

**Note to Applicant:** The completion of these requirements makes one eligible, but does not guarantee a nomination. Senator Shelby will submit ten nominations to each academy, and selection is competitive. If you have not yet started a pre-candidate file at the academy of your choice, do so immediately!

	<b>Minimum Requirements</b>	<b>Minimum Scores</b>	<b>Avg. Scores at Academy</b>
<b>U.S. NAVAL ACADEMY</b>			
Director of Candidate Guidance Annapolis, Maryland 21402-5019 1-800-638-9156	U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination PAE and DODMERB exams 6 yrs. Post-grad Active Duty	SAT V-600, M-600 ACT E-26, M-26 Highest is taken	Not Applicable
<b>U.S. AIR FORCE ACADEMY</b>			
Director of Admissions Colorado Springs, CO 80840-5651 719-472-2520	U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination CFT and DODMERB exams 6 yrs. Post-grad Active Duty	SAT V-580, M-560 ACT E-24, R-24 M-25, SC-25 Highest is taken	SAT V-635, M-661 ACT E-27, R-30 M-29, SC-29
<b>U.S. MILITARY ACADEMY</b>			
Director of Admissions West Point, New York 10996-1797 914-938-4041	U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination PAE and DODMERB exams 6 yrs Post-grad Active Duty	SAT V-560, M-560 ACT E-20, M-23 Highest is taken	SAT V-561, M-646 ACT E-27, M-28
<b>U.S. MERCHANT MARINE ACADEMY</b>			
Admissions Office Kings Point, New York 11024-1699 1-800-732-6267	U.S. Citizen/Age 17-25 No Marriage Restriction Nomination/Congressional Only DODMERB exams 8 yrs. Post-grad Reserve Duty 5 yrs. maritime industry	SAT V-480, M-520 TOTAL 1050 Minimum ACT E-21, M-25 Highest is taken	SAT V-542, M-593 ACT-Not Applicable
<b>U.S. COAST GUARD ACADEMY</b>			
Director of Admissions New London, Connecticut 06320 203-444-8444	U.S. Citizen/Age 17-21 Unmarried/No Dependents NO NOMINATION REQUIRED DODMERB exam only. 6 yrs. Post-grad Active Duty	No scores are necessary	Not Applicable

**NOTE: Overall SAT and ACT scores must equal the sum of the minimums to qualify for an interview.**

PAE - Physical Aptitude Exam  
CFT - Candidate Fitness Test

U.S. Sen. Richard Shelby - Alabama  
1118 Greensboro Ave. #240  
Tuscaloosa, AL 35401  
205 759-5047  
FAX 205 759-5067



## U.S. SEN. RICHARD C. SHELBY'S U.S. Service Academy Nomination Application Form

(PLEASE PRINT CLEARLY OR TYPE)

**Please rank the academies 1-4. Academies that you have not applied to, please leave blank.**

\_\_\_\_\_ U.S. Naval Academy

\_\_\_\_\_ U.S Air Force Academy

\_\_\_\_\_ U.S. Military Academy

\_\_\_\_\_ U.S. Merchant Marine Academy

### I. Personal Data:

SS# \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Perm. Address: \_\_\_\_\_

Temp. Address: (if any) \_\_\_\_\_

Give date temp. address no longer applies: \_\_\_\_\_

Phone#(s): \_\_\_\_\_

Are you a U.S. Citizen? (circle one) Y / N      Date and Place of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Address: (If different from above) \_\_\_\_\_

Father's Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Address: (If different from above) \_\_\_\_\_

Mother's Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Name of High School: \_\_\_\_\_ Date of Graduation: (m/yr) \_\_\_\_\_

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

High School Phone: \_\_\_\_\_ Counselor's phone: \_\_\_\_\_

### II. Academic Data:

G.P.A. (weighted) \_\_\_\_\_ G.P.A. (unweighted) \_\_\_\_\_

ACT Scores: E \_\_\_\_\_ M \_\_\_\_\_ R \_\_\_\_\_ Sc \_\_\_\_\_      SAT Scores: V \_\_\_\_\_ M \_\_\_\_\_

Or date ACT to be taken (m/yr) \_\_\_\_\_

Or date SAT to be taken (m/yr) \_\_\_\_\_

Class Rank: \_\_\_\_\_ of \_\_\_\_\_ (Top \_\_\_\_\_%)

Currently attending:    High School    Jr. College    4-yr. College    Prep School

If college, are you attending on a scholarship? If yes, explain: \_\_\_\_\_





(RF#1)

6. Please give us your appraisal of the applicant in terms of the qualities listed below. Leave blank those which you have no information about.

Usually Outstanding Top 5%	Superior Top 15%	Excellent Top 1/3	Good Mid. 1/3	Average Bot 1/3	Poor Top 2%
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Intellectual  
Ability

---

Ability to Work  
With Others

---

Leadership  
Qualities

---

Imagination  
and Creativity

---

Motivation  
Maturity

---

Overall  
Character

---

7. Please comment on the ratings that you have assigned in item 6, and any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful in considering this person's application for one of the service academies. *(Do not hesitate to attach an additional sheet.)*

Recommender's Signature \_\_\_\_\_

Recommender's Name *(please print)* \_\_\_\_\_

Position or Title: \_\_\_\_\_ School or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

*Please return this form in a sealed and signed envelope directly to the applicant as soon as possible.*

U.S. Sen. Richard Shelby - Alabama  
1118 Greensboro Ave. #240  
Tuscaloosa, AL 35401  
205 759-5047  
FAX 205 759-5067



**U.S. SEN. RICHARD C. SHELBY'S**  
U.S. Service Academy Nomination Recommendation Form  
(RF#2)

**NOTE TO THE CANDIDATE AND RECOMMENDER:** You are required to submit three recommendation forms—Form (RF#1) from your high school counselor or principal, and (2) others (RF#2 and RF#3) from a teacher, coach, employer, or some who knows you well. Remember this is form number two (RF#2). Please type or print and return the completed form to the candidate in a sealed envelope with your signature across the seal. Send recommendation forms to the Tuscaloosa office (address above) by the **DECEMBER 3rd DEADLINE!**

1. Name of Applicant \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
Street City/State Zip

**NOTE TO RECOMMENDER:** The person whose name appears above is applying for admission to one of the United States Service Academies. The academies provide a college education leading to a career as a military officer. The questions posed below suggest the kind of information that would be helpful in the selection process; however, it is provided for your convenience only, and we would welcome your additional comments in whatever form you see appropriate. Your assistance in this candidate's evaluation is very helpful to us and is greatly appreciated. Please seal and sign the back flap of the envelope and return to the candidate, who will submit it unopened with his/her application. Please know their **DEADLINE IS DECEMBER 3rd!**

2. How long have you known the applicant and in what capacity? \_\_\_\_\_  
\_\_\_\_\_
3. What do you consider to be the applicant's talents or strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you consider to be the applicant's weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you know of any personal circumstances or conditions which might effect the applicant's performance at the academy? \_\_\_\_\_ If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

(RF#2)

6. Please give us your appraisal of the applicant in terms of the qualities listed below. Leave blank those which you have no information about.

	Usually Outstanding Top 5%	Superior Top 15%	Excellent Top 1/3	Good Mid. 1/3	Average Bot 1/3	Poor Top 2%
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Intellectual  
Ability

---

Ability to Work  
With Others

---

Leadership  
Qualities

---

Imagination  
and Creativity

---

Motivation  
Maturity

---

Overall  
Character

---

7. Please comment on the ratings that you have assigned in item 6, and any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful in considering this person's application for one of the service academies. *(Do not hesitate to attach an additional sheet.)*

Recommender's Signature \_\_\_\_\_

Recommender's Name *(please print)* \_\_\_\_\_

Position or Title: \_\_\_\_\_ School or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

*Please return this form in a sealed and signed envelope directly to the applicant as soon as possible.*

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## U.S. SEN. RICHARD C. SHELBY'S U.S. Service Academy Nomination Recommendation Form (RF#3)

**NOTE TO THE CANDIDATE AND RECOMMENDER:** You are required to submit three recommendation forms—Form (RF#1) from your high school counselor or principal, and (2) others (RF#2 and RF#3) from a teacher, coach, employer, or some who knows you well. Remember this is form number three (RF#3). Please type or print and return the completed form to the candidate in a sealed envelope with your signature across the seal. Send recommendation forms to the Tuscaloosa office by the **DECEMBER 3rd DEADLINE!**

1. Name of Applicant \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
Street City/State Zip

**NOTE TO RECOMMENDER:** The person whose name appears above is applying for admission to one of the United States Service Academies. The academies provide a college education leading to a career as a military officer. The questions posed below suggest the kind of information that would be helpful in the selection process; however, it is provided for your convenience only, and we would welcome your additional comments in whatever form you see appropriate. Your assistance in this candidate's evaluation is very helpful to us and is greatly appreciated. Please seal and sign the back flap of the envelope and return to the candidate, who will submit it unopened with his/her application. Please know their **DEADLINE IS DECEMBER 3rd!**

2. How long have you known the applicant and in what capacity? \_\_\_\_\_  
\_\_\_\_\_
3. What do you consider to be the applicant's talents or strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you consider to be the applicant's weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you know of any personal circumstances or conditions which might effect the applicant's performance at the academy? \_\_\_\_\_ If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

(RF#3)

6. Please give us your appraisal of the applicant in terms of the qualities listed below. Leave blank those which you have no information about.

	Usually Outstanding Top 5%	Superior Top 15%	Excellent Top 1/3	Good Mid. 1/3	Average Bot 1/3	Poor Top 2%
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Intellectual  
Ability

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Ability to Work  
With Others

---

Leadership  
Qualities

---

Imagination  
and Creativity

---

Motivation  
Maturity

---

Overall  
Character

---

7. Please comment on the ratings that you have assigned in item 6, and any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful in considering this person's application for one of the service academies. (*Do not hesitate to attach an additional sheet.*)

Recommender's Signature \_\_\_\_\_

Recommender's Name (*please print*) \_\_\_\_\_

Position or Title: \_\_\_\_\_ School or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

*Please return this form in a sealed and signed envelope directly to the applicant as soon as possible.*