

Lamar Alexander

United States Senator • Tennessee

3322 West End Avenue
Suite 120
Nashville, TN 37203



615.736.5129 - Phone
615.269.4803 - Fax

General Information

The procedure for selection of nominees for service academies varies with each Congressman and Senator. In this packet, we will try to provide all the information you may need in completing your application process. Service academy nominations by Senator Alexander are handled by our **Nashville office**. Please feel free to contact that office should you have any questions or need assistance in completing the process. It is your responsibility to ensure your application and all required information is complete and has been **received by our Nashville office on or before the deadline of October 1, 2012**. Please advise those sending recommendations that you **must** meet this deadline. Please submit all required materials to our Nashville office in one package. This should prevent any confusion about receipt of the articles.

Nominating Authority

Competition for nominations is heavy, therefore, we urge you to apply to every nominating authority available to you. Members of Congress may nominate applicants who meet the eligibility requirements established by law. United States Senators nominate from applicants in their entire state. United States Representatives nominate from applicants domiciled in their congressional districts as constituted at the time of their election. Applicants may apply for and receive nominations from both their United States Senators and from their United States Representative. Senator Alexander must submit his nominations to the service academy by January 31, 2013. Each Senator and Representative can have five (5) cadets "charged" to them at any given time. The number of nominations each may submit each year is determined by the number of those cadets "charged to them" graduating or leaving the academy during a given year. The Senator or Representative is allowed ten (10) nominations for each such vacancy. The final ranking and subsequent appointments will be at the discretion of the academies. The service academies notify candidates of their selection by May 1, 2013. The deadline for candidates to respond to the academy is May 15, 2013. Alternates will be considered after that date.

Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. The guidelines for the vice presidential nomination is the same as that of the Senators and Representatives. The Vice President has given permission for the academies to nominate on his behalf. This application for a vice presidential nomination may be found on the academy websites.

An unlimited number of presidential nominations are available for children and/or legally adopted children of career officers and enlisted personnel of the armed forces, active or reserve, including the Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the Reserves must be serving as a member of a reserve component and be credited with at least eight years of service or must be entitled to retired pay (except that he or she is not yet sixty years old). Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. The President may also appoint the children of Medal of Honor winners.

Service Academy Contact

With this packet, you have been provided a list of service academies with their contact information. Your **first priority should be to contact the academy of your choice requesting a pre-candidate application**. They will provide for you general information and detailed requirements for admission to their academy. Please only list on your application those academies which you are interested in attending and to which you have applied.

Interview

After review of the candidates' files, those eligible for interview will be required to have a personal interview which will be scheduled in November. Those who have submitted completed applications and eligible for interview **will be contacted by email** in late-October or early-November to arrange the date, time and place for their interview. The interview will be conducted in Senator Alexander's regional office local to your area. If you are based out of the country, but your or your parent's home of record is Tennessee, we will make arrangements for an interview via phone.

Review Board

Each candidate will be considered on a basis of leadership potential, academic performance, extra-curricular activities, three letters of recommendation, personal interviews and physical fitness. After all interviews are completed, we will have a review board meet to review all candidates' files. After this meeting, the review board will submit their recommendations to the senator for his consideration in nominating candidates to the academy.

Status Change

Please keep in mind that we have numerous candidates applying for nomination. Should your status change at any time, please let us know immediately so we can consider others. You should continue to pursue the opportunity to attend the college of your choice. The academies suggest that since some colleges require deposits prior to the date the academies announce their selections, you may wish to proceed with the application process even if you lose your deposit. It is better to have that "insurance" rather than lose the chance to attend the school of your choice.

Nomination Requirements

Residency

Senator Alexander can only nominate students who are citizens of the United States of America and legal residents of the State of Tennessee. You, or your parents, must claim Tennessee as your primary residence and/or be registered to vote in Tennessee. If you have any questions regarding residency, please contact our office.

Application Form

Please complete the enclosed application form as soon as possible. It is preferred that you send the required information to us in one package. Again, it is **YOUR** responsibility to ensure all information is received in a timely manner. Please specify the academy of your choice. If you have multiple choices of academy, please list the order of your preference in the block provided. We urge you to apply to all academies you would consider attending. In some incidences, we may nominate you for your second choice to give you a backup in case you are not accepted by the academy of your first choice. **Please be sure to complete pre-candidate application with all academies marked.** Your academy choice may be changed any time **prior to the October 1, 2012 deadline.**

Essay

Please provide a **one-page** typewritten essay briefly stating the reasons you want to attend the academy of your choice.

Academic Recommendation Form

This form is to be completed by your principal or guidance counselor. Remind them this **must be received in the Nashville office on or before October 1, 2012 with the rest of your packet**. Please have the principal or guidance counselor provide your numerical class rank and the approximate size of your class. This information **MUST** be included in the recommendation form completed by your guidance counselor or principal. Should your school not rank students please have the guidance counselor or principal provide an accurate estimate.

Transcript

Ask your principal or guidance counselor for an official transcript which includes your course listing, current GPA, grades, class rank and SAT/ACT test scores. Your final junior grades must be listed on the official transcript. A report card is not eligible.

Standardized Test Results

You must take either the ACT or SAT prior to October in order to forward the results by the October 1, 2012 postmark deadline. If you prefer for ACT to forward the report to our office direct, you may submit to them the code for Senator Alexander, which is 7183. SAT does not send directly to the senator. This is **absolutely** the only item we will accept after the deadline and it must be received before the panel meets to be considered.

Letters of Recommendation

Have **three** people who know you well, a minister, coach, scoutmaster, teacher or employer write a recommendation letter for you. Please keep in mind that one of the main characteristics the service academies are looking for is **leadership**. While grades are very important, academic recommendations do not reflect the entire picture of your character. Therefore, we would appreciate your being very selective in the three individuals you ask to write your recommendation letters. **We will accept only the first three recommendation letters we receive.** These three letters are in addition to the recommendation by the guidance counselor or principal who completes your academic recommendation form. In the packet, we have included four copies of the "Letter of Recommendations Instructions" form. One of these sheets should be given to each person who is submitting a recommendation for you. This should answer questions they have about submitting the recommendation and most important gives them the deadline set forth.

Returning Applicants

If you have already graduated from high school and are re-applying for nomination, please contact our office. You will need to submit to us transcripts from the college or prep school you are attending rather than your high school transcripts. The academy is most interested in seeing that you are taking courses comparable to those the first-year cadets are required to take and that you are maintaining grades competitive to those achieved by the first-year cadets. It is most important that you pay particular attention to taking the courses which will best prepare you as a candidate for admission to the academy. Please contact the service academy coordinator for additional information.

Medical Requirements

A service academy medical examination must be passed before a candidate can receive an appointment. The examination is scheduled and reviewed by the Department of Defense Medical Examination Review Board (DODMERB). Once taken, the examination may be used for service academies and four-year ROTC scholarship programs. The *most frequently encountered problem areas* include:

- Visual Acuity: All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.
- Color Vision: Color blindness, complete or partial, is cause for disqualification.
- Asthma: Any history of asthma is also cause for disqualification.

Eligibility

Each applicant for nomination must meet the following eligibility requirements as of July 1 of the year of admission to the academy:

- Age:** Be at least 17 years old, but not have passed the 23rd birthday or 25th birthday for the U.S. Merchant Marine Academy.
- Citizenship:** Must be a United States Citizen and a legal resident of Tennessee.
- Marital Status:** Be unmarried, not pregnant, and have no legal obligation to support children or other dependents

Deadline

Send all required information to arrive in our Nashville office on or before **October 1, 2012** to:

Office of Senator Lamar Alexander
Attn: Service Academy Coordinator
3322 West End Avenue, Suite 120
Nashville, Tennessee 37203

- October, 2012** Have successfully taken the ACT/SAT test.
- October 1, 2012** All paperwork has been mailed, i.e. application, transcripts, letters of recommendation, essay, to arrive on or before this date.
- Early November, 2012** Interview to be conducted.
- Mid November, 2012** Review board will meet to review eligible candidates' files.
- January 31, 2013** Senator Alexander's deadline for submitting nominations.

Please Note: Graduation from a service academy obligates you to serve **five years of active duty.**

Checklist for Candidates:

- Application
- Essay – one-page, typewritten
- Resume – (List of Activities, Honors, Awards)
- Recommendation form and letter from Principal or Guidance Counselor
- Official Transcripts
- ACT and/or SAT Test Scores
- Letters of Recommendation (3)
- Interview Scheduled (Service Academy Coordinator will contact you to schedule this)

Date: _____ Time: _____ Place: _____

Please note: The U.S. Coast Guard Academy is the only one of the armed forces service academies that offers appointments solely on the basis of an annual nationwide competition; there are no congressional nominations or geographic quotas involved.

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ACADEMY CONTACT INFORMATION

U.S. AIR FORCE ACADEMY

HZ USAFA/RRS
Director of Admissions
2304 Cadet Drive, Suite 200
Colorado Springs, CO 80940
800.443.9266 – toll free
719.333.3647 – facsimile
www.academyadmissions.com

U.S. MILITARY ACADEMY

Director of Admissions
600 Thayer Road
West Point, New York 11096-9902
845.938.4041 - phone
www.usma.edu

U.S. NAVAL ACADEMY

Director of Candidate Guidance
117 Decatur Road
Annapolis, Maryland 21402-5018
410.293.4361 - phone
www.nadn.navy.mil

U.S. MERCHANT MARINE ACADEMY

USMMA Admissions
300 Steamboat Road
Kings Point, New York 11024-9997
516.773.5391 – phone
866.546.4778 – toll free
www.usmma.edu

U.S. COAST GUARD ACADEMY

Director of Admissions
31 Mohegan Avenue
New London, Connecticut 06320-8103
860.444.8444 – phone
800.883.8724 – toll free
admissions@cga.uscg.mil - email
www.cga.edu

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PERSONAL DATA

Please Type or Print Legibly

Full Name: _____
(Last) (First) (Middle) (Call by)

Permanent Address: _____ **SS#** ____ - ____ - ____
(Street Address)

_____ **Phone:** ____ / ____ - ____
(City) (State) (Zip Code + Four)

_____ **Cell**
Phone: ____ / ____ - ____
(email address)

Temporary Address: _____ **Phone:** ____ / ____ - ____
(Street Address)

_____ *(City) (State) (Zip Code + Four)*

Place of Birth: _____ **Date of Birth:** _____
(City, State)

TN Resident: _____ **US Citizen:** _____ **Height:** _____ **Weight:** _____
(Yes/No) (Yes/No)

Father's Name: _____ **Daytime Phone:** ____ / ____ - ____

Mother's Name: _____ **Daytime Phone:** ____ / ____ - ____

Name of School: _____ **Date of Graduation:** _____

Principal: _____ **School Phone:** ____ / ____ - ____

Counselor: _____ **School Phone:** ____ / ____ - ____

