

## Applying to a U.S. Service Academy – DMA Handbook

Applying to a service academy is a complicated process and it can be overwhelming. The good news is that you are not alone and we are going to help you through the process. Each service academy is different and if you are going to apply, you need to apply to more than one academy so the Senators and/or Congresswoman have options when it comes time to award nominations. It is important that you have a valid, and appropriate, email address before you start the process. If you get a lot of junk in your mailbox, you may want to create an email that is specific to this process and share access with your parents. The extra set of eyes will ensure you don't miss something important.

There are FIVE federal service academies:

- The United States Military Academy at West Point (Army)
- The United States Naval Academy (Navy and Marine Corps)
- The United States Coast Guard Academy (Coast Guard)
- The United States Air Force Academy (Air Force)
- The United States Merchant Marine Academy (Maritime service and access to all service branches)

Think outside the box ... if you want to be a pilot and think the Air Force Academy is the only place you can apply, remember that the Navy has planes too! You should apply to multiple academies during this process.

In order to attend most of the service academies, you need **BOTH** a nomination from one of our Senators or from our Congresswoman and an offer of admission. Once you have both (along with medical clearance), you can receive an appointment. These are two separate processes that you need to manage concurrently. The one exception is the US Coast Guard Academy - they do not require a nomination but their admissions process is highly competitive. Let's start with the nomination process since it opens first.

### What is a nomination?

A nomination is an endorsement by a congressional representative based on your academic ability, proven leadership and potential for service. A nomination is **not a guarantee** that you will be admitted to a service academy. In Delaware, Senator Carper and Congresswoman Lisa Blunt-Rochester award nominations to ten students for each of the service academies. The Academy will then determine which nominees (max of 1-2 per representative, per year) are awarded an appointment. Senator Coons awards a Principal Nominee and nine alternates for each academy. A principal nomination means that as long as the candidate is academically, medically and physically qualified, they will receive an appointment. At any given time, a nominating source can have no more than five students at a given service academy.

### How do I get a nomination?

The process is different for each nominating source. It will be important that you pay attention to the details and stay in communication with Mrs. Certesio. You should pursue any and all nomination sources to give yourself the best chance to attend a service academy. The more nominations you have, the more opportunities you have to enter the academy if you are academically, physically and medically qualified. Here are the nomination sources you can pursue as a student in Delaware:

To qualify for a nomination from a congressional source, applicants must be:

- unmarried citizens of the United States with no dependents and;
- at least 17 years old but not past their 23rd birthday on the first of July of the year they wish to be admitted and;
- a resident of Delaware. You, or your parents, must claim Delaware as your primary state of residence.

**Congresswoman Lisa Blunt Rochester (online) – Survey is open NOW**

Deadline: October 11, 2019 (tentative)

Office of Congresswoman Blunt Rochester

Contact Person: Krista Weed

[Krista.weed@mail.house.gov](mailto:Krista.weed@mail.house.gov)

302-830-2330

To be eligible to receive a nomination from Congresswoman Blunt Rochester all of the items below must be received in her Wilmington office by the deadline:

- Online Application survey (<https://bluntrochester.house.gov/forms/serviceacademynomination/>) - you can complete that survey at any time. However, the Congresswoman's office will not start contacting candidates until early summer. The email you receive will ask for additional materials (listed below)
- Official high school transcript, including junior year grades– let Mrs. Certesio know when you have completed the online survey so she can email the transcript
- SAT scores – they are included in your transcript and do NOT need to send from College Board
- 2 letters of recommendation – at least one (1) recommendation from core subject teacher. The other recommendation can be from a teacher, coach or other adult (non-family member)
- An essay describing why you want to attend a service academy (500 words or less)

***HINT: You will have an initial interview with a member of the selection board to get to know you better. This person will meet with you at a NCC location (possibly at DMA) and will be responsible for introducing you and your credentials to the rest of the selection panel. You will have a short (15-20 minute) interview with the entire selection panel in November or December.***

**Senator Coons (electronic) – Opens April 15, 2019**

Deadline: October 15, 2019

Office of Senator Chris Coons (Dover office)

Contact Person: Desiree Burritt

[Desiree\\_Burritt@coons.senate.gov](mailto:Desiree_Burritt@coons.senate.gov)

302-736-5601

To be eligible to receive a nomination from Senator Coons all of the items below must be received in his office by the deadline:

- Online Application completed at <https://www.coons.senate.gov/services/academy-nominations>
- Official Transcript – you will be asked to put your counselor information in during the application. The office will send a link to Mrs. Certesio to upload your official transcript
- Official SAT scores – you will need to log in to your college board account and send your official scores
- Two (2) teacher recommendations – you will input the teacher names and email addresses to the application and the teachers will receive a request to upload their recommendation. Your recommendation letters should also be emailed to Mrs. Certesio in the event there is a problem during the process.
- One (1) non teacher recommendation – this could be a coach, scout leader, Naval Science instructor, church leader, etc. You will input the recommender's names and email address to the application and they will receive a request to upload their recommendation. Your recommendation should also be emailed to Mrs. Certesio in the event there is a problem during the process.

***You will have an initial interview with a member of the selection board as well as an interview with the entire selection panel in November or December. You will be required to provide picture ID at the board interview.***

## **Senator Carper (electronic) – Opens April 15th**

Deadline: October 15, 2019

Office of Senator Tom Carper (Dover office)

Contact Person: Lauren Mincey

[lauren\\_mincey@carper.senate.gov](mailto:lauren_mincey@carper.senate.gov)

302-674-3308

To be eligible to receive a nomination from Senator Carper all of the items below must be received in his office by the deadline:

- You should begin the nomination process by creating your online account with your personal password. By creating this account, you are notifying Senator Carper of your interest in a nomination to a U.S. Service Academy. You can access the application at <https://oampublic.senate.gov/constituent/login/70116bc1-6284-4154-9487-f38b5540410b/>.
- You will complete an essay as part of the online application
- Official Transcripts – the transcript will be mailed by Mrs. Certesio at your request
- Official SAT scores – you will need to log in to your college board account and send your official scores
- Two (2) school based/teacher recommendations – you will input the teacher names and email addresses to the application and the teachers will receive a request to upload their recommendation. Your recommendation letters should also be emailed to Mrs. Certesio in the event there is a problem during the process.
- One (1) non-school recommendation – this could be a coach, scout leader, church leader, etc. You will input the recommender's names and email address to the application and they will receive a request to upload their recommendation. Your recommendation should also be emailed to Mrs. Certesio in the event there is a problem during the process.
- **BE SURE TO HIT SUBMIT AT THE COMPLETION OF YOUR ONLINE APPLICATION**

***Senator Carper is the only Delaware nominating source that only has ONE interview, with the entire selection panel, usually at the Delaware Air National Guard. You will only get one chance to make a good impression so make it a good one!***

## **Vice Presidential Nomination (VP Pence)**

Application is open from March 1, 2019 through January 31, 2020

At any one time, five students may attend the academy based on a vice presidential nomination. Competition for a vice presidential nomination is nationwide, therefore, it is very competitive. A Vice Presidential nomination cannot be used for admission to the United States Merchant Marine Academy.

Application dates: Applicants must complete the online nomination application between March 1, 2019 and January 31, 2020. The Office of the Vice President will not accept paper applications. Please do not send applications for the Vice Presidential nomination to any of the Service Academies. No additional letters of reference are required. The letters submitted in your admission application will be sufficient. The essay, as well as all other materials, must be submitted via the online application.

## **Presidential Nomination (President Trump)**

An unlimited number of presidential nominations are available for children and legally adopted children of career officer 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 full years of service (a minimum of 2880 points) 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. If you qualify for a presidential nomination, please see Mrs. Certesio for more information.

A Presidential nomination cannot be used for admission to the United States Merchant Marine Academy.

### **DMA NJROTC Unit Nomination**

As a distinguished unit, with academic honors, we are entitled to nominate three candidates to the U.S. Military Academy at West Point, three to the US Air Force Academy and **SIX** to the United States Naval Academy. This should not be the only nomination source you pursue. In fact, if you have not actively sought a nomination through one or more of the other sources, DMA will not give you a nomination. If you would like a nomination from DMA, please let Mrs. Certesio know by December 31<sup>st</sup>.

***DO NOT wait until you have a nomination to complete your application for admission!!***

## **Admissions**

The admission process is different for each academy so you will have to stay organized and make sure everything is in your file. The majority of admissions reps are willing to assist you in the process and will respond to emails and phone calls (as long as they are not constant). It is a good idea to touch base with each admissions officer once every 4-6 weeks if there have been a change or there is something new you need to update. Be sure to check out the Helpful Hints page at the end of the packet.

Here is an overview of each academy:

### **US NAVAL ACADEMY:**

If you are planning to apply to the USNA, keep the following curriculum suggestions in mind:

- 4 years of Math: Algebra I/II, Geometry, and Pre-Calculus or Calculus if offered.
- 4 years of English
- 2 years of a Foreign Language
- 1 year each of Chemistry and Physics (with a lab if available)
- 1 year of US History and 1 year of World or European History
- Computer instruction is very helpful
- USNA recommends Honors, Advanced Placement, and International Baccalaureate courses if offered.

Your application for the US Naval Academy must be started by December 31<sup>st</sup> and your file must be complete no later than January 31<sup>st</sup>.

### **USNA Steps for Admission** (start in April/May of Junior Year)

- Make sure you have your social security number – you will need it for the application and will need to bring it to I-Day if admitted to USNA.
- Be sure you meet the basic requirements for eligibility:

- United States citizen;
  - At least 17 and not past their 23rd birthday on 1 July of the year they would enter the academy;
  - Unmarried;
  - Not pregnant; and No dependents.
- You must submit a preliminary application to become an official candidate for next year's class. You can submit a preliminary application if you...
    - will be a senior in high school next year
    - are currently in your senior year of high school
    - are a current college student looking to transfer
  - You will need the following information to complete the preliminary application:
    - Social Security Number
    - High School Educational Testing Service (ETS) Code – DMA is 080171
    - High School Class Rank
    - Congressional State and District
    - Full Zip Code
    - SAT, ACT or PSAT scores
  - Upon completion of your preliminary application, Admissions will review it to determine your competitiveness for receiving a candidate number. Receipt of a candidate number will then indicate your designation as an Official Candidate for admission. Within your candidate letter, there will be important instructions on how to proceed with completing your official application.

**If you have applied for the USNA Summer Seminar program you do not need to submit a preliminary application, as they are the same application.**

- To receive an offer of appointment to the Naval Academy, an applicant must obtain a nomination from an official source (see previous section). **Do not wait until you receive a nomination to complete your application for admission. You can complete your application before receiving an appointment.**
- If the information provided in your Preliminary Application indicates your record is strong enough, you will become an official candidate for admission and you will receive a candidate information letter as early as the July prior to your high school senior year. Upon completion of your candidate file, the Admissions Board will review your record. Be sure to share your candidate number with Mrs. Certesio so it can be included in all correspondence with USNA.
- Official test results are required for admission. Non-standard tests are not accepted for admission. This includes untimed ACT or SAT tests. You should have your scores forwarded to the Naval Academy using the appropriate College Code Numbers. The SAT-I school code is 5809. The ACT school code is 1742. You must log in to your College Board account and pay the \$12 to send the official scores. You can take the SAT multiple times and the academy will “super score” your results. Make sure you send all scores to the academy. USNA does not have a minimum SAT or ACT score but the higher the scores, the more competitive you will be for admission.
- In your online application, you will be need to identify the following people (with email address):
  - a. Candidate Academic Verification – Debra Certesio – [debra.certesio@dma.k12.de.us](mailto:debra.certesio@dma.k12.de.us)
  - b. Candidate Activities Verification – Debra Certesio – [debra.certesio@dma.k12.de.us](mailto:debra.certesio@dma.k12.de.us)
  - c. Candidate Fitness Assessment – Head Naval Science Instructor

- d. Teacher Recommendations – You will need to identify recommenders and input their email addresses – be sure that the teachers also send a copy of the recommendation letter to Mrs. Certesio
- All candidates should contact their Blue and Gold Officer immediately upon receipt of their official candidate letter. Our Blue Gold officer is Brad Boyd – 302-377-4479. You will meet with Mr. Boyd at DMA and he will submit his evaluation directly to the USNA. His information, including his email address, is located at the bottom of your online portal. He has a full time job so please give him plenty of time to get the interview scheduled and completed.
  - Once your application reaches 51% complete, the Admissions Department will submit your name to the Department of Defense Medical Examination Review Board (DoDMERB) who will contact you regarding where you may call to schedule your medical examination. DoDMERB will carefully review your medical exam to determine if you meet our medical standards for admission. Approximately one month after your physical is completed, you will receive (by mail) a status report of the DoDMERB findings. DoDMERB may request you provide additional information/records regarding illnesses, injuries, surgery, familial diseases, and other factors that could affect your medical status. You may also be asked to schedule follow-up appointments to determine your current medical status. You may check on the status of your medical exam by referring to the DoDMERB website at <https://dodmerb.tricare.osd.mil/>. DoDMERB will mail you a letter with the results of their evaluation of your medical examination. If you have a disqualifying condition, you will be automatically considered for a waiver if/when you receive a Conditional Offer of Appointment. You need not write to request a waiver, nor should you send additional medical information to the Naval Academy for review. A waiver of the medical standard may be granted if both your academic record and medical history suggest the risk introduced by the disqualifying condition is justified by your potential for success as a midshipman and as a naval officer. Many candidates will be required to provide additional information to DoDMERB after their first disqualifying medical condition has been waived. This additional information may result in other disqualifying conditions - which will also be considered for waiver.
  - The Candidate Fitness Assessment is a component of your application and will be submitted electronically by our Head Naval Science Instructor. The test consists of a one-mile run, a 'shuttle' run, a kneeling basketball throw, abdominal crunches, push-ups, and pull-ups or a flexed-arm hang for women (when pull-ups cannot be accomplished). The purpose of the test is to evaluate coordination, strength, speed, agility, and endurance. The test can be administered by anyone with a physical education degree, an active duty officer, or a blue and gold officer. Candidates accustomed to regular physical activity should have no difficulty with the Candidate Fitness Assessment. Being properly conditioned prior to Induction Day cannot be overemphasized. You will be far better prepared to meet the stringent physical demands of Plebe Summer if you maintain a high level of physical fitness during high school. Our Head Naval Science Instructor will set up multiple times during the school year for you to take the test. You can take it multiple times, if needed, to ensure you meet the standards. If you do this early enough, our admissions rep will happily review the scores and let you know if they need to be taken again.
  - If you are found scholastically qualified but do not receive a Letter of Assurance, you will be competing for an Offer of Appointment from within your nominating sources. Approximately 3,000 candidates are found fully qualified (scholastic, medical, CFA, and have obtained a nomination) each year. Of that number, about 1,400 will receive appointments and approximately 1,200 become midshipmen. Most candidates will be notified of their final status by April 15.

## US MILITARY ACADEMY AT WEST POINT

If you are planning to attend West Point, keep the following suggestions in mind:

- Continue to perform your personal best in high school academics, athletics and extracurricular activities.
- Earn A's and B's in the toughest courses you can take.
- Do well in calculus, trigonometry (part of our pre-calculus course) and physics.
- Excel on the athletic field.
- Become a leader in student government, clubs or other organizations.

Steps for admission:

1. Determine whether you meet the Basic Requirements. If you are eligible, fill out and submit the initial screening application, called the Candidate Questionnaire. Candidates must:
  - a. Be at least 17 but not older than 22 on July 1 of the year they enter West Point.
  - b. Not be married.
  - c. Not be pregnant.
  - d. Not be legally responsible for support of any children.
2. West Point will start your candidate file upon receiving a completed Candidate Questionnaire online located here, in the middle of your junior year in high school or as soon after that as possible. You must have a Social Security Number to start a file. Your file will be reviewed, and you will be notified if you have the qualifications to compete for admissions.
3. Apply for a Nomination - You must obtain a nomination in order to compete for admission to West Point, and you should apply for all nominations for which you are eligible during the spring of your junior year. At a minimum, candidates are eligible for a congressional nomination from their representative in Congress, their two U.S. senators, and the vice president of the United States. For more information about nominations in Delaware, see the first section of this document.
4. The Admissions Office reviews Candidate Questionnaires, and candidates who pass the initial screening will receive instructions about the remaining admissions requirements, including being qualified by the Department of Defense Medical Examination Review Board (DoDMERB). All procedures and forms must be completed promptly. Candidates who do not pass the initial screening will be notified.
5. Complete Testing
  - a. Qualifying Medical Exam (DODMerb) - You will receive a letter from the Department of Defense Medical Examination Review Board, known as "DoDMERB." It will give you the location and date of your exam. You will be scheduled at a civilian medical facility or at an Army, Air Force or Navy facility near your home. Afterward, DoDMERB will forward the test results to you. You can track your medical status at <https://dodmerb.tricare.osd.mil>.
  - b. Candidate Fitness Assessment – The CFA is administered by the Head Naval Science Instructor at DMA and includes:
    - i. Basketball throw (from a kneeling position)
    - ii. Cadence pull-ups or flexed-arm hang (women's option)
    - iii. 40-yard shuttle run (for time)
    - iv. Abdominal crunches (number completed in 2 minutes)
    - v. Push-ups (number completed in 2 minutes)
    - vi. 1-mile run (for time)

- c. ACT PLUS Writing and/or SAT - All candidates must take the timed ACT Plus Writing or SAT. West Point does not accept un-timed scores for academic evaluation or ACTs without the optional writing section. We recommend that you take both the SAT and ACT at least once. It's to your advantage to take the tests as many times as practical, since West Point only considers your highest sub-scores, so you can only improve. Try for scores of at least 600 in math and verbal for SAT and 29 or higher for ACT. You should have your scores forwarded to West Point using the appropriate College Code Numbers. The SAT code is 2924 and the ACT code is 2976. You must log in to your College Board account and pay the \$12 to send the scores directly to the academy.
6. There's no room for "oops". Be sure to frequently check your West Point Candidate Portal for notifications or updates on your application status. Also, you want to ensure you've uploaded all the required documents. Required documents include:
  - a. Transcripts
  - b. School official evaluation
  - c. Candidate statement
  - d. Candidate Fitness Assessment
  - e. Medical Exam (DODMERB)
  - f. Nominations
7. Reach out to your local field force representative with any questions or concerns. They are your liaison with the admissions office. Our field force representative is Frederick E. Noll and he can be reached at [FENOLL@comcast.net](mailto:FENOLL@comcast.net).

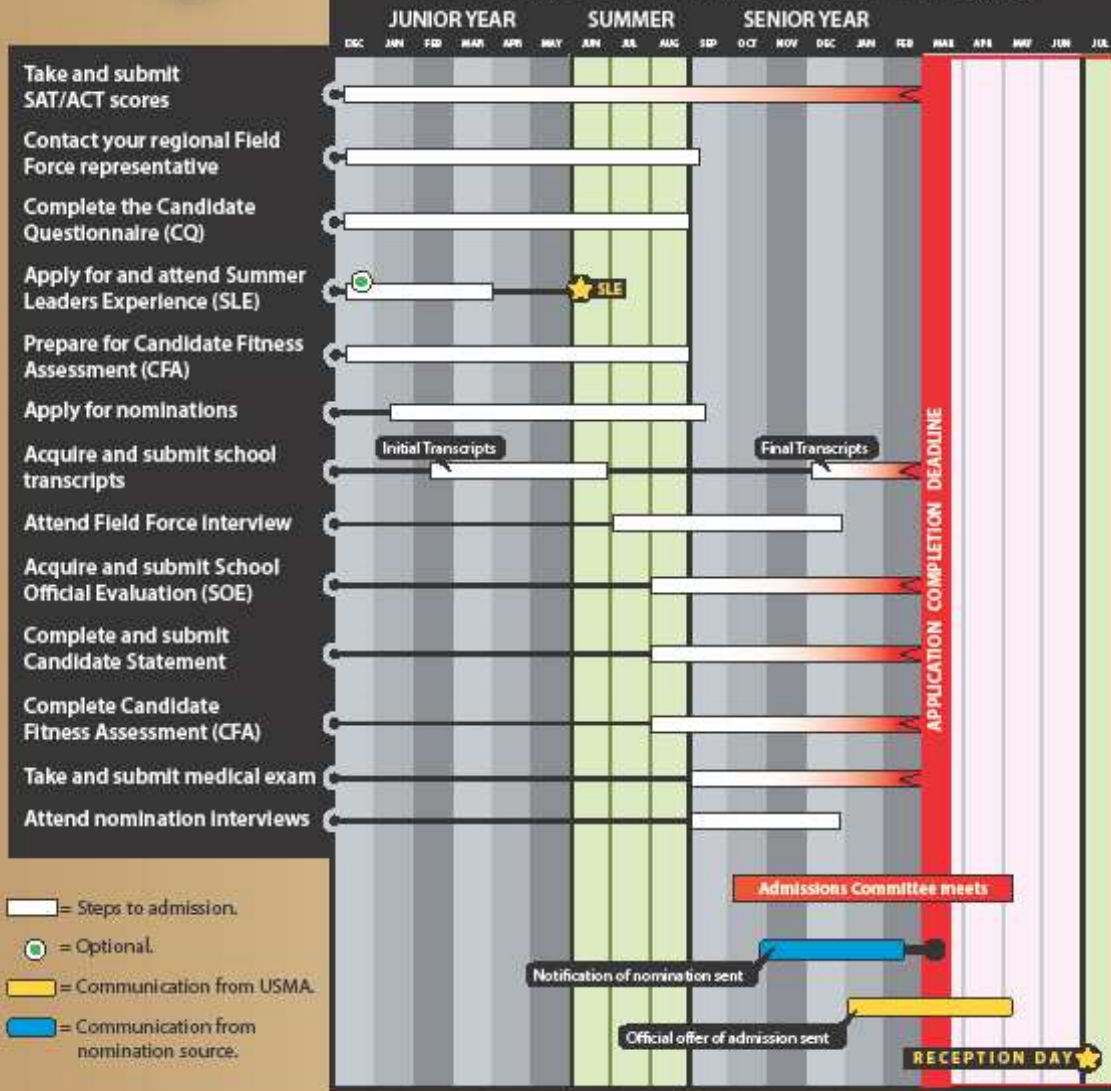
West Point no longer conducts rolling admissions. The majority of offers of admission are made between November and June of the following year. However, for those fully qualified, outstanding candidates who have completed all admissions requirements, may receive offers as early as November. The next page has a timeline for all admission to the USMA at West Point





# UNITED STATES MILITARY ACADEMY WEST POINT.

## APPLICATION FOR ADMISSION TIMELINE



- [White bar] = Steps to admission.
- [Green circle] = Optional.
- [Yellow star] = Communication from USMA.
- [Blue bar] = Communication from nomination source.



**UNITED STATES MILITARY ACADEMY**  
 Directorate of Admissions  
 606 Thayer Road, West Point, NY 10996-1797  
[admissions@usma.edu](mailto:admissions@usma.edu)

This is an approximate timeline.  
 For more detailed information  
 contact your regional  
 Admissions Team.



## UNITED STATES AIR FORCE ACADEMY

1. Check Your Eligibility - To apply to the Academy, you must be of good moral character and meet these basic eligibility requirements:
  - a. At least 17 but not past your 23rd birthday by July 1 of the year you enter the Academy
  - b. A United States Citizen
  - c. Unmarried with no dependents
  - d. Read complete eligibility details to confirm that you meet these requirements as defined by the Academy. If you do, you may proceed to the next step.
  - e. If you are a citizen of a country other than the United States, please see Advice to Applicants: International Students.
  
2. Find Your Admissions Liaison Officer  
It is recommended that you make contact with your Admissions Liaison Officer (ALO) early in your application process. Your ALO is qualified to answer any questions you might have about admissions, the Academy, or what it means to be an officer in the Air Force. Note: later in the process, you will complete a personal interview with your ALO. It is in your best interest to build a relationship with this Academy representative and to stay in contact throughout your application process. DMA's ALO is Major Dennis C. Philapavage and he can be reached at denphil@gmail.com.
  
3. Complete Your Pre-Candidate Questionnaire  
To become a candidate for appointment to the Academy, you must complete and submit a Pre-Candidate Questionnaire. You may begin as early as March 1 of your Junior year of high school. It must be completed by December 31st. You must have the following information available to complete the Pre-Candidate Questionnaire:
  - a. Full Legal Name, Birth Date and Social Security Number
  - b. Mailing Address, Home Phone and Email Address
  - c. High School Name, Class size
  - d. Class Rank and Grade Point Average (on a weighted 4.0 scale)
  - e. One or More Test Scores: PSAT, PLAN, SAT, and/or ACT
  - f. Your class rank, grade point average, test scores and answers to questions regarding your situation and activities will determine whether you will be granted candidate status.

In addition to the information listed above, it is recommended that you become familiar with all Academy admissions requirements, particularly the Academic Performance and Extracurricular Activities factors, so that you understand what we are looking for in a candidate. Once you complete your Pre-Candidate Questionnaire, the system will send you an automated email reply to verify it has been received. Those Pre-Candidates who will be granted candidate status will receive an email and Candidate Kit Instructions online.

4. Seek Your Nomination  
To be eligible to accept an offer of appointment to the Academy, you must be nominated by a legally authorized nominating entity. The process of securing a nomination is competitive and lengthy. It is recommended that you begin applying for a nomination at the same time that you are completing your Pre-Candidate Questionnaire. Begin your nomination application as soon as possible. The deadlines of your nominating sources vary and could be as soon as early September. Regardless of when you initiate the process, your nomination must be received by the Academy no later than January 31. See the first section of the handbook on nominations.
  
5. Request Transcripts and Teacher Evaluations  
In the Pre-Candidate phase, you self-reported your grade point average and class rank. Now, in the Candidate phase you will request official transcripts from your school to verify your past academic record. You will be

provided with a Request for Secondary School Transcript (USAFA Form 148) to give to your high school counselor. Ensure that your counselor completes and mails it to us, including your high school's profile and senior class schedule. For more details, see the Academic Performance admissions factor.

To gain further insight into your academic preparation and character, we require three teacher evaluations. If you are in high school, the instructors evaluating you MUST be your:

- a. 11th or 12 grade English instructor
- b. Math instructor
- c. One other instructor (preferably Science, but may be History, etc.)
- d. You will be able to print the form for them from the USAFA admissions page. For more details, see the Character Evaluation admissions factor.

6. Train for and Take the Candidate Fitness Assessment

In order to qualify for admission to any of the Service Academies, you must take the Candidate Fitness Assessment (CFA). Become familiar with the six events in this fitness test and practice them to score well. The events are administered consecutively with specified start, finish, and rest times. Although the CFA is Pass-Fail, it is imperative that you perform to the best of your ability on each of these events, failure can disqualify you in the application process:

- a. Basketball Throw
- b. Pull-Ups/Flexed Arm Hang
- c. Shuttle Run
- d. Modified Sit-Ups (Crunches)
- e. Push-Ups
- f. One-Mile run

Note that you are responsible for finding your own examiner (at DMA, this is the Head Naval Science Instructor) and providing them with official instructions on how to set up and administer the test. Your Physical Education instructor or a coach are good options. You can take this multiple times, if needed.

7. Complete Your Extracurricular Activities Record

Participation in athletic and non-athletic activities is an asset in preparing for the demanding Air Force Academy program, and is a competitive factor in your application to the Academy. Sustained participation and leadership in a few activities is desirable. You will complete the Candidate Activities Record to receive credit for any activities you have participated in at school, in organizations outside of school or at work.

8. Qualifying test scores

Students may take the SAT and ACT as many times as they'd like. Only the highest scores will be counted. Your test results must be received by Academy Admissions to be considered for an appointment. When you register for the tests, request your scores be sent to the Air Force Academy. The SAT code for the Academy is 4830, and the ACT code is 0530. Students who score below 580 verbal and 560 math on the SAT Reasoning and below 24 English/reading and 25 math/science reasoning on the ACT normally will not be competitive for an appointment.

9. Complete Your Writing Sample and Personal Interview

As part of the admissions process, you will be required to submit a writing sample and to conduct a personal interview with an Admissions representative. Both of these steps allow you to speak to the selection panel in your own words. For more on these admissions requirements, see the Character Assessment admissions factor.

If you have not done so already, make contact with your Admissions Liaison Officer (ALO) and schedule your personal interview. Treat this as a job interview, as it is an important piece of our holistic review.

As for your writing sample, you will have the choice of providing a written response to two out of three questions provided in your online application. Responses should reflect who you are using specific, concrete details. Responses should also demonstrate critical thinking, organizational and grammatical abilities.

10. Submit Your Personal Data Record and Drug/Alcohol Abuse Statement

The Air Force Academy wants individuals of high moral character to further develop into future leaders of the Air Force and our nation. The Personal Data Record and Drug/Alcohol Abuse Statement are two critical aspects of your admissions file. For more detail on these admissions requirements, see the Character Assessment admissions factor.

You must provide details of your personal record, including any legal issues such as arrests or citations. The Candidate Personal Data Record must be completed including details of any and all incidents. If selected as a cadet, a complete background investigation will be accomplished for purposes of granting a security clearance.

By this time, you should already be in contact with your Admissions Liaison Officer. Note that to receive access to the Drug/Alcohol Abuse Statement portion of the online application, you must contact your ALO and receive instructions. These instructions can be received over the phone or in person.

11. Complete Your Medical Evaluation

All candidates admitted to the U.S. Air Force Academy must meet the medical and weight standards for a commission in the United States Air Force. The Department of Defense Medical Examination Review Board (DODMERB) is responsible for determining your medical qualification. Note you must complete three of the following five application steps BEFORE your name will be forwarded to DODMERB to schedule your examination

- a. Candidate Fitness Assessment (USAFA Form 158)
- b. Candidate Personal Data Record (USAFA Form 146)
- c. Candidate Activities Record (USAFA Form 147)
- d. Teacher Evaluations (USAFA Form 145)
- e. Writing Sample (USAFA Form 0-878)

You should know that it can take up to 30 days to schedule your initial medical evaluation, 60 days for completion and possibly another 30 days for a medical waiver if required. This can result in up to a 4-month process for candidates. Applicants should become familiar with examination requirements and medical standards to ensure a complete and competitive application to the Academy. For more detail on this admissions requirement, see the Medical Evaluation admissions factor.

The next page is a checklist of all the requirements for admission to the USAFA ... I recommend that you print it out and check off things as you complete them.

## UNITED STATES AIR FORCE ACADEMY ADMISSIONS CHECKLIST

WHEN	ACTION REQUESTED	COMPLETED
<b>Spring of Junior Year</b>	Contact your ALO	_____
	Read entire catalog	_____
	Take SAT/ACT more than once	_____
	Request USAFA Application	_____
	Complete USAFA Application	_____
	Condition for CFA-push ups, sit ups, pull ups, and run	_____
<b>Summer before Senior Year</b>	Request nomination from all sources: Congressman, Each of two state Senators, President/Vice President	_____
	Receive USAFA Candidate Kit and read Instructions to Candidates	_____
	Condition for CFA	_____
<b>Fall of Senior Year</b>	Return Candidate Kit and forms	_____
	Complete nomination packages	_____
	Schedule/Retake SAT/ACT	_____
	Schedule DoDMERB Medical Exam	_____
	Complete CFA	_____
	Complete DoDMERB Medical Exam	_____
	Prepare for Congressional Interview	_____
<b>Winter of Senior Year</b> You will not be considered for appointment until all following is complete (Contact Counselors)	Receive Congressional Nomination	_____
	Contact ALO for formal interview	_____
	All paperwork is complete	_____
	All medical follow-ups complete	_____
	CFA complete	_____
	ALO interview complete	_____
	Continue working out for USAFA	_____
<b>Spring of Senior Year</b>	Return Letter of Acceptance	_____

INTEGRITY FIRST, SERVICE BEFORE SELF, EXCELLENCE IN ALL WE DO

## US COAST GUARD ACADEMY

Unlike the other federal service academies, the Coast Guard Academy **does not** require a Congressional nomination. To be considered for admission, you must submit all required application material by January 15 of the year of entrance (October 15 of the year prior to entrance for Early Action consideration).

The Academy's broad program of intellectual, professional, physical, and character development prepares the future leaders of the Coast Guard and the United States of America. Thus, we seek to enroll students of high moral character who have a background strong in academic, leadership, extracurricular, and athletic preparation. Each year, the Academy admits about 300 cadets from thousands of applicants. Each application is reviewed by the Cadet Candidate Evaluation Board, which conducts a thorough, holistic review. The board members pass their findings to the Director of Admissions, who makes an appointment recommendation to the Superintendent. All offers of appointment must be approved by the Superintendent.

### **Cadet Candidate Evaluation Board**

The USCGA conducts a holistic review, board members consider the following questions when deciding to offer an appointment:

- What is the applicant's potential to develop into a leader of character grounded in strong intellectual skills and a healthy disposition
- Who will make the best use of the Academy's resources?
- Who will have the motivation to stretch their capacity?
- Who will enrich campus life for the benefit of other cadets and the Academy community?

### **Steps to Apply**

#### **1. Eligibility**

- a. You are eligible to apply for the Coast Guard Academy if you are:
- b. A U.S. citizen of sound moral character
- c. Unmarried with no dependents or financial debt
- d. 17-22 years of age on July 1 of the year of entry
- e. A high school graduate or GED recipient (or will be prior to entry)
- f. If you are not a U.S. citizen, you may want to consider applying to be an International Cadet.

**2. Start your Online Application** – This is done online at the USCGA admissions website (includes essay) – you will need to create a Bear's Den login and password

**3. Required Forms** - available online as you complete the online application

- a. High school transcript(s)
- b. Math instructor letter of recommendation
- c. English instructor letter of recommendation
- d. Guidance counselor letter of recommendation
- e. Physical Fitness Examination (PFE)
- f. Official SAT/ACT (writing section optional)

#### **4. Medical Exam**

Though not required for review of your application, a qualifying **DoDMERB Medical Exam** must be on file before an appointment to the Academy can be offered. The Department of Defense Medical Examination Review Board (DoDMERB) determines the medical fitness of all applicants to the five United States federal service academies. The names of applicants deemed competitive for an appointment to the Coast Guard Academy (or one of our preparatory school programs) will be provided to DoDMERB once they have completed the application process.

Within two weeks, you will receive instructions from DoDMERB (or their contractor Concorde, Inc.) about how to schedule your medical examination.

**5. Supplemental Forms**

- a. Commanding Officer recommendation (if currently serving in the military)
- b. College transcript(s) (if you are or were in college)
- c. Resume
- d. Up to two additional letters of recommendation

**6. Admissions Interview** - Admissions may request to interview applicants and prospective applicants in order to best meet your needs and the Academy's enrollment goals. If so, a representative of Admissions will contact you. If selected for an interview, participation is required.

**7. SAT/ACT** - There is no minimum test score requirement for the U.S. Coast Guard Academy. Scores reported must be achieved without the benefit of testing accommodations. Successful candidates usually score at least 1120 combined Critical Reading and Math on the SAT, or have an ACT Composite of at least 24. To send your scores from the testing agency, contact SAT or ACT, or list our code when you take the test. Our SAT code is 5807 and our ACT code is 0600. You must log in to your College Board account and pay the \$12 to send the scores directly to the Coast Guard Academy.

**8. Physical Fitness Test**

The Physical Fitness Exam (PFE) is a measure of your physical aptitude. It consists of three elements worth a maximum score of 100 points each and must be administered in the following sequence:

- a. Cadence Push-Ups (Audio file)
- b. Two-Minute Sit-Ups
- c. 1.5 Mile Run

**9. Early Action**

If you are applying as a high school senior you are eligible to apply under the Early Action Program. If you complete your application by October 15, you will receive an admissions decision no later than December 24. Early Action is non-binding; you are not obligated to accept an appointment, if offered, and you have until May 1 to decide. You may also apply to any other schools you wish as long as you remain compliant with the policies regarding their own Early Action or Early Decision programs.

**10. Regular Action**

You must complete your application, in its entirety, by January 15 in order to be considered for an appointment. All Regular Admission applicants will be notified of their selection status no later than April 1. If you receive an appointment, you must accept or decline by May 1 or within two weeks of the offer, whichever is later.

**Key Dates:**

**October 15 – Early Action deadline**

**January 4 – Regular Admission deadline**

**By January 15 – Early Action decisions released**

**By April 1 – Regular Admission decisions released**

**April 15 – Medical Examination deadline**

**May 1 – Appointment acceptance deadline**

**May 15 – Medical Exam qualification deadline**

**June 1 – Enrollment paperwork due**

**July 1 – Swab Summer starts for the Class of 2023**

## US MERCHANT MARINE ACADEMY

A United States Merchant Marine Academy education is one of the great adventures of a lifetime. For half a century young individuals have come to Kings Point to acquire the knowledge, experience, discipline, and skills that strong leadership demands. Students may begin applying to the Academy on 15 May of your Junior Year of High School. The application deadline is 1 March of the year you wish to enter the Academy. The earlier you start the application, the sooner all related processes can begin (scheduling for your DoDMERB physical, for example). The later you apply, the greater the chance that you will not complete all processes by our established deadlines.

To be appointed to the Academy, candidates must have satisfactorily completed their high school education at an accredited secondary school or its equivalent. They must have earned at least 16 units of credit. Four of these credit units must be in English; three units in mathematics (from algebra, geometry and trigonometry); and one unit in physics or chemistry with a laboratory. These requirements are minimal. The Academy strongly recommends that candidates take four years of mathematics and both physics and chemistry. Courses in mechanical drawing and machine shop are also desirable. Successful completion of pre-calculus or calculus satisfies the trigonometry requirement. Other recommended courses would include engineering-based courses, business courses such as Economics and Statistics, and other technical subjects.

### Steps to Admission

1. Confirm Eligibility
  - a. Be at least 17 years of age and must not have passed your 25th birthday before July 1 in the year of entrance.
  - b. Be a citizen of the United States either by birth or naturalization, except for a limited number of international midshipmen specially authorized by Congress.
  - c. Meet the physical, security, suitability and character requirements necessary for commission in the U.S. Navy Reserve.
  - d. Obtain a Congressional nomination to the Academy; submit a completed application; and qualify scholastically.
  - e. Be of good moral character.
2. Create an account and submit Part 1 on-line to determine your initial eligibility (<https://onlineapp.usmma.edu/Account/Login.aspx>)
3. Apply for a nomination - Nominations from a proper nominating authority (either a U.S. Representative or a U.S. Senator from your State of Residence/Domicile). USMMA does not accept school-based, Vice Presidential or Presidential nominations for admission.
4. Qualifying test scores from the SAT or ACT- you can take multiple times and your highest will be used:  
The current minimum qualifying scores for the SAT Reasoning are 29 Reading and 580 Math. Scores can be sent from College Board to USMMA using code **2923**.  
The current minimum qualifying scores for the ACT are 23 English and 24 Math. You must also achieve a minimum composite score of 23. Each of the three minimum scores must be achieved individually in order to meet the Academy's minimum test score requirements. Scores can be sent from ACT to USMMA using code **2974**.
5. DMA will mail, at your request, your official high school transcript to:

*Admissions Office  
U.S. Merchant Marine Academy  
300 Steamboat Road  
Kings Point, New York 11024-1699*



6. Candidate Fitness Assessment (CFA)

Satisfactory completion of the Candidate Fitness Assessment (CFA) is one of the requirements for admission to the United States Merchant Marine Academy. Passing results must be received in the Admissions Office by the application deadline.

The CFA is a test of strength, agility, speed and endurance. The results of this test are important in the overall assessment of your admission file, so you should become familiar with the six events in the CFA and practice them to score well. At DMA, your CFA examination is administered by the Head Naval Science Instructor (NSI). It is your responsibility to ensure that the results are submitted the U.S. Merchant Marine Academy Admissions Office by the application deadline.

Candidates have two (2) chances to pass the CFA. If you wait until the deadline to submit your CFA scores, you will not have an opportunity for a retest. Taking the CFA early and submitting scores well in advance of the application deadline is in your best interest.

7. Medical Exam - A candidate for admission to the Academy must be in good medical condition and must meet the requirements for an Appointment as a U.S. Navy Reserve midshipman. The Department of Defense Medical Examination Review Board (DODMERB) is responsible for determining the medical qualification of Academy applicants. Medical examinations are conducted by a service academy examining facility designated by DODMERB.

To be considered for the DoDMERB medical exam, the Admissions Office must receive your high school transcript, official SAT/ACT scores AND a passing Candidate Fitness Assessment (CFA). It is the candidate's responsibility to pursue medical processing in a timely manner to its conclusion. It can take several weeks to schedule your initial medical evaluation and several more weeks to determine medical qualification. Applicants can visit the DODMERB website at <https://dodmerb.tricare.osd.mil/FAQs.aspx> to obtain additional information. Failing to disclose pre-existing medical conditions that you were aware of which are discovered after reporting to the USMMA may result in medical separation and you may be ineligible for readmission.

8. Complete your online application

a. Complete your Activities Record. The United States Merchant Marine Academy looks for well- rounded candidates that demonstrate exemplary character. Your extracurricular activity is an important part of your assessment. Be prepared to provide detailed information on the following:

**Athletic Activities:** Approximately 84 percent of entering midshipmen have earned a varsity letter and 66 percent are team captains.

**Non-Athletic Activities:** Examples include but are not limited to:

Student Government  
National Honors Society  
Scouting (Eagle/Gold Award)  
JROTC  
Naval Sea Cadet Corps  
Civil Air Patrol  
Band

**Community Service**

**Work Experience**

- b. Submit the Academic Information Request. The information requested includes official transcripts and a school profile. You will always put Mrs. Certesio ([debra.certesio@dma.k12.de.us](mailto:debra.certesio@dma.k12.de.us)) in for this piece.
- c. Request School Official Evaluations – You will need recommendations from the following junior or senior teachers:
  - i. English
  - ii. Math
  - iii. Lab science (either chemistry or physics)
- d. Submit your Biographical Essay. Your essay must be at least 500 words. Include your name and candidate ID at the top of the page

### Important Contacts

DMA Counselor for ALL Academy and ROTC Candidates: Debra Certesio  
Email: [debra.certesio@dma.k12.de.us](mailto:debra.certesio@dma.k12.de.us)  
Phone: 302-998-0745  
Our School Code: 080171

Senator Carper's Office Contact: Lauren Mincey  
Email: [lauren\\_mincey@carper.senate.gov](mailto:lauren_mincey@carper.senate.gov)  
Phone: 302-674-3308

Senator Coons' Office Contact: Desiree Burritt  
Email: [Desiree\\_Burritt@coons.senate.gov](mailto:Desiree_Burritt@coons.senate.gov)  
Phone: 302-736-5601

Congresswoman Blunt Rochester's Office Contact: Krista Weed  
Email: [krista.weed@mail.house.gov](mailto:krista.weed@mail.house.gov)  
Phone: 302-830-2330

### Important Websites/Links

#### **Nominations:**

Carper: <https://oampublic.senate.gov/constituent/login/70116bc1-6284-4154-9487-f38b5540410b/>

Coons: <https://www.coons.senate.gov/services/academy-nominations>

Congresswoman Blunt Rochester: <https://bluntrochester.house.gov/forms/serviceacademynomination/>

#### **Academy Admission Offices:**

West Point - [admissions@usma.edu](mailto:admissions@usma.edu)

Naval Academy - <http://www.usna.edu/Admissions/index.php>

Coast Guard Academy - <http://www.uscga.edu/admissions/>

Merchant Marine Academy - <https://www.usmma.edu/admissions>

Air Force Academy - <http://www.academyadmissions.com/admissions/>

## Helpful Hints

Here are a few tips and pointers as you move through the process. Also, some helpful information about recommendation letters and how to request them.

- For nominations, you will likely have multiple interviews (individual and with a panel). Be prepared, schedule a time to work with Master Chief Call to do mock interviews. Here is what we anticipate for 2019-2020:
  - Carper's nomination office will do one interview with an entire panel
  - Coons' nomination process will include an individual (preliminary) interview and a second interview with the entire panel
  - Blunt-Rochester's process will include an individual meeting (get to know you) to prepare you for the larger board interview with a panel
- Create a detailed resume – don't just list the things you are doing but emphasize your involvement level. You should be looking to take on leadership roles in the organizations you are involved in. Some examples include: Varsity Captain, NJROTC Regimental Staff, Student Government officer, BPA officer, etc.
- Once any one of your service academy applications reaches 51% complete, you will get an email (there is a delay and they don't start coming out until the fall) from the Department of Defense. It is VERY EASY to miss this email because it is not obvious it is regarding your medical exam. This is why we recommend you create a new email address and make sure your parents also have access. The email will likely come to you from [info@concorde2000.com](mailto:info@concorde2000.com). The subject should be DODMETS.com | Applicant Approval Letter. **IT IS CRITICAL THAT YOU WATCH FOR THIS EMAIL.**
- Once you complete your DoDMERB medical and eye exam, the results will be loaded in to another DOD system which can be accessed here: <https://dodmerb.tricare.osd.mil/Default.aspx> - IT IS CRITICAL THAT YOU WATCH FOR THIS IN YOUR EMAIL OR CHECK IT REGULARLY – This is where the results and any required remedial action will be listed.
- If you have a known medical issue, make sure you get on your applications early. You will likely go through a remedial process for your medical clearance, be turned down, and need to get a waiver from the specific academy. A large number of applicants are initially turned down by DoDMERB and need a waiver from the academy. If you wait too long to start the application process, you may not get the medical process in time to be offered an appointment.
- Check in with your admissions officers - most admissions reps would like to hear from you every 4-6 weeks or when new things are happening that may strengthen your application file.

### **Recommendation Letters:**

- You will need between three and five recommendations for each nomination and admission file. Some teachers will write a generic one and others will write one that they can tailor to each office. Either way, a copy of every teacher recommendation for academy admissions, nominations and ROTC should be given to Mrs. Certesio (digitally).
- You should request the recommendation letters and ask that they give a copy of them to Mrs. Certesio and hold on to them until they receive a request. They will not provide these letters to you.
- **ALWAYS** provide a copy of your brag sheet AND resume to all teachers at the time you request the recommendation.
- Select at least one MATH and one ENGLISH teacher to write a recommendation. Others should be selected based on your interests or application requirements.

## Academy Contact Information

### **Air Force Academy**

Delaware Admission Reps: Abram Jacons (A-K) 719-333-9474 & Albert Aire (L-Z) 719-333-3801

Admissions Office

HQ USAFA/RRS

2304 Cadet Drive, Ste. 2300

USAF Academy, CO 80840

[www.usafa.edu](http://www.usafa.edu)

Admissions Liaison Officer (LAO) – Maj. Dennis Philapavage, [denphil@gmail.com](mailto:denphil@gmail.com)

### **Merchant Marine Academy**

Delaware Admissions Rep: Lt. Joseph Becker 866-546-4778 / [beckerj@usmma.edu](mailto:beckerj@usmma.edu)

Office of Admissions

300 Steamboat Road

Kings Point, NY 11024-1699

[www.usmma.edu](http://www.usmma.edu)

Local Representative – John Fusco [john.f.fusco@gmail.com](mailto:john.f.fusco@gmail.com)

### **Military Academy at West Point**

Delaware Admissions Coordinator: Kendrick Vaughn – 800-822-ARMY x5720

Admissions Office

600 Thayer Road

West Point, NY 10996-9902

<http://www.usma.edu>

Local Field Representative – Frederick Noll, [fenoll@comcast.net](mailto:fenoll@comcast.net)

### **Naval Academy**

Delaware Admissions Counselor –Dominique Wright - [region1b@usna.edu](mailto:region1b@usna.edu)

Office of Admissions

52 King George Street

Annapolis, MD 21402-5018

<http://www.usna.edu>

Blue Gold Officer (BGO) – Major Brad Boyd 302-377-4479

### **Coast Guard Academy** (no nomination required)

Delaware Admissions Rep Lt. Tess Swiecanski - (860) 701-6321 [Tess.K.Swiecanski@uscga.edu](mailto:Tess.K.Swiecanski@uscga.edu)

Admissions Office

31 Mohegan Ave

New London, CT 06320

[www.uscga.edu](http://www.uscga.edu)

Admissions Partner – Lee Dawkins 215-348-1085 // [dawkinslee4176@comcast.net](mailto:dawkinslee4176@comcast.net)