

April 2016

Dear Applicant:

As a member of Congress, one of my greatest honors is nominating the fine young men and women from New Jersey's Fifth District to our nation's Service Academies. These academies are deeply engrained in our country's history and continue to play an important role in protecting our nation. Your desire to serve the United States is truly commendable and proves your exceptional character.

In order to be considered for a nomination, please fill out the enclosed application. ***It is essential for my Newton District office to receive (via mail) all the requested information by September 30, 2016***, in order to conduct an adequate review of your candidacy. No staples or paper clips please.

The Academy nomination process is highly competitive, and I encourage you to work closely with my office and the Service Academies throughout the process. If you have not contacted the Service Academies, please contact them to request a pre-candidate questionnaire. Enclosed is a list of the academy addresses.

If you have not registered for the SAT or ACT tests, you must do so as soon as possible. The Academy Nomination Board requires a final receipt of SAT and/or ACT scores prior to the applicant's interview. You must also have completed your Academy Physical Aptitude Examination (APE) and your Department of Defense Medical Review Board (DODMERB) physical.

In the meantime, if you have questions regarding nomination procedures, please contact my Academy Nominations Coordinator, Amy Nittolo, in my Newton office at (973) 300-2000.

Sincerely,

A handwritten signature in black ink that reads "Scott". The signature is written in a cursive style with a long horizontal stroke at the end.

Scott Garrett
Member of Congress

2016-2017 Schedule
U.S. Congressman Scott Garrett, Fifth District of New Jersey
United States Service Academy Nominations

- May - September** **Requests for Applications**
 Accepted/Applications Mailed
- September 30th** **Deadline for file completion –**
 NO EXCEPTIONS
- November/December** **Personal interview - Mandatory**
- February 1** **Notification letter mailed to applicant**

CHECK LIST FOR CANDIDATES:

- Application completed.
- Photograph attached to front page of application.
- Cover letter and Resume
- Complete online form
<https://garrettforms.house.gov/forms/serviceacademynomination/>
- Three Candidate Evaluation Forms from Junior Year Science, Math and English teacher.
- Two Scholastic Forms from Guidance Counselor and Principal.
- Two completed Candidate Recommendation Forms.
- Official SAT and or ACT Scores, request that scores be submitted to our office. You may use SAT code 2783 and ACT code 7528
- Official high school transcript, including MOST RECENT semester grades, college transcript if applicable, class rank and size of graduating class. Must be sealed with Guidance Counselor signature.

Information Sheet for the Upcoming Class

Considering the competition for nominations, we urge you to apply to **every** nominating authority including Senator Robert Menendez, Senator Cory Booker and Vice President Joe Biden. Please let me know immediately if you are nominated by another authority. This way, additional 5th Congressional District applicants will have an opportunity to be reviewed by the Academies.

We require certain information in order for you to be considered as a candidate. It is your responsibility to submit and update the information. Phone calls and changes to an applicant's file will only be accepted if completed by the applicant and the applicant alone. **Please note that phone calls received from parents will be returned to the applicant and the applicant alone.** The deadline for receipt of information is September 30, 2016.

Incomplete candidate files will not be considered.

I. Requirements:

A. ELIGIBILITY: Each candidate must meet the following eligibility requirements:

Age: **Must** be at least 17 years old, but have not passed your 22nd birthday on the date of entrance to the Academy.

Citizenship: **Must** be a United States Citizen.

Marital Status: **Must** be unmarried, not pregnant, and have no legal obligations to support children or other legal dependents.

Residency: **Must** be a legal resident both of New Jersey and of the 5th Congressional District.

B. APPLICATION FORM: The enclosed application must be completed and returned by September 30, 2016, along with a recent photograph of you. We establish formal candidacy upon receipt. You should not wait to file your application if test scores or transcripts are not immediately available. We will presume that you are no longer interested if we do not receive your application by September 30, 2016.

C. RECOMMENDATIONS: Your school guidance counselor and principal each must complete and return the enclosed scholastic information form to my office. A Science, Mathematics and English teacher from either your junior or senior year must complete and return the enclosed candidate evaluation form. You must also submit two candidate recommendation forms from persons who can vouch for your character and qualifications.

D. TRANSCRIPT: Candidates must request their guidance counselor submit an official transcript of high school records and class rank to my Newton Office, 83 Spring Street, Suite 302A Newton, NJ 07860. The official transcript must show your final junior grades and numerical class rank and must be sealed with the guidance counselor's signature. Those students who have completed high school must submit their complete high school transcript and college transcripts, if applicable.

E. COLLEGE BOARDS: The SAT or ACT are required entrance examinations by the Service Academies. Candidates are responsible for registering for the tests and for requesting that scores be sent to the Academies and to my office. SAT or ACT scores are due by September 30, 2016. Use the **SAT Code 2783** and **ACT Code 7528** and **Representative Scott Garrett** as the score recipient when directing the scores to my office.

F. QUALIFYING MEDICAL EXAM: The individual Academies recommend the scheduling of medical examinations with the Department of Defense Medical Examination Review Board (DODMERB) after the receipt of the pre-candidate questionnaire used to open a preadmission file at the Academy. There is no charge for this examination. In order to schedule an examination, please call 1-800-841-2706.

G. LEADERSHIP AND PHYSICAL APTITUDE:

We judge leadership potential and physical fitness from the information provided on the application form. Be sure to keep this information up-to-date.

II. TYPE OF NOMINATION - COMPETITIVE

I may nominate ten candidates for each vacancy at the United States Air Force Academy, the United States Military Academy, and the United States Naval Academy. At the Merchant Marine Academy, ten candidates will be selected for nomination to compete for the State quota. Under the **competitive** method, the candidates selected for nomination will be evaluated by the respective Academies, and the academies will make the final appointment.

PLEASE NOTE: The United States Coast Guard Academy offers appointments solely based on annual nationwide competition; there are no Congressional nominations.

III. BASIS FOR SELECTION:

My academy review board and I make selections competitively based on a composite of academic factors (60%) and leadership potential, extracurricular activities, physical fitness, and recommendations (40%). We include the following:

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

B) Extracurricular activities

C) College Board Scores: A competitive candidate will have SAT scores above 700 on verbal and 700 on math or ACT scores above 26 on English and 27 on math and will be in the upper 20 percent of his or her class. The higher your scores and class standing are, the greater your chances for nomination.

D) Motivation: Motivation is one of the most important considerations in the selection process since it is most frequently the factor that determines an appointee's success or failure at a Service Academy. It is an intangible quality and difficult to measure. Diligence in completing one's file can be an indication of motivation.

IV. CORRESPONDENCE AND INQUIRIES:

Candidates should send all correspondence regarding Service Academy nominations to:

Congressman Scott Garrett
83 Spring Street, Suite 302A

Newton, New Jersey 07860

Telephone and e-mail inquiries regarding nominations should be directed to my

Academy Nominations Director:

Mrs. Amy Nittolo

(973) 300-2000

amy.nittolo@mail.house.gov (e-mail)

CONGRESSMAN SCOTT GARRETT
5th CONGRESSIONAL DISTRICT
SELECTION PROCEDURES FOR ACADEMY NOMINATION

83 Spring Street, Suite 302A
Newton, New Jersey 07860
PHONE: 973-300-2000

Attention: Amy Nittolo, Academy Nominations Coordinator

An individual wishing to apply for a nomination to the United States Service Academies must be a citizen of the United States, resident of the State of New Jersey and the 5th Congressional District and must never have been married. Applicants for the United States Military Academy, United States Naval Academy and the United States Air Force Academy must be at least 17 years of age and less than 22 years of age.

Each Congressman may not have more than five midshipmen or cadets at each Academy at any one time. Therefore new applicants are considered only when a vacancy occurs in the quota through graduation or other causes. **Acceptance of an appointment commits an applicant to a nine year obligation to the Service (four years at the Academy and five years on active duty).**

Prospective applicants must establish contact with the Admissions Office at the Service Academy of their choice. Once this is accomplished, the Academy will open a file for the candidate and mail the candidate general information about the Academy plus detailed admission requirements, including a Prospective Candidate Questionnaire. The Questionnaire provides sufficient preliminary information for the Academy to initiate a file.

Candidates seeking nomination through Congressman Garrett are urged to begin filing basic required documents at the outset and to supplement the file as updated data becomes available. It is requested that the applicant not wait until near the deadline to file the application and related materials with the Congressional office. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO FOLLOW THROUGH WITH ALL REQUIREMENTS. APPLICATIONS NOT COMPLETED BY THE DEADLINE OF SEPTEMBER 30, 2016 WILL NOT BE CONSIDERED FOR A NOMINATION. THERE ARE NO EXCEPTIONS TO THIS RULE.**

If you are a student in one of the Academy preparatory schools, it is still necessary for you to seek a Congressional Nomination.

Candidates applying to the Merchant Marine Academy must be at least 17 years of age and less than 25 years of age on July 1 of the year of admission. However, a waiver may be granted for veterans of the armed forces on the basis of one month for service up to the age of 24. Individuals desiring a nomination are urged to request an application from the Academy at the same time they seek nomination through Congressman Garrett. The Congressman will submit ten names for consideration each year to the Merchant Marine Academy.

The Coast Guard Academy does not use the Congressional nomination system. If you are interested in attending the Coast Guard Academy you must apply directly to the Academy. Congressman Garrett's Academy Nomination Board will gladly assist any candidate interested in admission.

After the September 30th deadline has passed, the Academy Nominations Board will meet to review all applications. The Board will select qualified candidates on the basis of their SAT score, scholastic records, athletic and extracurricular activities. Final recommendations will be made by the Academy Nominations Board. Motivation, character and leadership abilities will also provide major elements in the final selection. The Board will select those most qualified to appear for personal interviews. The Board will recommend to Congressman Garrett ten nominees for each respective Academy but final selection for appointment will be made by the Academies. Each finalist will be notified as to the specific appointment time for a personal interview to be held in November.

Please retain these instructions for information purposes. If you have any questions, please contact Amy Nittolo at Congressman Garrett's Newton office.

APPLICATION FOR NOMINATION TO THE U.S. SERVICE ACADEMIES

Return to:

**Congressman Scott Garrett
Attn: Amy Nittolo
83 Spring Street, Suite 302A
Newton, NJ 07860**

Full Legal Name: _____

Mailing Address: _____

County: _____ **Home Phone #:** _____ **U.S. Citizen:** _____

E-mail Address: _____

Social Security Number: _____

Height: _____ **Weight:** _____ **Date of Birth:** _____

Name of School

Date of Graduation

Counselor

School Phone #

Have you applied for nomination from any other source? ___No ___Yes

If no, please explain why:

If so, please list:

**Please list below your choice of Academy, or Academies, in order of preference.
(U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, U.S.
Merchant Marine Academy)**

1. _____

2. _____

3. _____

4. _____

HEALTH & PHYSICAL FITNESS

I Have ____ Have Not ____ completed my DODMERB Physical Examination.

I am DODMERB medically qualified. Yes _____ No _____

I have completed and passed the Physical Aptitude Examination.

Yes _____ No _____

SERVICE ACADEMY APPLICATION

**I have ____ have not ____ submitted a complete application to the Academy to which
I am seeking a congressional nomination.**

ESSAY QUESTIONS (you may use a separate sheet of paper to type your answers)

Please describe any work experience:

**Acceptance to a service academy changes your life in many ways. How will you
adjust your lifestyle to suit the Academy lifestyle?**

**Have you discussed your interest in attending an academy with your parents? How
do they feel about your decision?**

What are your goals? How do you expect the academy to aid you in achieving them?

What do you believe is going to be your greatest difficulty in adjusting to academy life?

Describe your personal role in any religious or community activity in which you have been involved.

Where do you see yourself ten years after completing your Academy education?

Do you plan on being a career officer? Please explain your answer.

List your favorite school subjects and why:

List your least favorite school subjects and why:

If you held a job, please include dates and how many hours per week you have worked. Please give a detailed description of what your job entailed.

**List below your school and community activities
Complete this form or attach your own typed information**

ATTACHMENTS: Please attach a current photograph of yourself to the front of the application.

INTERVIEWS: Interviews are MANDATORY and NON-WAIVERABLE for qualifying applicants. You will be assigned a specific date and time in the near future. To the extent possible, the Service Academy Nominations Board will attempt to interview all candidates competing for nomination on the same date. Therefore, you will be expected to attend the interview on the date you are scheduled.

PLEASE READ CAREFULLY BEFORE SIGNING:

I fully understand the requirements and procedures for applying for a Congressional Nomination through the Office of Congressman Scott Garrett, United States House of Representatives Member to the Fifth District of New Jersey and do hereby apply for nomination with the full intention of completing all required and obligated military service upon graduation. I am aware of the deadline to file all paperwork by September 30, 2016. I certify that I am a legal resident of the 5th Congressional District.

Date

Candidate's Signature

**CONGRESSMAN SCOTT GARRETT-NJ5
UNITED STATES SERVICE ACADEMY NOMINATIONS
CANDIDATE EVALUATION FORM**

SCIENCE, MATH AND ENGLISH TEACHERS: PLEASE FILL OUT THE CHARTED PORTION OF THIS EVALUATION. PLEASE SPECIFY SUBJECT. This information **MUST** be received by September 30, 2016 in order for the applicant to be considered for a nomination. If you have questions regarding the process, please contact my Academy Nominations Coordinator, Amy Nittolo, at (973) 300-2000.

NAME OF APPLICANT: _____

HIGH SCHOOL: _____ DATE OF GRADUATION: _____

RATING: Please rate the applicant as compared with other students in your class who are applying to competitive colleges.

| No Basis | | Below Average | Average | Above Average | Excellent | Outstanding | Top 1% |
|----------|----------------------------------|---------------|---------|---------------|-----------|-------------|--------|
| | Independence and Initiative | | | | | | |
| | Potential for Growth | | | | | | |
| | Leadership Ability | | | | | | |
| | Judgment and Maturity | | | | | | |
| | Motivation | | | | | | |
| | Intellectual Ability | | | | | | |
| | Ability to Work Under Pressure | | | | | | |
| | Ability to Get Along with Others | | | | | | |

GENERAL COMMENTS AND RECOMMENDATION:

Signature: _____ Date: _____

Name: _____ Title: _____

PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

**CONGRESSMAN SCOTT GARRETT-NJ5
UNITED STATES SERVICE ACADEMY NOMINATIONS
CANDIDATE EVALUATION FORM**

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PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

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UNITED STATES SERVICE ACADEMY NOMINATIONS
CANDIDATE EVALUATION FORM**

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GENERAL COMMENTS AND RECOMMENDATION:

Signature: _____ Date: _____

Name: _____ Title: _____

PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

**CONGRESSMAN SCOTT GARRETT-NJ5
UNITED STATES SERVICE ACADEMY NOMINATIONS
SCHOLASTIC INFORMATION FORM**

GUIDANCE COUNSELORS & PRINCIPALS: PLEASE FILL OUT THIS EVALUATION AND ENCLUDE AN OFFICIAL COPY OF THE STUDENT'S TRANSCRIPTS.

The student's final junior or senior grades and numerical class rank must be included with the transcripts. This information must be received by September 30, 2016 in order for the applicant to be considered for a nomination. If you have questions regarding the process, please contact my Academy Nominations Coordinator, Amy Nittolo, at (973) 300-2000.

NAME OF APPLICANT: _____

HIGH SCHOOL: _____ DATE OF GRADUATION: _____

GRADE POINT AVERAGE: _____ CLASS RANK: _____

SAT SCORES: _____
DATE VERBAL MATH DATE VERBAL MATH

ACT SCORES: _____
DATE VERBAL MATH DATE VERBAL MATH

RATING: Please rate the applicant as compared with other students in your school who are applying to competitive colleges.

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GENERAL COMMENTS AND RECOMMENDATION: (Please attach)

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

**CONGRESSMAN SCOTT GARRETT-NJ5
UNITED STATES SERVICE ACADEMY NOMINATIONS
CANDIDATE RECOMMENDATION FORM**

PLEASE FILL OUT THE TOP PORTION OF THIS EVALUATION WITH APPROPRIATE INFORMATION. PLEASE FILL OUT THE BOTTOM PORTION OF THIS EVALUATION INCLUDING RATING THE APPLICANT AND THE GENERAL COMMENTS AND RECOMMENDATIONS SECTION.

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GENERAL COMMENTS AND RECOMMENDATION: (Please attach)

Signature: _____ **Date:** _____

Name: _____ **Title and or relationship to applicant:** _____

PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

**CONGRESSMAN SCOTT GARRETT-NJ5
UNITED STATES SERVICE ACADEMY NOMINATIONS
CANDIDATE RECOMMENDATION FORM**

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Name: _____ Title and or relationship to applicant: _____

PLEASE RETURN TO:
Congressman Scott Garrett
Attention: Amy Nittolo
83 Spring Street, Suite 302A
Newton, New Jersey 07860

CONTACT INFORMATION SHEET

United States Air Force Academy

HQ USAFA/RRS
2304 Cadet Drive, Suite 200
USAF Academy , Colorado 80840-5025
Website: www.usafa.af.mil

719-333-3070

United States Coast Guard Academy

Director of Admissions
United States Coast Guard Academy
15 Mohegan Avenue
New London , Connecticut 06320-4195
Website: www.cga.edu

1-800-883-8724 Ext. 3

United States Merchant Marine Academy

Admissions Office
U.S. Merchant Marine Academy
300 Steamboat Road
Kings Point , New York 11024-1699
Website: www.usmma.edu

866-546-4778

United States Military Academy

Attn: Director of Admissions
United States Military Academy
Official Mail and Distribution Center
546 Swift Road
West Point , New York 10996-9902
Website: www.usma.edu/admissions

845-938-5721

United States Naval Academy

Canadian Guidance Office
United States Navel Academy
117 Decatur Road
Annapolis , Maryland 21402-5018
Website: www.usna.edu

410-293-4361

DoDMERB

Scheduling
8034 Edgerton Drive, Suite 132
USAF Academy, CO 80840-2200
(note: DoDMERB is a tenant unit located at the USAFA)
Website: <https://dodmerb.tricare.osd.mil>

800-841-2706