



# CONGRESSMAN TOM O'HALLERAN

## Representing Arizona's 1<sup>st</sup> Congressional District

### Frequently Asked Questions (FAQs) Regarding Service Academy Nominations

#### 1) What is a “nomination?”

Title 10 of the U.S. Code establishes two types of nominations: a) congressional and b) military service connected.

A non-military candidate may seek a nomination from the following: (a) a member of the U.S. House of Representatives, from the congressional district where the candidate resides, (b) both U.S. Senators from his or her State of residence, (c) additionally, a candidate may apply directly to the Vice-President of the United States, who can nominate applicants from any part of the nation. For Vice-Presidential nominations, apply by October 31st of the year prior to admission

Students whose parents are service-connected may also apply for a Presidential nomination. For a Presidential nomination, apply after July 1 of the year prior to admission and before January 31 of the year of admission.

#### 2) What are the basic eligibility requirements?

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

- You must be at least 17 years old, but not have passed your 23rd birthday.
- You must be a U.S. citizen.
- You must be unmarried, not pregnant, and without legal obligation to support children or other dependents.
- You must reside within the boundaries of the 1st Congressional District of Arizona.
- You must possess good moral character. *It is assumed good moral character exists unless there is evidence to demonstrate otherwise.*

#### 3) When do I apply for a Congressional nomination?

You may begin the process in the spring of your junior year of high school with each U. S. Service Academy. In the fall of your senior year, submit Congressman O'Halleran's application for nomination before the November deadline the year you are applying. See the Congressman's website, <https://ohalleran.house.gov> to locate the required documentation or call his office at (928) 210-8165.

#### 4) What is the deadline for completing a nomination file?

Congressman O'Halleran's deadline for returning materials is **November 12, 2021**. The most successful candidates apply to all available nominating sources: their U.S. Congressman, both U.S. Senators, President & Vice President of the United States. See respective Academy catalogues for deadlines and criteria for the Presidential and Vice-Presidential nominations. The Presidential nominations are only for military service-connected families.

#### 5) What is included in a nomination file?

1. Application, printable via the Congressman's official website.
2. A passport photo or something extremely similar
3. Official High School Transcripts and/or College Transcripts (if applicable)

4. American College Testing Program (ACT) results and/or CollegeBoard Scholastic Assessment test (SAT) results
  - a. You may send your scores directly to the office using the following codes:
    - i. SAT: #5950
    - ii. ACT: #7224
5. A two-page resumé that includes academic, athletic, leadership, community involvement, and employment histories, as well as any other information you feel may be germane.
6. A personal statement of approximately 1000 words highlighting your commitment and desire to attend a U.S. Military Service Academy and what military service means to you.
7. A maximum of 4 Letters of Recommendation from someone who knows you well and can attest to your moral character and accomplishments.
8. All materials must be delivered or sent to the Congressman's Academies email by the November deadline.

#### **6) What is a Letter of Assurance?**

A Letter of Assurance (LOA) is a letter sent to the candidate from the academy's admissions office advising the candidate that they are offering a Conditional Appointment to the Academy. This is, of course, contingent upon whether the respective candidate successfully completes the application process with their elected official, receives a nomination from their Congressman and/or Senators, undergoes a medical review by the Department of Defense and passes the physical fitness assessment. Letters of Assurance are strictly conditional and **do not** guarantee a nomination.

Candidates receive Letters of Assurance based upon outstanding ACT/SAT scores or exceptional athletic ability early in the process. Therefore, it is highly recommended that candidates are well-prepared for their ACT/SAT tests and take them early and often.

#### **7) What happens after I have completed my nomination application file?**

Applicants who meet the basic eligibility requirements and complete a nomination file by the November deadline will be interviewed by one of Congressman O'Halleran's Service Academy Nomination Boards. It is highly recommended the candidate's application to the respective Academy Admission Offices be completed prior to their interview.

#### **8) Why does Congressman O'Halleran use a nominating review board?**

This board evaluates applicants and recommends candidates for nomination to the Congressman. This well-qualified, nonpartisan board will ensure a fair and impartial process. All members are academy alumni.

#### **9) What criteria does the board use in selecting candidates?**

Nominations are based on a "whole person" evaluation. Factors such as academic achievements, extracurricular activities, leadership skills, and physical aptitude will be assessed during the interview. Individual character, motivation, and application diligence are also taken into consideration and compared with other applicants.

#### **10) What is Congressman O'Halleran's method of nomination?**

The Congressman's preferred method of nomination is the *competitive nomination method*. This process allows Congressman O'Halleran to nominate up to 10 qualified candidates for each available opening/slot. The academy itself will then make the final selection from those 10.

#### **11) How do I open an admissions file with the academies?**

All applicants must directly contact the academies they are interested in attending to open an *admissions file* by phone or via their respective websites. Please refer to the Service Academy Contact Information listed at the end of this FAQ sheet for further information.

### **12) How many academies are there?**

There are five.

Three reside within the Department of Defense:

- a. The U.S. Military Academy at West Point, NY
- b. The U.S. Naval Academy at Annapolis, MD
- c. The U.S. Air Force Academy at Colorado Springs, CO

One resides within the Department of Transportation:

- d. The U.S. Merchant Marine Academy at Kings Point, NY

One resides within the Department of Homeland Security

- e. The U.S. Coast Guard Academy at New London, CT

### **13) Are the requirements the same for all service academies?**

No. Although many of the qualifications are similar, each academy operates under its own admissions guidelines. Refer to the Service Academy Contact Information for the academy of your choice and contact them directly for an academy catalog. Each academy will outline its respective admissions qualifications. You may also discuss this matter with the members of the Service Academy Board whom are interviewing you. Congressman O'Halleran's nominating boards do not represent the U.S. Coast Guard Academy, as it is not necessary to seek a nomination to the U.S. Coast Guard Academy. U.S.C.G.A. accepts candidates based on their own testing criteria.

### **14) Can I have family members submit letters of recommendation?**

No. All recommendations must come from outside your immediate or extended family.

Examples of typical recommendations are from the following:

- Principals & Teachers
- Counselors
- Clergy
- Employers
- Scout Leaders
- Coaches
- Etc.

### **15) Do I have to have all required paperwork collected before submitting it to Congressman O'Halleran's Office?**

No. It is preferred to receive a complete candidate packet; however, the Congressman's Office will accept documents as you complete them. All documents are due by the November deadline.

### **16) How should I submit my SAT/ACT scores?**

Official test results can be sent directly to Congressman O'Halleran's office by the testing service, they can be hand delivered by the candidate, or candidates may provide the Congressman's office with their log-in credentials so that their test scores may be extrapolated.

The institution code for SAT scores is #5950 and for ACT scores the code is #7224.

### **17) When will I receive my nomination?**

Nominations must be delivered to the academies by late January. You will be notified of your results in the months following.

**18) Will I automatically be selected by the academy after I receive a nomination?**

No. You will be placed among a select group of nominees and the academy will make the final decision. If appointed, you will receive a letter from the respective academy and a notification from the Congressman's Office.

**19) What if I choose more than one academy? Will I be limited to a single nomination?**

No. You can be nominated to multiple academies depending on how well you have competed among the year's pool of candidates. It is also possible to win multiple appointments; therefore, it is recommended that you apply to all the academies for the best chances of receiving an appointment.

**20) When will I know if I have been offered an appointment by an academy?**

Academies will begin to notify candidates of their admissions status in late-February. All offers of appointment are generally sent out by May 1st. The Academies will award appointments after the candidate file is reviewed and the candidate is determined to be "fully qualified." Academies review files regularly, so it is in the candidate's best interest to have their file at the Admissions Offices completed by early January. As your test scores weigh heavily in the appointment process, it is recommended to take ACT/SAT tests early and often. It is also recommended to complete the candidate's file at the Academy when the scores are where you want them, otherwise the candidate may be reviewed and not found "fully qualified" on their competitive point basis according to the scores the academy has on-file.

**21) Who should I talk to if I have any questions?**

Please contact Congressman O'Halleran's Office with any additional questions. Direct your questions to the Congressman's Manager of Veteran and Military Services, Rudy Cota III, at [Ohalleran.Academies@mail.house.gov](mailto:Ohalleran.Academies@mail.house.gov) or by phone at (928) 210-8165.

**22) Military Service Academies Contact Information**

United States Military Academy  
Director of Admissions  
United States Military Academy  
606 Thayer Road  
West Point, NY 10996-9902  
Director of Admissions (845) 938-4041  
Toll Free Number (800) 822-2769  
Website: <http://www.usma.edu>

United States Naval Academy  
Candidate Guidance Office United States Naval Academy  
117 Decatur Rd.  
Annapolis, MD 21402-5018  
Candidate Guidance Office (410) 293-4361  
Toll Free Number (800) 638-9156  
Website: <http://www.usna.edu>

United States Air Force Academy  
USAFA/RRS  
2304 Cadet Drive, Suite 200  
USAF Academy, Colorado 80840-5025  
Toll Free Number (800) 443-9266  
Website: <http://www.usafa.af.mil>

United States Merchant Marine Academy  
Director of Admissions  
U.S. Merchant Marine Academy  
Kings Point, New York 11024-1699  
Toll Free Number (800) 732-6267  
Website: <http://www.usmma.edu>

United States Coast Guard Academy  
Director of Admissions  
15 Mohegan Ave.  
New London, CT 06320-4195  
Toll Free Number (800) 883-USCG  
Website: <http://www.cga.edu/>

It is not necessary to seek  
a nomination to attend the USCG Academy.  
USCGA accepts candidates based upon their own test  
criteria.