CONGRESSMAN BRETT GUTHRIE
2nd Congressional District of Kentucky

2022 Service Academy Nomination Procedures

These guidelines on nomination procedures for United States service academies are general in nature. Each nomination source may have different requirements for applicants to be considered for a nomination. If you are applying for nominations from multiple sources, you should consult literature on their application processes for more specific information. Also, applicants MUST submit their own SEPARATE application(s) to each academy for which they are seeking admission. Nomination applications are NOT admission applications.

Service Academy Fair

Each fall, Congressman Guthrie and his staff holds an "Academy Day" event in order to help students considering the U.S. service academies become better acquainted with the application procedures for nominations and appointments. Academy Liaison Officers from the various service academies are present to answer students' questions and give brief presentations. This is an excellent opportunity for students to learn more about the academies and receive information about the requirements for receiving nominations from Congressman Guthrie. For more information, contact Congressman Guthrie's District Office at **270-842-9896**.

Timeline

All information needed to complete your application must be postmarked to Congressman Guthrie's office in Bowling Green **no later than Thursday, November 10, 2022**. Nominations will be made during the month of December.

Academy Board & Interviews

Congressman Guthrie's 2022 Academy Board (composed of former service members and business leaders from the community) will meet to review nomination applications during the month of November. If the board finds that interviews are necessary for competitive candidates, they will be conducted by the board during the month of November. After the applications have been evaluated, the committee will make its recommendations to Congressman Guthrie before a final decision on nominations is made in December.

Contacting Congressman Guthrie's Office

All questions regarding service academy nominations should be directed to Congressman Guthrie's Bowling Green, Kentucky District office at Guthrieassistance@mail.house.gov or by phone at **270-842-9896.**

Congressman Brett Guthrie
Attn: Karen Cline, Service Academy Coordinator
996 Wilkinson Trace, Suite B2
Bowling Green, KY 42103

Frequently Asked Questions

How many service academies are there?

There are five service academies.

- **U.S. Military Academy at West Point, New York:** Website - www.usma.edu
- **U.S. Naval Academy at Annapolis, Maryland:** Website - www.usna.edu
- **U.S. Air Force Academy at Colorado Springs, Colorado:** Website - www.usafa.af.mil
- **U.S. Merchant Marine Academy at Kings Point, New York:** Website - www.usmma.edu
- **U.S. Coast Guard Academy at New London, Connecticut:** Website - www.cga.edu

Are the requirements the same for all of the service academies?

No. Although many of the qualifications are similar, each academy operates under its own admissions guidelines. For each academy's particular admissions qualifications, visit the academy of your choice via its website that is listed above.

What is a nomination?

Applicants to the U.S. Naval Academy, the U.S. Military Academy, the U.S. Air Force Academy, and the U.S. Merchant Marine Academy must seek a nomination from a government official. Applicants to the Army, Navy, and Air Force academies may seek a nomination from the following:

- A member of the U.S. House of Representatives for the applicant's district
- Both U.S. Senators from his or her state
- The Vice President of the United States

The U.S. Merchant Marine Academy only accepts congressional nominations. The President of the United States also nominates relatives of armed service members who meet certain criteria. Members of the regular military, reserve components, and participants in ROTC may also seek nominations from the Secretaries of the Army, Navy, or Air Force. Applicants to the U.S. Coast Guard Academy do not need to seek nominations, as the U.S.C.G.A. accepts candidates based on their own testing criteria.

What are the basic eligibility requirements to apply for a nomination?

Each applicant for a nomination must meet the following eligibility requirements:

- Must be at least 17 years old, but not 23 years or older (25 for the Merchant Marine Academy)
- Must be a U.S. citizen
- Must be unmarried, not pregnant, and without legal obligation to support children or other dependents
- Must reside within the boundaries of the 2nd Congressional District of Kentucky (if you are not sure if you are in the 2nd District, feel free to contact Congressman Guthrie's office at 270-842-9896)
- Must meet the medical, physical, and academic requirements of the Academy

How do I apply for a nomination?

All applications submitted to Congressman Guthrie's office MUST be postmarked by November 10, 2022. Applications may be obtained on the Congressman's website at www.guthrie.house.gov or by calling 270-842-9896. Once the application has been completed, send it with the enclosed requested information to:

Congressman Brett Guthrie
996 Wilkinson Trace, Suite B2
Bowling Green, KY 42103

When do I apply for a nomination?

Congressman Guthrie's nomination application period opens in the spring of each school year for those candidates who are high school juniors and will be seniors during the following school year. It remains open to them until November 10, 2022. It is also open to those constituents who have already graduated from high school until they are 23 (25 for the Merchant Marine Academy).

What happens after I have completed my nomination file?

Applications that are found to be ***completed in full*** will go for review to Congressman Guthrie's Academy Board in November of 2022. If an interview is necessary, it will be conducted in November. All Board recommendations will be made to the Congressman, who will make his nominations in December of 2022.

What must be included in my nomination file?

A complete nomination file consists of the following items:

- **Completed application form**
- **Brief letter from applicant stating why you want to attend an academy**
- **Current photograph (good snapshot is sufficient)**
- **Official high school transcript (through junior year unless already graduated)**
- **ACT and/or SAT official score report**
- **Official rank in class to include total number in class**
- **Resume of extracurricular activities**
- **Minimum of three evaluation forms (similar to letters of recommendation --- required from the sources below)**
- **Completed Application Process Acknowledgement Form**

Whom should I ask to complete my evaluation forms? (Similar to Letter of Recommendation)

It is required to have a minimum of three evaluation forms from the following sources:

- High School Teachers, Counselors, and Principals
- Supervisor of extra-curricular activity in or outside of school (i.e. coaches, clergy, scout leaders)

Please also provide some form of letter head or attached to identifying information. (i.e. business card)

What is the deadline for completing a nomination application?

All application materials must be postmarked to Congressman Guthrie's office by **November 10, 2022**.

Will the information in my nomination file be sent to the service academies?

No. The information in an applicant's nomination file is used solely for the purpose of deciding whether or not to award the applicant with a nomination. ***Applicants MUST submit their own SEPARATE application(s) to each academy for which they are seeking admission.*** Applicants should follow each individual academy's guidelines to ensure that their admissions offices receive all the information necessary to complete the applicant's file. This information is available on each of their websites. Also, a nomination through any authority does not guarantee acceptance into a service academy. Final acceptance into one of the U.S. Service Academies is made by the individual academy and ***NOT*** the nominating source.

What criterion is used in selecting candidates?

Nominations are based on a "whole person" evaluation. Factors such as academic achievements, extra-curricular activities, leadership skills, physical aptitude, character, and motivation are taken into consideration and compared with those of other applicants.

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 of your choice will make the final decision. If selected, you will receive an offer of admission (an appointment) directly from the academy. A nomination through any authority does not guarantee acceptance into a service academy. Final acceptance into one of the U.S. Service Academies is made by the individual academy and ***NOT*** the nominating source.

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 pool of candidates. In fact, it is ***strongly recommended*** that you apply to more than one academy to increase your chances of receiving a nomination to one of them. It is also possible to receive multiple appointments.

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

Academies will begin to notify candidates of their admission status in February. All appointments are generally sent out by May. Congressman Guthrie will personally make every effort to contact applicants to inform and congratulate them of their admission to an academy if they are selected.

Should I apply to more than one nominating source?

Yes. Applicants should use every avenue possible to apply for nominations. Applicants should apply to their prospective Member of Congress, senators, and any other source(s) that may be available to them. (i.e. the Vice President, the President, the Secretary of Army, Navy, Air Force, etc.)

What should I do if I still have questions?

If applicants still have questions or concerns after reviewing this packet of information, they should contact Karen Cline, Service Academy Coordinator at 270-842-9896 or Guthrieassistance@mail.house.gov.