



JOHN J. DUNCAN, JR.

U.S. Congressman
Representing Tennessee's 2nd District

Service Academy Nomination Application

Privacy Act Statement: The submission of the requested information constitutes authorization for review of this information by Representative Duncan, his staff, Service Academy Review Panel, the Academy Admission Office, and the media.

Please print clearly or type the following information filling ALL fields. Indicate (N/A) if not applicable:

I. Application Information

Last Name: _____ First, _____ Middle Initial _____

Suffix: _____ Preferred Name/Nickname: _____

Social Security Number: _____

Permanent Mailing Address:_____

City:_____ State:_____ Zip Code:_____

Home Phone Number:_____ Work/Cell Phone:_____

Temporary Mailing Address:_____

City:_____ State:_____ Zip Code:_____

Gender: Male_____ Female_____

Place of Birth_____

Race: (Optional only for statistical purposes)

White (Non-Hispanic or Latino) Black or African American (Non-Hispanic or Latino)

Asian Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native Hispanic or Latino

Two or more Nationalities Other:_____

You will be 17 but not yet 23 years of age by July 1 of the year you are admitted:

{ } YES { } NO

Mother's Name_____

Father's Name:_____

Legal Guardian (if applicable):_____

Are you applying for a nomination from any other source? { } YES { } NO

Whom? President_____ Vice Pres_____ Sen. Corker_____ Sen. Alexander_____

Other_____

It is in your best interest to request a nomination through all sources available to you. If your father or mother is active duty military, retired military, or was killed in action, you may be eligible for a Presidential or Vice Presidential nomination. PLEASE CONSULT THE SERVICE ACADEMY INFORMATION SHEET FOR APPLICABLE ADDRESSES.

Are you scheduled to re-take any of your tests?_____ Date(s)_____

High School Class Rank_____ out of_____ (class size)
If your school does not rank, please estimate.

Class Percentile: Top 1% 5% 10% 50%

Grade Point Average (unweighted)_____ (weighted)_____

Submit college entrance examination board scores – ACT and/or SAT and High School / College transcripts. ACT/SAT scores reported on your official certified transcript are acceptable.

College Attended:_____

Mailing Address:_____

Major:_____ Years Attended:_____

Hours Completed:_____ Grade Point Average:_____

Advanced Placement Courses Taken and AP Score:

Academic Awards or Special Achievements:

Any additional explanations concerning your transcript or test scores you want Mr. Duncan to know:

IV. Athletic Activities
 Grades 9-12 and college (if applicable)

Sport	# of Years	# of Varsity Letters	Years as Captain or Co-Captain	# of Years Special recognition

Athletic Awards or Special Achievements:

Have you been in contact with athletic coaches or staff at any Academy?

<u>Academy</u>	<u>Sport</u>	<u>Coach/Contact Name</u>	<u>Phone No.</u>
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V. Non-Athletic Activities: (all that apply)

<u>Activity</u>	<u>Number of years grades 9-12</u>
Class President	-----
Class Officer	-----
Student Body Officer	-----
JROTC Detachment Commander	-----
JROTC Member	-----
Officer of School Club	-----
Boys/Girls State	-----

Boys/Girls Nation _____
 National Honor Society _____
 Eagle Scout/Gold Award _____
 Boy/Girl Scout Member _____
 Civil Air Patrol Detachment Officer _____
 4-H/FFA Member _____
 4-H/FFA Club Officer _____
 Other Officer Non-School Club _____
 Editor School Publication _____
 Drama/Speech/Debate Club Member _____
 School Ban/Chorus _____

List other non-athletic activities / leadership positions:

Non-Athletic awards or special achievements:

VI. Prior Service

Have you had any prior service with the military? { } YES { } NO

____Active ____Guard ____Reserve

Branch:_____ Years:_____ Highest Rank:_____

Has Parent, grandparent or sibling attended a Service Academy?

Name:_____Academy_____Grad. Yr._____

Name:_____Academy_____Grad. Yr._____

VII. Employment History

(Present to past order)

Place	Dates	Position	Hours per week worked

Motivation for working _____

VIII. Privacy Statement

I certify that the information provided is correct. It is my sincere desire to attend a U.S. Service Academy; I am a U.S. citizen, at least 17 but not yet 23 years of age, unmarried, not pregnant, have no legal obligation to support any children or other dependants, and reside in Tennessee's 2nd Congressional District. I understand that the deadline to request nomination is October 31. I am also required to submit all the items on the application check-list and that if I have not submitted all requested information before these deadlines that my application may not be given full consideration. I authorize Congressman Duncan or his staff to obtain information about my status with the service academies. This includes inquiring with the Department of Defense Medical Examination Review Board about any medical conditions that may prevent my receiving a nomination or appointment to one of the Service Academies.

Signature: _____ Date: _____

INSTRUCTIONS FOR CANDIDATES

SEEKING NOMINATIONS TO SERVICE ACADEMIES

Individuals seeking nomination to one of the service academies from Congressman John J. Duncan, Jr., Second Congressional District of Tennessee are encouraged to apply in the spring of their junior year. Submit the following information to:

The Honorable John J. Duncan, Jr.
Attn: Denise Lambert
800 Market Street, Suite 110
Knoxville, TN 37902

1. **Completed** “Application for Nomination to the United States Service Academies”
2. **Official** SAT or ACT scores certified copy
3. **Official** high school transcript, (sent by applicant’s guidance office) and college transcript (if applicable).
4. **Résumé of extracurricular activities:** It is very important to be thorough and include all information for each year of high school. Include both school related and outside activities; note leadership positions held, scholastic honors, and any part-time or full-time jobs you may have held.
5. **Recent photograph.**
6. **Personal statement** addressed to Congressman Duncan stating what motivates you to attend a United States Service Academy (one typed page is sufficient).
7. **Three** letters of recommendation.

The following materials necessary to complete the application process are enclosed:

- Application
- Instructions for Candidates
- General Academy Information
- Instructions for Recommender sheet

The deadline for requesting a nomination from this office is October 31.

The deadline for submission of completed files to this office is November 1.

No application will be considered unless you have an opened file with the academies to which you are seeking nomination.

If you have any questions, please contact Denise Lambert at (865)523-3772.

INSTRUCTIONS FOR
LETTERS OF RECOMMENDATION FOR UNITED STATES SERVICE
ACADEMY – APPLICATION FOR NOMINATION

Candidate: Please give a copy of this sheet to three people who agree to write a letter of recommendation for you.

Recommender: This student has expressed the desire to attend a United States Service Academy (i.e. the Military Academy at West Point, the Naval Academy at Annapolis, or the Air Force Academy). Admission to these academies is extremely limited and competitive and an appointment is an esteemed honor and achievement. After successfully completing a rigorous four-year program in one of these competitive schools and receiving a first rate education, a successful graduate will be pledged to serve a term as an officer in the armed forces.

In order to apply to a service academy, an applicant must obtain a nomination from an authorized source and this applicant has requested a nomination from Congressman John J. Duncan, Jr., a Representative of the Second District of Tennessee. Congressman Duncan would appreciate your thorough and honest evaluation of the applicant's fitness for U.S. service academy admission and ensuing military career. The academies consider evidence of character, scholarship, leadership, physical aptitude (athletic ability), medical fitness, goals, and motivation in determining each applicant's "whole person" evaluation.

Congressman Duncan and his staff will hold your comments in the strictest confidence.

Thank you and we appreciate your assistance.

Please write your letter of recommendation on letterhead or personal stationary (be sure to include a **return address** and phone number where you can be reached). Please send the recommendation letter **before November 1**, directly to:

The Honorable John J. Duncan, Jr.
Attn: Denise Lambert
800 Market Street, Suite 110
Knoxville, TN 37902

Or, you may seal your letter in an envelope and return to the candidate for him/her to include with their completed packet.

If you have any questions, you may contact Denise Lambert at 865-523-3772.

General Academy Nomination Information

Air Force Academy

Director of Admissions
Colorado Springs, Colorado 80840
(800) 443-9266
www.academyadmissions.com

U.S. Naval Academy

Director of Candidate Guidance
Annapolis, Maryland 21402
(800) 638-9156
www.nadn.navy.mil

U.S. Military Academy

Director of Admissions
West Point, New York 10996
(800) 638-9156
www.usma.edu

U.S. Merchant Marine

Admissions Office
Kings Point, New York 11024
(800) 732-6267
www.usmma.edu

There are no Congressional Nominations to the U.S. Coast Guard Academy. To obtain information or application, contact them at:

U.S. Coast Guard Academy

New London, Connecticut 06320
(203) 444-6267
www.cga.edu

Eligibility

Nominees to the service academies must be United States citizens and applications to Congressman Duncan's office must be permanent residents of Tennessee 2nd Congressional District. Candidates must be at least 17 years old but not 23 years old by July 1 of the year of admission. Candidates must be unmarried, not pregnant, and have no legal obligation to support any dependants. These stipulations have been established by the service academies.

Prior to applying for a nomination, each candidate should contact the academies directly to request a Pre-Candidate Questionnaire. Upon the completion and return of this form to the academy, the candidate will be informed of academy requirements, such as medical examinations, and physical aptitude tests. It is also recommended that each candidate attempt to visit the academies to meet with admissions representatives, talk to cadets, and view the facilities.

DODMERB

All academies require the candidate to pass a Department of Defense Medical Examination Review board (DODMERB). Candidates who meet the minimum scholastic standards will be scheduled to take a service academy qualifying medical examination. The academy to which you have applied will initiate the scheduling of the examination; once taken, the results may be used for all service academies. Candidates who have questions about their medical examination results should contact:

DODMERB
8034 Edgerton Drive, Suite 132
USAF Academy, Colorado 80840-2200
(719) 333-3562

Medical scheduling and evaluation are time consuming processes, especially if consultation, re-testing, or corrective action is required. The process may take from six weeks to four months.

Method of Nomination

The law pertaining to congressional nominations stipulates that each Member of Congress is allowed a maximum of five “charges” at each academy in any given year (Merchant Marine is an exception). When a “charge” graduates, a vacancy is created that the Member may fill.

Due to the competitiveness of the selection process, it is strongly recommended that each candidate apply to their U.S. Senators, their Representative, and the Vice President.

Additional Information

A Congressional nomination does not guarantee acceptance to the service academies, but only assures that the applicant’s application will be considered first by the review boards. The applicant should submit a completed application to each academy that he/she is considering during or before the first semester of the applicant’s senior year.

Academically, the majority of students accepted to the academies are in at least the top twenty percent of their class, with higher than average test scores. Most students who receive appointment offers are active at school and in their community and hold leadership roles in sports and other extracurricular activities.

Acceptance of an offer of appointment from an academy obligates you to at least a nine year commitment, four years at the academy and five years of active duty service.