



Congresswoman Stacey E. Plaskett

U.S. Virgin Islands

United States Service Academies

Nominations Packet

Class of 2021

Application Deadline: October 31, 2016

STACEY E. PLASKETT
U.S. VIRGIN ISLANDS



COMMITTEE ON AGRICULTURE
COMMITTEE ON OVERSIGHT
AND GOVERNMENT REFORM

Congress of the United States
House of Representatives
Washington, D.C. 20515

Dear Applicant,

I would like to commend you on your decision to apply to one or more of the nation's five Service Academies. Historically, these Academies are institutions of higher learning where many great Americans are molded from young men and women to become leaders that have honorably protected our freedom and our form of government.

As your Congresswoman I am honored to have been given the opportunity to select the territories' most accomplished and motivated young people for acceptance to a Service Academy. The role of my office is to nominate students that have prepared themselves for the physical and mental challenges they will face. The Service Academies are equipped to prepare students for service to our country and as role models from our islands after graduation as commissioned officers in the United States Armed Forces. To assist us with this decision, a review board has been created and staffed with educators and servicemen from the community. The board will review applications, conduct interviews, and present their recommendations to my office for nominations.

The academies requiring nominations are:

- **U.S. Military Academy at West Point**
- **U.S. Naval Academy**
- **U.S. Air Force Academy**
- **U.S. Merchant Marine Academy**

Please remember that nominations are limited. We encourage you to also consider applying to the U. S. Coast Guard Academy, Officer Training Schools and Reserve Officer Training Corps (ROTC) programs as those options do not require nominations.

As your representative in Congress, remember that our offices are here to support you. I encourage you to continue to work hard to reach your goals. Please continue to strive for excellence and remember...the journey has just begun.

Your Servant,

A handwritten signature in cursive script that reads "Stacey E. Plaskett".

Stacey E. Plaskett
Member of Congress

Applicants must begin the application process to the Service Academies between their junior and senior year of high school. Several Academies offer summer programs and applicants are strongly encouraged to apply. Programs offered are the Summer Leadership Experience Program at West Point, the Summer Seminar Programs at the Naval and Air Force Academies, and the AIM Program at the Coast Guard Academy.

During the **summer of 2016** remember to:

Establish candidacy with the academy or academies you wish to attend. This may be completed as early as May 1st and as soon as possible. Academies and their websites are listed below:

- U.S. Naval Academy: <http://www.usna.edu/Admissions/index.php>
- U.S. Military Academy at West Point: <https://www.usma.edu/admissions/sitepages/home>
- U.S. Merchant Marine Academy: <https://www.usmma.edu/admissions>
- U.S. Air Force Academy: : <https://admissions.usafa.edu/>

Note: A Service Academy nomination is *NOT* required for the U.S. Coast Guard. For more information on this, please call USCG Admissions Office at (860) 444-8500 or visit their website at:

- U.S. Coast Guard: <http://www.cga.edu>

Additional note: Permitted nominations for the U.S. Merchant Marine Academy differ from those of other academies; you are advised to visit their website link for further information.

Application packages will be accepted at the office of Congresswoman Stacey E. Plaskett beginning **Monday, August 15, 2016 and ending on Monday, October 31st, 2016.**

Additional nominating authorities are:

- The United States President
- The United States Vice President
- United States Senators
- Secretaries of the Navy, Army, Air Force
- Superintendents of selected academies

If you receive a nomination from any of these authorities, immediately inform our office.

You must submit to this District Office a nomination application package and the required admissions application to your selected academy or academies. It is important for you to know that you may apply to several or all of the academies at once.

List of needed items for a complete nomination application package:

- A completed Service Academy Nomination Application Form
- Recent photograph
- Resume
- An official transcript from all high schools or colleges you attended
- A 250-500 typed word essay explaining why you wish to attend a U.S. Service Academy.
- Official SAT or ACT scores. Best verbal and math scores will be used.
- Three letters of recommendation from a non-relative.

Items listed on the previous page must be mailed or hand-delivered to Congresswoman Stacey E. Plaskett's District Offices located at:

Congresswoman Stacey E. Plaskett
Attn: Cletis Clendinen
9100 Havensight
Port of Sale Mall Ste. 22
St. Thomas, VI 00802
(340)774-4408

Or

Congresswoman Stacey E. Plaskett
Attn: LaVerne Joseph
#60 King Street (physical)
#330 King Street (mailing)
St. Croix, VI 00840
(340)778-5900

By October 31, 2016, all nomination applications must be completed and submitted. Applicants who have submitted a completed nomination packet by this date will be contacted, and an interview will be scheduled. Interviews will be conducted, by Congresswoman Stacey E. Plaskett's Service Academy Selection Board. You are also encouraged to follow up with our office to confirm receipt of the completed application.

Once the selection board makes its recommendations of an applicant or applicants to Congresswoman Stacey E. Plaskett, this office will submit the **nomination to the respective academy no later than January 31, 2017. *It is vital to clarify that the service academies have the full authority and the discretion of processing all applications received and determining appointments.***

Nomination applicants will be notified of their nomination no later than January 31, 2017.

Service academies will notify nominees of their official status in April 2017.

If, for some reason you decide NOT to pursue a nomination, please notify our office immediately and your nomination application will be withdrawn. If you have received a nomination and are subsequently offered an appointment but decide not to pursue such offer, notify Cletis Clendinen in Congresswoman Plaskett's Office at (340)774-4408.

Requirements

Minimum requirements are listed below for all of the U.S. Service Academies that require a nomination from Congresswoman Stacey E. Plaskett. Applicants meeting these requirements are eligible to attend a U.S. Service Academy. **Applicants are NOT guaranteed a congressional nomination and admission to an academy.** Shall you need further clarification, please contact Cletis Clendinen at (340)774-4408.

ACADEMY	REQUIREMENTS	MINIMUM STANDARDIZED TEST SCORE(S)
<p>U.S. Naval Academy Office of Admissions 52 King George Street Annapolis, MD 21402-1318 (410)293-1858</p>	<p>-U.S. Citizen -Be at least 17 but not older than 23 by July 1 of the year you enter the academy. -Unmarried/No dependents -Nomination Required -PAE and DODMERB exams -Midshipmen, who graduate, will receive a commission in either the Navy or Marine Corps and obligated to a 5-year commitment following commissioning.</p>	<p>NONE</p>
<p>U.S. Air Force Academy Office of Admissions 2304 Cadet Drive, Ste. 2300 USAF Academy, CO 80840 1(800)443-9266</p>	<p>-U.S. Citizen -Be at least 17 but not older than 23 by July 1 of the year you enter the academy. -Unmarried/No dependents -Nomination Required -CFT and DODMERB exams -Commissioned officer in the Air Force for at least 8 years after graduation, 5 of which must be active duty, remaining 3 years as inactive years.</p>	<p>SAT Verbal – 580 SAT Math – 560 ACT English 24 ACT Reading 24 ACT Math 25 ACT Science 25 Highest score taken.</p>
<p>U.S. Military Academy Office of Admissions Building 606 West Point, NY 10996 (845)938-4041</p>	<p>-U.S. Citizen -Be at least 17 but not older than 22 by July 1 of the year they enter West Point. -Unmarried/No dependents -Nomination Required -PAE and DOD MERB exams -Commissioned as a 2nd lieutenant in the Army and serve for 5 years on active duty, if you choose to depart the Army after 5 years, you will be required to serve 3 years in the Inactive Ready Reserve.</p>	<p>SAT Verbal - 560 SAT Math - 560 ACT English < 23 ACT Math < 24 ACT Reading < 24 ACT Science Reasoning < 23 Highest score taken.</p>
<p>U.S Merchant Marine Academy Office of Admissions 300 Steamboat Road Kings Point, NY 11024 (516)726-5646</p>	<p>-U.S. Citizen -Be at least 17 years of age and must not have passed your 25th birthday before July 1 in the year of entrance -No marriage restrictions -Nomination Required -PAE and DODMERB exams -Commissioned officer in the U.S. Navy Reserve, U.S. Coast Guard Reserve, or any other Reserve or National Guard unit of an armed force of the United States and serve for 8 years</p>	<p>SAT Verbal – 560 SAT Math – 560 ACT English 24 ACT Reading 24 ACT Math 24 ACT Science 24 Highest score taken</p>

PAE: Physical Aptitude Exam / CFT: Candidate Fitness Test / DODMERB: Department of Defense Medical Examination Review Board

SERVICE ACADEMY NOMINATION

APPLICATION CHECKLIST

(Please include your signed checklist with your complete packet)

I. Minimum Requirements

- You must be a citizen of the United States and domiciled in the Virgin Islands. Domicile is defined as person's fixed, permanent and principal home. You are domiciled in the Virgin Islands if your parent, legal guardian (or you) vote in and file state income tax returns in the Virgin Islands.
- As of July 1, 2016, you must be at least 17 years of age but not older than 23 years of age to apply to the Air Force, Military or Naval Academies. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25th birthday on July 1, 2017.
- You must have taken the SAT or ACT at least once by October 1, 2016.
- Applicants to the Air Force, Military, or Naval Academies must never have been married nor have any dependents.
- You must establish a pre-candidate file with the service academy of your choice.

II. Required Materials to include in your packet

(Please make sure to include all of the following materials in your complete packet)

- A completed Service Academy Nomination Application.
- Current wallet size (2"x3") photo.
- An official sealed transcript from all high schools, junior colleges, or colleges you have attended.
- Three letters of recommendation from people who have known you, at least, three years and who are not related (i.e., coach, counselor, community leader, teacher). The authors must sign their letters of recommendation.
- An essay of no less than 250 words but no more than 500 words explaining why you are seeking this nomination, and why you wish to be commissioned to one of the four service academies. Please use grammar and spell check.
- Resume (2-page maximum). Include work experience or voluntary work (if any), education, extra-curricular activities, awards, and honors. It should also include a summary of skills, and abilities.
- Signed checklist.

III. Required Materials that may be sent separately

- Official SAT or ACT Scores. The numerical code to have your scores sent directly to my office is **0628** for the SAT and **7723** for the ACT. Scores that are on your high school transcript is accepted as official. See your guidance counselor for clarification on this.

Please note our October 31st, 2016 deadline. If by October 31st, 2016 our office has not received applicant's application and all required materials the applicant will not be considered for a nomination. I encourage you to follow up with the St. Croix office at (340)778-5900 or the St. Thomas office at (340)774-4408 to confirm receipt of your completed application.

I have reviewed the checklist and included all of the required materials (section II). I understand that it is my responsibility to ensure that all materials are submitted, and my application is complete.

Signature Date:

Date:



UNITED STATES
HOUSE of
REPRESENTATIVES

Office of Congresswoman Stacey E. Plaskett

Service Academy Nomination Application

Please note this application is CONFIDENTIAL. The application will be reviewed by the staff of congresswoman's office, the academy nomination screening committee, Congresswoman Stacey E. Plaskett, and the Academy admission office. The information you provide will determine the selection of applicants who advance to an interview for final selection of nominees.

APPLICATION INFORMATION

Full Name:

First Middle Last Name Nickname

Current Address:

Street

City Zip Code County

Phone number(s):

Home Cellular

Email Address:

Date of Birth:

SSN:

Father's Name:

Phone:

Mother's Name:

Phone:

Are you a United States Citizen? [] Yes [] No

Are you a resident of the Virgin Islands? [] Yes If yes, how long? [] No

Have you ever been arrested? [] Yes [] No Reason: _____

Have you previously applied for a nomination? [] Yes [] No

Please list other nominating sources you have requested a nomination from:

I. ACADEMY PREFERENCE

Please rank each of the academies in order of preference, with one being your first choice. Rank only the academies you have applied to and that you will attend if accepted. The U.S. Coast Guard Academy is not listed because they do not require a Congressional Nomination.

Air Force: [] Army (West Point): [] Navy: [] Merchant Marines: []

Have you been contacted directly by an academy? [] Yes [] No

If yes, which academy and whom?

Year you wish to be appointed:

II. ACADEMIC ACHIEVEMENTS

High School:

Telephone:

Mailing Address:

Principal:

Counselor:

Graduation Year:

High School Rank:

out of

College:

ACT Scores:

ACT:

verbal

ACT:

math

ACT:

reading

ACT:

writing (West Point requirement)

SAT Scores:

SAT:

verbal

SAT:

math

SAT:

writing

Required – include copies of your high school transcript and ACT or SAT results. (Transcripts that include test scores are accepted as official scores).

Academic Awards or Special Achievements:

III. ATHLETIC ACTIVITIES

Sport	Years in Sport	Special Recognition

Awards or Special Achievements:

IV. EXTRACURRICULAR ACTIVITIES (i.e. work, volunteer, clubs, religious)

List non-athletic extracurricular activities and leadership positions

List non-athletic extracurricular awards or special achievements:

V. PRIOR SERVICE (personal or family):

Have you had any prior service with the military? Active Guard Reserve No

Branch:

Years:

Highest Rank:

Has a parent, grandparent or sibling attended a Service Academy? Yes No

Name

Service Academy

Graduating Year

Name

Service Academy

Graduating Year

Name

Service Academy

Graduating Year

VI. ESSAY

In 250 words but no more than 500 words, explain why you want to attend a Service Academy and how this will affect your future goals.

VII. ADDITIONAL INFORMATION

Please list any information, not before mentioned, that you would like Congresswoman Plaskett and the nomination committee to know about you.

VIII. APPLICATION AGREEMENT

Carefully read the below paragraph before signing. Your signature indicates your agreement with the following statements.

Initials

It is my sincere desire to attend a U.S. Service Academy, and I intend to pursue a vigorous academic course of study if appointed. I understand that attending a service academy also requires a minimum of five years of military service following graduation. I confirm that I have met all of the basic eligibility requirements for the U.S. Service Academy(s) to which I have applied.

I certify that all information provided in this nomination application packet is true and correct to the best of my knowledge. Any changes or corrections to this information will be reported as soon as possible to Representative Stacey E. Plaskett’s District Office. Additionally, I understand that I will not be considered for a nomination if the required application packet documents are incomplete or are not postmarked by October 30th, 2015.

IX. PRIVACY STATEMENT

The information provided in this application is true and correct to the best of my knowledge. I understand that in addition to this application, I am also required to submit all of the items listed on the application check-list. I further understand that Congresswoman Plaskett’s District Office must receive all application materials no later than 5:00 p.m., October 31, 2016.

Signature:

Date:

Wallet Size (2”x3”) Photo
Please permanently adhere a current wallet size photograph here. We recommend that applicant also includes his/her name and hometown written on the back of photo should it become detached during processing.

ADDITIONAL INSTRUCTIONS AND GENERAL INFORMATION

1) REQUIREMENTS

- a) **Eligibility.** *Applicant criteria to be considered for a Service Academy nomination*
 - i) Applicant must be a legal resident of the U.S. Virgin Islands. To confirm residency, please visit www.house.gov
 - ii) Citizen of the United States
 - iii) Appropriate Age
 - iv) Unmarried and have no legal requirement to provide support for a dependent.
- b) **Application Form.** Enclosed application forms must be completed and returned by the official deadline of October 31st, 2016. Upon receipt of a completed nomination application packet, candidacy is established.
- c) **Resume.** Include specific dates of involvement; professional templates are readily available on free websites or software. This is your moment to shine!
- d) **Recommendation Letters.** Three recommendation letters (excellent opportunity to describe character) must be submitted.
- e) **Transcript.** Official transcript needed of applicant's high school or college record. The transcript must show the applicant's final junior year grades. It is the applicant's responsibility to request from the school up to date transcripts and to keep records current.
- f) **Standardized Test Scores.** The SAT and ACT are required entrance exams recognized by the Service Academies, and it is the responsibility of the applicant to register for test dates. Scores must be sent to the academy/academies and our Congressional Office.
- g) **Qualifying Medical Exam.** The individual academies recommend scheduling of medical examinations to the Department of Defense Medical Review Board (DODMRB). The recommendation is completed after receipt of the pre-application questionnaire, and the results of this exam are not needed for the nomination application file.
- h) **Interview.** In the final step of the nominating process applicants will be interviewed by Congresswoman Stacey E. Plaskett's Service Academy Selection Board comprised of residents of the Virgin Islands. The board will review nomination applications, interview applicants, and make recommendations to Congresswoman Plaskett. Nominations will ONLY be made by either Congresswoman Plaskett or by other eligible nominating authorities for consideration of acceptance to a Service Academy. Further information on interview scheduling will be made once the applicant's file is complete.

2) BASIS FOR SELECTION

Academia, leadership potential, extracurricular activities, physical fitness, and letters of recommendation ARE the selecting factors considered for nomination.

- a) **Academic Factors.** Applicants will be considered based on school records, grade point average, and College Board scores. High SAT and ACT scores provide for greater chances for a

nomination but so does meeting and exceeding the qualifications in the remaining areas of consideration.

- b) **Extracurricular Activities.** Congresswoman Stacey E. Plaskett's Service Academy Selection Board seeks students who within their communities (schools, volunteer work, or other activities) demonstrate leadership ability.
- c) **Motivation.** An important consideration that must not be overlooked is motivation – the applicant's desire to attend an academy. The diligence in completing this application, the essay and resume are good tools for measuring motivation. Incomplete applications will not be considered. Hint – the essay is an extremely helpful tool in the review of the application.
- d) **Leadership and Physical Fitness.** Information provided on the application will demonstrate leadership potential and physical fitness. Unlike colleges, Service Academies place a high emphasis on physical training. Similar to colleges and universities, Service Academies consider leadership and extra-curricular activities to be of great importance. Letters of recommendation and resume SHOULD highlight applicant's leadership skills.

3) Other Commissioning Options

- a) **U.S. Coast Guard Academy.** The U.S. Coast Guard Academy does not require a nomination from either Congresswoman Stacey E. Plaskett or one of the appropriate nominating authorities to be considered for acceptance to an Academy.

The U.S. Coast Guard Academy is proud to educate leaders of a multi-mission, maritime military force. As a commissioned officer in the Coast Guard, you will be leading a team of men and women continually called on to service community, country, and fellow citizens. The roles of the U.S. Coast Guard go beyond just Maritime Safety and Security it also includes protection of natural resources, management of maritime traffic, commerce and navigation, and national defense. Its academy located on the Thames River in New London, Connecticut provides a four-year Bachelor of Science degree program with a full scholarship.

Newly commissioned ensigns, upon graduation, report for duty aboard cutters and at sector offices in ports nationwide. As a graduate of the academy, you are obligated to serve five years in the U.S. Coast Guard. You may visit <http://www.cga.edu/> for additional information.

- b) **Reserve Officer Training Corps (ROTC):** An alternative to attending an academy is the Reserve Officer Training Corps (ROTC) programs offered by the U.S. Army, U.S. Air Force, and U.S. Navy Reserve. This program is offered at many colleges, and it is a four-year elective program. This program offers full and partial tuition scholarships to qualified students. As a result of completing a Reserve Officer Training program, you will be commissioned as a Second Lieutenant or Ensign along with students who graduate from a service academy, at the same time.
 - i) For additional information, please visit the following websites:
 - (1) U.S. Army ROTC <http://www.goarmy.com/rotc.html>
 - (2) U.S. Air Force ROTC <http://www.afrotc.com/>
 - (3) U.S. Navy ROTC <http://www.nrotc.navy.mil/>

PERSONAL ESSAY PROMPT

ESSAY QUESTION:

Why do you want to attend a United States Service Academy?

250 words minimum - 500 words maximum

Typed

Double-spaced

Times New Roman font

Font size 12

Indent paragraphs

The following factors must be addressed in your essay:

- Experience that demonstrate your leadership skills.
- Specific act(s) that you feel have prepared you for the rigorous challenges of attending a U.S. Service Academy.
- Motivator(s) that generated your interest with U.S. Service Academies such as family member(s) and/or a specific event, if any.

RESUME

A summary of knowledge, skills, abilities, and accomplishments are required in your resume submittal. Specific dates of involvement for each activity listed must be included in your resume. Below you will find a resume template that should be utilized in the construction of your resume. You may choose the format of the resume that you desire to utilize. The Office of Congresswoman Stacey E. Plaskett encourages all applicants to consider this template as a reference in the construction of your personal resume.

Resume must include:

- Full Name
- Full Address and Zip Code
- Phone Number
- Email Address

Education

- Name of high school(s) attended
- Name of Colleges/Universities attended (if applicable)
- Full School Address
- Dates Attended
- Graduation Date (actual or anticipated)
- Relevant Subjects

Experience

- Full Name of Employer
- Business Address and Zip Code
- Title held
- Description of responsibilities performed

Extra-Curricular Activities

- School
- Community
- Religious or other social group
- Offices held (i.e., member, President, Secretary)

Honors/Special Accomplishments

- Awards and honors
- Specific achievements
- Special recognition

Interests and Hobbies

- Hobbies
- Special talents

LETTERS OF RECOMMENDATION

Three (3) letters of recommendation are required from each applicant. Applicants are encouraged to contact the recommendation letter authors with anticipation to ensure letters are included in your nomination request packages due by October 30th, 2016.

There are certain elements that should always be addressed in any recommendation letter (potential, dependability, consistence, contributions, accomplishments and character). Below we have outlined some questions that may assist in the formulation of your letters. It is our recommendation that you share these with your letter authors.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's strengths, skills and leadership ability?
3. Do you believe the applicant plans to pursue military service as a career? Does he/she possess the maturity to fulfill the commitments and obligations that accompany a Service Academy education?
4. How does the applicant handle challenging situations and/or failures? Provide example where applicant has demonstrated agility in handling a specific challenging situation and/or failure.
5. Do you know of any personal circumstances that might affect the applicant's performance at a Service Academy?

Interview

Below are some guidelines that may be followed in preparation to your interview.

Do

- Dress appropriately; be conservative to show you take the interview seriously. Remember that you are interviewing for nomination to a SERVICE ACADEMY! For males long sleeve shirt, tie, and slacks are appropriate, if you have a suit or jacket better! For females dress or skirt are appropriate but keep in mind that length is important, if you have a jacket to go with ensemble better yet! Jewelry should be minimal and cleavage is a *don't*! Jeans and sandals are not appropriate attire for an interview. Your personal grooming and cleanliness should be impeccable.
- Know the exact time and location of your interview; know how long it takes to get there. Better yet arrange to arrive early, 10 minutes prior to the interview start time is acceptable.
- Remember to treat people you encounter with courtesy and respect. At times their opinions of you might be solicited during the selection process.
- Offer a firm handshake and make eye contact. Having a friendly expression when you are greeted by your interviewers is helpful.
- Use formality. Always address your interviewers by name title (Ms., Mr., Dr.,) and last name, unless invited to do otherwise. Sir and Madam are also acceptable in this interview.
- Always maintain good eye contact during the interview. Be aware that some of your interviewers may not be physically in the same room as you (conference call).
- Sit still in your seat; avoid fidgeting and slouching.
- Always, always, always respond to questions. Back up your statements about yourself with specific examples whenever possible.
- Do focus on your positive characteristics and strengths and qualifications for the job. Never criticize yourself in an interview.
- Ask for clarification if you don't understand a question.
- **DO PRACTICE INTERVIEWING** with others that can provide for positive feedback such as family members, mentors, and counselors.

Don't

- Don't make negative statements about yourself. Don't make apologies or talk about what you don't have in your background. Remember keep positive.
- Don't chew gum, bite your fingernails, touch your face or hair or adjust your clothing.
- Don't allow your cell phone to sound during the interview. (If it does, apologize quickly and ignore it.) Don't take a cell phone call. Don't look at a text message.
- **DON'T** treat the interview casually this is important to us and it should be to you!

SERVICE ACADEMY SELECTION BOARD

OVERVIEW

The Service Academy Selection Board for Congresswoman Stacey E. Plaskett embraces former and current officials of the Armed Forces, government officials and educators. All members of this board currently reside within the territorial district of the U.S. Virgin Islands.

GRADING RUBRIC

All applicants will be interviewed by the Service Academy Selection Board. Its members will utilize information obtained from applicant's interviews and apply such information to the board's scoring methodology.

The scoring methodology to be utilized will be based on obtaining a comprehensive applicant composite of intelligence, leadership, motivation, confidence and character (recommendations letters). The following categories demonstrate the areas to be graded:

- School Grades (i.e. official transcripts from high school and/or college)
- Standardized Test Scores (SAT/ACT)
- Extra-curricular activities
- Athletic participation
- Leadership and Personal roles
- Personal essay
- Letter of recommendations
- Personal interview



U.S. Representative Stacey E. Plaskett

U.S. Virgin Islands

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