



INFORMATION SHEET

UNITED STATES SERVICE ACADEMY NOMINATIONS

CONGRESSMAN TOM COLE

I. GENERAL INFORMATION

Because of the extremely keen competition for nominations, you are urged to apply to every nominating authority, which your eligibility allows (i.e., Congressman Cole, Senator Coburn, Senator Inhofe, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.) Since the academies are able to award more appointments than are provided by Congressional vacancies and other categories, no candidate who is highly qualified needs more than one nomination -- whether Principal, Alternate or Competitive -- to obtain an appointment. By the same token, no candidate who fails to meet academy standards will be benefited by having multiple nominations. In order that more applicants will have an opportunity to be reviewed by the academies, please let me know immediately if you receive an appointment from another authority.

Each Congressional Office uses a selection process, which is designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Last minute misunderstandings can be avoided by carefully studying and following the instructions of each office.

Certain information is required as outlined below in order for you to be considered as an applicant. It is your responsibility to submit this information and to keep it updated. **The deadline for receipt of information by my Ada office is November 7, 2008** because there must be adequate time to assess each candidate's qualifications. Candidates whose files are incomplete after this deadline cannot be given consideration.

I utilize a selection board to assist in making my nominations. The board members will review the files of all qualified candidates and **will conduct personal interviews on Saturday, December 6 and Sunday, December 7, 2008 in my Norman office.** My staff will contact all qualified applicants in mid-November to arrange the exact date and time of the interview. **It is imperative that you remain available on both of these dates so that we may coordinate your interview. Interviews cannot be postponed or rescheduled.**

Careful thought should be given to your first choice of an academy. Second choices can be considered only in the event that there are not a sufficient number of qualified candidates in an academy category to fill a slate of nominees. This rarely happens. First choice designations may be changed by the applicant at any time before nominations are made.

II. REQUIREMENTS

A. Residency. Applicant must be a legal resident of the Fourth Congressional District of Oklahoma, and must be a United States citizen.

B. Application for Nomination Form. The Application for Nomination Form must be completed and returned to my Ada office promptly. Formal candidacy is established in my office upon receipt of the Application for Nomination Form. It is not necessary for you to send all required information at once, and you should not wait to file your Application if transcripts or test scores are not immediately available. **If your Application is not received by the November 7th deadline, it will be presumed that you are no longer interested in pursuing a nomination, your file will be closed and you will not be considered for a nomination.**

C. Recommendation Letters. You must submit three letters of recommendation using the evaluation forms that accompany the application. Do not submit more than three letters of recommendation. If more than three letters of recommendation are received, the additional letters will not be considered.

D. Transcript. An official transcript of your high school record and class rank must be submitted. This transcript must show your final grades through your junior year, **numerical class ranking** and grade point average based on a 4.0 scale. **Percentile ranks are not acceptable.** If you apply before this information is available, it is your responsibility to send an up-to-date transcript and to keep your records current.

E. College Boards. The SAT or ACT are required entrance examinations by the Service Academies for candidates admitted to one of the Service Academies. Applicants are responsible for registration for tests and for requesting scores be sent to my office. You must be tested before November for purposes of my office. Direct SAT scores to my Norman office by indicating 6409 as the code and Congressman Tom Cole as score recipient on the CEEB Form. To obtain ACT test scores, use Code 7000 on the test application form. You will then be furnished an additional copy of the test scores. It is your responsibility to send that copy to my office. If you are unable to include my office in your original choices for test reports, send me a copy of the report you receive in order to save time and the additional report fee. If you submit more than one set of records, the higher scores will be counted.

F. Qualifying Medical Examination. The individual academies will recommend the scheduling of medical examinations to the Department of Defense Medical Examination Review Board after receipt of the precandidate questionnaire, which is used to open a preadmission file at the academy. There is no cost to the candidate for this examination. Be sure to mail the appropriate postcards as soon as possible to the appropriate academies. You must send the academies a postcard in order to have a file opened on your behalf by the academy.

G. Leadership. Leadership potential and physical fitness are judged from the information provided on your Application for Nomination Form. This information should be kept current. Unlike civilian colleges, the Service Academies place strong emphasis on physical training. In addition, the academies, like civilian colleges and universities, place a high premium on leadership

and extracurricular activities. Therefore, consideration must be given to each candidate's proven ability in these areas.

III. TYPE OF NOMINATION – COMPETITIVE

For 2008, there will be one vacancy each at the United States Air Force Academy, United States Naval Academy, and at the United States Military Academy. Ten candidates will be selected for nomination to compete for each vacancy at those academies. At the Merchant Marine Academy, ten candidates will be selected for nomination to compete for the state quota of two appointments. Under the competitive method, which I use, the candidates selected for nomination will be evaluated by the respective academies, which will make the final appointment. Note that there are no congressional nominations to the United States Coast Guard Academy.

IV. BASIS FOR SELECTION

Selections are made competitively on the basis of a composite of academic factors (60%), and leadership potential, extracurricular activities, physical fitness, and recommendations (40%). The following are included:

- A. School records, class rank, and grade point average.
- B. Extracurricular activities.
- C. College Board Scores. Normally a competitive candidate will have SAT scores between 600 and 670 on verbal and between 620 and 700 on math, or ACT scores above 26 on English and 27 on math, and will stand in the upper fifth of their class. The higher your scores and class standing, the greater will be your chances for a nomination, assuming qualification in the remaining areas of consideration.
- D. Motivation. One of the most important considerations in the selection of nominees is motivation -- the candidate's desire to attend an academy. It is also the most difficult to measure. To an extent, motivation can be judged by a candidate's diligence in completing his file, which is one reason those with incomplete files are not considered for nominations. In addition, candidates are asked to write an essay on their reasons for wanting to attend an academy. The essay could be most helpful to your candidacy if you make it to "finals" in the other categories.

All correspondence regarding the service academies should be sent to the following address:

**Congressman Tom Cole
Attn: Johnny Sandmann
104 East 12th
Ada, OK 74820**

Telephone inquiries may be directed to Johnny Sandmann in my Ada office at 580-436-5375.