



Dear Student,

Thank you for contacting me to inquire about an appointment to one of the United States Service Academies. Service Academy appointments are reserved for truly excellent young men and women who have exemplary academic records and strong leadership skills. It is a pleasure to get to know outstanding young people in my district who aspire to attend West Point, the U.S. Air Force Academy, the United States Naval Academy or the Merchant Marine Academy.

As you know, the process of seeking an appointment is lengthy and detailed. Please read the enclosed information thoroughly to maximize your opportunities for an appointment. I strongly advise you to seek nominations from each of the nominating authorities available to you. Those authorities include both of your U.S. Senators, your U.S. Representative, and the President and the Vice-President of the United States. If you have not already done so, you should contact the offices of these elected officials to ensure you are familiar with their nominating process and nomination requirements. I also urge you to open a pre-candidate file with the specific Academy or Academies you hope to attend.

Please note that my office is authorized to make nominations to the US Air Force Academy, West Point, US Naval Academy, and the Merchant Marine Academy. You may use one application to apply for nomination to any or all of these.

The US Coast Guard Academy does not use the Congressional nomination process. If you are interested in attending the U.S. Coast Guard Academy, you should apply directly to the school. For additional information on the U.S. Coast Guard Academy, contact

**Superintendent**  
U.S. Coast Guard Academy  
31 Mohegan Ave.  
New London, CT 06320

You may find valuable information on the application process on the Coast Guard Academy website: <http://www.cga.edu/>.

Enclosed please find a number of documents that will be useful to you as you prepare your file. These documents include an overview of the process, application forms and information on

opening a pre-candidate file with the Academy or Academies of your choice. Please read this information thoroughly and follow directions carefully.

**Completed applications must be received in my office by October 13, 2023, to be considered for a nomination. Incomplete applications will not be accepted after that date.**

The process of applying for a Service Academy nomination through my office is very competitive. As a result, it is always possible that highly qualified candidates will not be awarded a nomination. I urge you to take time to compile a strong application file that highlights your very best work. You should also consider alternative options for military service, including Reserve Officer Training Corps (ROTC) and other officer selection programs.

If you have any questions, please do not hesitate to contact my U.S. Service Academy Nominations Coordinator, **Robert Hansen**, at (414) 297-1140. Robert will be happy to assist you however he is able. All materials should be sent to:

The Honorable Gwen Moore  
ATTN: Robert Hansen  
250 E Wisconsin Ave Suite 950  
Milwaukee, Wisconsin 53202

Thank you for your commitment to excellence and your eagerness to serve our country. I look forward to your participation in the nomination process.

Sincerely,

A handwritten signature in black ink, appearing to read "Gwen Moore". The signature is fluid and cursive, with the first name "Gwen" being larger and more prominent than the last name "Moore".

Gwen Moore, Member of Congress

GM/RH

Enclosures: Nomination Process  
Nomination Application  
Opening a Pre-Candidate file



## Service Academies Application Process

### NOMINATION PROCESS

To be eligible to receive a nomination to one of the United States service academies, **you must open a file with the specific academy or academies you are interested in attending**, as well as apply to all of the nominating authorities available to you. You may apply to my office, if you are a resident of the Fourth Congressional District, but I urge you to apply to other nominating authorities as well.

The timeline for pursuing a nomination through my office is as follows:

- January-October 2023: Open a pre-candidate file with the academies of your choice
- October 13, 2023: Deadline to submit a complete nomination file to the office of Congresswoman Moore
- November 2023: Participate in interview with the Selection Committee
- December 2023: Receive nomination
- January 2024 – June 2024: Await acceptance by service academy

**Your nomination file must be complete by Friday October 13, 2023, and must include**

- Application Form: Please complete the enclosed application in its entirety. The more information you provide, the better equipped the Selection Committee will be to evaluate your application. You may attach additional sheets of paper as needed to accommodate your answers.
- High School Transcripts: Please submit an official transcript of your high school records and class rank. The transcript must show your final junior grades, grade point average, and numerical class rank. If you submit your application before

your transcript is available, please be sure to send your transcript as soon as possible.

- A Self Photograph: Please provide any photograph you feel represents you in a professional manner. Photographs submitted for this process will not be returned.
- College Exams: The ACT or SAT are the required entrance examinations for admission to the service academies. Please request the testing services to send your scores to my office, as well as to the service academies which you aspire to attend. You must take the test before October in order to submit your test scores in time to complete your nomination file. If you take an exam in September, please request a Rush Report be sent directly to me (SAT) or to you (ACT) to forward immediately. You can direct the SAT test score to my office by listing my code number, 4478, on your test registration form. The ACT number is 7757.
- Two Letters of Recommendation: Please submit two letters of recommendation, written by people who know you personally and are able to comment on your strengths and weaknesses. The letters should address your academic abilities, community service, athletic achievements, demonstrated potential for leadership, and personal integrity. LETTERS FROM RELATIVES WILL NOT BE ACCEPTED.



**Congresswoman Gwen Moore**

Application for Nomination to U.S. Service Academies

**This application and all supporting documents must be received in my office by October 14, 2022. Please send to:**

The Honorable Gwen Moore  
ATTN: Robert Hansen  
250 E Wisconsin Ave Suite 950  
Milwaukee, Wisconsin 53202

**Please Print or Type**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Parents' Names \_\_\_\_\_

Daytime telephone number where your mother/father can be reached

\_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of High School Graduation \_\_\_\_\_

Email \_\_\_\_\_

High School \_\_\_\_\_ Address \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Overall GPA \_\_\_\_\_

Class Standing (Rank & Size) \_\_\_\_\_

Applying for Admission To: (Please number in order of preference. Rank only those academies you wish to attend).

( ) Merchant Marine ( ) Air Force ( ) Military (ARMY) ( ) Navy

College Entrance Exam Scores

SAT:

Verbal \_\_\_\_\_ Math \_\_\_\_\_

ACT:

English \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Math \_\_\_\_\_ Composite \_\_\_\_\_

**Please note: for our purposes you may list the highest score received in each category across multiple tests**

Indicate the date that you took your college entrance exams and if you plan to retake the tests:

Examination Date \_\_\_\_\_

Reexamination Date \_\_\_\_\_

***Press Advisory:***

*Please be advised that if you are nominated by my office your name, high school and city of residence may be included in a congratulatory press release.*

***Certification of Citizenship:***

*I do hereby certify that I am a U.S. citizen and a resident of the state of Wisconsin. I do further certify that I am not married and that I will not be less than 17 years of age or more than 23 years of age on July 1<sup>st</sup> of the year I intend to enter the Academy of my choice.*

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**On a separate piece of paper please respond to the following questions.**

**SCHOOL ACTIVITIES**

Please list all school activities in which you have participated. Include clubs, athletic, school organizations, etc. Please indicate any leadership roles in those activities.

Please list all scholastic honors, scholarships, recognitions and awards received.

Please list all extracurricular honors, achievements and recognitions received.

**Non-School Activities**

Please list any non-school activities in which you have participated by school year (include employment, scouting, church groups, community service, etc.). If employed, please state responsibilities of jobs, dates of employment, and hours worked per week.

**Other Activities** (include hobbies, recreational activities, and special interests).

**IN 200 WORDS OR LESS, STATE WHY YOU WANT TO ATTEND A SERVICE ACADEMY. PLEASE ATTACH THIS STATEMENT TO THE APPLICATION.**

## Opening a Pre-Candidate File

In order to be accepted into the Service Academy of your choice, you must open a Pre-candidate file. To do so, please send the following information to the Academy or Academies to which you intend to seek a nomination. Contact information is listed below.

Name (Last, First, Middle) Complete Address Home Telephone Number (Include Area Code) Date of Birth (Month, Day, Year) Social Security Number, Name of High School, High School CEEB or ACT code number, the year you wish to enter the Academy

### **AIR FORCE:**

HQ USAFA/RRS 2304  
Cadet Dr, Ste 200  
USAF Academy, CO 80840  
[www.academyadmissions.com](http://www.academyadmissions.com)

### **COAST GUARD:**

15 MOHEGAN AVE  
US COAST GUARD  
NEW LONDON CT 06320-4195  
[www.gocoastguard.com](http://www.gocoastguard.com)

### **MERCHANT MARINES:**

UNITED STATES MERCHANT MARINE ACADEMY ADMISSIONS OFFICE STEAMBOAT  
ROAD  
KINGS POINT NY 11024-1699  
<http://www.usmma.edu>

### **U.S. MILITARY ACADEMY (WEST POINT):**

DIRECTOR OF ADMISSIONS UNITED STATES MILITARY ACADEMY  
606 THAYER ROAD  
WEST POINT NY 10996-9902  
<http://www.usma.edu>

### **U.S. NAVAL ACADEMY:**

DEAN OF ADMISSIONS UNITED STATES NAVAL ACADEMY  
117 DECATUR ROAD  
ANAPOLIS MD 21402-997  
<http://www.usna.edu>

**US Air Force Academy** ([www.academyadmissions.com](http://www.academyadmissions.com)) Here, you'll get a world-class education, the opportunity to fly and a guaranteed career right out of college. You'll create bonds that last a lifetime. And you'll develop into something – and someone -extraordinary. It's



true that there is no financial cost to attend the Academy. But there is a hefty price tag. You will pay for your education with sweat, hard work, early mornings and late nights. You will be held to the highest standards, without exception. And afterward, you will be required to serve at least five years in the Air Force. But with that price comes an experience you will find nowhere else. At the Academy, you will learn things you won't find in any classroom. You'll learn how to push yourself to the limits. You'll develop your strength and character as a human being. You'll discover what you're made of. In short, you'll learn how to become an officer in the United States Air Force.

**US Coast Guard Academy** ([www.uscga.edu](http://www.uscga.edu)) 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 who are continually called on to serve their community, country and fellow citizens. While the United States Coast Guard is notable as the oldest life-saving service in the world, its roles include more than just Maritime Safety and Security. The Coast Guard is also called upon for critical service in Protection of Natural Resources, Maritime Mobility (management of maritime traffic, commerce and navigation) and National Defense. At our beautiful campus on the Thames River in New London, Connecticut, the Academy provides a four-year Bachelor of Science degree program with a full scholarship for each individual. Each year, approximately 200 ensigns (or junior officers) are commissioned during graduation exercises in May. Following graduation, newly commissioned ensigns report for duty aboard cutters and at sector offices in ports nationwide. Graduates of the academy are obligated to serve five years in the U.S. Coast Guard, though many choose to stay and make a rewarding, life-long career of their maritime military service.

**US Merchant Marine Academy** ([www.usmma.edu](http://www.usmma.edu)) You too may seek to earn the Kings Point "edge." Our Academy will teach you how to succeed in the maritime and transportation industries or the Armed Forces, while it prepares you to receive a Bachelor of Science degree, a merchant marine license, and an appointment as a commissioned officer on reserve or active duty in the U.S. Armed Forces. But most importantly, Kings Point, through its unique combination of academic, regimental and shipboard programs, will train you as a leader of quality, integrity and high ethical standards. The academic and professional credentials that you earn, and the leadership ability you acquire, will set you apart and above as you enter the career marketplace.

**US Military Academy at West Point** ([www.usma.edu](http://www.usma.edu)) As a young man or woman considering your options for obtaining a quality college education, you may wonder what unique aspects the United States Military Academy has to offer. West Point offers one of the most highly respected, quality education programs in the nation. A West Point cadetship includes a fully funded four-year college education. Tuition, room, board, medical and dental care are provided by the U.S. Army. As members of the Armed Forces, cadets also receive an annual salary of more than \$6,500. This pay covers the cost of uniforms, books, a personal computer, and living incidentals. By law, graduates of West Point are appointed on active duty as commissioned officers and serve in the U.S. Army for a minimum of five years.

**US Naval Academy** ([www.usna.edu](http://www.usna.edu)) As the undergraduate college of the Naval service, the Naval Academy prepares young men and women to become professional officers in the U.S. Navy and Marine Corps. Naval Academy students are midshipmen on active duty in the U.S. Navy. They attend the academy for four years, graduating with Bachelor of Science degrees and reserve commissions as ensigns in the Navy or second lieutenants in the Marine Corps. Naval Academy graduates serve at least five years as Navy or Marine Corps officers.