



Congressman Frank D. Lucas
OK District 03



Dear Student,

Thank you for your inquiry regarding a nomination to the United States Service Academies.

Enclosed is the application for nomination form for you to complete and return to my office. In addition to the written application, interviews with the Nomination Board will be held in November. If you do not have all the necessary information for the application at this time, please send it to my Yukon office as soon as it becomes available. ***All information must be received in my district office by Wednesday, October 15, 2014 in order for you to be considered for nomination.***

To be competitive for the academies, you should have at least four years of English and mathematics, two years of a foreign language, two years of laboratory science, and a year of history. You should also be an active participant in extracurricular activities such as sports or Scouts.

If you have not already done so, you should immediately contact the admissions office of the academies you wish to attend. This will enable them to provide you with a Prospective Candidate Questionnaire and open a pre-admission file. While applying to all four academies may improve your chances of receiving an academy nomination, careful consideration should be given to your choice of an academy. You may change your designation at any time prior to the interview portion of the application process.

It takes a special kind of person to dedicate their college years and beyond to serving and protecting our nation. I always look forward to meeting the young men and women who have made this their life's work. If you have any questions about the nomination process, please contact Allison Litterell at (405) 373-1958.

Respectfully,

Frank D. Lucas
Member of Congress



Congressman Frank D. Lucas
OK District 03



GENERAL INFORMATION

Because of the extremely keen competition for nominations, you are urged to apply to every nominating authority for which you are eligible (i.e., Congressman Lucas, Senator Coburn, Senator Inhofe, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.)

You may reach the senate offices at:

Senator Tom Coburn
100 N. Broadway
Suite 1820
Oklahoma City, OK 73102
(405) 231-4941

Senator Jim Inhofe
1900 NW Expressway #1210
Oklahoma City, OK 73118
(405) 608-4381

To apply for a Presidential or Vice Presidential nomination or if you are the child of an Active Duty Service Member, of a Deceased or Disabled Veteran, of a Military or Civilian Personnel in a Missing Status, or of a Medal of Honor recipient, you should request the nomination by writing to the Academy which you are interested in attending.

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 benefit by having multiple nominations. In order that more applicants will have an opportunity to be reviewed by the academies, please let us know immediately if you receive an appointment from another authority. Ideally, students seeking a nomination should begin the congressional and academy process by April of their junior year in high school.

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.

At this time, for the year 2014, it is unknown how many vacancies will be available at each 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 we 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.

The application deadline is Wednesday, October 15, 2014.
Incomplete applications or applications received after the deadline will not be considered for nominations.



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TIMETABLE FOR NOMINATION PROCESS

January 1- October 15, 2014	New Applications for nominations are accepted
October 15, 2014	<u>ALL</u> information to complete your file must be received in the Congressional Office.
November 2014	Interview notices mailed
November 2014	Personal interview
December 2014-March 2015	Applicants are notified of nomination status

CHECKLIST FOR CANDIDATES

- ✓ Completed *Application For Nomination Form*
- ✓ *Affidavit of Residency*
- ✓ *Letter of Recommendations* from 3 people who know you, such as a teacher, employer, guidance counselor, etc.
- ✓ An **official** copy of your high school transcript, including GPA on a 4.0 scale through your junior year. If you graduated this year, please include your senior year. If you are currently attending college, please include your college transcript and GPA.
- ✓ *Service Academy Academic Recommendation Form*
- ✓ A copy of your *ACT and/or SAT scores*. Please take this test by the October test date to insure that we receive your scores by the November interview. Scores reflected on high school transcript will be accepted in lieu of testing center documentation.
- ✓ A *handwritten essay* meeting the given requirements
- ✓ A *recent photograph* with your name identified on the back

ALL CORRESPONDENCE REGARDING SERVICE ACADEMIES SHOULD BE MAILED TO:

Congressman Frank D. Lucas
10952 NW Expressway, Suite B
Yukon, Oklahoma 73099
Attention: Allison Litterell

**THE DEADLINE FOR FILE COMPLETION IS OCTOBER 15, 2014.
IT IS YOUR RESPONSIBILITY TO CONFIRM ALL DOCUMENTS HAVE BEEN RECEIVED.**



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REQUIREMENTS

Application for Nomination: The enclosed Application for Nomination must be completed and returned promptly to our Yukon office. Formal candidacy is established in our office upon receipt of the Application for Nomination. It is preferred that you send your information as you complete it. Please do not wait to send required information at one time. This will allow us to help you obtain any missing information prior to the postmark deadline. **If your application is not received by the October 15, 2014 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.**

Essay: The handwritten essay (approximately 250-500 words) should incorporate the five questions listed in the application form. This is another opportunity to make your application shine. Please consider the qualities mentioned in the following “Basis for Selection”.

Residency: Applicant must be a legal resident of the Third Congressional District of Oklahoma, and must be a United States citizen. If you are a naturalized citizen, you must provide documentation.

Letters of Recommendation: Choose someone who knows you well (a teacher, coach, employer, etc.) to write a letter for you. They can use the Evaluation Form as an outline for a letter. **You must submit three and only three letters of recommendation.** If more than three letters of recommendation are received, the additional letters will not be considered. If the person writing your letter prefers to send it directly to us be sure they use the district office address provided in the application packet.

Transcript: An **official transcript** of your high school records must be submitted. This transcript must include your course listings, final grades, current GPA, class rank, and SAT/ACT scores. Percentile ranks are not acceptable. Your final junior grades must be listed on the official transcript (report card copy is not an acceptable substitute). Please do not request your transcript before the completion of your junior year. 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.

Service Academy Academic Recommendation: Numerical class rank and the approximate size of your class are required on the *Service Academy Academic Recommendation Form* that is to be completed by your guidance counselor or principal. A few schools have advised they do not rank students. In order to complete all requirements, an accurate estimate of your class standing will need to be made by your guidance counselor or principal.

Photograph: A recent photograph with your name on the back.

REQUIREMENTS CONTINUED ON NEXT PAGE



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REQUIREMENTS CONTINUED

Standardized Test Results: If you have not taken the test before the deadline, you **WILL NOT** be eligible for nomination during this cycle. The SAT or ACT are required entrance examinations 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. Please direct SAT scores to my Yukon office by indicating 6182 as the code and Congressman Frank Lucas as score recipient on the CEEB Form. To obtain ACT test scores, use Code 7621 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 submit more than one set of records, the higher scores will be counted. If scores are reflected on your high school transcript, no other documentation will be necessary. 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 rank, the greater your chances will be for a nomination, assuming qualifications in the remaining areas of consideration are met.

Interview: Interviews will be scheduled in November 2014 for all eligible applicants. A personal interview is recommended. *Congressman Lucas's Academy Review Board will convene on one day and one day only.* Every effort will be made to avoid conflicts with district and state sports activities. The personal interview is a very important component of the application process. Special arrangements can be made with dependents of active duty military personnel who are located outside the state or candidates attending an Academy preparatory school. You must call our office to discuss these arrangements no later than 3 weeks prior to the postmark deadline. To the extent possible, special scheduling time request for November 2014 will be honored, if notice is received prior to October 15, 2014.

Meet the Deadline: Send the above information to:

Congressman Frank D. Lucas
Attn: Allison Litterell
10952 NW Expressway, Suite B
Yukon, OK 73099.



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BASIS FOR SELECTION

The academies consider evidence of character, scholarship, leadership, physical aptitude, medical fitness, goals and motivation in determining each nominee's "whole-person" evaluation. These qualities are required of an individual in order to meet the challenges of the academy programs and, following graduation, as commissioned officers.

Absolutely critical in the course of evaluating a candidate is a positive determination of the candidate's **CHARACTER**. Absence of good moral character is cause for disqualification.

Each element of a candidate's **ACADEMIC RECORD** is carefully evaluated by a service academy's admissions board.

Participation and achievement in organized athletics, student body and class government, clubs and class extracurricular activities, scouting, boys/girls state, church or other community-related activities demonstrate evidence of **LEADERSHIP POTENTIAL**. Candidates who have found it necessary to work to provide family support are considered to have demonstrated desirable leadership potential. 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.

Measuring strength, endurance, agility and coordination, the candidate fitness assessment is designed to determine each candidate's readiness to undertake the rigorous athletic and physical education program at the academies. Each academy includes a **PHYSICAL APTITUDE** test in their evaluation process.

Candidates who meet minimum scholastic standards will be scheduled to take a service academy qualifying medical examination at a military or civilian contract facility near the candidate's home to determine their **MEDICAL FITNESS**. Although medical qualification standards vary for each of the academies, only one exam is required. Scheduling and evaluation of the exam is accomplished by the Department of Defense Medical Examination Review Board (DODMERB). There is no cost to the candidate for this examination. Medical scheduling and evaluation are time-consuming processes, especially if consultation, retesting or corrective actions are required. The process may take from six weeks to four months.

An attempt to measure motivation may be made through observation of the candidate's interest level in attending an academy and serving as an officer in the armed forces. **MOTIVATION** is an intangible quality and difficult to evaluate; however, since it is most frequently the factor that determines an appointee's success or failure at a service academy, the effort must be made. To an extent, motivation can be judged by a candidate's diligence in completing his/her file, which is one reason incomplete applications are not considered for nominations. In addition, candidates are asked to write an essay on their motivation to attend an academy.



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NOMINATION INTERVIEW BOARD

Congressman Frank D. Lucas established the Academy Nomination Interview Board to provide each candidate the opportunity for a personal interview. The board is composed of current or former members of the military who were selected because of their outstanding character, community spirit and interest in the continuance of our high caliber of military leadership.

Prior to a candidate's interview, each board member will be given a copy of that candidate's packet.

Each candidate will be allotted 15 minutes for an interview. The questions asked of the candidates during the interview will be at the discretion of the board.

Although an interview is required in selecting nominees, you would not be precluded from a nomination if you have a valid reason for not attending the interview (as discussed in the "Requirements" section above). Surely you will find this process to be a meaningful one, offering an equal opportunity for each individual to receive a nomination.

INSTRUCTIONS

Your application starts on page nine of this packet. Please return pages 9-16 plus your essay and resume to our office. Pages 17 - 20 are to be completed by other people. They may return them to you or mail them directly to our office. It is your responsibility to confirm we have received them.



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FACT SHEET

A candidate must be an American citizen by the date of induction into an academy and of good moral character. If you are a naturalized citizen, you must provide documentation.

U.S. Air Force, Military, and Naval Academies require you be at least 17, but not have passed your 23rd birthday by July 1 of the year of induction. A candidate must be unmarried with no dependents.

U.S. Merchant Marine Academy requires you be at least 17, but not have passed your 25th birthday by July 1 of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

To obtain Academy literature, write to the Academy and state the information desired. Include your name, age, grade in school and social security number.

United States Air Force Academy
Director of Admissions
Attn: Congressional Liaison Office
2304 Cadet Drive Suite 200
USAF Academy CO 80840-5025
Phone: (719) 333-8850
Website: www.academyadmissions.com

United States Naval Academy
Office of Admissions/Nominations and
Appointments
117 Decatur Rd
Annapolis, MD 21402-5019
Phone: (410) 293-4392
Website: www.usna.edu/Admissions.

United States Military Academy
Director of Admissions
Attn: Congressional Liaison Office
Official Mail & Distribution Center
646 Swift Road
West Point, NY 10996-1905
Phone: (845) 938-5754
Website: www.usma.edu

United States Merchant Marine Academy
Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
Phone: (516) 773-5391
Website: www.usmma.edu

United State Coast Guard Academy: No congressional nomination is required. To obtain information or application forms Call (860) 444-8444 or write to:

US Coast Guard Academy
31 Mohegan Ave
New London, CT 06320

All academies require you to pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you have applied will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies and four-year ROTC scholarship programs.

NOTE: GRADUATION FROM A UNITED STATES SERVICE ACADEMY OBLIGATES YOU TO SERVE FIVE YEARS OF ACTIVE DUTY SERVICE



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APPLICATION FOR NOMINATION
PLEASE TYPE OR PRINT

Full Legal Name	Social Security #
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Nickname/Name You Go By

Mailing Address	City	State	Zip Code
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Legal Address in Oklahoma (if different)	City	State	Zip Code
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Home Phone #	Alternate Phone #	E-mail address
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Father's Name	Daytime Phone #
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Mother's Name	Daytime Phone #
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Date of Birth (Month, Day, Year)	Birthplace
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Name of School	Phone #	Date of Graduation
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Counselor	E-mail address	Phone #
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Other Education/Training

Present Military Status	Branch of Service	Rank
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PLEASE RANK ACADEMY PREFERENCE:

(1st, 2nd, 3rd, 4th choice. If you are not interested in an academy, leave that line blank.)

AIR FORCE _____

WEST POINT _____

NAVY _____

MERCHANT MARINE _____

- List other sources to which you have applied for a nomination: (U.S. Senate, Vice President, etc.)

- Have any immediate relatives been in the service or attended a Service Academy? If so, name relation, which service/academy, and length of time.

- Have you filed previous applications? With whom, when, results:

- Have you visited a Service Academy? If so, name of academy and your impressions:

- Have you applied to any college? If so, results:

- Have you requested a Pre-Candidate questionnaire from the Academy/Academies for which you are interested in? _____ YES _____ NO

- Do you intend to make the Service your career: If so, why:



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- If you do not intend to make the Service your career, what is your ultimate ambition as a career?

GENERAL DATA

Since my nominations to the service academies are not based solely on academic ability, it will help if you answer the following regarding potential leadership, character, motivations, and a sound physical condition.

- Do you wear glasses? If yes, are your eyes correctable to 20/20 with prescription lenses?
- Have you traveled to or lived in other locations? Please elaborate.
- What have you done during the last two summer vacations?
- Describe the work experiences you have had: Dates, Full/Part Time, Type of Work, and Earnings



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➤ In your opinion, what is your most outstanding achievement?

➤ What do you regard as your greatest contribution to your school?

You have already ranked your preferences of academies:

➤ Which academy is your priority and why?

➤ What would you do if we nominated you for a third or fourth choice?

➤ If you have listed only one academy and you were not selected as the nominee for this academy, but we felt you were the best candidate for another academy, would you consider the nomination?

➤ What is the most important thing you want us to know about you as we consider you for a nomination?



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HANDWRITTEN ESSAY

INCORPORATE the following questions into essay form (250-750 words).
Please use a separate sheet of paper.

- How long have you wished to attend a service academy and why?
- What is your family's attitude toward your application?
- What is your personal interest in the academies as opposed to other colleges?
- What do you feel are your outstanding qualities or greatest strengths and why do you feel they are suited for the academy?
- What is your greatest weakness?
- Describe how you overcame one adversity?

PLEASE READ CAREFULLY BEFORE SIGNING:

I have read all previous information regarding Congressman Lucas's nominating process and I understand the requirements, including the opportunity of an interview in November 2014. By signing this form I agree to abide by these requirements.

I understand all required documents must be received in the office no later than **October 15, 2014**, and that it is my responsibility to follow up and confirm all documents have been received. By signing this form I take responsibility for my application.

I certify that I am a legal resident of the state of Oklahoma, District #3 and there is no known reason why I should not be medically qualified to receive an appointment to a service academy, if nominated.

Date

Applicant's Signature



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ACADEMIC DATA

Please circle: Honors Classes Y/N	AP Classes Y/N	IB Program Y/N
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LEADERSHIP DATA

Please check all applicable

<input type="checkbox"/>	Boy's/Girl's State or Nation	<input type="checkbox"/>	Hours worked per week (after school)
<input type="checkbox"/>	Eagle Scout	<input type="checkbox"/>	Hours worked per week (summer)
<input type="checkbox"/>	Boy Scouts/Girl Scouts	<input type="checkbox"/>	Church Membership
<input type="checkbox"/>	Key/Interact Club	<input type="checkbox"/>	Football (#years)
<input type="checkbox"/>	National Honor Society	<input type="checkbox"/>	Baseball/Softball (#years)
<input type="checkbox"/>	President or Officer of Class	<input type="checkbox"/>	Basketball (#years)
<input type="checkbox"/>	Student Council	<input type="checkbox"/>	Swimming (#years)
<input type="checkbox"/>	President or Office of School Club	<input type="checkbox"/>	Track/Cross Country (#years)
<input type="checkbox"/>	Academic Honors Club	<input type="checkbox"/>	Volleyball (#years)
<input type="checkbox"/>	School Band/Chorus	<input type="checkbox"/>	Other Sports (#years)
<input type="checkbox"/>	Jr. ROTC Officer	<input type="checkbox"/>	Civil Air Patrol
<input type="checkbox"/>	Debate Club	<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

You are encouraged to attach a resume or list of honors and awards, activities, elected or appointed offices, or any other information you feel is pertinent to your application.

Please do not attach additional letters of recommendation.
Only three letters of recommendation will be presented to the interview board.



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AFFIDAVIT OF RESIDENCE

(To be completed and executed by parent or legal guardian of person making regular application as nominee to a Service Academy in order to establish legal residence in the 3rd District of Oklahoma, in compliance with statutory specifications and qualification)

I, _____, of lawful age, being a resident of _____
in _____ County, do, on oath and under penalties of perjury, depose and say:

1. That I am the parent and entitled to the custody of, or the legal guardian of, _____ a minor, who had applied to Honorable Congressman Frank D. Lucas, Member of Congress, for consideration as nominee to a United States Service Academy; that _____ is my son/daughter and is my legal ward and lives with me; and that our legal residence is:

2. That I have resided at the above address for _____ years, and although I may from time to time have sojourned to other parts, it has always been and still is my continuous, firm, fixed, and unwavering intention to return to said address and to reside there permanently.
3. That in evidence thereof, I depose and say that:
 - a. My domicile is _____
 - b. I have paid real estate taxes to _____ County, Oklahoma during the following years:

 - c. I am registered to vote in _____ County, Oklahoma and I have voted in primary and/or general elections in said County in the following years: _____

Signature

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public



Congressman Frank D. Lucas
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LETTER OF RECOMMENDATION SUGGESTED OUTLINE

Please give this to each person from whom you have requested a letter of recommendation.

You have been asked to write a letter of recommendation because someone you know is applying for admission to one or more of the United States Service Academies. The academies provide a college education leading to commissioning as an officer in the Armed Forces. The questions asked here are to help us select the best possible candidates. By law, all admissions materials must be shown to a student on request. We know that we are asking you for considerable time and effort to write this letter. Please know your generous help is greatly appreciated.

It is not necessary to return this page with your letter.

1. How long have you known the applicant and in what connection?
2. Tell us about the applicant's talents or strengths for leadership.
3. What do you consider the applicant's weaknesses?
4. Do you feel the applicant personally wants to attend a service academy or is under family or community pressure?
5. How does the applicant handle stressful situations?
6. Do you know of any personal circumstances that might affect the applicant's performance at the academy?
7. Please rank this applicant among his/her peer group:

<input type="checkbox"/> The best, appears only once in several years	<input type="checkbox"/> Excellent, among the best I have known
<input type="checkbox"/> Very good, stands out in a peer group	<input type="checkbox"/> Above average
<input type="checkbox"/> Average	<input type="checkbox"/> Below average
8. General comments, evaluations, and recommendation.

Please place the completed letter in a sealed envelope, signed across the flap, and return it to the applicant for inclusion in the complete application packet **or** mail directly to:

Congressman Frank D. Lucas
ATTN: Allison Litterell,
10952 N.W. Expressway, Suite B
Yukon, OK 73099



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- | | |
|---|---|
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