

**Honorable Robert E. Latta, M.C.**  
**United States House of Representatives**  
**Fifth District of Ohio**

APPLICATION FOR UNITED STATES SERVICE ACADEMY NOMINATION

PERSONAL INFORMATION

Last name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

5<sup>th</sup> District Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ +4: \_\_\_\_\_

Home phone: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

County: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: (if different from above)

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EDUCATIONAL INFORMATION

High School: \_\_\_\_\_

City: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_ or Class Standing: \_\_\_\_\_ of \_\_\_\_\_

Scholastic honors:

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

Athletic activities: (Including varsity letters earned and leadership positions held.)

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

(Please use additional sheets for awards and activities if necessary.)

EXTRACURRICULAR ACTIVITIES:

(Please include school related and outside activities; including leadership positions held.)

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

(Please use additional sheets for awards and activities if necessary.)

COLLEGE ENTRANCE EXAMINATIONS: (Please note that in order to be considered for a nomination to the U.S. Military Academy, you must complete the ACT Plus Writing exam.)

ACT 1<sup>st</sup> exam date: \_\_\_\_\_

ACT 2<sup>nd</sup> exam date: \_\_\_\_\_

SAT 1<sup>st</sup> exam date: \_\_\_\_\_

SAT 2<sup>nd</sup> exam date: \_\_\_\_\_

EMPLOYMENT HISTORY

Please list any part-time or full-time jobs you have held since you have been in high school.

Dates:                      Employer:    Hours per week worked:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Additional sheets may be used if necessary.)

MEDICAL:

Have you ever had asthma or any other respiratory ailment?  Yes  No

If your answer is yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have 20/20 vision?  Yes  No

OTHER NOMINATING SOURCES:

Please check all other service academy nominating sources to which you are applying:

Senator Portman       Senator Brown       Vice President Biden

**IF YOU HAVE ALREADY GRADUATED FROM HIGH SCHOOL, PLEASE  
COMPLETE THE FOLLOWING INFORMATION:**

College Name: \_\_\_\_\_

College Address: \_\_\_\_\_

Major: \_\_\_\_\_ Credit hours earned: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

REFERENCES

The applicant should submit three references attesting to the applicant's qualifications and motivation to attend a service academy. Reference forms are attached. Those listed as references should not be relatives of the applicant. High school instructors, guidance counselors, coaches, or former employers are preferred.

Please list the names of those individuals who will be forwarding reference forms on your behalf.

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

=====

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

=====

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

=====

ACADEMY PREFERENCE

Please check the academy/academies to which you will be submitting or have already submitted an application and rank them 1<sup>st</sup> through 4<sup>th</sup> according to your preferences. (1<sup>st</sup> place being your 1<sup>st</sup> choice.)

Academy:	Preference Rank (1 <sup>st</sup> – 4 <sup>th</sup> ):	Application Status:
<input type="checkbox"/> U.S. Air Force Academy Colorado Springs, CO (Air Force)	Preference Rank: _____	<input type="checkbox"/> I have submitted an application <input type="checkbox"/> I will be submitting an application
<input type="checkbox"/> U.S. Merchant Marine Academy Kings Point, NY (Merchant Shipping with Commission into Naval Reserve)	Preference Rank: _____	<input type="checkbox"/> I have submitted an application <input type="checkbox"/> I will be submitting an application
<input type="checkbox"/> U.S. Military Academy West Point, NY (Army)	Preference Rank: _____	<input type="checkbox"/> I have submitted an application <input type="checkbox"/> I will be submitting an application
<input type="checkbox"/> U.S. Naval Academy Annapolis, MD (Navy & Marine Corps)	Preference Rank: _____	<input type="checkbox"/> I have submitted an application <input type="checkbox"/> I will be submitting an application

ACKNOWLEDGEMENT

I request that Congressman Latta consider my application for a congressional nomination to the academy or academies that I have listed.

**I understand that the deadline for application is September 30, 2011. I also understand that the deadline for the receipt of additional materials is October 15, 2011.** If I have not submitted all the requested information before these deadlines, I understand that my application may not be given full consideration. Furthermore, I certify the following information: that the information I have provided is correct to the best of my knowledge, that I am a resident of Ohio’s 5<sup>th</sup> Congressional District, and that I am a citizen of the United States.

\_\_\_\_\_  
Signature

**RETURN APPLICATION POSTMARKED NO LATER THAN SEPTEMBER 30, 2011 TO:**

Congressman Robert E. Latta  
Attn: Service Academy Nominations  
101 Clinton Street, Suite 1200  
Defiance, Ohio 43512

**Honorable Robert E. Latta, M.C.**  
**United States House of Representatives**  
**Fifth District of Ohio**

SERVICE ACADEMY NOMINATION REFERENCE FORM

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

(References should not be relatives of the applicant.)

The applicant has requested Congressman Latta to consider him or her for a nomination for admission to one of the United States Service Academies. In your own words, please state your personal knowledge of his or her qualifications and motivation to attend a service academy.

PLEASE USE THIS FORM AS A COVER SHEET FOR YOUR STATEMENT.  
**Return this form and your statement, postmarked no later than October 15, 2011 to:**

Congressman Robert E. Latta  
Attn: Service Academy Nominations  
101 Clinton Street, Suite 1200  
Defiance, Ohio 43512

**Honorable Robert E. Latta, M.C.**  
**United States House of Representatives**  
**Fifth District of Ohio**

SERVICE ACADEMY NOMINATION REFERENCE FORM

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

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**United States House of Representatives**  
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SERVICE ACADEMY NOMINATION REFERENCE FORM

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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101 Clinton Street, Suite 1200  
Defiance, Ohio 43512

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SERVICE ACADEMY NOMINATIONS SUMMARY

One of my most important responsibilities as your Congressman is to nominate young men and women for admission to our country's service academies. The following summary is a brief overview of the selection process that you are now entering.

Admission to one of the service academies is a two-tiered process. First, the candidate must meet the minimum standards for admission set by the academy itself. These standards include, among others, medical and scholastic qualifications. The second tier is the nomination process.

An individual must achieve both – meet the admissions requirements of the academy as well as receive a nomination – in order to gain admission to the academy.

Applicants should direct any questions they may have regarding the academy admissions process to either the admissions office or to the academy's Northwest Ohio liaison officer.

**U.S. Air Force Academy**  
**U.S. Military Academy (West Point)**  
**U.S. Naval Academy (Annapolis)**

The President, the Vice President, U.S. Senators, and Members of Congress have the authority to nominate persons for admission to the Air Force Academy, West Point, and Annapolis.

As Congressman, I am entitled to fill five vacancies at each academy. These vacancies are "charged" to the Fifth District. I may only nominate young men and women to a specific academy when a vacancy occurs in one of these charged slots, either by reason of graduation or withdrawal.

This distribution insures that our district will have the opportunity to fill at least one vacancy each year. That means that every graduating high school senior can compete for admission to each academy in every given year. It is in the best interests of the district to spread out the charged slots at each academy.

When a vacancy does occur, I may nominate up to ten candidates for admission to the academy. When I submit our district's ten nominees, the academy's admissions board will rank them according to objective standards (i.e., scholastic achievement, athletic achievement, etc.), and will then offer admission to that nominee who ranks highest among the ten that I have submitted.

The other nine nominees, assuming that each meets the minimum requirements for admission to the academy, are then placed in a qualified candidate pool. After every district's charged slots are filled, the academy will then look to those nominees in the qualified pool to fill the remaining slots.

My goal as Congressman is to have as many young men and women from our district admitted as possible. The only way to accomplish that is to nominate high quality committed candidates to each academy.

### **U.S. Merchant Marine Academy**

Unlike the other academies, the U.S. Merchant Marine Academy uses state quotas rather than district quotas.

The State of Ohio is entitled to eight slots in each admissions class. Each Congressman may submit up to ten names per year. These nominees then compete against all other nominees from Ohio for the eight slots.

After Ohio's eight slots are filled, those remaining Ohio candidates who meet the minimum admissions standards for the academy are placed in a national pool of candidates. Several states rarely fill their allotments, so Ohio usually has additional candidates admitted beyond our allotment of eight.

### **U.S. Coast Guard Academy**

Congressional nominations are not incorporated into the admissions process for the United States Coast Guard Academy. Further information regarding admission to the Academy may be obtained directly by calling the Academy's Admissions Office at 860-444-8500.

**Honorable Robert E. Latta, M.C.**  
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**Fifth District of Ohio**

CONGRESSIONAL NOMINATION PROCESS TIMETABLE

Selections process

**September 30, 2011**

Deadline for postmark on application to Congressman Latta.

**October 15, 2011**

Deadline for postmark on additional materials to be submitted.

The following materials are needed to complete your file and will be used in the selection process. These additional materials should be postmarked no later than **October 15, 2011**.

1. **THREE (3) REFERENCES**  
The applicant should submit three references attesting to the applicant's qualifications and motivation to attend a military academy. Those used as references should not be relatives of the applicant. High school guidance counselors, high school instructors, and former employers are preferred.
2. **APPLICANT'S STATEMENT**  
The applicant should submit an essay of 500-750 words; typed, double-space, stating what motivates him or her to attend a military academy.
3. **HIGH SCHOOL TRANSCRIPT**  
The applicant should submit a certified high school transcript, which includes class rank.
4. **SAT/ACT SCORES**  
The applicant should request that ACT and/or SAT examination results be forwarded to Congressman Latta's Defiance office. Please note that in order to be considered for the U.S. Military Academy, you must take the ACT Plus Writing exam.

**November 1 through November 15, 2011 (tentative)**

Interviews with Congressman Latta's District Academy Advisory Board will be held for qualified candidates with completed files.

**December 15, 2011 (tentative)**

Notification mailed to nominees by Congressman Latta.

**Honorable Robert E. Latta, M.C.**  
**United States House of Representatives**  
**Fifth District of Ohio**

CONGRESSIONAL NOMINATION SELECTION POINTS

Applicants should keep the following points in mind as they proceed through the service academy application process:

1. A congressional nomination is only half of the process. Applicants are required to notify the academy of their interest and to work within the academy's admissions system.

Unless an applicant is making significant progress to fulfill the application requirements of the academy itself, that candidate may not be given full consideration for a nomination.

2. Each time materials are forwarded to the Defiance office for the applicant's file, the applicant will receive confirmation of what was received as well as a list of those items still needed to complete the file.
3. All correspondence regarding a service academy appointment should be addressed to:

The Honorable Robert E. Latta  
Attn: Service Academy Nominations  
101 Clinton Street, Suite 1200  
Defiance, Ohio 43512

4. Questions regarding the admissions process for the academy should be directed to the Northwest Ohio liaison officer for the academy of interest.
5. **Applicants should be mindful of two deadlines: applications should be postmarked no later than September 30, 2011; additional materials (references, high school transcript, applicant's statement, ACT/SAT scores) should be postmarked no later than October 15, 2011.**

If you anticipate a problem meeting these deadlines, please write to the address listed above or call Congressman Latta's office at 419-782-1996.