



***Congressman Brian Mast***  
***18<sup>th</sup> District of Florida***

**420 US Highway 1, Suite 19 · North Palm Beach, FL**  
**Office: 561-530-7778**

**GENERAL INFORMATION**

The nominee selection procedure for service academies varies with each Congressman and Senator. Service Academy nominations by Congressman Mast are handled in his Palm Beach office. Please feel free to contact that office should you have any questions or need assistance in completing the process. It is ***your responsibility*** to ensure your completed application and all required documentation is received in our office by ***October 13, 2017***. Please advise those providing recommendations that they too must meet this deadline. You may call (561) 530-7778 and speak with the Service Academy Coordinator to verify all materials and letters of recommendation have been received.

**Nominating Authority**

Competition for nominations is competitive, therefore, we urge you to apply to every nominating authority for which you are eligible. Members of Congress may nominate applicants who meet the eligibility requirements established by law. United States Senators nominate from applicants in their entire state. United States Representatives nominate from applicants residing in their congressional districts as constituted at the time of their election. Applicants may apply for and receive nominations from both their United States Senators and from their United States Representative. Applicants may also apply to the Vice President of the United States, who can nominate applicants from across the country. An unlimited number of presidential nominations are available for children and legally adopted children of career officer and enlisted personnel of the Armed Forces, Active or Reserve, including the Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the Reserves must be serving as a member of a reserve component and be credited with at least eight years of service or must be entitled to retired pay except that he or she is not yet sixty years old. Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. The President may also nominate the children of Medal of Honor winners. Congressman Mast must submit his nominations to the Service Academies by ***January 31, 2018***. For each vacancy, he will be allowed ten nominations. The final ranking and subsequent appointments will be at the discretion of the academies. The Service Academies notify candidates of their selection by

mid April. The deadline for candidates to accept or decline their offers of appointment is May 1st. Alternate appointments will be considered after that date.

### **Service Academy Contact**

Your first priority should be to contact the academy of your choice to request a pre-candidate application. They will provide you with general information and detailed requirements for admission to their academy.

### **Interview**

Eligible applicants will be required to have one interview. Personal interviews are typically conducted towards the end of November. If qualified, you will be notified of the interview time and specific location.

### **Physical Assessment and Obstacle Course**

Individuals seeking a service academy nomination from Congressman Mast will be invited to participate in an obstacle course and physical fitness assessment. The obstacle course consists of 20 obstacles and will take approximately 30-45 minutes to complete. The physical fitness assessment includes a 1 mile run, 1 minute of push-ups and 1 minute of sit-ups.

### **Review Board**

After review of the candidate's application, those invited to interview will be notified by the Congressman's office of the time and place for their interview with the review board. This is the only date that interviews will be held for consideration for a nomination from Congressman Mast, and no make-up dates are available. Each candidate will be considered based on his or her leadership potential, academic performance, extra-curricular activities, letters of recommendation, personal interview and physical fitness. After all interviews are completed, the review board will meet to consider candidate's files and submit their recommendations to Congressman Mast who will then provide his nominations to each academy.

### **Status Change**

Please keep in mind that we have numerous candidates applying for a nomination. Should your status change at any time, please let us know immediately so we may consider others. You should also continue to pursue the opportunity to attend colleges of your choice. The academies suggest that since some colleges require application deposits prior to the date the academies announce their selections, you may wish to proceed with the application process even if you lose your deposit. It is better to have "insurance" rather than lose the chance to attend the college of your choice.

## **NOMINATION REQUIREMENTS**

### **Residency**

Congressman Mast can only nominate students who are legal residents of the 18<sup>th</sup> District of Florida. You, or your parents, must claim Florida's 18<sup>th</sup> District as your primary residence and/or be registered to vote in Florida. If you have any questions regarding residency, please contact our office.

### **Application Form with Photo**

Please complete the application form and packet as soon as possible. It is your responsibility to ensure all information is received in a timely manner. You may seek nomination for up to two Academies, please specify your preference and do not submit more than one application. *Please do not affix your photo to the application.* We urge you to apply directly to all academies you would consider attending. Please be sure to complete pre-candidate applications with all academies for which you are seeking a nomination. In order for the review board to consider your application for a nomination, you need to have an open application file with that specific academy. Your academy choice may be changed with our office any time prior to the *October 13, 2017 deadline*. An entirely new application packet must be submitted each year, even if you have applied with our office in previous years.

### **Academic Recommendation Form**

This form is to be completed by your high school principal or guidance counselor. After completion it should be returned to you in a *sealed envelope with signature across the seal* for inclusion with your packet. Please be reminded of the *October 13, 2017 deadline*.

### **Numerical Class Rank/Size**

Please provide your numerical class rank and the approximate size of your class. This information **MUST** be included in the recommendation form completed by your guidance counselor or principal. If your school does not rank students please have the guidance counselor or principal provide an accurate estimate.

### **Transcript**

You will need to request an official transcript from your guidance counselor which includes your course listing, current GPA, grades, class rank and SAT/ACT test scores. Your final junior grades must be listed on the official transcript.

*The transcript should be included in your application packet in a sealed, unopened envelope.* A report card is not eligible. If you are enrolled in a college, university or academy prep

school, please submit an official transcript from that institution in addition to your high school transcript.

### **Letters of Recommendation**

In order to fulfill the requirement for recommendation letters, ask three people who know you well (such as a minister, coach, scoutmaster, teacher or employer) to write a letter on your behalf; however, none of these letters should be from members of your family. These letters must be included in your application packet in *sealed envelopes with signatures across the seal*. Please keep in mind that one of the main characteristics the service academies are looking for is leadership. While grades are very important, academic recommendations are not the only reflection of your character. Therefore, we would appreciate your being very selective in the three individuals you ask to write your recommendation letters. We will accept only the three recommendation letters included in your packet. These three letters are in addition to the recommendation by the guidance counselor or principal who completes your academic recommendation form.

### **Standardized Test Results**

You must take either the ACT or SAT in order to be eligible for nomination during this cycle. Scores must be submitted directly to our office prior to the *October 13, 2017 deadline*. However, if test scores are included on your official transcript, it is not necessary to provide extra copies.

### **Medical Requirements**

A service academy medical examination must be passed before a candidate can receive an appointment. The examination is scheduled and reviewed by the Department of Defense Medical Examination Review Board (DODMERB). Once taken, the examination may be used for service academies and four-year ROTC scholarship programs. *The most frequently encountered problem areas* include:

Visual Acuity: All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.

Color Vision: Color blindness, complete or partial, is cause for disqualification.

Asthma: Any history of asthma is also cause for disqualification

### **Eligibility**

Each applicant for nomination must meet the following eligibility requirements by July of the calendar year in which they will enter the academy.

Age: Be at least 17 years old, but not have passed the 23rd birthday.

Citizenship: Must be a United States citizen and a legal resident of Florida.

Marital Status: Be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

### **Essay**

It is highly recommended that you ask someone to proofread your essay for errors in spelling or grammar, sentence structure and your effectiveness in conveying your message.

### **Schedule**

Submit all required information by October 13, 2017 to:

Congressman Brian Mast  
Attn: Nick Ciotti  
420 US Highway 1, Suite 19  
North Palm Beach, FL 33408

*Note: Submission to an office other than North Palm may cause significant delays.*

- September 2017- have successfully taken the ACT/SAT test.
- October 13, 2017- Application deadline including all required items.
- November/December 2017- Interview for eligible applicants
- January 31, 2018 Congressman Mast's deadline for submitting nominations to the academies.

Please Note: Graduation from a Service Academy obligates you to serve five years of active duty.