

United States Senate  
WASHINGTON, D.C. 20510

Dear Student:

I am pleased to learn of your interest in pursuing a nomination to one of the United States Service Academies. The privilege of nominating young Idahoans is one of my most enjoyable responsibilities as a United States Senator.

Please keep in mind that if you should receive a nomination, it does not mean that you are accepted to an academy. It is only the first step in the appointment process. Final decisions are made by the individual academies, so while the information you send to me will be used to compete for a nomination, you must also open a file with the academy. The data received by the schools enables authorities to judge your competitive standing for actual appointment. You may also apply to both Idaho Senators, your Congressman, and the Vice President of the United States for a nomination.


In addition to the enclosed application, I will need a completed principal/guidance counselor form, three letters of reference, a transcript of your grades with class ranking and GPA at the end of your junior year, and either SAT or ACT scores. If you have not already done so, please include a one page letter explaining why you want to attend an academy.

The initial application (first two pages) is due by October 31st and the remaining materials mentioned above should be received in my office by November 30th. They should be collected by you from the school and those writing your references, and sent to my office in a single packet, with the enclosed checklist. The only exception to this would be additional ACT or SAT scores you may wish to send before November 30th.

**Again, the initial application is due in my Coeur d'Alene Office no later than October 31st, and the completed file by November 30th.** Nominations are announced in mid-December. If you have any questions please contact Karen Roetter at (208) 664-5490. She will be more than happy to be of assistance.

The process through appointment is lengthy, but the rewards of an academy education and career in the military are considerable. I wish you well in this pursuit.

Sincerely,



Michael D. Crapo  
United States Senator



# U.S. Senator Mike Crapo

## Initial Application for Military Academy Nomination

**Due by October 31st**

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

Common Name Used \_\_\_\_\_  Male  Female

Legal Residence: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code +4 \_\_\_\_\_

Telephone Number with Area Code \_\_\_\_\_

Present Address (if different) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

How long have you been a resident of Idaho? \_\_\_\_\_

Are your parents legal residents of Idaho?  Yes  No

Birthday (MM/DD/YYYY) \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Birthplace \_\_\_\_\_ State \_\_\_\_\_ U.S. Citizen  Yes  No

Social Security Number \_\_\_\_\_ Date Naturalized (MM/DD/YYYY) \_\_\_\_\_  
(Enter all nine digits. Dashes are inserted automatically)

### Academy Preference:

Please indicate your preference in numerical order. Only mark those academies you would attend, if nominated and accepted. The order should be the same on your applications to other members of the congressional delegation.

U.S. Air Force Academy \_\_\_\_\_ U.S. Naval Academy \_\_\_\_\_

U.S. Military Academy \_\_\_\_\_ U.S. Merchant Marine Academy \_\_\_\_\_

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.  
Phone: 208-664-5490  
E-mail: karen\_roetter@crapo.senate.gov

**Education: List High School or Prep Schools and Colleges you have attended or are now attending.**

High School/Prep School 1 _____	Graduation Date _____
Scholastic Rank/Number in Class _____ Grade Point Average _____	
County of High School _____	Phone Number _____
High School/Prep School 2 _____	Graduation Date _____
Scholastic Rank/Number in Class _____ Grade Point Average _____	
County of High School _____	Phone Number <input type="text"/>

**Extracurricular Activities: Please list activities, honors, school organizations, awards, offices held, hobbies, etc. (2000 Character Limit)**

**Parent's Guardians**

Father's Name _____			
Legal Residence: Street _____			
City _____	State _____	Zip Code _____	
Occupation _____	Employer _____		
Mother's Name _____			
Legal Residence: Street _____			
City _____	State _____	Zip Code _____	
Occupation _____	Employer _____		

Are either of your parents disabled veterans?  Yes  No

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.  
Phone: 208-664-5490  
E-mail: karen\_roetter@crapo.senate.gov

Deadlines:

October 31st Completed initial application form must be in my Coeur d'Alene Office.  
November 30th File must be complete including letters of reference, transcripts, and test scores.

Mail to:

The Honorable Mike Crapo  
610 Hubbard, Suite 209  
Coeur d'Alene, ID 83814

Fax to: 202-228-1375 (initial application only)

**Notice**

Due to the Privacy Act of 1974 (PL 93-579), Federal and State agencies are prohibited from releasing information or discussing anything regarding another individual without that person's written permission. Your signature on this page authorizes me, as your Senator, to contact the proper officials on your behalf, discuss the issue, and receive any pertinent information including medical matters. Your signature also gives me permission to send a copy of this form and any supporting documentation to the appropriate agency, and if nominated, to release your name to the media.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.  
Phone: 208-664-5490  
E-mail: karen\_roetter@crapo.senate.gov



## U.S. Senator Mike Crapo

### Academy Nomination Packet Checklist

**Due by November 30th**

The following items must be received in the Coeur d'Alene office in a single packet by November 30th. Please include the checklist.

Please mail to:  
U.S. Senator Mike Crapo  
610 Hubbard, Suite 209, Coeur d'Alene, ID 83814

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- Completed Principal/Guidance Counselor Form in a sealed envelope.
- Three letters of reference.
  - First
  - Second
  - Third
- Official transcript of grades with class rank and GPA at the end of your junior year.
- SAT or ACT (may be included on transcript)
- Letter stating why you would like to attend an academy, if not sent when you requested an application.

Again, these items should be sent as a single packet when all have been collected. Please do not mail them individually! The only exceptions would be additional ACT or SAT scores you might want to submit before November 30th, if you sent your completed packet in early and have retaken the tests.

Thank you.

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.  
Phone: 208-664-5490  
E-mail: karen\_roetter@crapo.senate.gov

PRINCIPAL OR GUIDANCE COUNSELOR RECOMMENDATION FOR SENATOR CRAPO

Please complete this form and return it to the student in a sealed envelope to be included in their application packet.

Name of Applicant: \_\_\_\_\_

Leadership Characteristics

\_\_\_\_\_

Personality Traits

\_\_\_\_\_

Ability to work under pressure

\_\_\_\_\_

Ability to get along with others

\_\_\_\_\_

General comments or recommendations

\_\_\_\_\_

School \_\_\_\_\_ Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title

Thank you for assisting in the academy application process. The person completing this form should not write one of the letters of recommendation required.

**Please read the following memo on residency requirements:**

If you are seeking a nomination to a military academy you should apply with the U.S. Representative from your legal state/district of residency. You may also apply with both Senators as well.

You may not apply with more than one Congressman or in more than one state.

The place you currently reside does not necessarily constitute your legal residence. If you are a student, then you must use your parent's legal state of residence. For instance, if your parents were transferred to Idaho but their legal residence is Texas, then you must apply with the representative from the Texas Congressional District, even though you now live in Idaho.

Here are key questions that determine residency for you and your parents:

Legal State of Residency? Home of Record?

In which state do your parents pay taxes?

In which state are your parents' cars registered?

In which state do your parents vote?

If your father/mother is a legal resident of another state yet your other parent works in Idaho and is able to answer yes to the above questions then you may claim Idaho. However, if neither parent fits the criteria, you must apply in their legal state and district.

The academies are very strict about residency requirements, so if you have any questions, please contact Karen Roetter at 208-664-5490 and she will be happy to help. Non-student applicants should call as well if they need assistance in this determination.

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.

Phone: 208-664-5490

E-mail: karen\_roetter@crapo.senate.gov

## **YOU MUST CONTACT THE ACADEMIES TO BEGIN THEIR APPLICATION PROCESS**

You may write to the Director of Admissions:

United States Military Academy  
West Point, NY 10996  
[www.usma.edu](http://www.usma.edu)

United States Naval Academy  
Annapolis, MD 21402  
[www.usna.edu](http://www.usna.edu)

United States Air Force Academy  
Colorado Springs, CO 80840  
[www.usafa.edu](http://www.usafa.edu)

United States Merchant Marine Academy  
Kings Point, NY 11024  
[www.usmma.edu](http://www.usmma.edu)

### **TIPS FOR SUCCESS**

Early completion of file

Early SAT/ACT testing to allow for retakes if necessary

Early contact with academies so medical tests may be scheduled and completed. If you should find you require some type of medical waiver, the process is lengthy.

Please contact both Senators, your Congressman, and the Vice President as well to insure more possibilities for nominations.

### **DATES TO REMEMBER**

Deadline for initial application is October 31st.

Deadline for file completion is November 30th.

Nominations are announced in mid December.

Problems? Questions?

Contact Karen Roetter, State Director of Military Affairs.

Phone: 208-664-5490

E-mail: [karen\\_roetter@crapo.senate.gov](mailto:karen_roetter@crapo.senate.gov)