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GENERAL INFORMATION

The procedure for selection of nominees for service academies varies with each Congressman and Senator. Service academy nominations by Senator Martinez are handled by our **Orlando 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 application and all required information is complete and has been received by our office by the postmark deadline of September 30, 2008.** Please advise those sending recommendations that they **must** meet this deadline. You may call (407) 254-2573 and speak with the service academy coordinator to verify all materials and letters of recommendation have been received.

Nominating Authority

Competition for nominations is intense, therefore, we urge you to apply to every nominating authority available to you. 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.

Senator Martinez must submit his nominations to the Service Academies by January 31, 2009. 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 May 1, 2009. The deadline for candidates to respond is May 15, 2009. Alternates will be considered after that date.

Service Academy Contact

With this packet, you have been provided a list of service academies with their contact information. **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 will be conducted on **November 7, 2008**. Interviews will be held in locations throughout the state: Miami, Orlando, Pensacola, Jacksonville and Tampa. Your county of residence will determine your interview location. If qualified, you will be notified of the interview time and specific location.

Miami: Broward, Hendry, Martin, Miami-Dade, Monroe, Palm Beach, St. Lucie Counties

Orlando: Brevard, Flagler, Indian River, Lake, Marion, Okeechobee, Orange, Osceola, Seminole, Sumter, Volusia Counties

Jacksonville: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union, Wakulla Counties

Pensacola: Bay, Calhoun, Escambia, Franklin, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, Washington Counties

Tampa: Charlotte, Citrus, Collier, DeSoto, Glades, Hardee, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota Counties

Review Board

After review of the candidate's application, those invited to interview will be notified by the Senator's office of the time and place for their interview with the review board for their region. **This will be the only day interviews will be held for consideration for a nomination from Senator Martinez, and no make-up dates will be available.** Each candidate will be considered on a basis of leadership potential, academic performance, extra-curricular activities, letters of recommendation, personal interview and physical fitness. After all interviews are completed, a review board will meet to consider candidate's files but no further interviews will be held. After this meeting, the review board will submit their recommendations to Senator Martinez 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 can consider others. You may also wish to continue to pursue the opportunity to attend the college of your choice. The academies suggest that since some of the schools require 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 that "insurance" rather than lose the chance to attend the school of your choice.

NOMINATION REQUIREMENTS

Residency

Senator Martinez can only nominate students who are legal residents of the State of Florida. You, or your parents, must claim Florida 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

Please complete the enclosed application form as soon as possible. It is preferred that you send the required information to us as you complete or receive it rather than holding it to submit at one time. Again, it is your responsibility to ensure all information is received in a timely manner. Please specify the academy of your choice and do not submit more than one 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 September 30, 2008** postmark deadline.

Academic Recommendation Form

This form is to be completed by your high school principal or guidance counselor. After completion it should be returned to us in a sealed, unopened envelope. Please be reminded of the **September 30, 2008 postmark 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 mailed to us by them 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 a current transcript from that institution in addition to your high school transcript.

NOTE: Minimum SAT and ACT scores must be met by the postmarked deadline of September 30, 2008 to be considered for an interview.

UNITED STATES AIR FORCE ACADEMY

SAT	580 Verbal	560 Math	Writing portion required	
ACT	24 English	25 Math	24 Reading	25 Science Reasoning

UNITED STATES MILITARY ACADEMY

SAT	560 Verbal	560 Math		
ACT	23 English	24 Math	24 Reading	23 Science Reasoning

UNITED STATES NAVAL ACADEMY

SAT	530 Verbal	570 Math
ACT	22 English	24 Math

UNITED STATES MERCHANT MARINE ACADEMY

SAT	510 Verbal	560 Math
ACT	21 English	24 Math

NOTE: No congressional nomination is required for entrance into the U.S. Coast Guard Academy.

Letters of Recommendation

In order to fulfill the requirement for recommendation letters, ask **two** 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 may be mailed by those writing the recommendation, but, again you must verify it has been received and is **postmarked prior to September 30, 2008**.

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 two individuals you ask to write your recommendation letters. We will accept only the first two recommendation letters we receive. **These two 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 prior to September in order to forward the results by the **September 30, 2008** postmark deadline. If you prefer for the scores to be sent directly to our office, please provide the code for our office on the appropriate form when registering for the test (ACT Code 7117; SAT Code 5287).

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 as of July 1, 2009:

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

Please provide a **one-page** essay explaining why you want to attend the academy of your choice. 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.

Photograph

Please provide a recent photograph of yourself (no larger than 3" x 5", with no one else in the photo) and attach to the application form in the space provided.

Schedule

Send all required information postmarked no later than **September 30, 2008** to:

Office of Senator Mel Martinez
Attn: Military Academy Coordinator
315 East Robinson Street, Suite 475
Orlando, Florida 32801

Note: Submission to an office other than Orlando may cause significant processing delays.

September 2008	Have successfully taken the ACT/SAT test.
September 30, 2008	Application deadline including transcripts, letters of recommendation, and essay.
November 7, 2008	Interview for eligible applicants
November 22, 2008	Review board will meet to review eligible candidates' files, but no personal interviews.
January 31, 2009	Senator Martinez's deadline for submitting nominations to the academies.

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

Checklist for Candidates:

___	Application and recent photograph mailed
___	ACT/SAT Test Scores submitted
___	Transcript mailed from high school and college, if applicable
___	Recommendation form completed and mailed by Principal or Guidance Counselor
___	Letters of Recommendation (2) mailed for inclusion in the application packet
___	One page essay mailed
___	Interview Scheduled
	Date: November 7, 2008 Time: _____ Place: _____