

# **Information Letter for 2010 United States Service Academy Nominations**

## **I. General Information**

Due to the competition for nominations to the United States Service Academies, you are urged to apply to every nominating authority which your eligibility allows. This can include your Congressman, two Senators, the Vice President and the President, if applicable. However, if you receive a nomination from another Congressional source, for your first choice, I will not duplicate that nomination. Since academies are able to award more appointments than provided by congressional vacancies and other categories, a candidate who is highly qualified normally needs no more than one nomination to obtain an appointment. However, if you do not meet academy standards for admission, you will not benefit from having multiple nominations. In order for more applicants to have an opportunity to be reviewed by the academies, please let me know immediately if you are nominated by another congressional authority.

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. Certain information is required as outlined below in order for you to be considered as an applicant.

**\*\*\*It is your responsibility to submit this information and to keep it updated. The deadline for receipt of your application is November 30, 2009.\*\*\***

Careful thought should be given to your first choice of an academy. Second choices are considered only in the event that there are an insufficient number of highly qualified candidates in an academy to fill a slate of nominees, though this rarely happens.

## **II. Requirements**

**A. Residency** - An applicant must be a legal resident of the Eighth Congressional District of Virginia. Candidates who knowingly file in additional districts or states other than Virginia will be eliminated from consideration in the 8<sup>th</sup> District.

**B. Application Form** - The enclosed application must be completed and returned no later than November 30, 2009. It is not necessary for you to send all required information at once, nor should you wait to file your application if transcripts or test scores are not currently available.

**C. Transcript** - An official transcript of your high school record and class rank, if available, must be submitted. This transcript must show at least your final junior year grades. If your school does not maintain exact class rank, then an approximate standing will suffice. Should you apply before this information is available, it is your responsibility to request that your guidance counselor send an updated transcript. Also, in order to complete your application my office will need interim grade reports throughout your senior year. If applicable, college transcripts should be provided.

**D. College Boards** - The SAT or ACT are required entrance examinations by the service academies. Applicants must register for the tests and request that the scores be sent to your academy choice and my office. In order for your application to be considered competitive, you must complete your testing by December 2009. Direct SAT scores to my office by marking 5538 as the code and Congressman James P. Moran as your score recipient on the CEEB form. If you are unable to include my office as an original choice for test reports, send a copy of the report you receive in order to save time and additional reporting fees. If you submit more than one set of scores, the higher scores will be counted.

**E. Qualifying Medical Exams** - The individual academies will recommend the scheduling of medical examinations to the Department of Defense Medical Examination Review Board (DODMERB) after receipt of the pre-candidate questionnaire. There is no cost to you for this examination. Be sure to mail the appropriate yellow, blue or green card as soon as possible to the appropriate academy. You will not need to provide any information to my office regarding your medical exam.

**F. Leadership** - Leadership potential and physical fitness are judged from the information provided on the application form. This information should be current. Unlike civilian colleges, the academies place strong emphasis on physical training. In addition, for success at the academies, you must place importance on leadership and extra-curricular activities. Therefore, consideration will be given to each candidate's proven ability in these areas.

### **III. Type of Nomination — Competitive**

For 2010, there will be one vacancy at each of the academies. The top ten candidates will be nominated to compete for each service academy vacancy. I will submit to each academy an unranked slate of my ten nominees. The academy will then rank the nominees, in order of merit in accordance with their admission standards. Each academy will choose the final appointment from this slate of nominees.

### **IV. Basis for Selection**

Selections are made on the basis of a composite of academic factors (60%) and leadership, activities, physical fitness and recommendations (40%). The following are included:

- a. School records, class and grade point average.
- b. Extra-curricular activities.

c. College Board Scores — In order to qualify for a nomination, a candidate should have a minimum SAT score of 500 in verbal and 550 in math and be within the top fifth of your class. The higher your scores and class standing are, the greater your chance of receiving a nomination. However, you must still be competitive in the other areas that are being evaluated.

d. Motivation — This is one of the most important areas when considering a nominee for one of the academies. It is also the most difficult one to judge. Motivation is one of the most clear indicators of success at one of the academies. This can be partly judged through the diligence in which you complete your file. My office also uses an essay in which you describe (a) your reasons for wanting to attend an academy and (b) why you should be nominated over the other applicants.

## **V. Requirements: Representative Moran's Nomination Application**

Please submit all of the following material in order to complete your application file. Please type or print using black ink. Also, please include your name on each sheet of paper you submit.

### **A. Application Statement (Attachment I)**

- 1. Attachment I, Part 1: Basic biographical information which will be used in my office only.
- 2. Attachment I, Part 2: SAT/ACT information, nomination history, sworn statement.
- 3. Attachment I, Part 3: Extra-curricular activities, athletic activities and job history.
- 4. Attachment I, Part 4: Significant accomplishments
- 5. Attachment I, Part 5: Write a one page essay in which you (a) describe why you want to attend an academy, how you plan to use your military education for yourself and country and your career goals (b) evaluate positions you have held in your community and school that indicate your leadership potential for the military, and (c) provide an analysis of yourself. In other words, why you should be selected for a nomination above your peers.
- 6. Attachment I, Part 6: Role of the Military in the 21<sup>st</sup> Century

### **B. Official SAT/ACT scores**

C. An official transcript of your high school and, if applicable, college grades.

D. Provide the information in Attachment II to your guidance counselor in order to initiate the school evaluation process. **This process involves evaluations from your Junior or**

**Senior year English and Math teacher and Guidance Counselor.** An additional evaluation from a person of your choice within the school is also optional. Also a composite evaluation of faculty and staff is requested on both your academic and non-academic performance.

**E. One letter of recommendation, no longer than one page, selected from a community leader.** This person could be your scout master, employment supervisor, Sunday school teacher, neighbor, etc. This should emphasize your character, leadership potential, adaptability to stress and ability to work with others.

F. If applicable, a list of family members who attended a service academy or who have extensive military experience.

G. Include any other information you feel is pertinent to you and your application.

**Please remember that while submitting the above information begins your file with my office, you must still request and submit a Pre-Candidate Questionnaire (PCQ) to the academy to which you are applying.**

## **VI. Process**

The process is predominantly based on the academy's evaluation of a candidate's potential, which is determined by the information you submit to the admissions office. Once again, this includes scholastic and athletic performance. It is important that the academy is convinced that you will be able to stand up and perform once admitted. Once your file is complete, a selection board will meet and recommend candidates for nomination. This board consists of former academy graduates and other distinguished citizens from the Eighth District.

All correspondence and questions regarding a congressional nomination in the Eighth District should be sent to the following address, fax number or email address:

Congressman James P. Moran  
Attn: Bryan Spoon  
333 N. Fairfax St., Suite 201  
Alexandria, VA 22314  
Phone: (703) 971-4700  
Fax: (703) 922-9436  
bryan.spoon@mail.house.gov

Please feel free to contact my office should you have any questions regarding the nomination process. I look forward to hearing from you and working with you as you apply to one of the United States Service Academies.

Yours truly,

James P. Moran

**ATTACHMENT I**  
**Application Statement for a nomination to a U.S. Service Academy**  
(Please type or print - do not leave any blank spaces)

**PART 1: Biographical Information**

It is my desire to attend the U.S. #1 \_\_\_\_\_ #2

Full Name:

First

Middle

Last

Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal Address in Virginia:

Street

City

Zip

County: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Telephone: \_\_\_\_\_ Area Code: \_\_\_\_\_

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

Street

City

Zip

Temporary Telephone: \_\_\_\_\_ Area Code: \_\_\_\_\_

Temporary Address will apply from: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Date of Birth: \_\_/\_\_/\_\_ Place of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Uncorrected Visual Acuity: \_\_\_\_\_

High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_)

(If Applicable) College: \_\_\_\_\_ Year's in attendance: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Circle the appropriate responses: I have or will request a Pre-candidate Questionnaire to the USAF, the USNA, the USMA, or the USMMA on \_\_\_\_\_(date).



**PART 3: Extracurricular Activities**

**1. Athletic Participation:**

(a) Sport      Grade(s)      Varsity      Position      Letters  
Captain Awards

- .
- .
- .
- .
- .
- .

(b) Other non-school athletic activities:

---

---

---

(c) Approximate amount of time spent per week on activities listed above is:

**2. Non-athletic activities (indicate grades for all that apply):**

Boys' State/Nation: \_\_\_\_\_ Eagle Scout: \_\_\_\_\_ School Band: \_\_\_\_\_

Girls' State/Nation: \_\_\_\_\_ Boy Scout: \_\_\_\_\_ Jr. ROTC Officer:

Pres. of Student Govt.: \_\_\_\_\_ Girl Scout: \_\_\_\_\_ Jr. ROTC:

Other Student Govt. Office: \_\_\_\_\_ Office, School Club: \_\_\_\_\_ Editor, School Publication

President of Class: \_\_\_\_\_ Language/Science Club: \_\_\_\_\_ Other Class Office:

Key Club: \_\_\_\_\_ Community Award: \_\_\_\_\_ Church Club:

Student Council Member: \_\_\_\_\_ National Honor Society: \_\_\_\_\_ Officer, Non-School Club:

**Approximate amount of time spent per week on activities listed above is:****3. If you are employed or have previously held a job, how many hours per week:**

After school: \_\_\_\_\_ Summer:

Description:



**PART 4: Significant Accomplishments**

List your most significant accomplishments, both scholastic and non-scholastic, for each of the years below. At the end of each year briefly state why these events are worthy of note. This section is expected to amplify Part 3 and your scholastic record.

Freshman Year:

Sophomore Year:

Junior Year:

Senior Year:

\*\* If you are presently enrolled in college, please include a separate sheet of paper listing your college experiences as well.\*\*

**PART 5: Essay**

On approximately one page, please state why you want to attend one of the U.S. Service Academies, and why Congressman Moran should choose you for an Eighth Congressional District nomination. (See information sheet, Part V, section v.)

**PART 6: Role of the Military in the 21<sup>st</sup> Century**

In the space below, please discuss your view of the most significant threats and challenges of the Military in the 21<sup>st</sup> century.

## **ATTACHMENT II**

Dear Guidance Counselor:

In an effort to coordinate the Academy nomination process, we request that you complete the attached student evaluation form (Form I) and provide the additional enclosed forms to the appropriate **Math and English** instructors. Each student applying to a Service Academy may request **one additional evaluation**, either from an upper level science teacher, a coach, or another staff member.

In addition, we would like you or an administrator to complete **Form II** for the Academy Selection Board. It is often better to obtain a composite school opinion for the non-academic items to be evaluated. If so, please advise us of the number of school, staff, or faculty members providing input.

We request you coordinate and collect these evaluations and forward them to:

Congressman James P. Moran  
Attn: Bryan Spoon  
333 N. Fairfax St., Suite 201  
Alexandria, VA 22314

**The deadline for receipt of a student's application is November 30, 2009.**

If you have any further questions, please do not hesitate to contact Bryan Spoon in my office at 703-971-4700 or at [bryan.spoon@mail.house.gov](mailto:bryan.spoon@mail.house.gov).

Yours truly,

James P. Moran

**COVER: CANDIDATE EVALUATION FORM (FORM I- ENGLISH)**

Candidate's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**School Official:**

You have the right to confidentiality (which is preferred by the Selection Board) as a condition for providing information about this candidate, unless you desire this information to be disclosed at the candidate's request.

Do you wish for this information to be disclosed? Yes \_\_\_\_ No \_\_\_\_

How well do you know the candidate? Please check below.

- \_\_\_\_ Very Well (Example: Several Years)
- \_\_\_\_ Fairly Well (Example: More than one semester)
- \_\_\_\_ Not very well (Example: Less than one semester)

Evaluator's Position: Please check below.

- |                          |                                     |
|--------------------------|-------------------------------------|
| <u>Mandatory:</u>        | <u>Optional:</u>                    |
| English Instructor __X__ | Upper Level Science Instructor ____ |
| Math Instructor ____     | Coach/PE Instructor ____            |
| Guidance Counselor ____  | Other (Scout or Youth Leader) ____  |

Please tell us how you feel this candidate will perform at the college level in your area of expertise. Other information you feel will be helpful in evaluating this candidate will be appreciated. If you need more space, please use the back of this sheet of paper. Thank you for your time and cooperation.

**Form 1**

Evaluator (PRINT) \_\_\_\_\_ Subject \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Please rank candidate (Name PRINT: \_\_\_\_\_) according to the numbered scale:

5 points-Top 1% 4 Points-Top 10% 3 Points-Top 25% 2 points-Top 50% 1 point-Lower 50%

00-Not Observed. Please mark an AX@ under the 00 column where appropriate.

Category	Number of Points	00
1. Shows interest and concern for the welfare of others		
2. Works effectively with others toward group goals		
3. Influences others in a positive manner		
4. Communicates effectively in face to face discussion		
5. Communicates effectively in written work		
6. Sets an example of good conduct for others		
7. Sets high standards of own performance in a number of areas or activities		
8. Maintains composure and performs effectively under pressure		
9. Extracurricular involvement		
10. Adjusts to a demanding schedule of activities without neglecting academics		
11. Seeks academic challenge beyond that required by normal course work		
12. Reaches sound logical conclusions based on analysis of facts		
13. Accepts full responsibility for own actions		
14. General appearance		
15. Possesses self-assurance and poise		
16. Shows enthusiasm and initiative		
17. Integrity and morality		
18. Academy motivation		
19. Leadership potential		
20. Academic potential		
<b>TOTAL</b>		
<b>NUMBER OF ANOT OBSERVED@ OO=S</b>		

**OVERALL EVALUATION: (Compared to No. VA college bound seniors)**

Top 1%	Top 10%	Top 25%	Top 50 %	Lower 50%

Signature of evaluator \_\_\_\_\_

**COVER: CANDIDATE EVALUATION FORM (FORM I- MATH)**

Candidate's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**School Official:**

You have the right to confidentiality (which is preferred by the Selection Board) as a condition for providing information about this candidate, unless you desire this information to be disclosed at the candidate's request.

Do you wish for this information to be disclosed? Yes\_\_\_\_ No\_\_\_\_

How well do you know the candidate? Please check below.

- \_\_\_\_ Very Well (Example: Several Years)
- \_\_\_\_ Fairly Well (Example: More than one semester)
- \_\_\_\_ Not very well (Example: Less than one semester)

Evaluator's Position: Please check below.

<u>Mandatory:</u>	<u>Optional:</u>
English Instructor____	Upper Level Science Instructor____
Math Instructor__X__	Coach/PE Instructor____
Guidance Counselor____	Other (Scout or Youth Leader)____

Please tell us how you feel this candidate will perform at the college level in your area of expertise. Other information you feel will be helpful in evaluating this candidate will be appreciated. If you need more space, please use the back of this sheet of paper. Thank you for your time and cooperation.

**Form 1**

**Evaluator (PRINT)** \_\_\_\_\_ **Subject** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

Please rank candidate (**Name PRINT:** \_\_\_\_\_) according to the numbered scale:

5 points-Top 1% 4 Points-Top 10% 3 Points-Top 25% 2 points-Top 50% 1 point-Lower 50%

00-Not Observed. Please mark an AX@ under the 00 column where appropriate.

Category	Number of Points	00
1. Shows interest and concern for the welfare of others		
2. Works effectively with others toward group goals		
3. Influences others in a positive manner		
4. Communicates effectively in face to face discussion		
5. Communicates effectively in written work		
6. Sets an example of good conduct for others		
7. Sets high standards of own performance in a number of areas or activities		
8. Maintains composure and performs effectively under pressure		
9. Extracurricular involvement		
10. Adjusts to a demanding schedule of activities without neglecting academics		
11. Seeks academic challenge beyond that required by normal course work		
12. Reaches sound logical conclusions based on analysis of facts		
13. Accepts full responsibility for own actions		
14. General appearance		
15. Possesses self-assurance and poise		
16. Shows enthusiasm and initiative		
17. Integrity and morality		
18. Academy motivation		
19. Leadership potential		
20. Academic potential		
<b>TOTAL</b>		
<b>NUMBER OF ANOT OBSERVED@ OO=S</b>		

**OVERALL EVALUATION: (Compared to No. VA college bound seniors)**

Top 1%	Top 10%	Top 25%	Top 50 %	Lower 50%

Signature of evaluator \_\_\_\_\_



**COVER: CANDIDATE EVALUATION FORM (FORM I- GUIDANCE COUNSELOR)**

Candidate's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**School Official:**

You have the right to confidentiality (which is preferred by the Selection Board) as a condition for providing information about this candidate, unless you desire this information to be disclosed at the candidate's request.

Do you wish for this information to be disclosed? Yes\_\_\_\_ No\_\_\_\_

How well do you know the candidate? Please check below.

- \_\_\_\_ Very Well (Example: Several Years)
- \_\_\_\_ Fairly Well (Example: More than one semester)
- \_\_\_\_ Not very well (Example: Less than one semester)

Evaluator's Position: Please check below.

**Mandatory:**

English Instructor\_\_\_\_

Math Instructor\_\_\_\_

Guidance Counselor\_\_X\_\_

**Optional:**

Upper Level Science Instructor\_\_\_\_

Coach/PE Instructor\_\_\_\_

Other (Scout or Youth Leader)\_\_\_\_

Please tell us how you feel this candidate will perform at the college level in your area of expertise. Other information you feel will be helpful in evaluating this candidate will be appreciated. If you need more space, please use the back of this sheet of paper. Thank you for your time and cooperation.

**Form 1**

**Evaluator (PRINT)** \_\_\_\_\_ **Subject** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

Please rank candidate (**Name PRINT:** \_\_\_\_\_) according to the numbered scale:  
 5 points-Top 1% 4 Points-Top 10% 3 Points-Top 25% 2 points-Top 50% 1 point-Lower 50%  
 00-Not Observed. Please mark an AX@ under the 00 column where appropriate.

Category	Number of Points	00
1. Shows interest and concern for the welfare of others		
2. Works effectively with others toward group goals		
3. Influences others in a positive manner		
4. Communicates effectively in face to face discussion		
5. Communicates effectively in written work		
6. Sets an example of good conduct for others		
7. Sets high standards of own performance in a number of areas or activities		
8. Maintains composure and performs effectively under pressure		
9. Extracurricular involvement		
10. Adjusts to a demanding schedule of activities without neglecting academics		
11. Seeks academic challenge beyond that required by normal course work		
12. Reaches sound logical conclusions based on analysis of facts		
13. Accepts full responsibility for own actions		
14. General appearance		
15. Possesses self-assurance and poise		
16. Shows enthusiasm and initiative		
17. Integrity and morality		
18. Academy motivation		
19. Leadership potential		
20. Academic potential		
<b>TOTAL</b>		
<b>NUMBER OF ANOT OBSERVED@ OO=S</b>		

**OVERALL EVALUATION: (Compared to No. VA college bound seniors)**

Top 1%	Top 10%	Top 25%	Top 50 %	Lower 50%

Signature of evaluator \_\_\_\_\_

**COVER: CANDIDATE EVALUATION FORM (FORM II- GUIDANCE COUNSELOR)**

Candidate's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**School Official:**

You have the right to confidentiality (which is preferred by the Selection Board) as a condition for providing information about this candidate, unless you desire this information to be disclosed at the candidate's request.

Do you wish for this information to be disclosed? Yes\_\_\_\_ No\_\_\_\_

How well do you know the candidate? Please check below.

- \_\_\_\_ Very Well (Example: Several Years)
- \_\_\_\_ Fairly Well (Example: More than one semester)
- \_\_\_\_ Not very well (Example: Less than one semester)

Evaluator's Position: Please check below.

Mandatory:

English Instructor \_\_\_\_\_

Math Instructor \_\_\_\_\_

Guidance Counselor \_\_X\_\_

Optional:

Upper Level Science Instructor \_\_\_\_\_

Coach/PE Instructor \_\_\_\_\_

Other (Scout or Youth Leader) \_\_\_\_\_

Please tell us how you feel this candidate will perform at the college level in your area of expertise. Other information you feel will be helpful in evaluating this candidate will be appreciated. If you need more space, please use the back of this sheet of paper. Thank you for your time and cooperation.

TO THE ACADEMY SELECTION BOARD  
OVERALL SCHOOL EVALUATION FORM

NAME OF APPLICANT (PRINT) \_\_\_\_\_

DATE \_\_\_\_\_

Please circle the appropriate response and place appropriate total values in the space provided.

ACADEMIC RECORD

Academic Record(GPA)	≤4.0	3.90-3.99	3.80-3.89	3.70-3.79	3.60-3.69	3.50-3.59	3.40-3.49	3.30-3.39	3.20-3.29	3.10-3.19	3.00-3.09	≤2.99	
Points	30	28	26	24	22	20	17	14	11	8	5	4	
Test Scores (SAT)	≥1450	1400-1499	1350-1399	1300-1349	1250-1299	1200-1249	1150-1199	1100-1149	1050-1099	1000-1049	950-990	900-949	≤899
Points	30	29	28	27	25	23	21	18	15	11	7	3	2

Subtotal Academic Points \_\_\_\_\_

NON-ACADEMIC EVALUATION

	Outstanding	Excellent	Good	Average	Below Average
Appearance	4 points	3	2	1	0
Poise	4	3	2	1	0
Self Expression	6	5	3	1	0
Leadership Qualifications (member/officer in school or community clubs)	6	5	3	1	0
Physical Qualifications (e.g. athletics)	6	5	3	1	0
Potential to stay 4 years (commitment to complete Academy curriculum and physical training)	4	3	2	1	0
Motivation for a career in the military	4	3	2	1	0
Willingness to have candidate work in your organization in the future	6	5	3	1	0

# \_\_\_\_\_ Staff/Faculty members making input

Subtotal Non-Academic Points \_\_\_\_\_

+5%

+10%

+25%

+50%

-50%

OVERALL EVALUATION	TOP CANDIDATE	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE

PLEASE PRINT:  
COMMENTS AND OBSERVATIONS:

Prepared by \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

**COVER: CANDIDATE EVALUATION FORM (FORM I- OPTIONAL SCIENCE/COACH/OTHER)**

Candidate's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

**School Official:**

You have the right to confidentiality (which is preferred by the Selection Board) as a condition for providing information about this candidate, unless you desire this information to be disclosed at the candidate's request.

Do you wish for this information to be disclosed? Yes \_\_\_\_\_ No \_\_\_\_\_

How well do you know the candidate? Please check below.

\_\_\_\_ Very Well (Example: Several Years)

\_\_\_\_ Fairly Well (Example: More than one semester)

\_\_\_\_ Not very well (Example: Less than one semester)

Evaluator's Position: Please check below.

Mandatory:

English Instructor \_\_\_\_\_

Math Instructor \_\_\_\_\_

Guidance Counselor \_\_\_\_\_

Optional:

Upper Level Science Instructor \_\_\_\_\_

Coach/PE Instructor \_\_\_\_\_

Other (Scout or Youth Leader) \_\_\_\_\_

Please tell us how you feel this candidate will perform at the college level in your area of expertise. Other information you feel will be helpful in evaluating this candidate will be appreciated. If you need more space, please use the back of this sheet of paper. Thank you for your time and cooperation.

**Form 1**

**Evaluator (PRINT)** \_\_\_\_\_ **Subject** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

Please rank candidate (**Name PRINT:** \_\_\_\_\_) according to the numbered scale:

5 points-Top 1% 4 Points-Top 10% 3 Points-Top 25% 2 points-Top 50% 1 point-Lower 50%

00-Not Observed. Please mark an AX@ under the 00 column where appropriate.

Category	Number of Points	00
1. Shows interest and concern for the welfare of others		
2. Works effectively with others toward group goals		
3. Influences others in a positive manner		
4. Communicates effectively in face to face discussion		
5. Communicates effectively in written work		
6. Sets an example of good conduct for others		
7. Sets high standards of own performance in a number of areas or activities		
8. Maintains composure and performs effectively under pressure		
9. Extracurricular involvement		
10. Adjusts to a demanding schedule of activities without neglecting academics		
11. Seeks academic challenge beyond that required by normal course work		
12. Reaches sound logical conclusions based on analysis of facts		
13. Accepts full responsibility for own actions		
14. General appearance		
15. Possesses self-assurance and poise		
16. Shows enthusiasm and initiative		
17. Integrity and morality		
18. Academy motivation		
19. Leadership potential		
20. Academic potential		
<b>TOTAL</b>		
<b>NUMBER OF ANOT OBSERVED@ OO=S</b>		

**OVERALL EVALUATION: (Compared to No. VA college bound seniors)**

Top 1%	Top 10%	Top 25%	Top 50 %	Lower 50%

Signature of evaluator \_\_\_\_\_