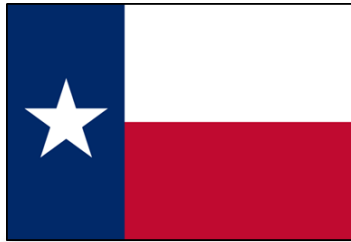




# Congressman Roger Williams

## Texas Congressional District 25



## Service Academy Nomination

### Information Packet for Students Entering 2020

*The Honorable Roger Williams*  
*ATTN: Academy Nominations Coordinator*  
*1005 Congress Avenue, Suite 925*  
*Austin, Texas 78701*

*Email: [TX25.Academy@mail.house.gov](mailto:TX25.Academy@mail.house.gov)*  
*Website: <http://williams.house.gov>*  
*Phone: [\(512\) 473-8910](tel:(512)473-8910)*

## **General Information**

Each Congressional office uses a selection process for academy nominations designed to fulfill its own criteria and standards. The various procedures are often confusing for those who apply to more than one source. Misunderstandings and errors can be avoided by carefully reading the instructions of each office to which you apply. Service Academy nominations by Congressman Williams are handled by his Austin office. Please feel free to contact that office should you have any questions or need assistance in completing the process.

**PLEASE NOTE:** By signing Congressman Williams' acknowledgement form, you are acknowledging and accepting responsibility for the requirements set by our office. Congressman Williams' deadline is **October 16th, 2019**. It is **YOUR** responsibility to have all required materials **POSTMARKED** by the deadline. Faxed documents **WILL NOT** be accepted.

Because of the extreme competition for Service Academy nominations, you are encouraged to apply to every nominating authority which pertains to you. Applicants may apply for nominations from both their U.S. Senators and from their Congressman/U.S. Representative (***only one nomination is necessary to receive an appointment***). Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. Should your eligibility allow, you may also apply with the office of the President of the United States.

Each United States Congressman is able to select only a few nominees each year. Candidates who apply through Congressman Williams will be considered on the basis of academic performance, leadership potential, extracurricular activities, essay responses, and two completed evaluation forms. **In order to ensure that each candidate who contacts Congressman Williams receives fair and impartial consideration, an all-volunteer Academy Selection Board evaluates applications and then provides Congressman Williams with its recommendations.**

### **Residency Stipulation:**

Congressman Williams will only nominate applicants who are domiciled in the 25<sup>th</sup> Congressional District of State of Texas. You must be a legal resident of Texas. By signing Congressman Williams' acknowledgement form, you are verifying you are a legal, domiciled resident of Texas. This can be found by visiting - <http://www.house.gov/representatives/find/>.

### **Age Stipulation:**

You must be at least 17-years-old by July 1 of the year of your induction, but not have passed your 23<sup>rd</sup> birthday. (Ideally, you should be contacting Congressman Williams' office at the beginning of your senior year of high school.)

## **Application Requirements**

**All information listed below is required for a complete application packet.  
An individual will not be considered for nomination until each requirement is met.**

- 1) **Application**: You must complete and submit Congressman Williams' application by **October 16th, 2019**. An application is provided for you in two formats as a separate document. You may either:
  1. Print and mail the PDF application to the Austin office.
  2. Print, scan, and email the PDF application to [TX25.Academy@mail.house.gov](mailto:TX25.Academy@mail.house.gov).
  3. Email the DOCX application to [TX25.Academy@mail.house.gov](mailto:TX25.Academy@mail.house.gov).
- 2) **Signed Acknowledgement Form**: (Included in this packet) You must print this form and sign it by hand for it to be valid. Please mail the **HAND SIGNED** document by **October 16th, 2019**. Scanned forms will also be accepted if emailed to [TX25.Academy@mail.house.gov](mailto:TX25.Academy@mail.house.gov).

\*\*\*The remaining forms are required for your file to be considered complete. These requirements **MAY NOT** be faxed or emailed. Each must be postmarked by **October 16th, 2019**, and mailed to the following address:

**Congressman Roger Williams  
ATTN: Academy Nominations Coordinator  
1005 Congress Avenue, Suite 925  
Austin, Texas 78701**

- 3) **Official High School Transcript**: You must send an **official** high school transcript that represents at least six semesters. <sup>1</sup>High school numerical rank (position in class), <sup>2</sup>class size, and <sup>3</sup>GPA **MUST** be included on this transcript. **Without this information on your transcript, your file will be considered incomplete.** If your school does not rank students, you must have the counselor or principal denote this on your transcript. **You should also see that your counselor converts your GPA to a 4.0 scale, if your school does not already use this scale.** If your school will not give an official transcript to students, it may be mailed to our Austin office by your counselor. It is your responsibility to insure it is received in our office by the **October 16th, 2019** deadline.
- 4) **Other Transcripts**: If you have graduated from high school and attended classes at another school or university, you must send an official transcript for those classes to our office.
- 5) **Standardized Test Results**: In order to be considered for a nomination, you must take the SAT and/or the ACT. If you have not taken either of these tests, yet, please make arrangements to take one or both of the tests at the **first available time**. Keep in mind that the deadline is October 16<sup>th</sup>, so **tests taken in the fall of 2019 may not make it in time for your application to be considered** by Congressman Williams' Academy Selection Board. If you

plan on retaking a standardized test to improve your score, we will update your file with the new scores, assuming each requirement is completed by the deadline. New scores will not be accepted after the Selection Board has met.

If your SAT/ACT scores are included on your high school transcript, no other documentation will be necessary.

**NOTE:** Not all high schools include standardized test results on transcripts. It will be **your responsibility** to insure they are included if you do not plan on sending further documentation of test scores. You may take these tests several times to try to improve your scores – your highest scores in each section will be considered by the Selection Board.

To have your scores sent directly to our Austin office, use the following score report codes:

**SAT: 6575, ACT: 7706**

- 6) **Evaluation Forms:** (Included in this packet) You must submit **TWO** completed evaluation forms for your application to be considered complete. People who know you well (such as a teacher, counselor, minister, coach, employer, or scoutmaster) should complete these forms. **DO NOT** have **family members** complete these forms. When completed, it should be returned to you in a **sealed envelope** with the evaluator's signature across the seal. It is **your responsibility** to ensure these forms are completed in a timely manner and submitted/postmarked by the October 16<sup>th</sup> deadline.
- 7) **A current photograph:** Please provide a standard wallet size photograph with your name and hometown written legibly on the back in ball point pen.

**All information submitted to our office must be postmarked by October 16, 2019. Partial or incomplete applications will not be considered. This is an application for a nomination from Congressman Williams. Other congressional office procedures may be different.**

Things you should NOT do:

1. Do not send application materials in folders or binders.
2. Do not send multiple copies of application materials.
3. Do not send anything to the office that you want returned. Application materials will not be returned.

## Helpful Information

The academies provide specific guidelines for applicants who may be eligible to be considered for an appointment. A candidate must be an American citizen by the date of induction into an academy and be of good moral character. To obtain catalogs and other specific information about the academies, you should contact the academy directly:

***U.S. Air Force Academy***  
*HQ USAFA/RRS*  
*2304 Cadet Drive, Suite 2300*  
*USAFA, CO 80840-5025*  
*Phone: (800) 443-3864*  
*Homepage: <http://www.usafa.af.mil>*

***U.S. Naval Academy***  
*Dean of Admissions*  
*117 Decatur Road*  
*Annapolis, MD 21402-5017*  
*Phone: (410) 293-4361*  
*Homepage: <http://www.usna.edu>*

***U.S. Merchant Marine Academy***  
*Admissions Office*  
*300 Steamboat Road*  
*Kings Point, NY 11024-1699*  
*Phone: (516) 726-5644*  
*Homepage: <http://www.usmma.edu>*

***U.S. Military Academy***  
*Directorate of Admissions*  
*606 Thayer Road*  
*West Point, NY 10996-1797*  
*Phone: (845) 938-4041*  
*Homepage: <http://www.usma.edu>*

The United States Coast Guard Academy (USCGA) tenders appointments solely on the basis of an annual nationwide competition. Congressional nominations are not required. You should contact the Academy directly at the following address. All information concerning USCGA admission must be sent directly to the Academy:

***U.S. Coast Guard Academy***  
*Director of Admissions*  
*31 Mohegan Avenue*  
*New London, Connecticut 06320-4195*  
*Phone: (800) 883-8724*  
*Homepage: <http://www.cga.edu>*

The U.S. Air Force, Military, and Naval Academies require you be a least 17-years-old, but not have passed your 23<sup>rd</sup> birthday by July 1<sup>st</sup> of the year of induction. A candidate must be unmarried with no dependents. The U.S. Merchant Marine Academy requires you be at least 17-years-old, but not have passed your 25<sup>th</sup> birthday by July 1<sup>st</sup> of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

All Academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. **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, can be cause for disqualification
- **Asthma:** Any history of asthma may also cause for disqualification

**NOTE:** Graduation from a United States Service Academy obligates you to serve five (5) years of Active Duty Service.



## Congressman Roger Williams Service Academy Nomination Application Checklist

This checklist does not need to be returned to our office. This is only to be used for the applicant's reference. All required items must be sent to the Austin office and postmarked by **Wednesday, October 16, 2019**. **Incomplete applications will not be considered for nomination.** For delivery verification, you may wish to request a return receipt from the Post Office.

- Application completed with personal essays included.
- Acknowledgement Form completed and signed by applicant. This **MUST** be hand signed, even if you are submitting it by email.
- Current photograph (wallet size) with your name and hometown written on the back in ball point pen.
- Official copy of high school transcript, including courses currently in progress, GPA on a 4.0 scale through junior year, and class rank.
- Official copy of additional school transcript (if applicable) including courses currently in progress and GPA on 4.0 scale.
- Copy of official SAT/ACT scores if they are not being sent directly from the college boards. **NOTE:** Test scores must be postmarked by October 16, 2019. Carefully consider the dates that you are taking tests; **if you wait until September your scores may NOT arrive on time.** To have your scores sent directly to our Austin office, use the following score report codes:  
**SAT: 6575, ACT: 7706**
- Two (2) Evaluation Forms completed by counselors, principals, teachers, religious leaders, coaches, or community leaders. Please have the recommender seal their form in an envelope and sign over the seal. You are required to return a minimum of two (2) Evaluation Forms by the postmark deadline; these forms may be accompanied by written letters of recommendation from your chosen recommenders. Up to two (2) additional letters of recommendation (with or without forms) may be submitted for our application packet.

**Note:** Evaluation forms are typically the chief cause of delays in completing a packet.

Remember that it is in your best interest to apply for a nomination with Senator Cornyn, Senator Cruz, and Vice President Pence. Each office has its own application process, contact each for more information.

### **DEADLINE FOR POSTMARKING APPLICATION ITEMS IS OCTOBER 16, 2019**

U.S. Congressman Roger Williams  
ATTN: Academy Nominations Coordinator  
1005 Congress Avenue, Suite 925  
Austin, Texas 78701  
[TX25.Academy@mail.house.gov](mailto:TX25.Academy@mail.house.gov)



# Congressman Roger Williams

## Texas Congressional District 25



### **Academy Nomination Application Acknowledgment Form**

By signing this application acknowledgement form, I am acknowledging the following:

I have read the application instructions and requirements, and all required materials are included. I acknowledge that if I have not mailed all of the necessary data, postmarked by October 16, 2019, I will not be given consideration for a nomination from Congressman Roger Williams. I also certify that I am a legal resident of Texas.

Privacy Act of 1974: Congressman Williams, please monitor my progress in seeking an appointment to the academy. I hereby consent for the academy to divulge information from my records for that purpose.

---

Signature

---

Printed Name

---

Date



# Congressman Roger Williams

## Texas Congressional District 25

### Applicant Evaluation Form

*To be completed by a school counselor/principal/teacher, employer, community leader, scoutmaster, religious leader, etc.*

The person named below is applying for a nomination to a United States Service Academy through Congressman Williams' office. We understand that your time is valuable and appreciate your help in our selection process. The academies provide a college education and training for students to become a commissioned officer in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. Each student evaluation must be mailed to our Austin office and postmarked by **October 16, 2019**. Please assist the student in meeting this deadline. Additional pages will be accepted, but are not required. ***Please return this completed form in a sealed and signed envelope to the applicant.*** Thank you for contributing to the nomination process.

**Printed Name of Applicant** (*Last, First Middle*): \_\_\_\_\_

**1. How long have you known the applicant and in what capacity?**

Click here to enter text.

**2. Describe the applicant's talents, strengths and leadership qualities.**

Click here to enter text.

**3. What are the applicant's weaknesses?**

Click here to enter text.



**4. How does the applicant handle stressful and challenging situations? Has the applicant encountered failure and how did he/she manage the situation?**

Click here to enter text.

**5. Are you aware of any personal circumstances that could affect the applicant's performance at the academy?**

Click here to enter text.

**6. Describe the applicant's relationship with his/her peer group? Does he/she stand out among peers? Does he/she have the ability to get along well with others?**

Click here to enter text.

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



# Congressman Roger Williams

## Texas Congressional District 25

### Applicant Evaluation Form

*To be completed by a school counselor/principal/teacher, employer, community leader, scoutmaster, religious leader, etc.*

The person named below is applying for a nomination to a United States Service Academy through Congressman Williams' office. We understand that your time is valuable and appreciate your help in our selection process. The academies provide a college education and training for students to become a commissioned officer in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. Each student evaluation must be mailed to our Austin office and postmarked by **October 16, 2019**. Please assist the student in meeting this deadline. Additional pages will be accepted, but are not required. ***Please return this completed form in a sealed and signed envelope to the applicant.*** Thank you for contributing to the nomination process.

**Printed Name of Applicant** (*Last, First Middle*): \_\_\_\_\_

**1. How long have you known the applicant and in what capacity?**

Click here to enter text.

**2. Describe the applicant's talents, strengths and leadership qualities.**

Click here to enter text.

**3. What are the applicant's weaknesses?**

Click here to enter text.

**4. How does the applicant handle stressful and challenging situations? Has the applicant encountered failure and how did he/she manage the situation?**

Click here to enter text.

**5. Are you aware of any personal circumstances that could affect the applicant's performance at the academy?**

Click here to enter text.

**6. Describe the applicant's relationship with his/her peer group? Does he/she stand out among peers? Does he/she have the ability to get along well with others?**

Click here to enter text.

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_