

	<u>Air Force Academy</u>	<u>Naval Academy</u>	<u>West Point</u>	<u>Coast Guard Academy</u>	<u>Merchant Marine Academy</u>	<u>ROTC</u>
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**Junior Year**

<b>Pre-Qualification</b>	✓		✓		✓		✓		✓		✓
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At the start of your Junior Year you want to make sure that you are on track to meet all of the necessary qualifications for candidacy. This means that you will want to demonstrate considerable ability **academically, physically, and in leadership**. Demonstration of your physical and leadership abilities can be done through **involvement in extracurricular activities and community service projects**. Demonstration of your academic abilities can be done by **making sure to have the proper courses while in high school**. At the start of your Junior Year you should have already taken Algebra II or be scheduled to take it this year. You should also continue on to at least have taken Pre-Calculus with Trigonometry before graduating. Additionally, you need to have already taken or be scheduled to take Chemistry and Physics before graduating. Make sure that you have already taken – or are scheduled to take – your Computer Tech requirement course before the end of your Junior Year. Finally, make sure that you have passed all English and Social Studies courses up until this point.

<b>Take Entrance Exams</b>	✓		✓		N/A		N/A		✓		N/A
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Further along in the Application Process you will need to be able to report a score from an entrance exam. Entrance exams that are accepted to most of the Academies are the PLAN, SAT, or ACT. **In rare occasions** an Academy may look at your PSAT if for some reason you cannot get a PLAN, SAT, or ACT on file before then. You'll likely want to take either the SAT or ACT. You will need enough time to have taken the exam and received a score report back to be included later in the application process. **Therefore, you should likely take one of these exams at some point between October and Late January.**

<b>Contact Liaison Officer</b>	✓		N/A		N/A		N/A		N/A		N/A
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It is recommended that you make contact with your Admissions Liaison Officer (ALO) early in your application process. Your ALO is qualified to answer any questions you might have about admissions, the Academy, or what it means to be an officer in the Air Force. Note that later in the process, you will complete a personal interview with your ALO. It is in your best interest to build a relationship with this Academy representative and to stay in contact throughout your application process. **As of August 21<sup>st</sup> 2016 Susquehannock High School's ALO is Major Megan E Koehler (koehlerme@gmail.com)**

<b>Preliminary Questionnaire</b>	✓		✓		✓		N/A		N/A		N/A
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Around the Late Winter/Early Spring of your Junior Year you will need to complete a Preliminary Application (Air Force & Naval Academies) or Candidate Questionnaire (West Point). You will need the following information to be able to complete your Preliminary Application/Candidate Questionnaire; **Full Legal Name, Birth Date and Social Security Number, Mailing Address, Home Phone and Email Address, High School Educational Testing Service (ETS) Code (391-545), Class Rank, Class Size, GPA, Congressional State and District (where you or your family votes), Zip Code + 4**, and one or more of the following test scores: **PSAT, PLAN, SAT, and/or ACT**. For the Air Force Academy you may begin as early as March 1 of your Junior Year of high school but it must be completed by December 31st.

<b>Seek Nomination</b>	✓		✓		✓		N/A		✓		N/A
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In order to have an opportunity to be a candidate for all of the Academies except the Coast Guard Academy you will eventually need to apply for a nomination. Authorities that can supply a nomination will more often than not be your state's Senator or Representative. However, West Point, The Naval Academy, and the Air Force Academy all allow nominations from the Vice President and/or their Branch Secretary too. **To better your chances to earn a nomination you will need to complete an "application" to request assistance from as many of these individuals as you can.** While this will differ from person to person depending on who you ask, generally these "applications" require many of the same things. This tends to include **A Copy of Your Application Form, An Official/Sealed Transcript, SAT or ACT scores, 2 Teacher Letter of Recommendations, A Counselor or Principal Letter of Recommendation, A Current 4" x 6" or 5" x 7" Color Photo, and A Short Essay** that explains why you want to attend a military academy. Be sure to double check which components of your application are required to ensure that you submit everything and have the best shot to continue in the nomination process.

<b>(Re-)Take Entrance Exams</b>	✓		✓		✓		✓		✓		✓
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If your route to service did not previously require you to report a PLAN, SAT or ACT score you're going to need to take one of those exams for the first time at some point between April and July. If you have already taken them then you'll want to retake them in an effort to better your chances in the next stages of the application process. In fact, you may want to even consider taking the exam(s) that you did not take last time. Efforts to re-take exams and better your chances can also occur all the way up until you submit all materials in your final application during your Senior Year. As such you can also continue to re-take the exams into the Fall of your Senior Year.

<b>Candidate Status</b>	✓		✓		✓		N/A		✓		N/A
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At some point between the end of your Junior Year and the Start of your Senior Year (likely between May and July) you will be notified if you are eligible to move on in the application process. If any of the Academies feels you could potentially be a good member you will receive what is called "Candidate Status." **For West Point and the Air Force Academy you will also receive a "Candidate Kit" which you will need to complete and upkeep throughout your Senior Year. For the Naval Academy, all candidates should contact their Blue and Gold (BGO) Officer immediately upon receipt of their official candidate letter as well.** The contact information for your BGO is located in your Candidate Information Page. The preferred communication method for most Blue and Gold Officers is email. Ensure the email address provided in your application is valid and checked regularly. If you do not know who your assigned Blue and Gold Officer is, you may contact the Area Coordinator to find out.

**Senior Year**

	<u>Air Force Academy</u>		<u>Naval Academy</u>		<u>West Point</u>		<u>Coast Guard Academy</u>		<u>Merchant Marine Academy</u>		<u>ROTC</u>	
<b>Fitness Exam/Assessment</b>	✓		✓		✓		✓		✓		**	

Those who have earned Candidate Status must be able to demonstrate that they can meet the rigorous athletic standards of the US Armed Forces. Therefore, you will be required to complete the Candidate Fitness Assessment (CFE). **You will have to find your own exam administrator and provide them with official instructions on how to set up and administer the exam. It is recommended that you have your Physical Education Teacher, Sports Coach, or Liaison Officer serve as the exam administrator.** Official instructions for your exam administrator to follow are provided with your Candidate Kit but in the event that you applied to an Academy that does not provide one you can find them on the website listed below. Afterward, the examiner will submit your score to the appropriate party. **It is recommended that you make an effort to complete your Candidate Fitness Exam/Assessment over the course of the Summer or sometime around the beginning of your Senior Year.** \*\*Candidates pursuing ROTC will need to eventually pass their Fitness Exam but have the luxury to forgo taking it until the end of their first semester in college at the latest.

<http://www.military.com/military-fitness/fitness-test-prep/service-academy-cfa>

<b>Earn Nomination</b>	✓		✓		✓		N/A		✓		N/A	
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If you earn Candidate Status then the likelihood is you have also progressed well in the process of seeking a nomination. In the Fall of your Senior Year the nomination process will continue to narrow down those students who have earned Candidate Status to the 5 Nominees for each Academy from each Nominative Authority for your state. **The Academies that require a nomination tend to require that the Nominating Authorities submit their nominees to them any time between August 1 and January 31 of the school year preceding that in which admission to the Academy is sought (Senior Year).** Therefore, around this time you will likely need to continue on in the process to earn nomination. Understand that you will be competing against many other students in your state that have also been conferred Candidate Status for about 100 spots or roughly 25 in each Academy. **It's very important that you aggressively pursue every nomination available to you.**

<b>Submit Application Materials</b>	✓		✓		✓		✓		✓		✓	
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In the Fall of your Senior Year – likely around the start of it – you will need to submit certain materials depending on which Academies you're applying to. **For West Point you'll want to** remain on top of the materials in your Candidate Kit and have them ready for submission. **For the Air Force Academy you will need to** submit Sealed Transcripts (up-to-date), **new** Teacher Evaluations, an Extracurricular Activities Record, Writing Sample, Personal Data Record, and a Drug & Alcohol Abuse Statement. **For the Naval Academy you will simply need to** provide Sealed Transcripts (up-to-date). **For The Merchant Marine Academy you will eventually need to submit the following materials alongside your online application;** A Biographical Essay, Sealed Transcripts (up-to-date), Official SAT and/or ACT Scores, 3 Letters of Recommendation, and A Candidate Fitness Assessment (CFA). **For The Coast Guard Academy you will eventually need to submit the following materials alongside your online application;** Sealed Transcripts (up-to-date), a Letter of Recommendation from a Math Teacher, an English Teacher, and a School Counselor, Physical Fitness Examination (PFE) Results, and Official SAT and/or ACT Scores. **You should look to submit these materials in Late Fall/Early Spring.**

<b>Interview</b>	N/A		✓		N/A		N/A		N/A		✓	
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A Blue And Gold Officer located in your state of residence will conduct your interview on behalf of the Naval Academy. On June 1<sup>st</sup>, before you begin your Senior Year, you will be notified who your Blue And Gold Officer is via the Naval Academy's Online Candidate Information System. Your officer should reach out to you to schedule your interview once you have completed at least a third of your application packet. You can find your state's list of Blue And Gold Officers and contact information in the "Admissions" section of the Naval Academy's Online Catalog.

<b>Medical Exam (DoDMERB)</b>	✓		✓		✓		✓		✓		✓	
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You must receive a Qualifying Medical Exam administered by the Department of Defense Medical Examination Review Board (DoDMERB). All Academies and commissioning sources use this one general standardized examination to determine medical qualifications. You will take your examination at one of the designated examining centers located throughout the United States. If you have followed steps accordingly up until this point for one of the Academies then they will forward your name to the DoDMERB and the Board will be the ones that schedule an appointment for your exam.

<b>Following Up</b>	✓		✓		✓		✓		✓		✓	
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You'll want to make sure that you are keeping tabs on all proceedings between the last step before the DoDMERB for your respective path and any indication as to whether or not you were selected for an Academy or ROTC Program.

<b>Selection &amp; Reply</b>	✓		✓		✓		✓		✓		✓	
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Most candidates for the Academies will be notified of their final status by April 15<sup>th</sup> of their Senior Year. **The Academies ascribe to the universal candidate reply date of May 1<sup>st</sup> meaning that you must reply whether or not you accept your appointment to the Academy by this date.** If you are fortunate enough to have made it to this stage and be selected, then **CONGRATULATIONS.**