

**INSTRUCTION MANUAL
ON HOW TO COMPLETE A MILITARY
ACADEMY NOMINATION PACKAGE.
2024
(CLASS OF 2029)**



**Hon. Jenniffer González-Colón
Member of Congress
Puerto Rico**

INTRODUCTION

This manual contains all the information and instruction on how to prepare your request for a nomination for appointment from the Resident Commissioner of Puerto Rico.

An important duty of Resident Commissioner, Hon. Jenniffer Gonzalez, is evaluating candidates from the Congressional District of Puerto Rico who are interested in obtaining a nomination for appointment to a military academy.

The nomination is not an automatic process; you must request a nomination from one or more of the several individuals authorized by law to grant a nomination for appointment. In Puerto Rico the Resident Commissioner is authorized to evaluate candidates and nominate them for appointment.

This document prescribes the instructions on how to file a request for nomination for appointment from the Resident Commissioner. **READ IT CAREFULLY.**

The impartial evaluation of the records of highly qualified and competitive candidates from Puerto Rico is critical to ensure that the nomination process is fair and transparent.

The objective of the nomination process is to identify among all the applicants the best qualified student that has the intellectual, physical, ethical values and leadership that will allow him to succeed and graduate from a U.S. Military Academy, and assume the responsibilities bestowed upon a commissioned officer in one of the branches of our armed forces.

Congresswoman Hon. Jenniffer Gonzalez is authorized to nominate qualified candidates from Puerto Rico for appointment to the:

- US Military Academy (USMA), West Point, NY <https://westpoint.edu/>
- US Naval Academy (USNA), Annapolis MD <https://www.usna.edu/homepage.php>
- US Air Force Academy (USAFA), Colorado Springs, CO <https://www.usafa.af.mil/>
- US Merchant Marine Academy (USMMA), Kings Point, NY <https://www.usmma.edu/>

BASIC REQUIREMENTS TO BE ELIGIBLE FOR ADMISSION TO A U.S. MILITARY ACADEMY?

- Candidates for the Service Academies must be at least 17 years old and not yet 23 years old (25 years old for USMMA) on July 1st of the year the candidate will enter an academy.
- Must be a U.S. citizen.
- Must be unmarried, not pregnant, and without legal obligation to support children or other dependents.
- Must reside within the boundaries of the At Large Congressional District of Puerto Rico.
- Must meet the medical, physical, and academic requirements of the Academy.
- Must obtain a nomination from one of the persons authorized to grant it. In this case the Resident Commissioner is authorized.

THE NOMINATION PROCESS

Entering and studying in, one of the military academies, is an opportunity that is available to men and women residents of Puerto Rico, who are willing to face academic, physical and leadership challenges. Being admitted to one of the academies is comparable to receiving a 4-year scholarship with all expenses paid.

All students that are residents of Puerto Rico can compete to obtain a nomination for admission to one United States Military Academy. The NOMINATION process for military academies is independent from the ADMISSION PROCESS. Applicants for admission don't have to wait to be nominated to submit an admission application to the academy of their preference. IF YOU HAVE'NT OPENED AN ADMISSION APPLICATION IN THE ACADEMY OF YOUR PREFERENCE, **OPEN IT NOW**.

During four years of studies as a cadet of one of the military academies, students will develop to the maximum their intellectual and physical ability, instilled with ethical values and leadership skills. Upon graduation they will begin an exciting career, full of challenges, as a commissioned officer of one of the branches of our armed forces. Graduates of a military academy incur an obligation to serve as a commissioned officer of no less than five years in active military service.

The Resident Commissioner can nominate candidates from Puerto Rico to occupy seats that are open. For each open seat available, she can nominate up to 10 candidates from this list the admission committee of the academy will select one candidate.

The nomination process has five stages.

1st - Initial contact is initiated by the Congresswoman office with military academy applicants and is followed up with an orientation conference.

2nd - The candidate submits a nomination request package to the Resident Commissioner, no later than a specific date publicly announced.

3rd - The Military Academy Nomination Evaluation Committee (MANEC) will review your package for completeness and send you a receipt.

4th - The MANEC will schedule the day and place of the Interview. Upon completion of the interviews the MANEC will decide and recommend the best qualified candidates and present them to the Resident Commissioner.

5th - The Resident Commissioner reviews the MANEC recommendations and upon her approval the nominations are submitted to the corresponding academy and nominated students are notified.

DUE DATE TO DELIVER NOMINATION PACKAGE

IMPORTANT: Nomination packages will be accepted **ONLY VIA EMAIL**; send your complete package to militaryacademies@mail.house.gov

SEND ALL DOCUMENTS USING PDF FORMAT  .

**The nomination package must be presented via email:
Not later than- 5:00 PM, NOVEMBER 1, 2024.**

**The interviews after will be conducted from 20 to 21 November 2024
on place and time to be announced.**

A COMPLETE NOMINATION PACKAGE CONSISTS OF THE FOLLOWING ITEMS

The nomination package consists of the documents discussed in this manual; you don't need to request a package from our office. Take close attention to the content that you submit with your nomination package. If you can't participate in the interview, the MANEC has the discretion of evaluating your request using the content of your package. Be detailed but precise in your writing. What are the documents that you will submit with your nomination package?

- One 4 inch by 6-inch color picture photo of yourself. The picture should be from the hip up with full view of your face. You can wear Civilian dress or School uniform. If applicable you can wear the military or civic organizational uniform of the Jr ROTC, CAP, Sea Cadets or Boys/ Girl Scout program.
- A copy of your SAT or ACT scores. The result of these tests are the entrance examinations recognized by the service academies. Make every effort to take the test of your choice as many times as possible. Print your test result from the SAT or ACT webpage and include it with your package. Without one of the test results mentioned above, your request for nomination will not be considered.
- HS Transcript: Advise School Registrars to send transcript directly to us via email to militaryacademies@mail.house.gov with a subject line saying: Transcript of (your name).
 - University Transcript: If you are a university student, also submit your university transcript. Request that the university transcript is sent directly to us via email to militaryacademies@mail.house.gov with a Subject line saying: Transcript of (your name). If you are a freshman, also submit your H.S. transcript, follow the instruction above.
- Essay: An essay explaining the reason why you want to become an officer in the U.S. Armed Forces (1 page/12 font, maximum 500 words). This is a very important document. It is not a narrative of patriotic phrases. It is your chance to talk about yourself and your accomplishments. What makes you so unique? What are you bringing to the Military Branch of your choice? What makes you think that you can lead others? Give an example of a moment in your life when you persuaded others to accept your leadership.
- Biographical sketch: The sketch must include any work experience, school extracurricular activities, or any community service. Be precise and detailed when describing yourself. A bio sketch is a short, no more than three paragraph narration of your accomplishments. It should inform the MANEC about you, and give them an overall sense of your character, accomplishments and goals. Include how your participation in sports and athletic events have contributed to your development.
- Letters of recommendation: Three letters of recommendation. The writer of the letter of recommendations should be detailed in his opinion about you, preferably should have 1st hand knowledge of your accomplishments. He should be able to illustrate the MANEC about your qualities as a leader, member of society and potential. The letters of recommendation must establish that the author knows you personally and should describe those personal qualifications for which the author has decided to recommend you.
 - ✓ One letter of recommendation must be from your school counselor, advisor or principal.
 - ✓ The remaining two letters can be from any individual of your choosing. (No immediate family).
- Legal Residency. You must be a legal resident of Puerto Rico to seek a nomination from our office.
- Proof of age and citizenship; Declaration of marital status and lack of dependents. See enclosure.

INTERVIEW

An important part of the evaluation is the personal interview of the candidate with the MANEC. If personal interviews can't be conducted, efforts will be made to conduct the interview via telephone or virtual conference, if this is not possible the candidates will be evaluated solely on the content of their nomination package. Conducting interviews is subject to time, resources and other constraints.

IMPORTANT! If it is not possible to conduct interviews candidates will be evaluated solely on the content of their packages. This is why you should prepare a professional and detailed nomination package, because the content of your package could be your only chance to impress the MANEC.

The interviews after will be conducted from November 20 to 21, 2024 on place and time to be announced.

CONCLUSION

Our commitment is to conduct a comprehensive assessment of applicant credentials which include reviews of academic achievement, academic aptitude (rigor), leadership experiences, physical fitness, life experiences, volunteer work and other unique attributes during the application process.

If you have any questions do not hesitate to contact Mr. Jose O. Olmos, Military and Veteran Case Officer via email at jose.olmos@mail.house.gov or telephone 787-723-6333.

NOTHING FOLLOWS

ENCLOSURE TO: INSTRUCTION MANUAL ON HOW TO COMPLETE A MILITARY ACADEMY
NOMINATION PACKAGE 2024 (CLASS OF 2029)

APPLICATION AGREEMENT:

This signed agreement is part of your nomination package, without it your request will not be considered. Read the following paragraph before signing, as your signature indicates your agreement with the following statements.

I, (First and Last Name) _____,

resident of (Municipality) _____, Puerto Rico declare that it is my desire to attend a U.S. Service Academy, and I intend to pursue a vigorous academic course of study if appointed. I understand that attending a service academy also requires a minimum of five years of military service following graduation, and I fully commit to this responsibility.

I certify that:

- I am a U.S. Citizen or will be by July 1 of the year I will attend the Academy.
- I will be at least 17 years, but not yet 23 (25 years old for USMMA) years of age, on July 1 of the year I attend the Academy.
- I am not married. I am not pregnant, nor do I have any child support obligations.
- I am a legal resident of Puerto Rico.

Any changes to this information will be reported immediately. Additionally, I understand that I will not be considered for a nomination if the required documents of my nomination package are incomplete or are not delivered **Not later than- 5:00 PM, NOVEMBER 1, 2024. VIA EMAIL; to militaryacademies@mail.house.gov**

The interviews will be conducted from 20 to 21 November 2024 at the place and time to be announced.

I want to be nominated to (Enter your 1st and 2nd preferred military academy.)

✓ First Choice _____

✓ Second Choice _____

I certify that I agree with the statement above and that the information in my application packet is accurate.

Signature: _____

Date: _____

DETATCH THIS ENCLOSURE AND INCLUDE IT WITH YOUR NOMINATION PACKAGE.