



UNITED STATES CONGRESSMAN
JIM BAIRD

Proudly Representing the **4th** District of **INDIANA**

SERVICE ACADEMY NOMINATION 2025 APPLICATION PACKET



**DUE NOVEMBER 14, 2025 EMAILED OR
DELIVERED TO DANVILLE OFFICE
BY 5:00 P.M. ET**

Congressman Jim Baird

ATTN: Stacia Mundy- Service Academy Coordinator
355 S. Washington St, Suite 210, Danville, IN 46122
(317)563-5567

Service Academy Application for Nomination

Please type all responses and print the complete packet. Submit completed application in .pdf format by mail to our district office in Danville, IN or by email to in04AcademyNoms@mail.house.gov or hand deliver to the Danville district office by November 14, 2025 at 5:00 PM ET. **Late applications will not be accepted.**

For your application packet to be considered, you must follow the process outlined here. Failure to follow the instructions below may result in possible non-consideration of your materials. For email submissions, submit the following in **ONE** email to in04AcademyNoms@mail.house.gov, hand deliver, or mail your materials to the Danville district office located at 355 S. Washington St, Suite 210, Danville, IN 46122. If you are submitting via email, you must name the documents as designated in the parenthesis below e.g. (NB_Application) with the first two letters being your first and last initials.

Items YOU Will Submit as your Final Application Packet:

- Final Application (this document)
- School Documents (Official Transcripts)
- Copy of ACT/SAT Scores
- Resume
- Values & Character Survey Results PDF
- Short Answer Essay Question Word Document

Recommendation letters must be mailed to our district office in Danville, IN or scanned and emailed directly to our office from the person completing the recommendation at in04AcademyNoms@mail.house.gov and **CANNOT BE INCLUDED BY YOU IN YOUR PACKET**. Any letters submitted with your packet will not be considered, even if resent by the recommender. When I have received a letter of recommendation for you, I will email you to let you know it has been received.

Please know, our application deadline is **November 14, 2025, at 5:00 PM ET**. This means I must have every document for your application before that time – including recommendation letters and ACT/ SAT scores. Do not wait until the last minute to request these items.

Before attempting to submit your packet, utilize the following checklist to ensure you have followed instructions.

Required Application Items Checklist:

- ☐ Completed and Signed Application for Nomination (NB_Final Application)
- ☐ School Documents
 - ☐ Official School Transcripts (NB_Transcripts)
 - Obtained from school or schools, including dual credit courses.
 - If available, your counselor will provide this document.
- ☐ Copy or copies of Official SAT and/or ACT scores
- ☐ Resume (NB_Resume)
 - ☐ Your personal resume, no longer than 1 page front and back, following the guidelines laid out on page (9).
- ☐ Recommendation Letters
 - ☐ School Representative
 - Teacher, principal, school administrator, director, coach, counselor, or other school representative.
 - ☐ Community Member
 - Neighbor, family friend, employer, scout leader, or other community member.
 - ☐ Religious/Service Organization
 - Scout master, religious leader, rotary member, or community services organization leader.
 - ☐ OPTIONAL: Up to two additional letters of recommendation may be submitted, but must follow the submission guidelines.
- ☐ Values & Character Personality Test (NB_VIASurvey)
 - ☐ Please export your results from taking the VIA Institute of Character Free Survey and include this document in your application packet.
- ☐ Short Answer Essay Question (NB_SAEssay)
 - ☐ Include your completed short answer essay question as a Word Document in your application packet submission.
 - The essay should be 12 point font, double spaced, in Times New Roman. Please place a word count at the bottom of your response. Your essay document should include your first and last name at the top, and page numbers in the bottom middle of the page.

Application for Nomination to a U.S. Service Academy

Congressman Jim Baird

Name:

Last

First

Middle

Preferred

Home Telephone Number: _____

Date of Birth: _____

Social Media (List ALL Accounts):

Facebook

LinkedIn

Tik Tok

Gender: _____

Parent(s) or Legal Guardian(s):

Father/Guardian

Father/Guardian Phone Number

Father/Guardian Email Address

Current Residence:

Street

City/State

County

Zip Code

Cell Phone Number: _____

Email: _____

Twitter

Instagram

Other

Mother/Guardian

Mother/Guardian Phone Number

Mother/Guardian Email Address

Are you a U.S. Citizen?

Are you a legal resident of the 4th Congressional District?

Have you ever been arrested, charged, or indicted in conjunction with a misdemeanor or felony (including traffic tickets)? _____

If yes, provide details as to what the offense was, the jurisdiction, date, and adjudication.

Is either parent an active or retired member of the United States Military?

If yes, provide details as to branch of service, length of service, etc.

Are you the child of a deceased veteran, disabled veteran, prisoner of war, service-member missing in action, or Medal of Honor Award recipient? _____

If yes, specify:

Has any immediate family member graduated from or currently attending a military service academy? _____

If yes, specify:

Are you a member of the Armed Forces (ROTC, National Guard, Reserves, Active Duty)?

If yes, specify assignment to include MOS, location, and commanding officer's name and contact information.

Have you applied to attend a service academy in a previous year?

If yes, specify year, type of nomination applied for, and outcome:

Have you achieved Eagle Scout rank or Gold Award?

If yes, please provide details.

Are you being recruited as an athlete to any of the Service Academies?

If yes, please provide details as to which academies and for which sport.

Academy Information

Rank the academy or academies of which you would actually accept an appointment. By ranking an academy here, you are committing to complete your application to that academy in its entirety. Place a number 1 by the academy you most prefer, rank others accordingly to your least preferred, or do not rank. Type 0 if you are not interested in a particular academy.

_____ U.S. Air Force Academy (USAFA)

_____ U.S. Military Academy (USMA)

_____ U.S. Merchant Marine Academy (USMMA)

_____ U.S. Naval Academy (USNA)

You must open a pre-candidate file at any academy you are interested in attending. Which academies have you opened application files with?

☐

U.S. Air Force Academy (USAFA)

☐

U.S. Military Academy (USMA)

☐

U.S. Merchant Marine Academy (USMMA)

☐

U.S. Naval Academy (USNA)

Check all other offices to which you are applying:

☐

Senator Jim Banks

☐

Senator Todd Young

☐

Vice Presidential

☐

Presidential

Have you received a Letter of Assurance (LOA) or a Letter of Qualification (LOQ)?
If yes, which letter, and from which academy?

Have you completed a medical exam through the Department of Defense Medical Examination Review Board (DoDMERB)?

Please DO NOT submit exam results.

Have you taken the Candidate Fitness Assessment (CFA)?

This assessment is administered by an academy qualified tester, not through Congressman Baird's office.

Have you passed the Candidate Fitness Assessment (CFA)?

Please DO NOT submit exam results.

Education Information

Indicate your academic status as of November 14, 2025

☐

High School Senior

☐

College

☐

Military Preparatory Academy

☐

Other

If other, describe:

Have you attended any college or university, even on a part-time/concurrent basis?

College/University/Academy Prep School Information

School Name

Address

Phone Number

City/State/Zip Code

Dates Attended

Credit Hours Earned

Number of hours currently enrolled

GPA (4.0 scale)

High School Information

School Name

Address

Phone Number

City/State/Zip Code

Counselor's Name

Class Rank/Total Number of Students in Class

Graduation Date

GPA (4.0 scale)

SAT

Reading

Math

Writing

Composite

ACT

English

Math

Reading

Science

Composite

List courses taken or are currently enrolled in with the subject areas:

Honors Classes

AP Classes

IB Program

Dual Credit Classes

Please list ALL the schools our office will be receiving transcripts from:

Personal Information

You are required to submit a resume along with your application. Your resume should include all of the following, and be NO LONGER than 1 page (may include front and back). If you have questions regarding your resume, please contact our office. Resumes that do not include all of this information will not be accepted.

- **Your Information**

- Provide all of the following:
 - Full Name
 - Contact Information
 - Address

- **Your Employment History**

- List any part time or full time jobs you have held since you have started high school, and include all of the following for each job:
 - Company Name
 - Position/Title
 - Hours Per Week
 - Start/End Dates
 - Duties
 - Reason for leaving or details of employment termination

- **Your Extracurricular Activities**

- School Affiliated:
 - List all Organizations, Activities, Positions, Offices Held, Special Recognitions, Sports you have participated in either as an individual or part of a team. Note whether it was School or Club and your Position, Specialty, or Instrument.
- Non-School Affiliated:
 - List all Organizations, Activities, Positions, Offices Held, and Special Recognitions. Include civic, church, hobbies, and special interest groups, or activities such as Boys' State/Girls' State, or any other youth/government participation.

- **Your Awards, Honors, and Scholarships:**

- List all recognitions that most exemplify your commitment to excellence and include all of the following:
 - Name of Award, Honor, or Scholarship
 - Year Received
 - Organization
 - Award, Honor, or Scholarship Criteria
 - Award, Honor, or Scholarship Description

References

Three completed Personal Recommendation Forms must accompany your application packet. One must be from a School Representative, one from a Community Member, and one from a Religious or Service Organization Leader (descriptions of each of these are on the third page of this packet). For verification purposes, list the people who are submitting a recommendation on your behalf, the organization or company they work for, their title, and the email they will send your letter from:

School Representative

Name

School/Organization/Company

Email Address

Title/Job Position

Community Member

Name

School/Organization/Company

Email Address

Title/Job Position

Religious/Service Organization Leader

Name

School/Organization/Company

Email Address

Title/Job Position

You may supply up to two additional letters of recommendation, if so desired. **ALL** letters must be scanned and emailed directly to in04AcademyNoms@mail.house.gov from the person completing the recommendation. **Do not include the recommendations with your packet. If you include your recommendation letters in your application packet, they will not be considered.** This means you will need 3 new recommendation letters, as we will not accept the letters directly from the recommender after you have included them in your packet.

Applicant Questionnaire

Please type your responses to each of the following questions. Answers should not exceed a paragraph (5-7 sentences) in length.

1. How have you prepared for academic challenges presented by the service academies?

2. Describe how you have prepared yourself for the challenging physical demands presented by the service academies.

3. How have your experiences and background contributed to a strong moral foundation?

4. Briefly describe an experience that demonstrates your leadership capabilities.

5. What made you decide you wanted to attend a service academy, and why do you want to attend a service academy instead of a traditional university?

6. Please describe your intentions post-high school if you do not receive an appointment. What colleges have you applied to or are you intending to apply to?

7. Attendance at the service academies incurs a five-year military commitment. What career paths in the military interest you?

8. Do you believe you can abide by an honor code? What would you do if you were aware that a peer or even a close friend was guilty of an honor code violation?

9. What is unique about your personality, character, or talent that makes you stand out from other students competing for a nomination?

10. Why do you desire to serve your country?

Values & Character Personality Test

Please use the following link (www.viacharacter.org) to take the 10 minute VIA Institute on Character Free Survey. When you have completed your survey, please export the results as a PDF and include these in your final submission packet. List your top 5 strengths below:

1.

2.

3.

4.

5.

Short Answer Essay Question

Please answer the following question in essay form, not exceeding 700 words. There is no minimum requirement. Please submit your final essay with your completed submission packet following the guidelines laid out on page three. For formatting, please use 12 point Times New Roman font, double spaced.

Short Answer Essay Prompt:

When is the last time you quit or failed at something and how did the disappointment or obstacles shape who you have become?

Application Agreement

Thoroughly read the following before signing. Your signature indicates your agreement with the following statements. Your application will not be considered if not signed.

The information on this application and included in my packet is all true and correct to the best of my knowledge. It is my sincere desire to attend a U.S. Service Academy, and I fully intend to accept an appointment, if offered. I am a U.S. Citizen, or will be by July 1, 2026. I am or will be at least 17, but not yet 23 years of age (USMMA: 25 years of age) on July 1, 2026. I am unmarried, not pregnant and do not have any child support obligations. I am a legal resident of the 4th Congressional District of Indiana.

I request that Congressman Baird consider my application for a congressional nomination to the U.S. Service Academy or Academies I have indicated. I understand that by placing a rank number for any U.S. Service Academy on page 5, binds me to complete the entirety of that U.S. Service Academy's application for admission. This means if I do not complete the entire application to all ranked academies by January 30, 2026, I will not be eligible for a nomination from Congressman Baird. I authorize Congressman Baird to monitor my progress in seeking an appointment to an Academy, and hereby consent for the Academy to divulge information from my records for this purpose.

I waive the provisions of the Privacy Act of 1974 to allow the sharing of information with the Service Academies and their representatives, as well as members of Congressman Baird staff and the 4th District Academy Nomination Advisory Board. I hereby authorize these parties to disclose, discuss, inspect, and copy any information regarding my application and information provided. I also authorize and release any third parties to discuss/disclose any information to verify my prior employment, activities, or criminal history.

I have read this entire application and all required material included. I understand I must submit my signed and completed application to in04AcademyNoms@mail.house.gov by the **5:00 PM ET November 14, 2025** deadline. If not submitted by this time, I understand that my application will not be considered.

I understand that all communication with Congressman Baird and his staff is to be considered professional and should be conducted through emailing in04AcademyNoms@mail.house.gov. My correspondence with the office will be evaluated along with my application and other materials. I will be patient with Congressman Baird's staff, and honor a 24-hour response window on weekdays, and a 72 hour response window on weekends. If I have not had a response in those time periods, I then can contact the office for a second time.

I understand that all information in Congressman Baird's file related to my application, including but not limited to recommendation forms, evaluation forms and notes, is privileged and not accessible to the candidate. I have not tampered with test scores, transcripts or other documents submitted with my completed application.

In the event I receive a nomination, I authorize Congressman Baird's office to release this information to the news media and public. I also acknowledge my nomination is contingent on the completion of my applications to the service academies. Likewise, in the event I receive and accept an offer of appointment, I authorize Congressman Baird's office to release this information to the news media and public.

It is my sincere desire to attend a U.S. Service Academy. I understand that by attending a service academy I will be required to fulfill an obligation of five years of military service following graduation. I fully commit to this requirement and responsibility.

Signatures

Applicant

_____	_____	_____
Signature	Printed Name	Date

Parent or Guardian Signature *(If applicant is under 18 years old)*

_____	_____	_____
Signature	Printed Name	Date