

## **Information for Units and Commanders Endorsing Soldiers for USMA or USMAPS.**

The USMA/USMAPS application is entirely web-based and Soldiers will need internet access to start and work on their application. Soldiers must complete the entire online application to be considered for USMA/USMAPS. The file completion deadline is 28 February, but it is highly recommended that the entire application is completed NLT 31 December to ensure ample time for processing. Soldiers who complete their application after 31 December are less likely to be admitted to USMA or USMAPS for that calendar year. Below are the application items that will require support from the chain-of-command for completion:

### **Commander's Endorsement (USMA Form 351-12):**

The Soldier you are nominating for USMA or USMAPS will need a favorable USMA Form 351-12 (Commander's Endorsement) to be considered for admission. This endorsement will serve as the Soldier's nomination for USMA as opposed to receiving a nomination from a congressman or senator (which the Soldier can still receive, but is not required). This endorsement can be completed by any commander in the Soldier's chain-of-command, but is most typically completed by the company commander. A formal letter of recommendation by a commander cannot be substituted for the USMA Form 351-12. USMA admissions will add other letters of recommendation to the Soldier's file, and they will be considered when the file is reviewed, but a completed Form 351-12 is still required. The narrative on the 351-12 should include any UCMJ action that the Soldier has received in the past 12 months. The commander's endorsement form can be downloaded from [usma.edu/admissions](http://usma.edu/admissions) webpage at the link included at the end of this document. The commander's endorsement can also be completed electronically through the Soldier's candidate portal. The Soldier inputs the commander's name and email into his/her candidate portal, and the commander will receive an email from our system with instructions on completing the endorsement electronically. Electronic or hardcopy submission is acceptable and only one form is required.

### **Administration of the Candidate Fitness Assessment (CFA):**

All Soldier candidates are required to take the candidate fitness assessment (CFA). This is administered by any officer or NCO, but typically should be from the chain-of-command. An APFT cannot be substituted for a CFA. The CFA consist of six events: pushups, sit-ups, 1-mile run, pull-ups (arm hang for females), kneeling basketball throw and a shuttle run. Soldiers should practice this assessment prior to actual testing. The CFA scoring sheet and instruction booklet will be emailed to the grader of the exam. The Soldier must enter the name and email of the grader into his/her candidate portal, and an email will be sent directly from our system to the grader with complete instructions for administration. A hardcopy of the instruction booklet can also be located at the USMA Admissions webpage ([usma.edu/admissions](http://usma.edu/admissions)).

### Chain-of-Command Evaluations:

Soldiers are required to receive four evaluations from their chain-of-command. These are called SOE's (School Official Evaluations), but Soldiers will receive these from their chain-of-command rather than their school officials. Most typically these will come from the squad leader, platoon leader, and platoon sergeant, but XO's and First Sergeants also routinely complete these and may be more beneficial to the Soldier if they are strongly favorable. The company commander should not complete an SOE if he/she provided the Commander's Endorsement. The Soldier will enter the name and email of the supervisor to complete the exam into his/her candidate portal, and then that individual will receive an email from our system with a web link to complete the evaluation. Letters of recommendation cannot be substituted for the four SOE's.

### DODMERB Medical Exam:

All Soldiers candidates are required to complete a DODMERB medical evaluation. This exam will not be administered at a military health clinic. DODMERB has contracted civilian doctors through Concord that will administer this exam. The Soldier will need to schedule this exam after USMA admissions approves him/her to do so (we typically wait until we have a favorable commander's endorsement and competitive SAT/ACT scores before authorizing a DODMERB Medical Exam). The Soldier will need to be provided time off during the duty day to travel to the location of the exam, which will typically be located in the city immediately adjacent to the military installation. In some cases, we can use another Army physical (i.e. Airborne, Ranger, ect.) that is less than a year old as a substitute for the DODMERB exam for Soldiers that are deployed or overseas and do not have access to a DODMERB contracted doctor. This is approved on a case by case basis and the Soldier or unit commander should contact the USMA Soldier Admissions officer to discuss a potential exception to policy. Army MILPER message 12-110 authorizes deployed Soldiers who have received a USMA or USMAPS Letter of Assurance to depart theater early to take the DODMERB medical exam. Such Soldiers should arrive stateside NLT 01 April to ensure adequate time to process the physical prior to arriving at West Point in July.

### Letters of Recommendations:

Letters of Recommendations from general officers, brigade commanders/CSM's, and battalion commanders/CSM's in the Soldiers chain-of-command can greatly strengthen the Soldier's application to USMA/USMAPS. This is particularly true of Soldiers applicants that are considered to have academic risk. Letters of recommendation from other military leaders not in the Soldier's direct chain-of-command will be considered, but they will not carry the same weight as a strong endorsements from a senior leaders in the Soldier's chain-of-command.

### General Officer In-Service Nominations:

As published in ALARACT 239/2012, Soldiers that are nominated by a commanding general through the USMA In-Service Recruiting program will be strongly considered for an appointment to USMA if they are deemed fully qualified for admission. Nominated Soldiers that are not deemed qualified for USMA will be strongly considered for admission to USMAPS. Soldiers receiving an In-Service Nomination from a commanding general have a considerably higher selection rate to USMA or USMAPS than a Soldier with similar credentials who does not have an In-Service Nomination. In-Service Nominations should be both mailed hardcopy to the below address, and emailed to the Soldier Admissions officer ([lyndsey.meyer@usma.edu](mailto:lyndsey.meyer@usma.edu)).

Directorate of Admissions  
ATTN : MAJ Meyer  
606 Thayer Rd.  
West Point, NY 10996

### SAT and ACT Scores:

All applications to USMA/USMAPS are required to take the SAT with writing and/or the ACT with writing and this is the biggest discriminator for Soldiers seeking admission. A Soldier cannot even be considered for admissions to USMA or USMAPS without SAT or ACT with writing scores. Soldiers can take both the SAT and the ACT with writing one time for free at the Education Center through the DANTES Program. It is highly encouraged that the Soldier spend adequate time preparing for the SAT/ACT prior to testing. They are encouraged to use the website [www.march2success.com](http://www.march2success.com) to help them with their preparation. ASVAB scores are not considered for admission to USMA or USMAPS. We will accept scores that were achieved during high school that are up to five years old. Below are test locations in Afghanistan that have previously offered the SAT/ACT:

- Army Education Center, Bagram Air Field, Afghanistan, Testing Office DSN (318) 231-3129 or 431-3103
- Afghanistan Kabul Geo Ed Center, Testing Office DSN (318) 237-2140
- Army Education Center, Kandahar Air Field, Afghanistan, Testing Office DSN (318) 841-1543
- Afghanistan Salerno Geo Ed Center, Testing Office DSN: (318) 851-0022
- Camp Phoenix Ed Center
- FOB Shank Ed Center

### College Coursework:

For some Soldier candidates who have been out of high school for an extended period of time or who may not have successfully completed the requisite level of math or English in high school, taking coursework at the local community college can greatly enhance their

admissibility. If a Soldier falls into this category, it is strongly recommended that they enroll in a college level Algebra/Trigonometry course and freshman English course.

**USMA Soldier Admissions Points of Contact:**

**USMA Soldier Admissions Officer:**

MAJ Lyndsey Meyer

Email: [Lyndsey.Meyer@usma.edu](mailto:Lyndsey.Meyer@usma.edu)

Phone: 845-938-5780

DSN: 688-5730

**Candidate Technician (For all routine questions regarding file completion):**

Mrs. Reeva Johnson

Email: [Reeva.Johnson@usma.edu](mailto:Reeva.Johnson@usma.edu)

Phone: 845-938-5725

DSN: 699-5725

**USMA Admissions Links:**

**Start an Application:**

<http://www.usma.edu/applynow>

**Candidate Fitness Assessment (CFA):**

[http://www.usma.edu/admissions/Shared%20Documents/CFA\\_Instructions.pdf](http://www.usma.edu/admissions/Shared%20Documents/CFA_Instructions.pdf)

**Link to USMA Form 351-12 (Commander's Endorsement):**

[http://www.usma.edu/admissions/Shared%20Documents/Commanders\\_Endorsement\\_USMA\\_Form\\_351-12.pdf](http://www.usma.edu/admissions/Shared%20Documents/Commanders_Endorsement_USMA_Form_351-12.pdf)

**Link to MILPER Message for Early Redeployment for Completion of DODMERB Physical:**

<https://www.hrc.army.mil/milper/12-110>

**Link to CY 2013 ALARACT 190-2013 (THE SECRETARY OF THE ARMY IN-SERVICE NOMINATIONS TO USMA):**

<https://www.milsuite.mil/book/docs/DOC-117899>

**Free Test Prep Material For ACT or SAT:**

[www.March2Success.com](http://www.March2Success.com)