

Primary Responsibilities

High School Guidance Counselor Contacts

Phone calls - Guidance Counselors should be contacted during the Jan-Feb time frame to refresh the counselor's understanding of the requirements for successful applicants to the Academy

Email - Use email to schedule visits and confirm level of interest among students for a visit.

Visit - Visits should be scheduled in the February-March time frame to speak with interested Juniors. Schedule with Guidance Counselor, confirm by email, cancel if no interest shown.

Candidate Contacts

Phone calls - Contact a candidate as soon as his/her name appears on the MCCR (electronic version). Discuss the Whole Candidate Score system of rating, the nomination process, how to have SAT scores forwarded to Congressional offices and to the Academy. Schedule an interview. Discuss the rolling admissions policy of the Academy. Stress the importance of timeliness. Early is Best.

Email - Use email to convey additional guidance to the candidate if his/her record on the MCCR reflects that the candidate is not making timely progress in file completion.

Tracking - Keep track of your candidate's progress toward file completion by use of the MCCR.

Interview - As soon as the candidate shows progress toward file completion, conduct the interview. The form is located on the Academy Field Force web site. It should be completed and forwarded to the Academy electronically.

Group presentation

Group presentations for Juniors should be conducted at each high school where interest in having such a presentation is demonstrated.

College Fairs and Academy Nights

- Presentations
- Table stations

CPRC and Outreach support

CPRC

- Availability of cadets
- School contacts

Outreach

- Assist Outreach officer in contacting and scheduling school visits

Special Events

- By-Invites
- Educators' Luncheons
- Award ceremonie
- Local clubs/organizations liaison

Force Multipliers

- West Point Parents Club of Mass. (WPPCMA)
- West Point Society of New England (WPSNE)
- Media
- Congressional Staff
- ROTC/USARES