VOLUME 5  AIRMAN CERTIFICATION

CHAPTER 2  TITLE 14 CFR PART 61 CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS

Section 15  Issue a Part 61 Pilot and/or Flight Instructor Certificate Based on Military Pilot Qualifications

5-616 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1532.

5-617 OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a pilot or flight instructor certificate and associated ratings based on military pilot qualifications. Completion of this task results in the issuance or denial of a pilot and/or flight instructor certificate.

5-618 GENERAL.

A. Applicability.

1) Pilot Certificate. Per Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.73(a) and (b), the Federal Aviation Administration (FAA) may issue the following on the basis of military pilot qualifications to military pilots and former military pilots in the U.S. Armed Forces (Army, Navy, Marine Corps, Air Force, and Coast Guard). Note that the United States Public Health Service Commissioned Corps and the National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer Corps are not armed services and are not eligible for the following based on their qualifications in those uniformed services.

- A Commercial Pilot Certificate with the appropriate aircraft category and class rating,
- An instrument rating with the appropriate aircraft rating, or
- A type rating.

2) Foreign Pilot. Per § 61.73(a) and (c), a Commercial Pilot Certificate and ratings under paragraph (a) of this section may be issued to a military pilot currently in the Armed Forces of a foreign contracting State to the Convention on International Civil Aviation assigned to pilot duties in the U.S. Armed Forces, for purposes other than receiving flight training. For a list of applicable International Civil Aviation Organization (ICAO) Member States, refer to http://www.icao.int/about-icao/Pages/member-states.aspx.

3) Flight Instructor. Per § 61.73(g), a flight instructor certificate with appropriate ratings may be issued to a U.S. military instructor pilot, a former U.S. military instructor pilot, a U.S. military pilot examiner, or a former U.S. military pilot examiner.

4) Night Vision Goggles (NVG) Endorsement. The FAA does not issue NVG endorsements based on military qualifications. The only items authorized to be issued based on military qualifications are listed in § 61.73. Refer to § 61.31(k)(3)(i), which states that the endorsements required under § 61.31(k)(1) and (2) do not apply if a person can document
satisfactory completion of a pilot proficiency check on NVG operations conducted by the
U.S. Armed Forces.

5) Unmanned Aircraft System (UAS) or Remotely Piloted Aircraft (RPA)
Pilots. The following guidance applies to UAS and RPA pilots interested in obtaining FAA pilot
certificates and ratings. The U.S. Armed Forces use various designations for their UAS pilots.
Some military UAS pilots are dual-rated. This means they graduated from a military manned
aircraft pilot training program and received an aeronautical designation as a military pilot plus
they graduated from an unmanned pilot training program and received a designation as a remote
pilot. Some military UAS pilots have only graduated from an unmanned pilot training program.
Although some of the military unmanned pilot training programs contain manned aircraft
familiarization curriculum segments, a military UAS pilot trainee does not graduate as a military
manned aircraft pilot. Flight Standards District Offices (FSDO) have reported an increased level
of interest by military UAS pilots in obtaining FAA pilot certificates and ratings. Some offices
have erroneously assumed that § 61.73 allows military UAS pilots to apply for FAA pilot
certificates and ratings based on their military experience.

a) Military Pilot Training. Only those persons who graduate from a military
manned aircraft pilot training program are eligible for part 61 pilot certificates or ratings under
the provisions of § 61.73. Military UAS pilot experience does not qualify for any pilot or flight
instructor certificate with an airplane, rotorcraft, glider, lighter-than-air, or powered-lift category
rating, nor does it currently qualify for an FAA Remote Pilot Certificate. FAA regulations do not
currently permit the experience acquired while operating an unmanned aircraft (UA) to be
logged to meet the aeronautical experience requirements for FAA certification for manned
aircraft or to meet the recency-of-experience requirements of part 61. Manned aircraft flight time
accrued in the military during a training course for a UA can count towards the experience
requirements of part 61 for a certificate or rating outside of § 61.73, provided it meets the
definitions of pilot time and/or flight time, as defined in § 61.1.

b) FAA Instrument Rating. Military UAS experience time does not qualify for an
initial instrument rating or an instrument rating to be added to any FAA pilot certificate. There is
no provision to do so in § 61.65 or § 61.73.

c) FAA Remote Pilot Certificate. There is no avenue for the issuance of an
FAA Remote Pilot Certificate based on military UAS experience. There is no provision to do so
in part 61 or 14 CFR part 107.

6) Aviation Safety Inspector (ASI)/Aviation Safety Technician (AST)/Military
Competency Examiner (MCE) Actions.

a) Do not accept an application for an airman certificate or rating in a manned
aircraft under part 61 if the applicant is seeking to credit military UAS experience towards the
aeronautical experience requirements.

b) Do not accept an official U.S. Armed Forces record to meet the requirements
of § 61.73(h)(2) that shows the person graduated from a U.S. Armed Forces undergraduate pilot
training school and received a rating qualification as a remote aircraft pilot.
c) Only accept an official U.S. Armed Forces record to meet the requirements of § 61.73(h)(2) that shows the person graduated from a U.S. Armed Forces undergraduate pilot training school and received a rating qualification as a manned aircraft pilot.

d) Only accept an official U.S. Armed Forces record showing the person passed a pilot proficiency check and instrument proficiency check (IPC) in an aircraft as a military pilot from a U.S. Armed Forces undergraduate pilot training school to meet § 61.73(h)(3).

e) Do not accept recorded military flight simulation training device (FSTD) time that does not meet 14 CFR part 60, § 60.11 requirements. Most military FSTDs are not certified and maintained in accordance with FAA standards.

f) Do not accept personal logbook entries in place of official records to meet the requirements of § 61.73.

B. General Information for Pilot and Flight Instructor Certificates Issued on the Basis of Military Pilot Qualifications.

1) No practical test is required for the issuance of a certificate based on military pilot qualifications.

2) Actions to issue a pilot certificate based on military qualifications apply to current and former military pilots in the U.S. Armed Forces and certain military pilots from a foreign contracting State to the Convention on International Civil Aviation. These military pilots must present official U.S. military records as defined in § 61.73(b) through (f). Other applicants may appear to be military pilots when they are not. Applicants such as civilians employed by the U.S. Armed Forces, contractors to the U.S. Armed Forces, police, and employees of other government agencies are not to be issued pilot certificates based on § 61.73 and their employment.

3) Actions to issue a flight instructor certificate based on military qualifications apply to current and former U.S. military instructor pilots, and current and former U.S. military pilot examiners. Unlike applicants for pilot certificates, military pilots from a foreign contracting State to the Convention on International Civil Aviation are not eligible for a flight instructor certificate based on § 61.73. These military flight instructor applicants must present official U.S. military records as defined in § 61.73(g). Other applicants may appear to be pilots and flight instructors in the U.S. Armed Forces when they are not. Applicants such as civilians employed by the U.S. Armed Forces, contractors to the U.S. Armed Forces, police, and employees of other government agencies are not to be issued pilot certificates based on § 61.73 and their employment.

4) New or existing airman certificates may have aircraft category, class, type ratings, and instrument ratings, if applicable, added under § 61.73. Only the ratings that meet the § 61.73 criteria can be issued through this process.

5) Aircraft category and class ratings based on military pilot qualifications may be added to an Airline Transport Pilot (ATP) Certificate as commercial pilot privileges.
6) All type ratings shown on the superseded certificate carry forward to the higher certificate level within that category and class of aircraft without further testing. For example, a military pilot applying under the provisions of § 61.73(b) who holds a B-737, DC-3, and SK-61 type rating at the Commercial Pilot Certificate level satisfactorily completes at a later date an ATP practical test in a CE-750. At that time, the B-737 and DC-3 type ratings would elevate to the ATP Certificate level. The SK-61 would not elevate because the practical test was in a multiengine airplane. When the person satisfactorily completes an ATP practical test in a helicopter, the SK-61 would elevate to the ATP Certificate level. Similarly, when adding an aircraft type rating using military pilot qualifications to an existing ATP Certificate with the same category and class rating, that type rating would match the ATP level without further testing.

7) There is no time limit on being a “current” or “former” U.S. military pilot, instructor pilot, or U.S. military pilot examiner in applying for and being issued a certificate under § 61.73.

8) An applicant is not eligible for a pilot certificate, flight instructor certificate, instrument rating, or type rating based on military pilot qualifications if the applicant has been removed from flying status because of lack of proficiency or disciplinary action involving aircraft operations while on active flying status. Refer to § 61.73(a).

9) Unless otherwise authorized by the Administrator, a person whose FAA airman certificate has been revoked, suspended, or surrendered shall not be eligible to have that certificate reissued under § 61.73. See paragraphs 5-623 and 5-624 for additional information.

10) The applicant does not need to possess a valid medical certificate when applying for a certificate or rating under § 61.73.

**5-619 COMMERCIAL PILOT CERTIFICATE ELIGIBILITY.** The following provides the general eligibility criteria for the issuance of a Commercial Pilot Certificate on the basis of military pilot qualifications and without reference to the applicant’s flight time.

**A. Current Military Pilots and Former Military Pilots in the U.S. Armed Forces.** Per § 61.73(b), these applicants must present the following:

1) Evidentiary documents as described in § 61.73(h)(1), (2), and (3):

   a) An official U.S. Armed Forces record that shows the person graduated from a U.S. Armed Forces pilot training program/school and was awarded aeronautical designation as a military pilot, typically evidenced by issuance of aeronautical orders (see Table 5-7, Acceptable Records for Various Armed Services); and

   b) An official U.S. Armed Forces record that shows the pilot passed a pilot proficiency check and IPC (if the applicant wants to add an instrument rating) in a manned aircraft as a military pilot. These checks are not specific to the ratings sought by the applicant.

2) An unexpired knowledge test report that shows the person passed the appropriate knowledge test, if applicable. See subparagraph 5-619C for further guidance.
3) Official U.S. military records showing compliance with either of the following regulatory requirements:

   a) Section 61.73(b)(3)(i): before the date of the application, passing an official U.S. military pilot proficiency check and IPC in a U.S. Armed Forces operated aircraft of the kind of aircraft category, class, and type, if class or type of aircraft is applicable, for the ratings sought; or

   b) Section 61.73(b)(3)(ii): before the date of application, logging 10 hours of pilot time as a military pilot in a U.S. Armed Forces operated aircraft in the kind of aircraft category, class, and type, if a class rating or type rating is applicable, for the aircraft rating. For the purposes of meeting § 61.73(b)(3), the FAA considers pilot time as a military pilot to be any military pilot time obtained during the successful completion of a manned U.S. military pilot training program resulting in the designation as a military pilot or manned military pilot time after training completion.

B. Military Pilots in the Armed Forces of a Foreign Contracting State to ICAO.
A person who is a military pilot in the Armed Forces of a foreign contracting State to ICAO and is assigned to pilot duties in the U.S. Armed Forces, for purposes other than receiving flight training, may apply for a Commercial Pilot Certificate and ratings under § 61.73(a), provided that person complies with the following:

1) Presents the following evidentiary documents as described in § 61.73(h)(4):

   a) An official U.S. Armed Forces record that shows the person is a military pilot in the U.S. Armed Forces (§ 61.73(h)(4)(i));

   b) An official U.S. Armed Forces record that shows the person is assigned as a military pilot in the U.S. Armed Forces for purposes other than receiving flight training (§ 61.73(h)(4)(ii));

   c) An official record that shows the person graduated from a military pilot training program/school from the Armed Forces from a foreign contracting State to the Convention on International Civil Aviation or from the U.S. Armed Forces, and received a qualification as a military pilot; and

   d) An official U.S. Armed Forces record that shows that the person passed a U.S. Armed Forces pilot proficiency check and IPC in an aircraft as a military pilot in the U.S. Armed Forces. These checks are not specific to the ratings sought by the applicant.

2) A report that shows successful passing of the appropriate knowledge test, if applicable. See subparagraph 5-619C for further guidance.
3) Official U.S. military records showing compliance with either of the following regulatory requirements:

   a) Section 61.73(c)(3)(i): before the date of the application, passing an official U.S. military pilot proficiency check and IPC in a U.S. Armed Forces operated aircraft of the kind of aircraft category, class, or type, if class or type of aircraft is applicable, for the ratings; or

   b) Section 61.73(c)(3)(ii): before the date of the application, logging 10 hours of pilot time as a military pilot in a U.S. Armed Forces operated aircraft of the kind of category, class, and type of aircraft, if a class rating or type rating is applicable, for the aircraft rating. For the purposes of meeting § 61.73(c)(3), the FAA considers pilot time as a military pilot to be any military pilot time obtained during the successful completion of a manned U.S. military pilot training program resulting in the designation as a military pilot or manned military pilot time after training completion. For foreign pilots to log pilot time, the pilot must be assigned to pilot duties in the U.S. Armed Forces for purposes other than receiving flight training.

C. Knowledge Test Requirements for a Pilot Certificate.

1) An applicant for original issuance of a Commercial Pilot Certificate based on military pilot qualifications must pass a military competence knowledge test within 24 calendar-months preceding the month of application. At the current time, there are two such tests: Military Competency Airplane (MCA) and Military Competency Helicopter (MCH). The FAA is developing a new test, the Commercial Pilot – Military Competency Non-Category Specific (MCN) Aeronautical Knowledge Test, that is not specific to airplane or helicopter, which will replace the MCA and MCH. The new MCN test and the new Commercial Pilot–Military Competence Airman Certification Standards (ACS) were released on October 15, 2018. Unexpired MCA or MCH knowledge tests results will be valid until the expiration date of the airman’s test results. To determine which Airman Knowledge Test Report (AKTR) with passing results may be used when applying for a Commercial Pilot Certificate in accordance with § 61.73(b)(2), see Table 5-8, Acceptable Military Competency Knowledge Tests for Commercial Pilot Certificate Eligibility. The most current information about testing requirements for all pilot certificates is located at https://www.faa.gov/training_testing/testing/media/testing_matrix.pdf. An applicant who is qualified for multiple ratings on a Commercial Pilot Certificate based on military pilot qualifications need only pass one pilot military competence knowledge test. For example, an applicant applying for both airplane and helicopter ratings on the basis of military pilot qualifications needs to complete either the MCA or MCH, but not both. As of October 15, 2018, only the MCN test is available.

   NOTE: An applicant who is rated in powered-lift aircraft need only pass one military competence knowledge test, MCA or MCH. As of October 15, 2018, only the MCN is available for testing.

2) A knowledge test is required per § 61.63(b)(4) if an applicant currently holds a glider or lighter-than-air balloon rating on a pilot certificate and wants to add one of these aircraft category ratings: airplane, rotorcraft, or powered-lift.
3) An additional knowledge test is not required in either of the following instances:

   a) To add an additional class rating onto an existing pilot certificate, provided
      the applicant already holds an airplane, rotorcraft, powered-lift, weight-shift-control, Powered
      Parachute (PPC), or airship rating at that pilot certificate level per § 61.63(c)(4); or

   b) To add an additional aircraft type rating to an existing certificate, if the
      applicant holds airplane, rotorcraft, powered-lift, or airship rating on the pilot certificate per
      § 61.63(d)(5).

D. Instrument Rating on the Pilot Certificate. An instrument rating may be issued
only if the applicant meets the requirements in § 61.73(d):

1) Has passed an IPC in the U.S. Armed Forces in the aircraft category for the
   instrument rating sought, and

2) Has an official U.S. Armed Forces record that shows the person is instrument
   pilot qualified by the U.S. Armed Forces to conduct instrument flying on Federal airways in that
   aircraft category and class for the instrument rating sought.

E. Type Ratings. An aircraft type rating may only be issued for a type of aircraft that
has a comparable civilian type designation issued by the FAA Administrator. Civil type
designations and their approved equivalent military aircraft may or may not have been evaluated
by the Aircraft Evaluation Group (AEG). Those approved by the Administrator must be on the
published FAA type designations list. Only the military aircraft in the Equivalent Military
Designation column are eligible for a civil aircraft type rating. This list is located at
http://registry.faa.gov/typeratings/.

F. Glider Rating on the Pilot Certificate. Consider the following information before
issuing a glider category rating based on military pilot qualifications:

1) An applicant may receive an initial Commercial Pilot Certificate with a glider
   category rating on the basis of military pilot qualifications. The applicant must pass the military
   competency aeronautical knowledge test. There is no specific test for the glider category.
   The applicant need not hold an FAA pilot certificate at the time of application.

2) Many military pilot training programs contain glider training. However,
   this glider training is only a prerequisite for training in a powered aircraft category
   (e.g., airplane) and does not result in a military glider rating qualification. As with all ratings
   obtained on the basis of military pilot qualifications, an official U.S. Armed Forces record that
   shows the person graduated from a U.S. Armed Forces pilot training program and was awarded
   an aeronautical designation as a military pilot is required. A record or order that states that the
   applicant has been assigned pilot duties in a glider aircraft may be used to satisfy this
   requirement. Note that a student pilot record/order does not satisfy this requirement.

G. Powered-Lift Rating on the Pilot Certificate. The following should be considered
before issuing a powered-lift rating based on military pilot qualifications:
1) The following aircraft are considered to be in the powered-lift category:

- The Bell-Boeing V-22 Osprey,
- The McDonnell Douglas AV-8 Harrier,
- The F-35B STOVL (short takeoff/vertical landing) variant, and
- Any aircraft type certificated (TC) by the FAA as powered-lift.

2) The training and testing completed by pilots operating airplanes are also necessary for those operating powered-lift aircraft. Therefore, an applicant may be issued an airplane category rating with a class rating that corresponds to the powered-lift aircraft flown. The following examples are used to illustrate this point:

a) Applicants who meet the criteria for a powered-lift rating based on experience in the V-22 are considered qualified to also receive an Airplane Multiengine Land (AMEL) rating. Such applicants would receive both the powered-lift category and the airplane category with multiengine land class ratings at the commercial level.

b) Applicants who meet the criteria for a powered-lift rating based on experience in the F-35B and AV-8 are considered qualified to also receive an Airplane Single-Engine Land (ASEL) rating. Such applicants would receive both the powered-lift category and the airplane category with single-engine land class rating at the commercial level.

c) Applicants may not use military experience in a powered-lift aircraft to obtain an FAA pilot or flight instructor certificate with a rotorcraft category.

H. Previous “Limited to Center Thrust” Limitation.

1) Previous guidance required a “Limited to Center Thrust” limitation to be placed on the pilot certificate if the applicant could only demonstrate experience in an airplane that did not have a published minimum controllable airspeed with the critical engine inoperative \( (V_{MC}) \) established by the manufacturer. The FAA reconsidered this policy and removed all military airplanes from the list of center thrust aircraft. Applicants may be issued a Commercial Pilot Certificate with an airplane multiengine rating with no limitations. Reasons for this change include:

a) Military aircraft are not certificated under the same standards found for civilian aircraft. The manufacturer of a military aircraft is not required to determine or publish a \( V_{MC} \), even if the same design would require the manufacturer to establish a \( V_{MC} \) under 14 CFR parts 23 and 25.

b) Military pilots operating multiengine airplanes are trained and tested on addressing in-flight single-engine failure. This training and testing includes the accompanying issues of asymmetrical thrust and potential loss of control during single-engine operations.

2) No “Limited to Center Thrust” limitation should be placed on a pilot certificate or rating that is issued on the basis of military pilot qualifications. Airmen who currently have a “Limited to Center Thrust” restriction may have that restriction removed by reapplying for the

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Commercial Pilot Certificate. The applicant will be required to show all of the documentation required by § 61.73 and described by this guidance.

I. Acceptable Records for a Pilot Certificate. For a list of acceptable records that may be presented by the applicant as evidence of piloting record and status in the U.S. Armed Forces, see Table 5-7. Records may also be supplemented with electronic pilot logbooks as additional evidence of meeting the requirements for a pilot certificate or rating.

J. Logging Cross-Country Flight Time. The FAA recognizes that pilots who have logged flight time acquired in a military aircraft may not have distinguished cross-country flight time from total flight time. In that case, the FAA will allow applicants to make a reasonable estimation of their cross-country flight time as defined in § 61.1. This time, which cannot exceed the pilot’s total time in the applicable category and class, may be used to meet the aeronautical experience requirements in the applicable 14 CFR section. Pilots who annotate their estimation of cross-country time in their logbook will be considered to have logged this time for the purposes of meeting the aeronautical experience requirements of part 61.

5-620 Flight Instructor Certificate Eligibility. The following provides the general eligibility criteria for a flight instructor certificate issued on the basis of military pilot qualifications. This guidance applies only to current U.S. military instructor pilots, U.S. military pilot examiners, former U.S. military instructor pilots, and former U.S. pilot examiners. Unlike the Commercial Pilot Certificate, a flight instructor certificate may not be issued on the basis of military pilot qualifications to a military aviator in the Armed Forces of a foreign contracting State to the Convention on International Civil Aviation.

A. Documentation. Per § 61.73(g), applicants seeking a flight instructor certificate must present the following information:

1) A Commercial Pilot or ATP Certificate with the appropriate aircraft category and class rating, if a class rating is appropriate, for the flight instructor rating sought. Private pilot privileges on the airman’s Commercial Pilot or ATP Certificate do not qualify for a rating on the applicant’s flight instructor certificate.

2) An instrument rating, or instrument privileges, on the pilot certificate that is appropriate to the flight instructor rating sought.

3) A knowledge test report that shows the person passed the Military Competence Instructor (MCI) knowledge test within the 24 calendar-months prior to the month of application. If the U.S. military instructor pilot or pilot examiner already holds an FAA-issued flight instructor or ground instructor certificate, the knowledge test report is not required. Applicants should refer to testing information at https://www.faa.gov/training_testing/testing/media/testing_matrix.pdf.

4) An official U.S. Armed Forces record or order that shows the person is (or was) qualified as a U.S. Armed Forces military instructor pilot or pilot examiner for the flight instructor rating sought.
5) An official U.S. Armed Forces record or order that shows the person completed a U.S. Armed Forces instructor pilot or pilot examiner training course and received an aircraft rating qualification as a military instructor pilot or pilot examiner in a manned aircraft that is appropriate to the flight instructor rating sought.

6) An official U.S. Armed Forces record or order that shows that the person passed a U.S. Armed Forces instructor pilot or pilot examiner proficiency check in a manned aircraft as a military instructor pilot or pilot examiner that is appropriate to the flight instructor rating sought. For U.S. Navy and Marine Corps aviators, a letter signed by a squadron commander showing Naval Air Training and Operating Procedures Standardization (NATOPS) instructor pilot or flight examiner designation will meet the requirements of subparagraph 4) above.

B. Knowledge Test Requirements for a Flight Instructor Certificate. Except for the holder of an existing flight instructor certificate issued under part 61 subpart H, an applicant must pass the MCI knowledge test within the preceding 24 calendar-months to be eligible for an original issuance of the flight instructor certificate issued under § 61.73(g). The MCI knowledge test satisfies the knowledge test requirement of § 61.73(g)(3)(i).

1) A military applicant is not required to take any other knowledge tests associated with the flight instructor certificate, such as the fundamentals of instructing (FOI) knowledge test or the traditional instructor knowledge test associated with the category sought.

2) An applicant is not authorized to substitute another knowledge test in lieu of the MCI knowledge test.

3) An applicant who holds a flight instructor certificate with only a sport pilot rating is required to take and pass the MCI knowledge test before being issued additional ratings under § 61.73(g).

C. Instrument Rating on the Instructor Certificate. An applicant may apply for an instrument rating on the applicant’s flight instructor certificate in accordance with the provisions of § 61.73(g). The applicant must present satisfactory documentation showing that the applicant was designated as an instrument instructor pilot or as a military pilot examiner qualified to evaluate instrument proficiency.

D. Glider Rating on the Flight Instructor Certificate. The following should be considered before issuing a glider rating based on military pilot qualifications:

1) The applicant must present satisfactory documentation showing that the applicant was designated as a glider instructor pilot or as a military pilot examiner qualified to evaluate glider proficiency.

2) It is permissible for an applicant to receive a glider rating on the basis of military pilot qualifications without holding or applying for an additional category.

E. Powered-Lift Rating on the Flight Instructor Certificate. The following should be considered before issuing a powered-lift rating based on military pilot qualifications:
1) The following aircraft are considered to be in the powered-lift category:

- The Bell-Boeing V-22 Osprey,
- The McDonnell Douglas AV-8 Harrier,
- The F-35B STOVL (short takeoff/vertical landing) variant, and
- Any aircraft TC’d by the FAA as powered-lift.

2) Applicants may not use military experience in a powered-lift aircraft to obtain an FAA-issued flight instructor certificate with any other aircraft category.

F. Add Additional Ratings to an Existing Flight Instructor Certificate. A military instructor pilot or military pilot examiner applicant who holds a current flight instructor certificate may apply for additional flight instructor ratings in accordance with § 61.73(g). The following should be considered when reissuing a flight instructor certificate with additional ratings:

1) The existing flight instructor certificate cannot be expired and must not currently be surrendered, cancelled, suspended, or revoked.

2) If eligible, the applicant will have the new category and/or class ratings added on the flight instructor certificate. However, the new certificate will be issued with the same expiration date as found on the certificate held at the time of application, unless the applicant is also eligible for renewal in accordance with one of the provisions in § 61.197(a)(2).

EXAMPLE: An applicant currently holds a flight instructor certificate with an Airplane Single Engine (ASE) rating. The applicant applies for and presents satisfactory documentation for a rotorcraft helicopter rating in accordance with § 61.73(g), but has not met any of the requirements for flight instructor certificate renewal. The date of application is January 12, 2013, and the current flight instructor certificate expires March 31, 2014. The applicant may be issued a flight instructor certificate containing the ASE rating and rotorcraft helicopter rating but will keep the same expiration date of March 31, 2014.

G. Renew an Existing Flight Instructor Certificate.

1) Unless otherwise authorized by the Administrator, a person whose FAA airman certificate has been revoked, is currently suspended, has been surrendered, or has expired shall not be eligible to have that certificate reissued under § 61.73.

2) Military instructors who hold a flight instructor certificate may choose to renew their certificates by presenting a record showing that, within the preceding 24 calendar-months from the month of application, they passed an official U.S. Armed Forces military instructor pilot proficiency check (refer to § 61.197(a)(2)(iv)). Outside of the provisions found in § 61.197(a)(2)(iv), an applicant may not renew his or her flight instructor certificate on the basis of military pilot qualifications.
3) It is permissible for an instructor who meets one of the renewal criteria specified in § 61.197(a)(2) to simultaneously apply for renewal and an additional flight instructor certificate rating. These two activities can be accomplished on one copy of FAA Form 8710-1, Airman Certificate and/or Rating Application. However, both tasks must be clearly identified.

4) In cases where an applicant is eligible for certificate renewal, the expiration date on the new certificate shall be indicated in accordance with § 61.197(b). Except as provided below, if an applicant makes this application within the 3 calendar-months preceding the month of the current flight instructor certificate expiration date, the new expiration date will be 24 calendar-months from the current date of expiration. If the application is made outside of the 3 calendar-months preceding the current month of expiration, the new expiration date will be 24 calendar-months from the date of the application. For those applicants renewing on the basis of completing a flight instructor refresher clinic (FIRC), both the FIRC graduation certificate and the application must be within 3 calendar-months preceding the expiration month of the current flight instructor certificate. Per § 61.197(b)(2)(ii), if the FIRC graduation certificate is dated outside the 3 calendar-months preceding the expiration month of the current flight instructor certificate, the expiration date must be 24 calendar-months from the date the applicant signed FAA Form 8710-1.

H. Reinstatement of an Expired Flight Instructor Certificate.

1) A military applicant who is the holder of an expired flight instructor certificate can reinstate that certificate if the applicant can provide a record showing that within the previous 6 calendar-months from the date of application for reinstatement the applicant passed a U.S. Armed Forces instructor pilot or pilot examiner proficiency check, or completed a U.S. Armed Forces instructor pilot or pilot examiner training course and received an additional aircraft rating qualification as a military instructor pilot or pilot examiner that is appropriate to the flight instructor rating sought (refer to § 61.199).

   a) The FAA has provided a temporary provision within § 61.199(c), valid from August 27, 2018, until it expires on August 26, 2019. The temporary provision is described in Final Rule 83 FR 30232, Regulatory Relief: Aviation Training Devices, Pilot Certification, Training, and Pilot Schools; and Other Provisions. It allows military instructors who obtained their initial flight instructor certificate under part 61 subpart H prior to October 20, 2009, to reinstate that instructor certificate based on military competence rather than by completing a practical test. The applicant would need to provide an official U.S. Armed Forces record showing that he or she had successfully completed an instructor pilot or pilot examiner proficiency check that would qualify as a new category and/or class rating, or instrument rating on the applicant’s expired FAA Flight Instructor certificate.

   b) If the applicant does not meet the criteria described above, the holder of an expired flight instructor certificate must otherwise reinstate that certificate as prescribed in § 61.199 before adding any additional ratings based on military pilot qualifications. The applicant passing an official U.S. military pilot check and/or IPC in a U.S. Armed Forces operated aircraft that was more than 6 calendar-months from the date of the application does not qualif for the reinstatement of a flight instructor certificate.
2) Notwithstanding the above, Special Federal Aviation Regulation (SFAR) 100-2 allows the FAA to accept expired flight instructor certificates for renewals from eligible U.S. military and civilian personnel who are assigned outside the United States in support of U.S. Armed Forces operations. This action is necessary to avoid penalizing U.S. military and civilian personnel who are unable to meet the regulatory time limits in the current regulations. Refer to SFAR 100-2 for further guidance.

I. Acceptable Records for a Flight Instructor Certificate. For a list of acceptable records that may be presented by the applicant as evidence of piloting record and status in the U.S. Armed Forces, see Table 5-7. Records may also be supplemented with electronic pilot logbooks as additional evidence of meeting the requirements for a pilot certificate or rating.

5-621 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 61 and FAA policies and qualification as an ASI (Operations), AST, or MCE. When differences in guidance appear between this order and FAA Order 8900.2, General Aviation Airman Designee Handbook, MCEs must use the document with the most current revision date.

B. Coordination.

1) This task may require coordination with the Airmen Certification Branch.

2) If clarification on any of the guidance or procedures is needed, contact the Airmen Certification and Training Branch.

5-622 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 1, 61, and 91.
- PTRS Procedures Manual (PPM).

B. Forms:

- FAA Form 8060-4, Temporary Airman Certificate (see Figures 5-69, 5-71, and 5-104).
- FAA Form 8710-1, Airman Certificate and/or Rating Application (see Figures 5-67, 5-68, 5-70, and 5-103).
C. Job Aids:

- Tables 5-7 and 5-8.
- Sample Figures 5-67 through 5-71 and 5-103 through 5-104.

5-623 ISSUE A PILOT CERTIFICATE.

A. Open a PTRS Record (ASI or AST Only). If an applicant is applying for both a pilot certificate and a flight instructor certificate, then two applications must be processed and separate PTRS entries must be made.

B. Integrated Airman Certification and Rating Application (IACRA). The applicant is encouraged to utilize the IACRA system whenever possible for all applications for Commercial Pilot Certificates and ratings.

1) IACRA can be accessed at https://iacra.faa.gov/iacra/.

2) The guidance contained in the rest of this paragraph can be applied to applications made through IACRA as well as through the paper FAA Form 8710-1, although the process steps may be performed in a different order. References to the instructions for FAA Form 8710-1 should be taken to also include the IACRA work instructions.

3) Notwithstanding the guidance below, no documentation should be mailed to the Airmen Certification Branch when completing the application via IACRA. See Volume 5, Chapter 2, Section 4, subparagraph 5-287C for guidance on how to process corrected IACRAs.

C. Review the Front Side of FAA Form 8710-1. Verify which certificate and/or rating the applicant is applying for before reviewing the application. Check FAA Form 8710-1 to ensure the applicant filled out sections I through V accurately. The instructions for completing the form are attached to the application. See the samples at the end of this section for further guidance, including Figure 5-67, Sample FAA Form 8710-1, Page 1, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications.

1) Section I: If the applicant is qualified for a pilot certificate, the applicant should check the “Commercial” block and “Instrument” block (if applicable). Section I, blocks A through O, must be completed.

2) Section IIB: Blocks 1 through 4 must be completed. Special emphasis should be made to section IIB to ensure it has been completed appropriately.

   a) Block 1: Should contain the Branch of Service of the U.S. Armed Forces.

   b) Block 2: Should contain the date rated as a military pilot.

   c) Block 3: Should contain the rank or grade.
d) Block 4a and/or 4b: Should contain the specific military aircraft for each specific category/class or type rating that was used in logging pilot time or for which the military proficiency checks were obtained.

3) Completion of section III is recommended but not required. Sections IV and V are self-explanatory.

4) On the reverse side of FAA Form 8710-1, the instructor’s action or air agency’s recommendation is not required.

D. Verify Applicant’s Identity.

1) Inspect the applicant’s military identification or other acceptable forms of identification to establish the applicant’s identity. (See Volume 5, Chapter 1, Section 3 and AC 61-65, Certification: Pilots and Flight and Ground Instructors).

2) Compare the identification with the information provided on FAA Form 8710-1.

   a) If the applicant’s identity cannot be verified for lack of documentation or inadequate documentation, request that the applicant return with the appropriate identification.

   b) If the applicant’s identity appears to be falsified, do not proceed (see Volume 5, Chapter 1, Section 3, paragraph 5-54). If an MCE suspects the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility for the Commercial Pilot Certificate and/or Additional Ratings.

1) The applicant must present the applicable documents required by § 61.73 and described in paragraph 5-619 and Table 5-7.

2) If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the certificate or rating cannot be issued, and explain how the applicant may correct the discrepancies. If the applicant is not eligible for the certificate or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the certificate or rating.

3) Inform the applicant that if his or her certificate has been revoked and has not been reissued, or if his or her pilot certificate is currently suspended or surrendered, he or she is not eligible to have that certificate reissued under § 61.73.

   a) When an ASI or AST is establishing eligibility and has access to the Safety Performance Analysis System (SPAS), the ASI should conduct a review to determine if the applicant’s pilot certificate has been revoked without subsequent reissuance, or if his or her pilot certificate is currently suspended.
b) If an ASI or AST does not have access to SPAS, or when an MCE is performing the check, the ASI, AST, or MCE should ask the applicant if his or her pilot certificate has been revoked without subsequent reissuance, or if his or her pilot certificate is currently suspended. If the applicant indicates that either condition is true, inform the applicant he or she is not eligible for the certificate and discontinue the task.

NOTE: If the Airmen Certification Branch discovers a revocation or suspension is pending on an applicant, the Airmen Certification Branch will reject the issuance of the permanent airman certificate and return the complete application package to the corresponding FSDO. If returned, the FSDO must attempt to contact the pilot to inform him or her that he or she is ineligible and request that the airman return the Temporary Airman Certificate.

F. Issue a Temporary Airman Certificate for a Commercial Pilot.

1) If the applicant is eligible, issue a Commercial Pilot Certificate for the appropriate category, class, and/or aircraft type rating(s). Aircraft category and class ratings are listed in § 61.5; aircraft type ratings are listed at http://registry.faa.gov/typeratings/. Notwithstanding the preceding, if the applicant holds an ATP Certificate, issue the category and class ratings obtained through military pilot qualifications at the commercial pilot level. Type ratings may be added to an existing ATP Certificate with no additional notation.

2) Prepare FAA Form 8060-4, in duplicate, indicating the grade of certificate in block IX and the ratings in block XII. See Figure 5-69, Sample FAA Form 8060-4 Issued by ASI/AST.

a) Below are the category and class ratings that the applicant may be eligible to receive on FAA Form 8060-4, block XII:

- Airplane Single-Engine Land,
- Airplane Multiengine Land,
- Rotorcraft Helicopter,
- Glider, and
- Powered-Lift.

b) If the applicant is qualified for an instrument rating, issue the following ratings as appropriate:

- Instrument Airplane,
- Instrument Helicopter, or
- Instrument Powered-Lift.

c) Enter the following operating limitations, as appropriate, in block XIII on the certificate:
1. If the applicant is not qualified for an instrument rating, but is qualified for a Commercial Pilot Certificate with an airplane rating, issue the limitation, “THE CARRIAGE OF PASSENGERS FOR HIRE IN (airplanes) (powered-lifts) ON CROSS-COUNTRY FLIGHTS IN EXCESS OF 50 NAUTICAL MILES OR AT NIGHT IS PROHIBITED.”

2. If the applicant holds an ATP Certificate and is adding a class and/or category rating, enter “COMMERCIAL PRIVILEGES” before the appropriate rating.

d) If the applicant is qualified in a military aircraft that has a civilian type designation, issue the appropriate type rating (see subparagraph 5-619E). A list of civilian type designations is provided at http://registry.faa.gov/typeratings/.

NOTE: As an example, section IIB on FAA Form 8710-1 might indicate that a C-12 aircraft was flown in the military. According to the type rating table, the manufacturer serial number of the C-12 determines whether a type rating should be awarded to the applicant. In the case where the category and class will be the only rating placed on the certificate, it would be beneficial to add a note to the application package when the type rating will not be awarded. This will help alleviate unnecessary returns from the Airmen Certification Branch, since the type rating table indicates that the applicant may be entitled to an airplane multiengine class rating along with an associated type rating. Without this indication, the Airmen Certification Branch would have no way to determine if this type rating was omitted in error.

3) Sign, and have the applicant sign, both the original and the copy of FAA Form 8060-4 in ink. The typewritten original Temporary Airman Certificate will be mailed in with the application package to the Airmen Certification Branch. The date the ASI, AST, or designee signs the Temporary Airman Certificate must match the date reflected in the appropriate report completed on the back of FAA Form 8710-1.

a) For ASIs and ASTs, ensure the ASI’s or AST’s certificate number and FAA office is shown in the lower portion of FAA Form 8060-4. If the AST does not hold a certificate number, enter “AST” (in the “Examiner’s Designation No. or Inspector’s Reg. No.” field).

b) For MCEs, mark all the appropriate blocks and enter the designation number and “Designation Expires” (see Figure 5-70, Sample FAA Form 8710-1, Page 2, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications and Completed by DPE Authorized as MCE).

4) Issue the copy to the applicant.

5) Return to the applicant all submitted documents (except the application).

G. Additional Information Requirements.

1) Inform the applicant that an appropriate FAA-issued medical certificate may be required before the privileges of the certificate can be exercised. The applicant should refer to § 61.23 for a complete description. Note specifically that a medical certificate is not required
when a military pilot of the U.S. Armed Forces possesses a current medical examination authorizing pilot flight status issued by the U.S. Armed Forces and the flight does not require higher than a third-class medical certificate, per § 61.23(b)(9).

2) Inform the applicant that all of the applicable recent experience requirements found in §§ 61.56, 61.57, and 61.58 must be obtained before acting as pilot in command (PIC) or a required crewmember.

H. Complete the Back of FAA Form 8710-1 and Prepare the Certification File.

1) Complete either the “Aviation Safety Inspector or Technician Report” or the “Designated Examiner or Airman Certification Representative Report” section, as appropriate, on the reverse side of FAA Form 8710-1. See the samples in Figures 5-68 and 5-70. The following should be noted:

a) Only check blocks that are in the report that correspond to the position of the person conducting the certification (see Figures 5-68 and 5-70). Only an ASI or AST may fill in any of the blocks in the “Aviation Safety Inspector or Technician Report” section. This includes the blocks found under the “Certification Activities” and “Certificate or Rating Based on” area.

b) Check the applicable blocks in the report, including:
   • The “Written Notification under the Pilot’s Bill of Rights” block, and
   • The “Approved” or “Disapproved” block.

c) Complete the “Certificate or Rating Being Applied For” block. This block should contain the commercial certificate and a description of the associated ratings.

For example:

1. For someone who is applying for a Commercial Pilot Certificate with an airplane category, multiengine class, and instrument airplane rating, place “Commercial Pilot, AMEL/INSTA” in the block and type rating if appropriate, such as BE-400/MU-300.

2. For someone who is applying for a Commercial Pilot Certificate with a rotorcraft category, helicopter class, and instrument helicopter rating, place “Commercial Pilot, Rotorcraft Helicopter & Instrument Helicopter” in the block and type rating if appropriate, such as S-70 or SK-64.

d) The other fields in the report above the signature row do not need to be completed (“Location of Test,” “Duration of Practical Test,” “Type(s) of Aircraft Used,” and “Registration No.(s)”).

2) Date, print name, and sign the application in the appropriate report section. Complete the following:

a) For an ASI or AST, complete the “Date,” “Inspector’s Signature (Print Name & Sign),” “Certificate Number,” and “FAA Office” fields (see Figure 5-68). If the AST does not hold a certificate number, enter “AST” in the “Certificate Number” field.
b) For a designee, complete the “Date,” “Examiner’s Signature (Print Name & Sign),” “Certificate Number,” “Designation Number,” and “Designation Expires” fields (see Figure 5-70). The date the ASI, AST, or designee signed the report must match the date of the Temporary Airman Certificate.

3) Complete the following sections located at the bottom of the form:

   a) Check the appropriate blocks in the “Attachments” section.

   b) Complete the “Airman’s Identification (ID)” section. The telephone number is not required but is highly recommended in case it becomes necessary to contact the airman later concerning the application or temporary certificate.

   c) Complete the “Applicant Information” section only if the copy of FAA Form 8710-1 is on a two-page application consisting of two separate pieces of paper (i.e., it is not printed on the front and back of one piece of paper).

   d) Complete the “REMARKS” section if necessary.

I. Complete the PTRS Record (ASI or AST Only).

5-624 ISSUE A FLIGHT INSTRUCTOR CERTIFICATE.

A. Open a PTRS Record (ASI or AST Only). If an applicant is applying for both a pilot certificate and a flight instructor certificate, then two applications must be processed and separate PTRS entries must be made.

B. IACRA. IACRA possesses the ability to process flight instructor certificates issued on the basis of military pilot qualifications. In this case, an individual applying for both a pilot certificate and a flight instructor certificate may use IACRA or the paper FAA Form 8710-1 for each certificate.

C. Review the Front Side of FAA Form 8710-1. Verify which certificate and/or rating the applicant is applying for before reviewing the application. Check FAA Form 8710-1 to ensure the applicant filled out sections I through V accurately. The instructions for completing the form are attached to the application. See the samples at the end of this section for further guidance, including a sample original flight instructor certificate (Figure 5-104, Sample FAA Form 8060-4 for Flight Instructor Based on Military Pilot Qualifications, Issued by ASI/AST).

   1) Section I: If the applicant is qualified for a flight instructor certificate, the applicant should check the “Flight” instructor block and the “Initial” or “Renewal” block as appropriate. Section I, blocks A through O, must be completed.

   2) Section IIB: Blocks 1 through 4 must be completed. Special emphasis should be made to section IIB to ensure it has been completed appropriately.
a) Block 1: Should contain the Branch of Service of the U.S. Armed Forces.

b) Block 2: Should contain the date rated as a military flight instructor/examiner.

c) Block 3: Should contain the rank or grade.

d) Block 4a and/or 4b: Should contain the military aircraft specific to the rating(s) sought that was used in logging pilot time or for which the military proficiency checks were obtained.

3) Sections IV and V are self-explanatory.

4) On the reverse side of FAA Form 8710-1, the instructor’s action or air agency’s recommendation is not required.

D. Verify Applicant’s Identity.

1) Inspect the applicant’s military identification or other acceptable forms of identification to establish the applicant’s identity (see Volume 5, Chapter 1, Section 3 and AC 61-65).

2) Compare the identification with the information provided on FAA Form 8710-1.

   a) If the applicant’s identity cannot be verified for lack of documentation or inadequate documentation, request that the applicant return with the appropriate identification.

   b) If the applicant’s identity appears to be falsified, do not proceed (see Volume 5, Chapter 1, Section 3, paragraph 5-54). If an MCE suspects the applicant’s identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility for the Flight Instructor Certificate and/or Additional Ratings.

1) The applicant must present the applicable documents required by § 61.73(g) and described in paragraph 5-620.

2) If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the certificate or rating cannot be issued, and explain how the applicant may correct the discrepancies. If the applicant is not eligible for the certificate or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the certificate or rating.

3) Inform the applicant that if his or her flight instructor certificate has been revoked and has not been reissued, or if his or her flight instructor certificate is currently suspended or surrendered, he or she is not eligible to have that certificate reissued under § 61.73.
a) When an ASI or AST is establishing eligibility and has access to SPAS, the ASI should conduct a review to determine if the applicant’s flight instructor certificate has been revoked without subsequent reissuance, or if the flight instructor certificate is currently suspended.

b) If an ASI or AST does not have access to SPAS, or when a designee is performing the check, the ASI or MCE should ask the applicant if his or her flight instructor certificate has been revoked without subsequent reissuance, or if his or her pilot certificate is currently suspended. If the applicant indicates that either condition is true, inform the applicant he or she is not eligible for the certificate and discontinue the task.

NOTE: If the Airmen Certification Branch discovers a revocation or suspension is pending on an applicant, the Airmen Certification Branch will reject the issuance of the Temporary Airman Certificate and return the complete application package to the corresponding FSDO. If returned, the FSDO must attempt to contact the flight instructor to inform him or her that he or she is ineligible and request that the airman return the Temporary Airman Certificate.

F. Establish Expiration Date for Flight Instructor Certificate. See subparagraphs 5-620F–H for additional information.

1) An applicant for an initial flight instructor certificate should be issued a Temporary Airman Certificate indicating an expiration date that is 24 calendar-months from the date of issuance.

2) An applicant who is applying to add a rating to an existing and current flight instructor certificate, who does not meet one of the renewal criteria specified in § 61.197(a)(2), should be issued a Temporary Airman Certificate indicating the expiration date on the existing flight instructor certificate.

3) An applicant who is applying for either of the following should be issued a Temporary Airman Certificate indicating an expiration date that is in accordance with § 61.197(b).

   a) Adding a rating and simultaneously renewing a flight instructor certificate (through one of the renewal criteria listed in § 61.197(a)(2)); or

   b) Renewing based on the military proficiency check described by § 61.197(a)(2)(iv) without adding an additional rating.

G. Issue a Temporary Airman Certificate for a Flight Instructor Certificate.

1) If the applicant is eligible, issue a flight instructor certificate for the appropriate category and class rating(s). Aircraft category and class ratings are listed in § 61.5.

2) Prepare FAA Form 8060-4 in duplicate, indicating “flight instructor certificate” in block IX and the appropriate category and class ratings in block XII. See Figure 5-104.
a) Below are the category and class ratings that the applicant may be eligible to receive on FAA Form 8060-4, block XII:

- Airplane Single Engine,
- Airplane Multiengine,
- Rotorcraft Helicopter,
- Glider, or
- Powered-Lift.

b) For an instrument instructor rating, indicate the following ratings, as appropriate, on FAA Form 8060-4, block XII:

- Instrument Airplane,
- Instrument Helicopter, or
- Instrument Powered-lift.

c) Enter the following operating limitations, as appropriate, in block XIII on the certificate: “Valid only when accompanied by pilot certificate number [insert pilot certificate number]. Expires [enter the appropriate expiration date].”

3) Type name and sign, and have the applicant sign, both the original and the copy of FAA Form 8060-4 in ink. The typewritten original Temporary Airman Certificate will be mailed in with the application package to the Airmen Certification Branch. The date the ASI, AST, or designee signs the Temporary Airman Certificate must match the date reflected in the appropriate report completed on the back of FAA Form 8710-1.

a) For ASIs and ASTs, ensure the ASI’s or AST’s certificate number and FAA office is shown in the lower portion of FAA Form 8060-4. If the AST does not hold a certificate number, enter “AST” (in the “Examiner’s Designation No. or Inspector’s Reg. No.” field).

b) For MCEs, mark all the appropriate blocks and enter the designation number and “Date Designation Expires.”

4) Issue the copy to the applicant.

5) Return to the applicant all submitted documents (except the application).

H. Complete the Back of FAA Form 8710-1.

1) Complete either the “Aviation Safety Inspector or Technician Report” or the “Designated Examiner or Airman Certification Representative Report” section, as appropriate, on the reverse side of FAA Form 8710-1. See Figure 5-103, Sample FAA Form 8710-1 Application for Flight Instructor Based on Military Pilot Qualifications, Processed by ASI/AST. The following should be noted:

a) Only check blocks that are in the report that correspond to the position of the person conducting the certification.
b) Check the applicable blocks in the report, including:
   - The “Written Notification under the Pilot’s Bill of Rights” block, and
   - The “Approved” or “Disapproved” block.

c) Complete the “Certificate or Rating Being Applied For” field. This field should contain the flight instructor certificate and a description of the associated ratings.
   For example:

   1. For someone who is applying for a flight instructor certificate with an airplane category, multiengine class, and instrument airplane rating, place “Flight Instructor, AME & INST-A” in the block.

   2. For someone who is applying for a flight instructor certificate with a rotorcraft category, helicopter class, and instrument helicopter rating, place “Flight Instructor, RH & INST-H” in the block.

d) The other fields in the report above the signature row do not need to be completed (“Location of Test,” “Duration of Practical Test,” “Type(s) of Aircraft Used,” and “Registration No.(s)”).

2) Date, print name, and sign the application in the appropriate report section. Complete the following:
   a) For an ASI or AST, complete the “Date,” “Inspector’s Signature (Print Name & Sign),” “Certificate Number,” and “FAA Office” fields. If the AST does not hold a certificate number, enter “AST” in the “Certificate Number” field.

   b) For a designee, complete the “Date,” “Examiner’s Signature (Print Name & Sign),” “Certificate Number,” “Designation Number,” and “Designation Expires” fields. The date the ASI, AST, or designee signed the report must match the date of the Temporary Airman Certificate.

3) Complete the following sections located at the bottom of the form:
   a) Check the appropriate blocks in the “Attachments” section.

   b) Complete the “Airman’s Identification (ID)” section. The telephone number is not required but is highly recommended in case it becomes necessary to contact the airman later concerning the application or temporary certificate.

   c) Complete the “Applicant Information” section only if the copy of FAA Form 8710-1 is on a two-page application consisting of two separate pieces of paper (i.e., it is not printed on the front and back of one piece of paper).

   d) Complete the “REMARKS” section if necessary.
4) Attach the applicable documents that are listed in the “Attachments” column to the application.

5) Forward the completed file to the Airmen Certification Branch as described below:
   a) For ASIs or ASTs, within 5 business-days after processing.
   b) For designees, forward the certification file to the managing FAA office for review within 7 business-days after completion of the file.

I. Complete the PTRS Record (ASI or AST Only).

5-625 TASK OUTCOMES. Completion of this task results in the issuance or denial of a Temporary Airman Certificate.

5-626 FUTURE ACTIVITIES.

- The applicant may return for added class and/or category ratings.
- The applicant may return for an added type rating. See paragraph 5-618.
Table 5-7. Acceptable Records for Various Armed Services

Records may also be supplemented with electronic pilot logbooks as additional evidence of meeting the requirements for a pilot certificate or rating.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>ACCEPTABLE RECORDS</th>
</tr>
</thead>
</table>
| U.S. Air Force             | Aeronautical Orders Awarding: Pilot, Senior Pilot, Command Pilot  
AF Form 8, Certificate of Aircrew Qualification  
AF Form 942, Record of Evaluation |
| U.S. Army                  | Aeronautical Orders Awarding: Army Aviator Badge, Senior Aviator Badge, Master Aviator Badge  
DA Form 759, Individual Flight Record and Flight Certificate – Army  
DA Form 7120-R, Commander’s Task List  
DA Form 7122-R, Crew Member Training Record  
Instructor Pilot Course/Instrument Examiner Course Diploma |
| U.S. Coast Guard           | OPNAV 3710/31, Aviators Flight Log Book  
Note: Verification of instrument qualification is located in the section designated “Qualification and Achievements” per COMDTINST M3710.1G, Coast Guard Air Operations Manual, Appendix E. |
| U.S. Marines and U.S. Navy | OPNAV 3710/2, NATOPS Instrument Rating Request  
OPNAV 3710/7, NATOPS Qualification Rating  
OPNAV 3760/31, Aviators Flight Log Book  
OPNAV 3760/32, NATOPS Flight Personnel Training/Qualification Jacket  
Note: For instructor pilot or examiner, a letter from a Squadron Commander showing NATOPS instructor pilot or examiner designation. |
Table 5-8. Acceptable Military Competency Knowledge Tests for Commercial Pilot Certificate Eligibility

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplane (only)</td>
<td>MCA</td>
<td>MCA or MCN</td>
<td>MCN only</td>
</tr>
<tr>
<td>Helicopter (only)</td>
<td>MCH</td>
<td>MCH or MCN</td>
<td>MCN only</td>
</tr>
<tr>
<td>Powered-Lift (only)</td>
<td>MCA or MCH</td>
<td>MCA or MCH or MCN</td>
<td>MCN only</td>
</tr>
<tr>
<td>Glider (only)</td>
<td>MCA or MCH</td>
<td>MCA or MCH or MCN</td>
<td>MCN only</td>
</tr>
<tr>
<td>Qualified in any combination listed above</td>
<td>MCA or MCH</td>
<td>MCA or MCH or MCN</td>
<td>MCN only</td>
</tr>
</tbody>
</table>
Figure 5-67. Sample FAA Form 8710-1, Page 1, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications

<table>
<thead>
<tr>
<th>Certificate or Rating Applied for:</th>
<th>Certificate Number</th>
<th>Date Issued</th>
<th>Date Passed</th>
<th>Other Information/Request</th>
<th>Military Service</th>
<th>Other Military Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Aircraft to be used (if applicable)</td>
<td>Total time in the aircraft and/or approved FSSs or FTDs</td>
<td>Flight Time</td>
<td>Yes</td>
<td>Military Service</td>
<td>US Air Force</td>
<td>Yes</td>
</tr>
<tr>
<td>B. Military Experience</td>
<td>1. U.S. Military service</td>
<td>2. Date Raised in U.S. Military</td>
<td>Rank or Grade</td>
<td>Major, O-9</td>
<td>Military Experience</td>
<td>Military Service</td>
</tr>
<tr>
<td>C. Approval of Flight Training Center</td>
<td>Length of time for which you have</td>
<td>Training Agency or Training Center</td>
<td>Yes/No</td>
<td>Military Service</td>
<td>Military Service</td>
<td>Military Service</td>
</tr>
<tr>
<td>D. Foreign License</td>
<td>1. Country that issued the Foreign Pilot License</td>
<td>2. Grade of Foreign Pilot License</td>
<td>Foreign Pilot License Number</td>
<td>Foreign Pilot License</td>
<td>Military Service</td>
<td>Military Service</td>
</tr>
<tr>
<td>E. Training Program</td>
<td>Name of Air Carrier</td>
<td>Date Training Began</td>
<td>Accomplished Training Program</td>
<td>Transition to Recurrent</td>
<td>Military Service</td>
<td>Military Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record of Pilot Time (Do not write in the shaded areas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Flight Experience</td>
</tr>
<tr>
<td>B. Aircraft Type</td>
</tr>
<tr>
<td>C. Pilot's License</td>
</tr>
<tr>
<td>D. Flight Logbook</td>
</tr>
</tbody>
</table>

V. Applicant's Certification: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge. I agree that they are to be considered part of the basis for issuance of any FAA certificate or license. I have reviewed the FAA's Bill of Rights and Declaration of Independence that accompanies this form. I have been provided and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: John Frank Doe
Date: 04/20/2018

Check with FSIMS to verify current version before using.
Figure 5-68. Sample FAA Form 8710-1, Page 2, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications Completed by ASI/AST

Instructor Action
- Accepted Student Pilot Application
- Rejected Student Pilot Application
- Flight Review
- Instrument Proficiency Check
- Recommendation

Air Agency’s Recommendation

Designated Examiner or Airman Certification Representative Report
- Accepted Student Pilot Application
- Rejected Student Pilot Application
- I have personally reviewed this applicant's logbook and training record and certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.
- I have personally reviewed this applicant's graduation certificate and found it to be appropriate and in order, and have returned the certificate (Original ATC graduation certificate must be attached).
- I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the results indicated below.
- I have personally delivered the Written Notice under the Pilot’s Bill of Rights to the applicant.
- Approved – Temporary Certificate Issued (Original Attached)
- Disapproved – Disapproval Notice Issued (Original Attached)

Location of Test
- Ground/Oral
- Duration of Test
- Flight
- Certificate or Rating Being Applied For: (Grade, Category, Class and/or Type Rating)

Evaluator’s Record (Use for All ATP Certificate(s) and/or Type Rating(s))
- Examination
- Signature and Certificate Number

Aviation Safety Inspector or Technician Report
- Accepted Student Pilot Application
- Approved – Temporary Certificate Issued (Original Attached)
- Disapproved – Disapproval Notice Issued (Original Attached)

Location of Test
- Ground/Oral
- Duration of Practical Test
- Flight
- Certificate or Rating Being Applied For: (Grade, Category, Class and/or Type Rating)

Commercial AMEL INSTA BE-400, MIU-304

Certificate Information
- Application for Student Pilot Certificate
- Application for Private Certificate
- Commercial Certificate
- Airline Transport Pilot Certificate
- Certificate Number

Training Course (FFTC)
- Name
- Graduation Certificate Number
- Date of FTC Graduation Certificate

Attachments:
- Photo Identification (Front/Back)
- Oklahoma Drivers License
- Certificate Number (ID:
- Expired Date (Must be valid)
- Current Address
- Certificate Number
- E-Mail Address

REMARKS:
- Name
- JOHN FRANK DOE
- Date of Birth
- 12/01/1980
- Certificate Number
- 555-555-5555
- E-Mail Address

FAA Form 8710-1 (10-17) Supersedes Previous Edition
Page 2 of 2

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 5-69. Sample FAA Form 8060-4 Issued by ASI/AST

<table>
<thead>
<tr>
<th>UNITED STATES OF AMERICA</th>
<th>DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPORARY AIRMAN CERTIFICATE</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

This certifies that:

IV. John Frank Doe  
3912 NW 18th Street  
Oklahoma City, OK 73111

DATE OF BIRTH: 12/01/1980  
HEIGHT: 72 IN  
WEIGHT: 195 LBS  
HAIR: Brown  
EYES: Brown  
SEX: M  
NATIONALITY: USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of:

   Commercial Pilot

RATINGS AND LIMITATIONS:

Airplane Multiengine Land

Instrument Airplane

XII. BE-400, MU-300

This is ☑ an original issuance  
☐ a reissuance of this grade of certificate

BY DIRECTION OF THE ADMINISTRATOR:

X. DATE OF ISSUANCE: 04/20/2018  
SIGNATURE OF EXAMINER OR INSPECTOR: Rey G. Johnson

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.:

SN-11 6543211

DATE DESIGNATION EXPIRES:

FAA Form 8060-4 (8-76) USE PREVIOUS EDITION  
Electronic Forms (PDF)
Figure 5-70. Sample FAA Form 8710-1, Page 2, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications and Completed by DPE Authorized as MCE

NOTE: Page 1 remains the same as shown in Figure 5-67.
Figure 5-71. Sample FAA Form 8060-4 Issued by DPE Authorized as MCE

![FAA Form 8060-4](image-url)

- **Name**: John Frank Doe
- **Address**: 3912 NW 18th Street, Oklahoma City, OK 73107
- **Date of Birth**: 12/01/1980
- **Weight**: 72 lbs
- **Height**: 195 cm
- **Hair Color**: Brown
- **Eye Color**: Brown
- **Sex**: M
- **Nationality**: USA
- **Issuance Date**: 08/20/2018
- **Examiner**: Emmet L. Hughes
- **Examiner's Designation No. or Inspector's REG. No.**: SW-11-1551
- **Date Designation Expires**: [Blank]

This certificate certifies that John Frank Doe has been found to be properly qualified and is hereby authorized to exercise the privilege of Commercial Pilot.

Ratings and Limitations:
- Airplane Multiengine Land
- Instrument Airplane
- DB-400, MU-300

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

Electronic Form (PDF)
Check with FSIMS to verify current version before using
Figure 5-103. Sample FAA Form 8710-1 Application for Flight Instructor Based on Military Pilot Qualifications, Processed by ASI/AST (Continued)

<table>
<thead>
<tr>
<th>Instructor Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Student Pilot Application</td>
</tr>
<tr>
<td>Flight Review</td>
</tr>
<tr>
<td>Recommendation</td>
</tr>
</tbody>
</table>

The applicant has successfully completed the course, and is recommended for certificate or rating without further practical test.

**Air Agency’s Recommendation**

Date | Agency Name and Number | Official Signature
--- | --- | ---

**Designated Examiner or Airman Certification Representative Report**

- [ ] Accepted Student Pilot Application
- [ ] Rejected Student Pilot Application
- [ ] I have personally reviewed this applicant's pilot logbook and training record, and certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.
- [ ] I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate (original ATP or CP graduation certificate must be attached).
- [ ] I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
- [ ] I have personally delivered the written notification under the Pilot's Bill of Rights to the applicant.
- [ ] Approved - Temporary Certificate Issued (Original Attached)
- [ ] Disapproved - Disapproval Notice Issued (Original Attached)

<table>
<thead>
<tr>
<th>Location of Test (Name of Facility in Airport City, State)</th>
<th>Duration of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground / Oral</td>
<td>FFS / FTO</td>
</tr>
<tr>
<td>Flight</td>
<td></td>
</tr>
</tbody>
</table>

**Evaluator’s Record** (Use for All ATP Certificate(s) and/or Type Rating(s))

<table>
<thead>
<tr>
<th>Inspector</th>
<th>Examiner</th>
<th>Signature and Certificate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground / Oral</td>
<td>FFS / FTO</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft Flight Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Qualification Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Aviation Safety Inspector or Technician Report**

- [ ] I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.
- [ ] X I have personally delivered the written notification under the Pilot’s Bill of Rights to the applicant.
- [ ] Approved - Student Pilot Application
- [ ] Rejected - Student Pilot Application

<table>
<thead>
<tr>
<th>Location of Test (Name of Facility in Airport City, State)</th>
<th>Duration of Practical Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground / Oral</td>
<td>FFS / FTO</td>
</tr>
<tr>
<td>Flight</td>
<td></td>
</tr>
</tbody>
</table>

**Certification Activities**

- [ ] I have personally reviewed this applicant’s application.
- [ ] I have personally reviewed this applicant’s logbook.
- [ ] I have personally reviewed this applicant’s training record.
- [ ] I have personally reviewed this applicant’s graduation certificate.
- [ ] I have personally tested and verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
- [ ] I have personally delivered the written notification under the Pilot’s Bill of Rights to the applicant.

**Training Course (TRG) Name**

<table>
<thead>
<tr>
<th>Flight Instructor</th>
<th>Airline Multiengine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray G. Johnson</td>
<td></td>
</tr>
</tbody>
</table>

**Graduation Certificate Number**

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>FAA Office (s) Receiving SAME (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8542311</td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Information**

- [ ] Required if printed on 2 pages

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th>Airmen’s Identification (ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>JOHN FRANK DOE</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>12/01/1980</td>
</tr>
<tr>
<td>Address</td>
<td>1234 Main St., Anytown, USA</td>
</tr>
</tbody>
</table>

**Attachments**

- [ ] Certified Statement
- [ ] College Transcript (Official)
- [ ] Knowledge Test Report
- [ ] Temporary Pilot Certificate
- [ ] Notice of Disapproval

**FAA Form 8710-1 (10-17) Supercedes Previous Edition**
Figure 5-104. Sample FAA Form 8060-4 for Flight Instructor Based on Military Pilot Qualifications, Issued by ASI/AST

RESERVED. Paragraphs 5-627 through 5-640.