#### **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 Oualifications

### **Source Basis:**

- Section 61.1, Applicability and Definitions.
- Section 61.33, Tests: General Procedure.
- Section 61.63, Additional Aircraft Ratings (Other Than for Ratings at the Airline Transport Pilot Certification Level).
- Section 61.73, Military Pilots or Former Military Pilots: Special Rules.
- Section 61.197, Renewal Requirements for Flight Instructor Certification.
- Section 61.199, Reinstatement Requirements of an Expired Flight Instructor Certificate.

**5-616 REPORTING SYSTEM(S).** Use Safety Assurance System (SAS) Activity Recording (AR) and use activity code 1532, as appropriate.

**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 https://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 in addition to graduating 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 for adding an instrument rating 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. (See Table 5-7, Acceptable Records for Various Armed Services, and Figure 5-105, U.S. Air Force Form Job Aid; Figure 5-106, U.S. Army Forms Job Aid; and Figure 5-107, U.S. Marines, U.S. Navy, and U.S. Coast Guard Forms Job Aid).
- 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).
  I (See Table 5-7 and Figures 5-105 through 5-107).
  - e) Do not accept recorded military flight simulation training device (FSTD) time that does not meet 14 CFR part 60, § 60.11 requirements. Military FSTDs are not qualified 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 Certificate (ATPC) 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 airline transport pilot (ATP) practical test in a CE-750. At that time, the B-737 and DC-3 type ratings would elevate to the ATPC 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 ATPC level. Similarly, when adding an aircraft type rating using military pilot qualifications to an existing ATPC 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) The applicant does not need to possess a valid medical certificate when applying for a certificate or rating under § 61.73.
- 10) An applicant must have been enrolled in a military pilot training program and received instruction from a flight instructor of the Armed Forces while enrolled in that military pilot training program in accordance with § 61.41. Persons receiving flight instruction as part of a non-pilot training program are not eligible to credit flight time towards a certificate or rating under part 61.
- **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) through (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); 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 C below 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 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 completion of their training.
- **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) Presents a report that shows successful passing of the appropriate knowledge test, if applicable. See subparagraph C below for further guidance.
- **3)** Provides 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.

- 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. 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.
- 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 following aircraft category ratings: airplane, rotorcraft, or powered-lift.
  - 3) An additional knowledge test is not required under the following instances:
- a) When adding 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) When adding an additional aircraft type rating to an existing pilot certificate, if the applicant holds airplane, rotorcraft, powered-lift, or airship rating on the pilot certificate per § 61.63(d)(5).

- **D.** Instrument Rating Requirements. 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 qualified by the U.S. Armed Forces to conduct instrument flying on Federal airways in that aircraft category for the instrument rating sought.
- **E. Type Rating Requirements.** 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 Division (AFS-100). 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 https://registry.faa.gov/typeratings/.
- **F.** Glider Rating Requirements. 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 may 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 Requirements.** The following should be considered before issuing a powered-lift rating based on military pilot qualifications:
  - 1) The following are powered-lift category aircraft:
    - The Bell-Boeing V-22 Osprey,
    - The McDonnell Douglas AV-8 Harrier,
    - The F-35B STOVL (short takeoff/vertical landing) variant, and
    - Aircraft type certificated (TC) 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 illustrate this point:

- a) Applicants who meet the criteria for a powered-lift rating based on experience in the Osprey V-22 are also qualified to 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 STOVL and AV-8 Harrier are also qualified to 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 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 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 an applicant may present as evidence of piloting record and status in the U.S. Armed Forces, see Table 5-7 and Figures 5-105 through 5-107. The applicant may supplement these records with electronic pilot logbooks as additional evidence of meeting the requirements for a pilot certificate or rating. Documents in Table 5-7 and Figures 5-105 through 5-107 are typical forms

that should be presented to the office processing the certification request. However, it is possible that other forms issued by the U.S. Armed Forces set forth in § 61.73 would provide evidence of qualification. In such cases, consult with the Airmen Certification Branch (AFB-720).

- **J.** Logging Cross-Country Flight Time. The FAA recognizes that pilots who 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. The applicant may use this time, which cannot exceed the pilot's total time in the applicable category and class, 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 or former U.S. military instructor pilots and U.S. military 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 Certificate or ATPC 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 Certificate or ATPC 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 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. Consider the following 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.** Consider the following before issuing a powered-lift rating based on military pilot qualifications:
  - 1) The following are powered-lift category aircraft:
    - The Bell-Boeing V-22 Osprey,
    - The McDonnell Douglas AV-8 Harrier,

- The F-35B STOVL (short takeoff/vertical landing) variant, and
- Aircraft TC'd 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).
   Consider the following 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) A military instructor pilot can add a rating to an expired flight instructor certificate if the applicant has obtained the new qualifying military instructor rating within the previous 6 calendar-months of the date of application. Refer to § 61.199(a)(3)(ii). This will permit the applicant to add the instructor rating and reinstate their flight instructor certificate concurrently.
  - 3) 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) Military instructors who hold a flight instructor certificate may 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.
- 2) An instructor who meets one of the renewal criteria specified in § 61.197(a)(2) may 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.

3) In cases where an applicant is eligible for certificate renewal, indicate the expiration date on the new certificate 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.

# H. Reinstate an Expired Flight Instructor Certificate.

- 1) A military instructor pilot who holds an expired flight instructor certificate can reinstate that certificate in the following ways. The military instructor pilot must show a record showing that within the previous 6 calendar-months from the date of application for reinstatement the applicant either 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. A military instructor pilot may also reinstate an expired flight instructor certificate, if they provide a record that they received an additional aircraft rating qualification as a military instructor pilot or pilot examiner within the previous 6 calendar-months that is appropriate to the flight instructor rating sought (refer to § 61.199).
- 2) 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.
- 3) If a military instructor pilot has allowed their FAA flight instructor certificate to expire for more than 6 calendar-months, and does not qualify for reinstatement as described in this section, the applicant would then need to accomplish an FAA airman certification standards flight instructor practical test in order to reinstate their flight instructor certificate.
- 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 and Figures 5-105 through 5-107. 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 AFB-720.
- 2) If clarification on any of the guidance or procedures is needed, contact AFS-810.

## 5-622 REFERENCES, FORMS, AND JOB AIDS.

## A. References (current editions):

- Title 14 CFR Parts 1, 61, and 91.
- PTRS Procedures Manual (PPM).
- Advisory Circular (AC) 60-28, FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts 61, 63, 65, and 107.
- AC 61-65, Certification: Pilots and Flight and Ground Instructors.
- SFAR 100-2, Relief for U.S. Military and Civilian Personnel Who Are Assigned Outside the United States in Support of U.S. Armed Forces Operations.
- Volume 1, Chapter 3, Section 1, Safety Assurance System: Responsibilities of Aviation Safety Inspectors.
- Volume 10, Safety Assurance System Policy and Procedures.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

#### 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.
- Figures 5-67 through 5-71 and 5-103 through 5-107.

#### 5-623 ISSUE A PILOT CERTIFICATE.

- **A.** Open the SAS AR Database (ASI or AST Only). If an applicant is applying for both a pilot certificate and a flight instructor certificate, the applicant must submit two applications and separate SAS AR entries must be made.
- B. Integrated Airman Certification and Rating Application (IACRA). The applicant should use 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
   AFB-720 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).
  - 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.

# 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 https://registry.faa.gov/typeratings/. Notwithstanding the preceding, if the applicant holds an ATPC, issue the category and class ratings obtained through military pilot qualifications at the commercial pilot level. Type ratings may be added to an existing ATPC 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:
    - ASEL,
    - AMEL,
    - 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 ATPC 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 https://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 AFB-720, 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, AFB-720 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 AFB-720. 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 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, and Figure 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 SAS AR Database (ASI or AST Only).

### 5-624 ISSUE A FLIGHT INSTRUCTOR CERTIFICATE.

- **A.** Open the SAS AR Database (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 SAS AR entries must be made.
- **B.** 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.

# 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:
  - ASE,
  - 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 AFB-720. 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 AFB-720 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 SAS AR Database (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.

SERVICE	ACCEPTABLE RECORDS
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 Crew Certificate—Army DA Form 7120, Commander's Task List DA Form 7122, Crew Member Training Record Instructor Pilot Course/Instrument Examiner Course Diploma with reference to DA Form 1059, Service School Academic Evaluation Report for specific course qualified in.
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

Commercial Pilot	Acceptable From 10/15/2018 to 10/31/2020	Acceptable After 10/31/2020
Airplane (only)	MCA or MCN	MCN only
Helicopter (only)	MCH or MCN	MCN only
Powered-Lift (only)	MCA, MCH, or MCN	MCN only
Glider (only)	MCA, MCH, or MCN	MCN only
Qualified in any combination listed above	MCA, MCH, or MCN	MCN only

Figure 5-67. Sample FAA Form 8710-1, Page 1, Application for Commercial AMEL, Instrument Airplane Based on Military Pilot Qualifications

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Gliders				PIC SIC								422	Fotorcraft	.512	copter	Gyro	oplane
Lighter- Than-Air				PIC BIC	+		PC BD				PIC SIC	P10	Lighterthan- air	Ba	lloon	Air	rship
FFS				24						1			FFS	SE	ME	Heli	copter
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ATD													ATD				
<b>V</b> . Have	you previously	received	Notice of	Dis approval	or been denie	edfor any re	ason for the	certificate A	ND/OR ratin	g for which v	ou are a	pplying? Yes	No		J		
V. APPL	ICANT'S CE	RTIFICA etome. Ihi	TION: Ice ave received	ertifythat all st the Pilot's Bill	atements and ar	swers provide Notification	ed by me on thi	s application	form are compl	ete and true to	the best of	of my knowledge and la elerstand the Privacy Ac 04/20/2018	gree that the	y are to be c	onsidered as nies this form	part of the b	asis for

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Page 1 of 2

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

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

			Instruc	tor Action						
	personally reviewed the applicant's information						_	Rejected Student Pilot A	pplication	
	ent Proficiency Check F ed Flight Instructor's Signature (Pr			ally instructed the applican Flight Instructor Certifi			erson read	dy to take the test.	Cortificato F	expiration Date
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The applicant has successfully comple	ted our	Air Ag	jency's	Recommendatio		se, and is re	commer	nded for certificate	e or rating wit	hout further practical test.
Date Agency N	Name and Number					Official Sig	gnature			
I have personally reviewed thin I have personally tested and/o	ation s applicant's pilot logbook and/or s applicant's graduation certificate or verified this applicant in accord- I have persona proved – Temporary Certificate Is	training record, and e, and found it to be ance with pertinent Ily delivered the W	I certify the appropriate procedures	e and in order, and ha	Resthe ap ave returne result lot's Bi	ejected Stu plicable red rned the ce t indicated t ill of Rights	dent Pilo quiremen etificate pelow. s to the a	at Application ats of 14 CFR Part (Original ATP CTP stapplicant. (Original Attached)	graduation certi	
Location of Test (Name of Facility or Airp	ort, City, State)					Ground /	Oral	Durat FFS / F	ion of Test TD	Flight
Certificate or Rating Being Applied Fo	r (Grade, Category, Class and/or Type	Rating)	Type(s)	of Aircraft Used			Registra	ation Number(s)		
Date Examiner's Sig	nature (Print Name & Sign)			Certificate Number			Designa	ation Number		Designation Expires
	Evaluator Inspector	's Record (Use Examiner	for All A	P Certificate(s) ar Signature a						Date
Ground / Oral		Ш	-						-	
Approved FFS/FTD Check									_	
Aircraft Flight Check			-						-	
Advanced Qualification Program			-							-
I have personally tested this applicant indicated below. (The approved box ne Accepted - Student Pilot Applic Location of Test (Name of Facility or Airp	ed only checked if the Inspector in the	vise verified that thi is the one that issue delivered the Writ	s applicant ed the temp ten Notific	orary airman certificat	ent proce e) 's Bill o	edures, star of Rights to	the app	plicant. Original Attached)	Rejected	- Student Pilot Application
Certificate or Rating Being Applied Fo		Rating)	Type(s)	of Aircraft Used			Registra	ation No.(s)		
Certification Activities:    Examiner's Recommendation Provided/fi   Accepted   Rejected     Application for Student Pilot Certificate A     Reissue or exchange of pilot, CFL, or GI     Change of name, nationality, gender or     SIC Type Rating Issued under § 61.55(b)	Reviewed Ground Ir  Cocepled Advanc certificate Instrum	ent		Flight Instructor Certiful Initial Renewal Barristructor Renewal Barristructor Instructor	I Rei sed On: ing Cour s and Re	instatement se sponsibilities		Military Compe	Qualification Contency For Formal test conducted dical office or Assertantion oved Formal English English English Formal English Formation En	(44709) conducted visapproved
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FAA Form 8710-1 (10-17) Supers	edes Previous Edition									Page 2 of 2

Figure 5-69. Sample FAA Form 8060-4 Issued by ASI/AST

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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.

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Advanced Qualification	on Program											
indicated below. (The	approved box need Appr Appr ident Pilot Application	only checked if I have oved – Tempora on	or have otherv the Inspector i ve personally	ise verified that this the one that issue	s applicant d the temp en Notific	ctor or Technicia complies with, pertiner lorary airman certificate ation under the Pilot*	nt proce e) s Bill o	edures, sta of Rights t	o the app	<b>plicant.</b> Original Attach	ned) Rejecte	equirements with the result ed - Student Pilot Application
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Examiner's Recomm	endation Provided/Rev	iewed	Ground In	structor Certificate Issu	ied	Flight Instructor Certif	icate Iss	sued			Rating Based on FAA Qualification	n Criteria not Identified on Page
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	-	ansi)				Military Instructor F	Proficien	ncy Check			oproved	Disapproved
Training Course (FIR	C) Name			Gradua	ation Certif	icate Number					Date of F	IRC Graduation Certificate
Date 04/20/2018	Inspector's Signal Rey G. John		Sign) Re	ey G. Joh	hnsc	m		Certificate	e Number		FAA Offic	CE (e.g. SO-15, WP-19)
Attachments:		Airman's Id	entification	(ID) (US driver's licen	nse or passp	ort recommended)	App	olicant In	formation	on (required if p	printed on 2 page	es)
Certifying Statement		Form of ID Oklahoma	Drivers Lic	ense			JOH	e IN FRAI	NK DO	F		
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Figure 5-71. Sample FAA Form 8060-4 Issued by DPE Authorized as MCE

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Figure 5-103. Sample FAA Form 8710-1 Application for Flight Instructor Based on Military Pilot Qualifications, Processed by ASI/AST

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Page 1 of 2

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

Figure 5-103. Sample FAA Form 8710-1 Application for Flight Instructor Based on Military Pilot Qualifications, Processed by ASI/AST (Continued)

			Instructo	r Action						
Accepted Student Pilot Application - I have	e personally reviewed the applicant's information an	d verified the person ma			licants ide	entification		Rejected Student Pilot A	pplication	
				instructed the applican			_		Philodian	
Date Authoriz	zed Flight Instructor's Signature (Print	Name and Sign)	Flig	ht Instructor Certific	cate Nu	mber			Certificate	Expiration Date
		Air Ag	jency's Re	commendatio	n					
The applicant has successfully compl	eted our		-		cours	e, and is re	commen	ded for certificate	or rating wi	thout further practical test.
Date Agency	Name and Number					Official Sig	nature			
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Date Examiner's Si	gnature (Print Name & Sign)		Ce	rtificate Number			Designa	ition Number		Designation Expires
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Approved FFS/FTD Check									-	
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Date Inspector's Sign 4/20/2018 Rey G. Jo	gnature (Print Name & Sign) Rey G.	Johns	on			Certificate 6543211	Number		FAA Office SW-11	(e.g. SO-15, WP-19)
Attachments:	Airman's Identification (II			ecommended)	Арр	licant Info	ormatic	n (required if printe	ed on 2 pages)	
Certifying Statement	Form of ID Oklahoma Drivers Lice	nse			Name	N FRAN	IK DO	E		
College Transcript (Official)  ATP CTP Graduation Certificate	ID Number (If issued by State, include				Date	of Birth		-		
Knowledge Test Report	456663232 Expiration Date (must be valid)				Certifi	1/1980 cate Number				
Temporary Airman Certificate	12/31/2018 Telephone Number				Pen i	ding I Address				
Notice of Disapproval	555-555-5555  Meets Aviation English Languag	a Standard Dr.	ae Not Marat Aria	ation English Language	less carry		rad to EQ	) for Aviotion English	h Languago	
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FAA Form 8710-1 (10-17) Super	sedes Previous Edition									Page 2 of 2

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Figure 5-104. Sample FAA Form 8060-4 for Flight Instructor Based on Military Pilot Qualifications, Issued by ASI/AST

DEPARTMENT OF T	RANSPORTA	AIRMAN	AVIATION ADM	ICATE	Pend	ling	
		y 3912	NW 18t	h Street ty, OK 7			
DATE OF BIRTH 12/01/1980	HEIGHT 72	WEIGHT 195	HAIR Brown	EYES Brown	SEX M	NATIONALITY USA	١
RATINGS AND LIMITAT Airplane XII.	ions Multi		ight ins	structor			
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## Figure 5-105. U.S. Air Force Form Job Aid

The following guidance applies to U.S. Air Force (AF) Form 8, Certificate of Aircrew Oualification.

U.S. AF Form 8 is the AF form the FAA accepts to show pilot certification based on military competency. Its content and form is governed by the source document, Air Force Instruction (AFI) 11-202, Volume 2, Aircrew Standardization and Evaluation Program. Any text in quotations is from AFI 11-202, Volume 2. For more information, refer to the document at https://static.e-publishing.af.mil/production/1/af\_a3/publication/afi11-202v2/afi11-202v2.pdf.

When issuing FAA pilot certifications based on military competency, the ASI should look for the following to ensure proper category, class, and rating:

- 1. Ensure the name matches the name of the applicant.
- 2. Aircraft is the "MDS (type of aircraft) in which the Aircrew Evaluation was given." Crew Position is the "examinee's highest qualification in the MDS that the Aircrew Evaluation was given."

NOTE: The following are acronyms specific to the U.S. AF: Copilot (CP) (this is the same as an Airline First Officer), Mission Pilot (MP) (this is the same as an Aircraft Commander (AC), and Instructor Pilot (IP).

3. Evaluation type. A qualification (QUAL) evaluation is accomplished to "assess an aircrew member's ability to perform the basic duties of a particular crew position within the specified MDS and to obtain/maintain Basic Qualification in that MDS." This evaluation is what should be referenced for the proficiency check required by § 61.73 for a commercial certificate in the appropriate category and class. Instrument (INSTM) evaluation is to "assess an aircrew member's ability to operate under instrument flight rules (IFR) and to obtain/maintain Instrument Qualification." This should be referenced when verifying the instrument proficiency check required by § 61.73 for an instrument rating.

NOTE: Mission (MSN) is to "assess an aircrew member's ability to employ the assigned MDS in accomplishing the unit's operational or DOC statement mission(s). Successful completion of a MSN Evaluation results in Mission Qualification." This is not required, nor applicable to § 61.73. An ASI should not accept an AF Form 8 for military competency based solely on a MSN checkride. However, it is highly unlikely that a pilot could complete a MSN check without having done a QUAL check. Ensure the applicant is submitting the correct documentation.

NOTE: Instructor (INSTR) is to "assess an aircrew member's instructional ability in their MDS/crew position and to obtain/maintain Instructor Qualification." Usually, this will only be in this area for initial (INIT) INSTR checks. Recurrent instructor pilot (IP) evaluations are shown with INSTM/QUAL/MSN and IP for the crew position in area B. This is what should be referenced for the flight INSTR check required by § 61.73 for an instructor certificate for the appropriate category and class of certificate being applied for.

NOTE: Other annotations may include:

• SPOT: An evaluation of a specific event or requirement without intending to satisfy the requirements of a periodic evaluation,

- RQ: Requalification to remedy a loss of qualification for various reasons (equivalent to a QUAL), and
- N/N: No Notice a sampling of daily aircrew performance (this does not meet the proficiency check requirements of § 61.73).
- 4. Q1 or 1 means the pilot met desired performance criteria for flying skills and knowledge (EQ means Exceptionally Qualified). Q2 or 2 means the pilot demonstrated the ability to perform duties safely, but had several downgraded areas that usually require additional or remedial training. Q3 or 3 means the pilot demonstrated an unacceptable level of safety, performance, or knowledge. This qualification level Q3 is unacceptable for granting military competency.
- 5. The back of AF Form 8 includes brief text regarding mission, downgrades, discrepancies, additional training, or other general remarks. Usually, INSTR checks can be verified by looking for instructor related remarks in the "Mission Description" or "Additional Comments" blocks.

DATE COMPLETED CERTIFICATE OF AIRCREW QUALIFICATION 28 Jun 18 EXAMINEE IDENTIFICATION NAME (Last, First, Middle Initial) ELIGIBILITY PERIOD SSAN A XXXX Babbitt, Nathan C. Feb - Jul 18 ORGANIZATION AND LOCATION ACFT/CREW POSITION B 422 TES, Nellis AFB, NV 89191 A-10C/IP QUALIFICATION GROUND PHASE FLIGHT PHASE **EXAMINATION/CHECK** GRADE MISSIONCHECK EPE 28 Jun 18 MSN 28 Jun 18 **Boldface** Q D QUALIFICATION LEVEL ADDITIONAL TRAINING DUE DATE(S) DATE ADDITIONAL TRAINING COMPLETED UNQUALIFIED N/A 1 CERTIFYING OFFICIAL, RANK AND ORGANIZATION SIGNATURE DATE EXPLRATION DATE OF QUALIFICATION Nov 19 N/A RESTRICTIONS EXCEPTIONALLY QUALIFIED COMMANDER-DIRECTED DOWNGRADE CERTIFICATION CHECK -0% 00 TYPED NAME AND RANK ORGANIZATION SIGNATURE DATE FLIGHT EXAMINER JOHNS CHRISTOP SECTION OF THE REST OF THE 422 TES/DOA 05 Jul 18 X Christopher N. Johns, Maj REVIEWING OFFICER COFELD.TYRON DAMAGELING CONSULTING COMMUNICATIONS COMMUNICATION COMMUNIC 422 TES/DO 18 Jul 18 X Tyrone M. Cofield, Lt Col INAL APPROVING OFFICER 422 TES/CC DARLING BRADI. DARLING BRADIETO JOSES EY.D. 1092506661 \*\* X 19 Jul 18 Bradley D. Darling, Lt Col I CERTIFY that I have been briefed and understand the action being taken this date. DATE TYPED NAME AND GRADE OF EXAMINEE SIGNATURE Nathan C. Babbitt, Capt BABBITT NATHAN C. 1234610143 Digitally departing BABBITT NATHAN C. 1234610143 Date: 20 HE VID 7 DIGITAL SHOPE 20 Jul 18 422 TES

Figure 5-105. U.S. Air Force Form Job Aid (Continued)

PREVIOUS EDITIONS ARE OBSOLETE.

AF FORM 8, 20061208

	# 8 CONTINUATION SHEET
IV.	COMMENTS
EXAMINER'S REMARKS:	
A. Mission Description, Captain Babbitt flew a Combat Search and Resc	cue mission and accomplished all required areas IAW AFI 11-2A-10C Vol 2. The id procedures. Captain Babbitt's squadron leadership was debriefed on the
instructional topic was Comost Search and Rescue factics, techniques, and evaluation.	d procedures. Captain Babbitt's squadron leadership was debriefed on the
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B. Discrepancies, None.	
C. Beremmended 1444th - J.T. data No.	
C. Recommended Additional Training, None.	
D. Additional Comments, Commendable, Area 35, Instructor Performan	ace (Briefing/Debriefing). Captain Babbitt's briefing and debriefing were
ommendable.	
Commendable, Area 35. Instructor Performance (Instructor Knowledge).	Captain Babbitt's instructor knowledge was commendable.
Commendable, Area 35. Instructor Performance (Ability to Instruct). Capt	tain Babbitt's ability to instruct was commendable.
ADDITIONAL REVIEWS: 3 TEG/TGV: <u>CN</u>	
PRIV	VACY ACT STATEMENT
UTHORITY: 10 USC 8013; EO 9397	
UTHORITY: 10 USC 8013; EO 9397 RINCIPAL PURPOSE: Source document used to establish and record airc	

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### AF FORM 8 CONTINUATION SHEET IV. COMMENTS EXAMINER'S REMARKS A. Mission Description: Capt Babbitt flew a single-ship, day, Surface Attack mission. Static take-off, VFR departure North from KHMN to F-37 for SFO landing, closed to overhead pattern, straight-in, no-flap pattern. Systems and sensor check en-route to Oscura Range. Sensor operations to find, fix, track and target. Weapons delivery to include CCRP, CCIP Dive-Glide, CCIP High Altitude Tactical Rocket, CCIP High Angle Strafe to engage the target. Sensor operations for Battle Damage Assessment. Off-target maneuvering. RTB for ectors ILS, touch and go, RNAV approach to full stop. Capt Babbitt instructed a single-ship close air support initial instructore and nission evaluation IAW Light Attack Experiment guidance. E Air-to-Ground Weapon Score Level/CCRP (sim) GBU-12 Hit 25/15 DG/CCIP (sim) GBU-12 Hit 30 HATR/CCIP (sim) Mk-151 Hit 30 HAS/CCIP (sim) .50 cal B. Discrepancies. None. C. Recommended Additional Training. None. D. Additional Comments. Commendable. Capt Babbitt demonstrated commendable performance in Airmanship and Situational REVIEWING OFFICER'S REMARKS. This evaluation was administered under the authority of the Light Attack Aircraft Experiment Training Syllabus and Evaluation, 20 June 2017. APPROVING OFFICER'S REMARKS. None. ADDITIONAL REVIEWS: None. 53 TEG/TGV: JGM

AUTHORITY: 10 USC 8013; EO 9397

PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification

DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization

and result in a loss of records establishing qualification.

AF FORM 8, 20061208 (REVERSE)

#### Figure 5-106. U.S. Army Forms Job Aid

The following guidance applies to Department of the Army (DA) Form 759, Individual Flight Record and Flight Crew Certificate—Army (Flight Hours); DA Form 1059, Service School Academic Evaluation Report; DA Form 7120, Commander's Task List; DA Form 7122, Crew Member Training Record.

Aeronautical Orders and DA Forms 759, 1059 (with Course Diploma), 7120, and 7122 will contain adequate information to show the applicant meets the requirements of § 61.73(b)(1) through (3) and (h). These forms will give the ASI evidentiary documentation of the applicant's military qualification for a Commercial Pilot Certificate with Instrument rating in the applicable category, class, and type rating sought, as well as evidentiary documentation of the applicant's military qualification for a Certified Flight Instructor (CFI) Certificate and CFI–Instrument Certificate.

# Aeronautical Orders Awarding: Army Aviator Badge, Senior Aviator Badge, Master Aviator Badge

Verify airman's identity with appropriate presented identification information. If there are disparities, do not issue the military competency.

#### DA Form 759, Individual Flight Record and Flight Crew Certificate-Army (Flight Hours)

The U.S. Army DA Form 759 content and form is governed by the source document, Training Circular (TC) 3-04.11, Commander's Aviation Training and Standardization Program, dated September 2018.

DA Form 759 is issued to rated aviators. Centralized Aviation Flight Records System (CAFRS) generates DA Form 759 for all individuals on flying status. This form is required to be signed and updated once a year.

- A. Verify that the airman's identity corresponds with documentation provided. If there are disparities, do not issue the certificate.
- B. Part I, Block 12 indicates if the individual is in an operational flying duty position (must say yes) and the date the person was assigned to that position.
- C. Part II, Block A indicates the aircraft the individual is qualified in, ordered by the date the individual qualified in each aircraft. Department of Defense (DOD) aircraft are listed, followed by simulators, followed by any other aircraft the airman is not qualified in but has flight time. These will all be separated by a blank line. Aircraft qualification must be appropriate to the category, class, and type rating sought. For type rating issuance, see Volume 5, Chapter 2, Section 19, Figure 5-88, Pilot Certificate Aircraft Type Designations Airplane.
- D. Qualification date of each specific approved DOD aircraft the individual is qualified in. Verify this matches the category and class for which the individual is applying for.

E. Part III, Block 7, Primary Aircraft (Acft) indicates the airframe the aircrew member (ACM) was/is assigned operational flying duty to. In order to receive qualification in a DOD aircraft operated by the U.S. Army, the applicant would have passed a "Standardization Flight Evaluation" and "Instrument Flight Evaluation." This information is also located on DA Form 7120, Part IV, Annual Requirements as "Standardization Flight Evaluation" and "Instrument Flight Evaluation." These evaluations will also be listed as events on DA Form 7122 with the date, aircraft, and outcome.

F. Signature block must be signed by the commander or relevant representative.

NOTE: When utilizing DA Form 759 to determine instructor qualifications, IP, IE, and SP are relevant columns (Part II, Flight Hours, i. and j.). It is possible that there be no time in this column if the ACM just graduated from the Instructor Pilot (IP) Course/Instrument Examiner (IE) Course. However, as long as there is a DA Form 1059 with diploma this will suffice for military qualification. For example, a CFI can pass a practical test and never log time as a CFI. This does not mean they aren't qualified as a CFI.

## IP Course/IE Course Diploma (with reference to DA Form 1059, Service School Academic Evaluation Report, for the specific airframe qualified in)

DA Form 1059 is governed by Army Regulation (AR) 623-3, Army Publishing Directorate, dated June 14, 2019. This form should be issued alongside a diploma for the course title that is described in Part I, Block f.

- A. Verify airman's identity with appropriate presented identification information. If there are disparities, do not issue the military competency.
- B. It is important the office processing the application verify this form along with Course Diploma. In Part I, Block f, details should be a manned aircraft followed by the words IP Course. For example, UH-60 IP Course.
- C. The reason for submission should be indicated as course completion.
- D. All applicable skills should indicate "Met Standards."
- E. Overall Academic Achievement: Achieved Course Standards.
- F. Review remarks and make sure they support the ACM satisfactorily completed the course.

NOTE: The example provided is the newest version of DA Form 1059. All the information applies if presented with DA Form 1059, dated prior to March 2019. On the previous form, the course title is under Block 6 instead of Block f. All other pertinent information applies.

G. Part IV: Authentication signed.

#### DA Form 7120, Commander's Task List

The U.S. Army DA Form 7120 content and form is governed by the source document, TC 3-04.11, dated September 2018.

DA Form 7120 designates the authorized duties and flight stations the ACMs may occupy and the hours, tasks, iterations, evaluation requirements, and other training requirements the ACMs must accomplish during the training year:

- A. Verify applicant's information is accurate with presented identification.
- B. Verify aircraft matches the category, class, and type for rating sought.
- C. Applicant must show "Standardization Flight Evaluation and Instrument Flight Evaluation" completed as satisfactory.
- D. Verify the documentation has been signed.

#### DA Form 7122, Crew Member Training Record

The U.S. Army DA Form 7122 content and form is governed by the source document, TC 3-04.11, dated September 2018.

- A. Verify the applicant's information is accurate with presented identification.
- B. Verify the events "Standardization Flight Evaluation and Instrument Flight Evaluation" are entered in the ACM's record as satisfactory.

Figure 5-106. U.S. Army Forms Job Aid (Continued)

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1-CDR, RCPAC (DARP-OPL-C) 9700 PAGE BLVD, ST LOUIS, MO 63132

1 PERSCOM (TAPC-MSR) ALEX, VA 22332 2-CDR, NAT'L GUARD BUREAU (NGB-AVN-OP) 111 SOUTH GEORGE MASON DR, ARLINGTON, VA 22204-1382

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DA FORM 759, JUL 2018

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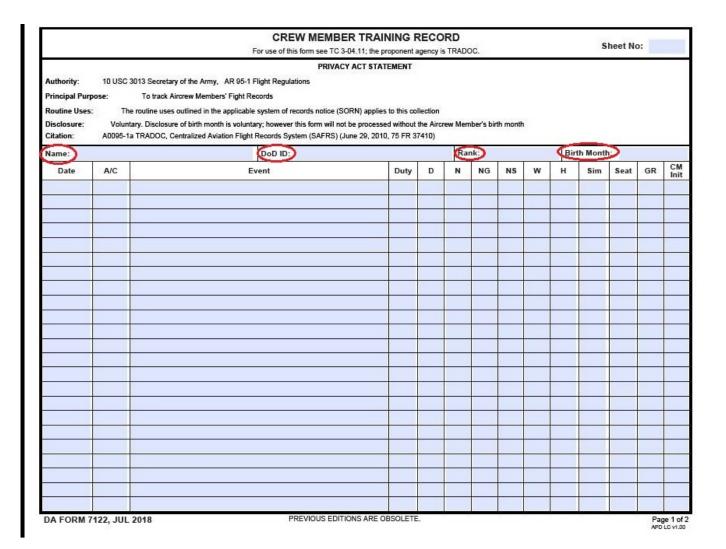
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#### Figure 5-107. U.S. Marines, U.S. Navy, and U.S. Coast Guard Forms Job Aid

The following guidance applies to OPNAV 3710/7, NATOPS Evaluation Report, and OPNAV 3710/2, NATOPS Instrument Rating Request.

# OPNAV 3710/7 (NATOPS Evaluation Report) and OPNAV 3710/2 (NATOPS Instrument Rating Request)

OPNAV 3710/7 (NATOPS Evaluation Report) and OPNAV 3710/2 (NATOPS Instrument Rating Request) are the U.S. Navy forms that show pilot certification based on military competency. Their content and form is governed by the source document, Commander Naval Air Forces Manual (CNAF M)-3710.7. The text in quotations are from CNAF M-3710.7, dated July 15, 2017. For issuance of a flight instructor certificate, either the OPNAV 3710/7 form or a unit designation letter is used. For a flight instructor with instrument rating based on military competency, the OPNAV 3710/2 form is used. For a commercial pilot with instrument rating, both forms are used.

When issuing FAA pilot certifications based on military competency, the ASI should look for the following to ensure proper category, class, and rating.

#### **OPNAV 3710/7 (NATOPS Evaluation Report)**

- 1. Ensure the name matches the name of the applicant.
- 2. AIRCRAFT MODEL is the category, class, and type if applicable of aircraft the applicant is qualified to operate.
- 3. CREW POSITION should be "PILOT." "NFO" and "AIRCREW" are not pilots and do not qualify for military competency.
- 4. OVERALL FINAL GRADE should be "QUALIFIED" or "Conditionally Qualified." "Conditionally Qualified" means "That degree of standardization demonstrated by a flight crewmember who meets the minimum acceptable standards. The individual is considered safe enough to fly as pilot in command or to perform normal duties without supervision, but more practice is needed to become Qualified." "Unqualified" means "That degree of standardization demonstrated by a flight crewmember who fails to meet minimum acceptable criteria."
- 5. Instructor status may be granted by a commander issued letter or by noting on the OPNAV 3710/7 that the applicant is a "NATOPS INSTRUCTOR." A "NATOPS" instructor is a special status versus an ordinary line instructor that serves the unit commander. A commander issued letter indicates that the applicant has fulfilled all military requirements to be qualified as an instructor, including an instructor syllabus and check flight. A statement that the applicant is "NATOPS qualified" in the aircraft does not qualify for CFI military competency but does qualify for Commercial Pilot military competency.
- 6. The unit commander should sign the form. Other signatures are not required.

#### **OPNAV 3710/2 (NATOPS Instrument Rating Request)**

- 1. Ensure the name matches the name of the applicant.
- 2. REMARKS should include the phrase "fully qualified for an INSTRUMENT rating" or "fully qualified for a special INSTRUMENT rating." To qualify for CFI with instrument rating status the form must state the applicant is "fully qualified for an INSTRUMENT INSTRUCTOR rating."
- 3. "INSTRUMENT RATING/QUALIFICATION ISSUED" should be "STANDARD" or "SPECIAL." "NFO" is not a pilot and does not qualify for military competency.
- 4. The commanding officer should sign the form. Other signatures are not required.

NOTE: The OPNAV 3710/2 form is not aircraft-specific.

NOTE: A "special" instrument rating is available to pilots who have more than 5 years flying experience, over 1,500 hours of military and civil pilot time, and 100 hours of military actual instrument time. It is "recognition of a pilot's experience, demonstrated flight ability, and judgement." It DOES NOT mean the pilot is an instructor.

NOTE: NATOPS stands for Naval Air Training and Operating Procedures Standardization.

NOTE: CNAF M-3710.7 is available online at:

https://www.cnatra.navy.mil/tw5/ht28/assets/docs/university/cnaf-3710.7.pdf.

Figure 5-107. U.S. Marines, U.S. Navy, and U.S. Coast Guard Forms Job Aid (Continued)

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REMARKS OF EVALUATOR/INSTRUCTOR

LCDR MORGAN COMPLETED THE F/A-18E/F NATOPS CHECK FLIGHT IN THE VFYB TACTICAL OPERATIONAL FLIGHT TRAINER (TOFT).

ALL ASPECTS OF THE BRIEF, FLIGHT, AND DEBRIEF WERE IN ACCORDANCE WITH NATOPS, OPNAV 3710.7U, AND SOP.

CREW RESOURCE MANAGEMENT WAS CONDUCTED IN ACCORDANCE WITH OPNAVINST 1542.7C.

LCDR MORGAN HAS COMPLETED THE 1V0 ADVANCED HANDLING CHARACTERISTICS FLIGHT.

LCDR MORGAN IS QUALIFIED TO BE A NATOPS <u>INSTRUCTOR</u> IN ACCORDANCE WITH OPNAVINST 3710.7U.

GRADE, NAME OF EVALUATOR/INSTRUCTOR LT JEFFREY SWEITZER, USN	SIGNATURE	f town	DATE 17 AUG 2012
GRADE, NAME OF EVALUEE  LCDR PETER MORGAN, USN	SIGNATURE	on UN	17 AUG 2012
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**RESERVED.** Paragraphs 5-627 through 5-640.