

## MIL COMP to FLIGHT INSTRUCTOR ADDITIONAL PAPERWORK

If you have questions, please feel free to email us at SheppardAir@aol.com. If you need a fast response, call us instead at 940-642-4945.

Take the documents listed below with you to any FAA Flight Standards District Office (FSDO); it doesn't have to be the FSDO in your region. There is a FSDO in almost every major city (see the map below). The national FSDO locator is available at: [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo](http://www.faa.gov/about/office_org/field_offices/fsdo).

Call the FSDO office before you visit them. This allows you to confirm their hours of operation and see if they prefer that you make an appointment or just walk-in during walk-in hours to meet with the "Operations Inspector on Duty." Just don't show up without checking ahead of time or you could be disappointed.

If the San Antonio FSDO is closest to you, it hasn't been accepting Military Competency applications lately. Due to manning, they have you pay cash to a designated examiner to turn in your paperwork instead. (If several of you meet with the same designated examiner at the same time, you could probably work a discounted price.) Another option is to fly/drive to a different FSDO (Houston, Fort Worth, Lubbock, etc.) and turn your paperwork in at those FSDOs for free instead.

You won't owe any money to turn in paperwork at a FSDO, but designated examiners get paid by you.

General advice. Acceptance of your paperwork is often at the interpretation of the particular inspector you meet at the FSDO; therefore, we offer this general advice: If you still fly military, go to the FSDO in your flight suit (couldn't hurt). Over-prepare; take more paperwork than listed below if you have it. Take your whole training jacket/flight record/FEF if you have it handy, just in case. Take all squadron letters of appointment as IP or EP that you have. Take any/all IP course completion letters/certificates you may have. If necessary, the inspector you meet with can call the POC for this new FAR change, Mr. John Lynch in Washington D.C., for any clarification needed on your paperwork.

Take with you...

1. Your unexpired FAA medical certificate if you have one that you listed in Section I of the Form 8710-1 (you're not required to have an FAA medical to get this Flight Instructor certificate).
2. Your **original** (not a photocopy) FAA Commercial or ATP Pilot Certificate, (either a paper "temporary" certificate or a plastic "permanent" certificate are fine). If you need a replacement for a lost or stolen certificate, go to: [http://www.faa.gov/licenses\\_certificates/airmen\\_certification/certificate\\_replacement/](http://www.faa.gov/licenses_certificates/airmen_certification/certificate_replacement/)
3. Your **original** (not a photocopy) Military Competency Instructor (MCI) test score report **OR** your existing FAA Flight Instructor certificate.
4. Your printed FAA 8710-1 Application form (printed double-sided). Take any logbooks or flying records that you used to calculate your flying times in Section III of the Form 8710-1, if you filled in that Section.
5. Your unexpired Driver's License for identification. If you're not a U.S. citizen, then **also** take your passport.
6. Take your military ID card if still serving. Take your retired military ID card if retired. Take your DD Form 214 if you're separated. Any of these prove current or prior military status.
7. Ok, now for the complicated papers. Here are 3 things you have to show with paperwork, and what's acceptable to the inspector you meet is up to him/her... so take lots of paperwork even if you think less covers the requirements, but only offer what's asked for. You don't need three different pieces of paper to cover these items a), b), and c)... you may have one single document that covers all three requirements (your DD-214 might cover all three, or a single checkride completion form might cover all three). But for each of these requirements a), b), and c), you will need to show each aircraft type you are applying for... airplane single engine, airplane multiengine, rotorcraft helicopter, glider, power-lift, etc.
  - a) An official armed forces record or order showing qualification as a military instructor pilot or examiner in that type aircraft.
  - b) An official armed forces record or order showing completion of a military instructor pilot or examiner course resulting in the receipt of an aircraft qualification as a military IP or examiner in that type aircraft.
  - c) An official armed forces record or order showing you passed a military instructor pilot or examiner proficiency check in that type aircraft.

Note: Try to get this paperwork turned in as soon as you can before this good deal gets turned off. However, your MCI test score report is good for 24 calendar months if you have to wait that long.

Good luck, and fly safe. -SA

### Flight Standards Region and Field Offices

\* Includes International Field Offices

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