

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 your local Military Competency Examiner or 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. The national FSDO locator is available at: 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.

You won't owe any money to turn in paperwork at a FSDO, but designated Military Competency examiners get paid by you. You can find Military Competency examiners at: <http://av-info.faa.gov/DesigneeSearch.asp>

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, NATOPS folder, etc. 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.

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/
3. Your **original** (not a photocopy) Military Competency Instructor (MCI) test score report **OR** your existing FAA Flight Instructor certificate (if you have one).
4. Your printed FAA 8710-1 Application form that you got from IACRA. 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. If you have ever been issued DD Form 214, take that with you. 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, and don't randomly offer extra information... all that extra info will accomplish is complicating what they actually issue you. 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, powered-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: Your MCI test score report is good for 24 calendar months, but we don't recommend that you wait.

Good luck, and fly safe. -SA