

MIL COMP PAPERWORK PROCESSING

You can submit your application paperwork at any FAA FSDO (Flight Standards District Office) for free. 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. (If you choose to go to a FSDO, call the FSDO office before you stop by in order to confirm their hours of operation, and so they know you're coming.)

You can also submit your application to a Military Competency designated examiner. There is no charge when you turn in paperwork at a FSDO, but designated Military Competency examiners are paid by you for processing your application. You can find Military Competency examiners at the following link. (On the Designee Search page, select the radio button for 'Pilot Examiners', select a Designee Type of 'MCFPE - Military Competency / Foreign Pilot Examiner', select an 'FAA Office' that seems geographically close to you, and then click 'Search'.) <http://av-info.faa.gov/DesigneeSearch.asp>

Take the following items with you when you meet to submit your application:

1. Take your FTN number, Username, and Password from IACRA.
2. Your unexpired FAA medical certificate if you have one (you're not required to have one).
3. Your **original** FAA Pilot Certificate (if you have one), not a copy. If you need a replacement, go to:
http://www.faa.gov/licenses_certificates/airmen_certification/certificate_replacement/
4. Your **original** Military Competency test score report (not a copy).
5. Your Certificate of Aeronautical Rating (the Big Eagle Certificate) (**or a copy of it**) that you received at Graduation. They won't take it, just look at it. It proves you graduated from UPT.
6. Your complete pilot training flying Resume (**or a copy of it**). That's the computer printout that shows all of your individual flights in pilot training.
7. USAF UPT Graduates Only: Get a "MEMORANDUM FOR FLIGHT STANDARDS DISTRICT OFFICE" from your flying training squadron admin office. If your training squadron doesn't have a copy of this Memorandum, and you need an example of it, please request a copy from Sheppard Air by sending an email to SheppardAir@aol.com. In the past, Air Force Form 8's were given to graduating USAF UPT students to document aircraft qualifications. However, since that practice has ended, the Memorandum above serves as its replacement.
8. Your Driver's License and Military ID Card (and passport if you are not a U.S. citizen).

Note: The test score report from your test is good for 24 months, so submit your application before it expires.

Feel free to call Sheppard Air anytime if you have questions. Our phone number can always be found at **www.SheppardAir.com**. It's 1-940-642-4945. Good luck, and fly safe.