

ORDER: 8300.10

APPENDIX: 4

BULLETIN TYPE: Flight Standards Information Bulletin  
for Airworthiness (FSAW)

BULLETIN NUMBER: FSAW 04-10

BULLETIN TITLE: Reexamination of Airframe and  
Powerplant Certificate Holders Who Took  
Oral and Practical Exams at the  
St. George Aviation Testing Center in  
Sanford, Florida

EFFECTIVE DATE: 09-21-04

TRACKING NUMBER: NA

APPLICABILITY:

M/M	ATA Code	14 CFR	PTRS
NA	NA	65.17	3532

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**NOTE: THIS BULLETIN REQUIRES PTRS INPUT. SEE PARAGRAPH 17.**  
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**1. What is the purpose of this bulletin?** This bulletin provides guidance to Federal Aviation Administration (FAA) aviation safety inspectors (ASI) on program policies and procedures for reexamining individuals holding mechanic certificates with airframe and/or powerplant ratings, who tested at the St. George Aviation (SGA) testing facility in Sanford, Florida between October 10, 1995 and December 31, 1998. The reexamination will ensure the competence and qualification of these individuals to be holders of those certificates.

**2. Who does this bulletin apply to?** This bulletin applies to all FAA personnel and other appropriately designated individuals who will be involved in the reexamination program.

**3. Under what authority may the FAA reexamine an airframe and powerplant (A&P) mechanic?** Title 49 of the United States Code (49 U.S.C.) Section 44709 is the authority for the reexamination of a mechanic. The law in part states, "The Administrator of the Federal Aviation Administration may . . . reexamine an airman holding a certificate issued under section 44703 of this title."

**4. Why are the reexaminations necessary?** A criminal investigation conducted by the Office of Inspector General (OIG) disclosed that between October 10, 1995 and December 31, 1998, employees of SGA issued numerous fraudulent A&P mechanic certificates. The FAA has a reasonable basis to question whether certificate holders tested by SGA, which was criminally prosecuted for conducting fraudulent examinations, possess the qualifications to hold their certificates. The FAA believes reexamination of airman competency of these persons is necessary to ensure safety.

**5. Which airmen will be reexamined?** Airmen who received their certificates from SGA during this period will be reexamined unless they have previously demonstrated they possess the required qualifications. Airmen who have been previously retested, or have obtained a subsequent Inspector Authorization have demonstrated the required qualifications and do not need further reexamination.

**6. What will the reexamination consist of?**

a. The reexamination will cover the rating(s) that the airman holds. Airman holding both airframe and powerplant ratings will be reexamined for competency of both ratings at the same time. The reexamination will consist of two tests; one written test, and one oral test. The written test will be computer-based and administered using the FAA Airman Knowledge Testing Program. The oral test will be given after successful completion of the written test. An airman may voluntarily surrender one rating for cancellation and show competence for another; however, an airman may not request reexamination of both ratings at different times.

b. The written knowledge test will consist of questions randomly selected from a pool of questions taken from the question banks used for the evaluation of applicants for a mechanic certificate. The content of a written knowledge test will vary depending on the rating(s) being reexamined. The written test for a mechanic holding an A&P rating will contain 60 written questions selected from the General, Airframe, and Powerplant banks and will be conducted within a time limit of 2 hours. The written test for a mechanic holding only an airframe or powerplant rating will consist of 50 written questions selected from the General and the Airframe and/or Powerplant bank, as appropriate, and will be conducted within a time limit of 1 hour and 45 minutes. The test will be conducted

in accordance with chapter 6 of FAA Order 8080.6D, Conduct of Airman Knowledge Tests.

c. The oral test will consist of 5 questions selected from the Oral and Practical Test Guides (General, Airframe, and Powerplant), as appropriate for the rating(s) being tested (i.e., 10 questions for a single airframe or powerplant rating, 15 questions for both ratings). This guide also provides the examiner with criteria of acceptable responses and applicable references. The oral test is not limited to a specific area and does not have to address all areas of required knowledge. Typically, the oral test will take between 45 minutes to 1 hour. The results of the oral test will be recorded on a test planning sheet in accordance with appendix 5 of FAA Order 8610.4J, Aviation Mechanic Examiner Handbook.

d. Each test is scored independently. A score of 70 percent correct answers or greater will be considered satisfactory. A score of less than 70 percent will be considered unsatisfactory. Unsatisfactory performance on either test will result in the preliminary determination that the airman lacks the competence to hold the certificate with the rating(s) being tested. Chapter 8 of FAA Order 2150.3A, Compliance and Enforcement Program, contains guidance concerning procedures that must be followed if the airman fails to establish qualifications to hold his or her certificate. The airman has the right to schedule a retest within a reasonable timeframe. The FAA has determined that 45 days from the date that the first test was taken is a reasonable timeframe. Airmen should be provided a minimum of 30 days to prepare, if desired, and be given scheduling priority to ensure the retest is accomplished within 45 days.

e. FAA Form 8610-2, Airman Certificate and/or Rating Application, will be used to document the reexamination. Order 8610-4 provides instructions on completion of the form. FAA Order 8300.10 Volume 3, Chapter 18 provides instructions to document a reexamination.

**7. Where will the reexamination be performed?** Reexaminations will be performed at the Flight Standards District Office (FSDO), International Field Office (IFO), or other acceptable location.

**8. Who will conduct the reexamination?** The written knowledge test as well as administrative processing will be performed by an FAA employee or person designated by the Administrator. A single proctor may administer written knowledge tests to more

than one airman at a time. The oral test proctor must hold a mechanic certificate with A&P ratings. The oral test will be performed by an airworthiness ASI or aviation safety technician.

**9. What is the composition of the SGA reexamination program team?**

a. The Program Management and Information Branch, AFS-310, will provide the headquarters focal point for this program.

b. FSDOs and IFOs with airmen requiring reexamination located within the geographic boundaries of their office, will notify, perform reexaminations, and process records of the airmen. These offices will have an identified manager to oversee program operation. A single reexamination focal point (typically the designated mechanic examiner focal point) for each office will coordinate with the office program manager and headquarters focal point. Additionally the FSDOs/IFOs will furnish qualified and assigned proctors to conduct testing and a technical contact to facilitate computer testing.

**10. What procedures must FSDOs/IFOs follow to accommodate computer testing?**

a. Each participating FSDO/IFO must contact the Airman Testing Standards Branch, AFS-630, via e-mail at 9-AMC-AFS630-709@faa.gov. The sender will need to provide the following information:

- Proctor Point of Contact\*: Name, date of birth (DOB), last four digits of social security number (SSN), office and designator (i.e., ASO-15), phone, e-mail
- Technical Point of Contact\*\*: Name, DOB, last four digits of SSN, complete mailing address, phone, e-mail
- Number of Testing Stations\*\*\*
- IP Addresses of Computer(s) to be Used for Mechanic Reexaminations\*\*\*\*

**NOTE:**

- \* Recommendation is one per FSDO/IFO, with the exception of the offices anticipating high test volume. In any case, there should be no more than three designated proctors.

- \*\* Recommendation is one per office, preferably a Computer Specialist.
- \*\*\* Recommendation is one testing station per office, with the exception of the office anticipating high test volume.
- \*\*\*\* To obtain this information, access the Web site <http://www.whatismyip.com> from each computer to be used for the mechanic reexaminations.

b. The 49 U.S.C. Section 44709 tests will be made available via a modified version of a currently-used test delivery application. This customized system uses a bootable CD or floppy diskette, which prepares the computer for the testing process—no software is actually installed on the computer. Therefore, the technical point of contact will be express-mailed detailed instructions and a number of bootable CDs and floppy diskette(s) based on the number of testing stations available at his or her office. Upon receipt of the testing materials, the technical point of contact must e-mail AFS-630 at 9-AMC-AFS630-709@faa.gov. The message should include a phone number where he or she may be contacted to arrange for a connectivity test.

c. Three tests will be available for administration: Random Test General (RTG); Random Test Airframe (RTA); and Random Test Powerplant (RTP). Test information and exam structure information may be accessed via the "709 Support" link at <http://afs600.faa.gov>.

d. A copy of FAA-CT-8080-4D, Computer Testing Supplement for Aviation Mechanic General, Powerplant, and Airframe; and Parachute Rigger, must be available at each testing station. The supplement is available (in PDF format) through the 709 Support link, and may be downloaded for printing.

e. Detailed instructions, troubleshooting information, and frequently asked questions may also be found on AFS-600's 709 Support link.

**11. How will airmen be notified?** Airmen requiring reexamination will be notified by mail. The headquarters focal point will supply the appropriate FSDO/IFO with a list of airmen to reexamine and a notification letter format. The FSDO/IFO will print and mail two copies of the notification letter via the U.S. Postal Service to each airman. One copy will be sent by certified/return receipt requested, and the other by regular mail to the airman's address of record obtained from the FAA,

Civil Aviation Registry. The letter will advise the airmen of the decision to reexamine and require the airman to contact the FSDO/IFO within 15 days of the date of the letter to schedule for reexamination.

**12. What actions must the FAA take for each airman notification?**

Upon mailing the notification letter, a Program Tracking and Recording Subsystem (PTRS) record (see paragraph 17) must be initiated for each airman. If enforcement action is initiated, the FSDO/IFO must initiate an Enforcement Investigative Report (EIR) and complete section A. Order 2150.3A, chapters 8 and 14, and FAA Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapter 213 provide further guidance.

**13. What happens if an airman fails to contact the FSDO/IFO and schedule reexamination?**

a. When the FSDO/IFO has proof or presumption that an airman received the notification letter, and that airman fails to schedule reexamination as required in the letter within 30 days of the date of the letter, the FSDO/IFO will refer the airman's files to the regional counsel office to initiate emergency legal enforcement action, in accordance with Order 2150.3, chapter 8 and Order 8300.10, volume 3, chapter 18. Because letters of notification sent by regular mail are forwarded if an address change is on file with the U.S. Postal Service, lack of return of the general delivery letter provides presumption that the letter was received.

b. For airmen that the FSDO/IFO is unable to contact (i.e., both letters are returned undeliverable), the FSDO/IFO should notify the headquarters focal point. The headquarters focal point will notify FAA Internal Security of incorrect information in the FAA Civil Aviation Registry and request assistance.

**14. How will reexaminations be scheduled?** The FSDO/IFO, when contacted by the airman, will offer the airman 3 alternative dates for reexamination and allow the airman to choose from those available dates and times. The airman must schedule the reexamination within 60 days of the date the FAA establishes as the start date for reexaminations, or place his or her certificate on temporary deposit at the FSDO/IFO.

**15. What action will be taken when an airman successfully completes reexamination?** Upon successfully completing reexamination, the airman's certificate will be immediately returned, if in the possession of the FAA, and the airman will

be provided with a statement of successful completion of the reexamination. Subsequently, an official letter of successful completion of reexamination will be sent to the airman to close this matter. The FAA Inspector's Report on the back of Form 8610-2 will be used to document the reexamination.

**16. What action will be taken when an airman fails reevaluation?**

a. If the airmen's performance was unsatisfactory, there are two alternatives. The airman may voluntarily surrender his or her certificate for cancellation, or the airman may surrender the certificate for deposit and request a retest as detailed in Order 2150.3, chapter 8. If the airman declines both alternatives, he or she should be informed that legal enforcement action will be initiated to revoke the certificate.

b. An airman who offers to surrender his or her certificate for cancellation will be provided a statement to sign for recording voluntary surrender for cancellation. An airman who does not choose to surrender his or her certificate will be provided with a statement of unsatisfactory performance and a statement that legal enforcement action will be initiated. See Order 2150.3 for details concerning legal enforcement action. Letters will be sent to the airman's address on record.

**17. What PTRS entries will be required of inspectors?**

a. It is imperative that the PTRS be updated in a timely manner. The headquarters focal point and other key program personnel will be using the information recorded in the PTRS to monitor and administer the reexamination program. All entries will include activity code 3532 and the National Use Code "SGA" (without the quotes).

**NOTE: PTRS records should be returned to the server after entries are made and must not be retained in a "checked out status" since this would prevent access by program personnel.**

b. Entries to the PTRS record comment field must be made for certain actions and may also be made to record additional information. Entries are required for the following actions.

(1) Mailing of notification letter and initiation of EIR for an airman.

- Comment = "Airman notification letter mailed xx/xx/xx"

(2) Return of notification letter receipt or letter (undeliverable).

- Comment = "Certified letter receipt dated xx/xx/xx, signed xxxxx"
- Comment = "Certified letter receipt returned xx/xx/xx undeliverable"
- Comment = "Regular mail letter returned xx/xx/xx undeliverable"

(3) Response from airman upon receipt of letter and scheduling of reexamination.

- Comment = "Reexamination scheduled xx/xx/xx"
- Comment = "Airman inquiry did not schedule exam"

(4) Voluntary surrender of certificate for cancellation or deposit (if applicable).

- Comment = "Voluntary Surrender of certificate for cancellation xx/xx/xx"
- Comment = "Voluntary Surrender of certificate for deposit xx/xx/xx"

(5) Result of reexamination.

- Comment = "Reexamination satisfactory" score: written xx/oral xx
- Comment = "Reexamination unsatisfactory" score: written xx/oral xx

(6) Airman retest (if applicable; requested after receiving unsatisfactory score on initial reexamination).

- Comment = "Airman scheduled retest xx/xx/xx"
- Comment = "Airman retest result satisfactory/unsatisfactory"

(7) General comment.

- Comment = as applicable

**18. What Labor Distribution Reporting (LDR) code applies to this project?** Use LDR code "12XXFA AIRMEN PT3532" when reporting time working on this project.

**19. Where may I find additional information?** Marci LaShells, AFS-310, is the headquarters focal point for this program. She may be reached at (202) 267-7434 or by e-mail at [marci.d.lashells@faa.gov](mailto:marci.d.lashells@faa.gov). Additional support information

concerning the reexamination program is on the FAA Web site at <http://ksn-team.faa.gov/afsl/SGA>. Standard documents and templates are available. Contact the headquarters focal point if you need a username and password to access this site.

**20. When does this bulletin expire?** This bulletin will expire on 07-31-05.

/s/ David E. Cann, Manager  
Aircraft Maintenance Division