AFS-600

DESIGNEE UPDATE

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Special Notice

SUBJECT: SEMINAR REGISTRATION
TO: ALL FAA DESIGNEES (including applicants and CFI's)

Beginning *April 1, 1996*, the FAA will assume registration for attendance at FAA Designee Seminars. The number to call is 405-954-0138. Registrations will be accepted by the FAA after April 1 for those Designee Seminars scheduled to begin after May 11,1996. You may also register by FAX. You may call 405-954-0138 and request a FAX Form. You will need to provide us with your FAX number, fill out the form you receive, and FAX it to 405-954-0189.

The following is a list of FAA Designee Seminars affected by this Special Notice:

AFS-76 - Recurrent Pilot Examiner Standardization Seminar (PE):
AFS-78 - Initial Pilot Examiner Standardization Seminars (Initial):
AFS-79 - Technical Personnel Examiners Standardization Initial (Ini DME/DPRE):
AFS-80 - Technical Personnel Examiners Standardization Recurrent (DME Recurrent):
AFS-81 - Inspection Authorization Refresher Seminar (IA):
AFS-82 - Designated Airworthiness Representatives (DAR): Organizational Designated Airworthiness Representatives (ODAR):
AFS-83 - AFS-90 - Designated Manufacturing Inspection Representatives (DMIR): Delegation Option Authorization (DOA):
AFS-84 - DMIR Export Class 1 And Airworthiness Certification: (DMIR EXP 1)
AFS-85 - Designated Alteration Station (DAS):
AFS-86 - Initial Standardization Seminar (Initial DSS):

When sending a check, please include your name and confirmation number. Please make checks payable to the FAA and mail to:

FAA
Designee Seminar Payback System, AFS-640
P. O. Box 25082
Oklahoma City, OK 73125

If you have questions regarding your enrollment or information pertaining to the above seminars please contact us at **405-954-0138.**

We thank you for your patience during the transition period. We hope this will help keep the costs of our seminars at the present rate.

DPE Reinstatement

The January issue of the Designee Update contained an article discussing the requirements for reinstating former examiners. The article failed to point out one

Inside this Update

Special Notice 1
DPE Reinstatement 1
Another Kind of Currency 2
Elimination of FAA Form 8060-7 3
SFAR Awareness Training and the Rest of the Story 3

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important factor which should be made clear.

Examiner reinstatements are NOT processed by the National Examiner Board (NEB), UNLESS the reinstatement involves a Flight Standards District Office (FSDO) OTHER than where the examiner previously served. When examiners move to another district and requests reinstatement, they must go through the selection process.

Examiners who request reinstatement must meet all the requirements (including flight time) that was required initially. It is for this reason that we caution our examiners to start the renewal process at least 60 days in advance and not let their authority accidentally expire.

Another Kind of Currency

Of all the requirements for currency that are spelled out in the FAR's, there is one that is common to all pilot and flight instructors that is probably forgotten or ignored more than any other requirement of the regulation.

FAR 61.60 states that the holder of a pilot or flight instructor certificate may not exercise the privilege of that certificate past 30 days unless he/she has notified, in writing, the Airmen Certification Branch of their new address. Sounds pretty simple to me, and yet this regulation is vague enough that even your crystal ball might have some difficulty defining exactly what you must do to comply.

All we really want to do is report a new address and order a new certificate, right? Yet many of us just seem to have an inborn dread of simply sitting down for the few minutes it would take to write the letter or fill out a change-of-address card, and we just keep putting it off. That's the first problem.

Those who do take the time, however, still find difficulty in completing the task with all requirements fulfilled. While the basic task of informing the FAA of an address change is relatively easy, there are several items to watch out for. First, you must identify yourself with your full name, Social Security Number (SSN), a grade of certificate and number, and date of birth. With over three million records on file, care should be taken to ensure your new address will not be added to someone else's record. Then include the new address and identify it as such. You may be surprised to know that many pieces of correspondence come in with as many as three addresses and we are left trying to sort out which is which. Please be sure that there is no question as to which is the new address.

So far, that task is fairly straightforward. After all what could be more simple than telling someone about your new address, right? Well, read on!

There are several major requirements that are not fully explained in the regulations, Leaving out even one of them can generate a letter back to you from the FAA for the correction of your original letter. Now let's unravel the mystery by looking at the most common errors.

First, you must make sure your letter is signed in ink with your legal signature. Many beautifully typed letters come in with no signature at all, and they must go back. Next, if you are ordering a duplicate certificate, you need to specifically ask for a replacement and include a check or money order, made out to the U.S. Treasury, for $2.00 per certificate. A duplicate medical also counts as a certificate, so if you need your pilot certificate and medical replaced, the cost will be $4.00. The request for both may be made in one letter and with one check, but they will be returned to you in different envelopes and at different times.

Remember that a change-of-address card will not generate a new certificate. That only changes your address and, in most cases, will not confirm back to you that the notification actually went into your record. You may do that by phone if you wish by calling 405-954-3261 . With approximately 300 address changes per day, we do not have the

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money or manpower to respond to every address change. Another fine point to remember is that if you do move, you are NOT required to order a new certificate with the new address unless you just want one. You need only to notify us in writing of the new address. As long as the computer knows your new address, your certificate will still be valid.

Now the big problem - the infamous P.O. Box and rural route addresses. If you wish, a P.O. Box or rural route may be shown on your certificate as a mailing address. You must, however, include a physical street address if available, OR specify written directions, OR draw a simple stick map showing the location of your house. Without these, your notification will be returned for correction, and that causes inconvenience as well as additional postage expense for everyone. A physical address only goes onto your computer record and not onto the certificate.

Remember when you last received your new certificate in the mail? There was a stub left over after you cut out the certificate portion. This stub contains information concerning the issuance of that certificate that is very important to us when it comes time to replace or make adjustments to your record. Always save this stub for future use.

One final point to remember is that the letter you write to the FAA becomes a permanent part of your records, being recorded for all time. If more people know this, they might take a few extra minutes to properly prepare their correspondence, not to mention the manner in which they prepare the application for their next check ride.

At the Civil Aviation Registry, Airmen Certification Branch, we respond to thousands of pieces of correspondence every month. Our employees work hard to serve you, the airman, and to take care of the needs you may have. Maybe these few pointers will help your next letter to be processed without delay.

Elimination of FAA Form 8060-7

With the advent of computerized testing facilities, and in an effort to reduce unnecessary steps in the certification process, it has been determined that FAA Form 8060-7 (Airman's Authorization for Written Test) is an unnecessary burden on the public.

To ensure greater effectiveness in the certification process and STILL meet the intent of the appropriate Federal Aviation Regulations, the following policy for ATP written testing shall apply:

Airline Transport pilot applicants must show evidence of holding a commercial pilot certificate, foreign ATP, or the appropriate military experience PRIOR to taking the knowledge test.

NOTE: THIS POLICY DOES NOT RELIEVE THE APPLICANT FROM MEETING THE APPROPRIATE REQUIREMENTS OF FEDERAL AVIATION REGULATION 61.151(c) (FIRST CLASS MEDICAL) AND 61.155 (FLIGHT EXPERIENCE REQUIREMENTS) PRIOR TO TAKING THE TEST.

FAA orders affected by this policy change will be revised as soon as possible.

SFAR 73 Awareness Training and the Rest of the Story

In the January issue of the Designee Update, we mentioned the ground instruction requirements for the R-22 Robinson Helicoper. In accordance with SFAR 73, it is also important to meet the aeronautical experience, flight review, and currency requirements established by SFAR 73.

The SFAR does not address Flight Instructor or Designated Pilot Examiner requirements. In order for a Flight Instructor or Designated Pilot Examiner to conduct training or evaluations, they must receive the awareness training and flight training from a qualified FAA Aviation Safety Inspector or appointed Designated Pilot Examiner. They must also have an endorsement from the ASI/DPE stating they have completed the required training.

Due to a recent organizational change, The Pilot Examiner Standardization Section routing symbol has been changed from AFS-634 to AFS-642.

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of Transportation

**Federal Aviation
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P.O. Box 25082
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To Register for an Examiner Seminar
CALL
(405) 954-0138

To register for a seminar, you must be an examiner or a CFI.

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