

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.647

National Policy

Effective Date:
12/12/22

Cancellation Date:
12/12/23

SUBJ: Reexamination of Airmen Tested by Donald R. Lee

1. Purpose of This Notice. This notice provides current guidance to Federal Aviation Administration (FAA) aviation safety inspectors (ASI) on program policies and procedures for reexamining individuals holding pilot certificates with various ratings who were tested by Donald R. Lee of Anchorage, Alaska. The reexamination will ensure that these individuals meet the standards of Title 14 of the Code of Federal Regulations (14 CFR) part 61 to hold their certificates and/or ratings.

Note: This guidance is considered to be supplemental to FAA orders and Federal regulations.

2. Audience. The primary audience for this notice is Flight Standards District Office (FSDO) ASIs. The secondary audience includes Flight Standards Service divisions.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this notice on the FAA's website at https://www.faa.gov/regulations_policies/orders_notices and DRS.

4. Authority. Title 49 of the United State Code (49 U.S.C.) § 44709 is the authority for the reexamination of a certificated pilot. It states in part that, "The Administrator of the Federal Aviation Administration may...reexamine an airman holding a certificate issued under section 44703 of this title."

5. Purpose of the Reexamination. As a result of an investigation by the FAA of the certification activities of Mr. Lee, the Administrator determined that there is reason to believe that the competency of the airmen examined by Mr. Lee from the period of July 2018 through May 2022 is in doubt. As a result of the evidence obtained during the investigation, the FAA determined that these airmen will require reexamination of their competency pursuant with 49 U.S.C. § 44709 to ensure safety in air commerce.

6. Airmen to be Reexamined.

a. Tested by Donald R. Lee. All airmen who were tested by and received certificates or ratings from Mr. Lee during the cited time period (July 2018 through May 2022) will be reexamined by an FAA inspector. The reexaminations will be limited to Instrument Ratings and Flight Instructor Instrument exams. An airman may be exempted from the reexamination requirement only under the following specific conditions:

(1) After having received certificates or ratings from Mr. Lee, the airman was subsequently tested and received from another Designated Pilot Examiner (DPE) or FAA inspector a higher-level U.S. certificate or rating in the same category and class as that previously issued by Mr. Lee. This exemption is specifically limited to the following:

Certificate or Rating Issued by Mr. Lee	Subsequent Certificate or Rating Issued that Would Exempt Airman from Reexamination Requirement (Same Category and Class)
Instrument Rating	Airline Transport Pilot
Flight Instructor Instrument, Initial Certification	No Relief
Flight Instructor Additional Rating, Instrument	No Relief

(2) Airmen in the process of taking an exam that meet the criteria set forth in this notice that would exclude them from a reexamination must contact the Anchorage FSDO upon receipt of their letter. If the airman cannot complete the exam within 15 days of receipt of their letter, the airman must contact the Anchorage FSDO and temporarily deposit their airman certificate at the FSDO in accordance with paragraph 8.

b. Assigned Outside the United States and Its Trust Territories. Relief from this reexamination requirement will be applied to U.S. military and civilian personnel who are assigned outside the United States and its trust territories in support of U.S. Armed Forces operations. The criteria for this relief will be the same as is offered in Special Federal Aviation Regulation (SFAR) 100-2; relief includes the opportunity to complete reexamination within 6 calendar-months after returning to the United States.

c. Foreign Airmen. Foreign airmen who were issued certificates or ratings by Mr. Lee during the cited time period are to be reexamined in the same manner as airmen in the United States. In many instances, the foreign airmen will have been issued foreign licenses based on their U.S. certificates. This notice does not authorize reexamination activity outside the United States. In order to be reexamined, foreign airmen will have to appear in the United States at their own expense. A current verification letter will be required for either of the following actions:

(1) Downgrade to remove the certificate or rating issued by Mr. Lee, if that certificate or rating states "U.S. Test Passed." (The original certificate was foreign based.)

(2) The airman to be reexamined is in need of a replacement FAA certificate based on a foreign license (part 61, § 61.75).

7. Title 49 U.S.C. § 44709 Reexamination Letter (See Appendix E). Airmen requiring reexamination will be notified by mail sent to the airman's address of record (obtained from the FAA's Civil Aviation Registry Division, Airmen Certification Branch (AFB-720)). The Anchorage FSDO point of contact (POC) will issue each notification letter. The letter will notify the airman of the decision to reexamine and require the airman to contact the Anchorage FSDO POC (referenced in the letter) within 10 business-days of receipt of the letter to schedule a reexamination. The letter will specify each certificate or rating that is subject to reexamination. The Anchorage FSDO will maintain

the records of the notifications to the airmen and the records of the administration of the reexaminations.

a. Domestic Addresses. The Anchorage FSDO will mail two copies of the notification letter to each airman via the U.S. Postal Service; one copy will be sent via certified mail with return receipt requested (proof of service), and the other by regular mail. Lack of a return of the regular mail letter raises a presumption that the airman received the letter; in such cases, the Anchorage FSDO will document that the regular mail letter was not returned. The Anchorage FSDO will keep copies of the mailing receipts and proof of receipt for the letter sent via certified mail. The Anchorage FSDO will maintain any letters that are returned with the file.

b. Foreign Addresses. The Anchorage FSDO will mail three copies of the notification letter to each airman; one copy will be sent via Federal Express International (proof of service), one copy via registered mail with return-receipt requested, and one copy will be sent by First-Class Mail International. The Anchorage FSDO will keep copies of the mailing receipts and proof of receipt for the letter sent registered mail. The Anchorage FSDO will maintain any letters that are returned with the file.

8. Scheduling a Reexamination. When the Anchorage FSDO is contacted by the airman, they will allow the airman to choose from available dates and times to schedule the reexamination. The reexamination should normally take place within 15 days of receipt of the letter of notification; however, there may be exceptions that delay the reexamination in accordance with FAA Order 8900.1, Volume 5, Chapter 7, Section 1, Conduct a Reexamination Test of an Airman Under Title 49 of the United States Code, Subparagraph 5-1419C, Time Limits. The inspector should accommodate the airman as deemed necessary and appropriate to the situation, but may not allow the airman to postpone the reexamination indefinitely. If the airman does not intend to operate aircraft for a short period of time, or needs time to practice and cannot meet the 15-day deadline, the airman must temporarily deposit their airman certificate at the FSDO for a maximum of 30 days in accordance with the temporary deposit and reissue policy (refer to Order 8900.1, Volume 5, Chapter 2, Section 5, Miscellaneous Part 61 Certification Information). If the airman has made arrangements to have the reexamination administered at another FSDO, the same standards shall be applied.

9. Test Procedure. The inspector conducting the 49 U.S.C. § 44709 reexamination of the airman will request and review the airman's 49 U.S.C. § 44709 letter. This letter will determine the applicable practical test standards (PTS) or Airman Certification Standards (ACS) to be used for the reexamination. The reexamination will consist of all areas of operation and tasks for the applicable PTS or ACS, as appropriate. If more than one reexamination is required of a single airman, each reexamination will require a separate FAA Form 8710-1, Airman Certificate and/or Rating Application.

10. Test Standard. The reexamination will cover the highest grade of certificate and rating that the airman received from Mr. Lee. In the event that Mr. Lee conducted more than one test for that grade of certificate, the reexamination will cover all ratings conducted by Mr. Lee at that certificate level.

Example: An applicant received their initial Airplane Single-Engine Land (ASEL) Instrument rating with Mr. Lee, and was subsequently also tested with Mr. Lee for the Airplane Multiengine Land (AMEL) Instrument add-on. The reexamination request would be for both ratings on their pilot certificate.

11. Test Outcomes.

a. Successful Reexamination. If the airman successfully completes the reexamination with an ASI:

(1) Review the front of FAA Form 8710-1 for accuracy, completeness, and signatures. Complete the back side of FAA Form 8710-1, indicating the successful outcome.

(2) Issue a letter of satisfactory results to the airman.

(3) Photocopy both the letter and FAA Form 8710-1 (front and back).

(4) Mail the original application and a copy of the letter of results to Mary Snyder in AFB-720, as outlined in paragraph 12. (Please note the additional documentation requirements outlined in that paragraph.)

(5) A copy of the entire package (letter and FAA Form 8710-1) must also be forwarded to the Anchorage FSDO.

(6) The ASI completes a Safety Assurance System (SAS) Activity Recording (AR) entry using activity code 1534.

(a) Select the “Pass” check box in the “Exam Kind” field.

(b) In the “National Use” field, enter “Lee”.

(c) Enter the airman’s name and certificate number.

(d) Enter the LOC (location of reexamination).

b. Unsuccessful Reexamination. If the airman is unsuccessful at completing the reexamination:

(1) The airman must be informed in detail of each deficiency. The individual should be offered the opportunity to surrender the applicable certificate(s) for cancellation or downgrade in lieu of a second reexamination. (See the procedures in subparagraph 11e.)

(2) If the airman accepts the offer to take a second reexamination, they must temporarily deposit their certificate at the FSDO.

(3) Review the front of FAA Form 8710-1 for accuracy, completeness, and signatures. Complete the back side of FAA Form 8710-1, indicating the unsuccessful outcome.

(4) Photocopy the front and back of FAA Form 8710-1.

(5) Prepare a Temporary Airman Certificate for student pilot privileges only. (Refer to the guidance in Order 8900.1, Volume 5, Chapter 7, Section 1, Subparagraph 5-1424B, Airman’s Performance Unsatisfactory.)

(6) Collect the airman’s certificate for a period not to exceed 30 days.

(7) Have the applicant complete and sign the surrender for temporary deposit form. See Appendix B, Letter of Temporary Deposit.

(8) Mail the original application, a copy of the surrender letter, and a copy of the Temporary Airman Certificate to Mary Snyder in AFB-720, as outlined in paragraph 12. (Please note the additional documentation requirements outlined in that paragraph.)

(9) A copy of the entire package must also be forwarded to the Anchorage FSDO.

(10) The ASI completes the SAS AR entry using activity code 1534.

(a) Select the “Fail” check box in the “Exam Kind” field.

(b) In the “National Use” field, enter “Lee”.

(c) Enter the airman’s name and certificate number.

(d) Enter the LOC (location of reexamination).

c. Certificate Nearing Expiration. If the temporary deposit certificate term is nearing expiration, a decision must be made to either suspend the certificate in accordance with FAA Order 2150.3, FAA Compliance and Enforcement Program, or extend the temporary deposit certificate for another 30 days.

d. Second Reexamination. If the airman attempts the reexamination for a second time:

(1) If the airman fails the second reexamination, they should be offered the opportunity to surrender for cancellation or downgrade. (Follow the procedures outlined in subparagraph 11e.) If the airman chooses not to surrender or exchange the certificate, forward all documentation to the Anchorage FSDO, which will proceed with enforcement action to revoke the certificate or rating based on lack of qualifications.

(2) If the airman successfully completes the second reexamination, the airman’s certificate will be returned and the airman will be provided with an official letter of successful completion of reexamination, closing the matter. (Follow the procedures outlined in subparagraph 11a.)

e. Voluntary Surrender or Exchange. If an airman elects not to complete the reexamination (or fails a reexamination and chooses not to attempt the reexamination for the second time), they may elect to voluntarily surrender or exchange their certificate for cancellation or downgrade pursuant with § 61.27. The airman may surrender a certificate for downgrade only if the practical test for the lower grade of certificate was not administered by Mr. Lee. For this reason, it is imperative that before processing a downgrade or surrender, the inspector contacts Mary Snyder or the Anchorage FSDO. If the reexamination is for the purpose of demonstrating qualification for a rating (e.g., Instrument Airplane), the airman may surrender their certificate for the purpose of having it reissued without the rating. An airman who offers to voluntarily surrender their airman certificate for cancellation or exchange will be provided a statement to sign that record’s voluntary surrender. (See Appendix C, Voluntary Surrender for Cancellation, or Appendix D, Voluntary Downgrade, as applicable.)

(1) Contact the Anchorage FSDO POC or Mary Snyder in AFB-720 to verify that the applicant is eligible to downgrade the certificate.

- (2) Have the applicant surrender the certificate to an ASI.
- (3) Have the applicant complete and sign the surrender for cancellation or surrender for downgrade form, as appropriate. (See Appendix C or D, as appropriate.)
- (4) Have the applicant complete and sign FAA Form 8710-1, indicating “Downgrade to _____ level of certificate” or “Remove _____ rating” in the “Other Information/Requests” box of section I.
- (5) Issue the applicant a Temporary Airman Certificate (if applicable) at the downgraded level (or omitting the rating, as appropriate).
- (6) Photocopy the entire package (surrender letter, FAA Form 8710-1, and the Temporary Airman Certificate).
- (7) Mail the original package (FAA Form 8710-1, downgrade/surrender letter, copy of Temporary Airman Certificate issued (if applicable), and the original pilot certificate) to Mary Snyder in AFB-720, as outlined in paragraph 12.
- (8) Provide the Anchorage FSDO POC a copy of the entire package.
- (9) The ASI completes a SAS AR entry using activity code 1570.
 - (a) In the “National Use” field, enter “Lee”.
 - (b) Enter the airman’s name and certificate number.

12. Additional Documentation Requirements. FAA Form 8710-1 must be used to document the reexamination, surrender, downgrade, etc. Order 8900.1, Volume 5, Chapter 1, Section 3, Phases of Certification, provides appropriate instructions to document the reexamination. Additionally, in the upper margin, print “Lee Reexamination Under 49 U.S.C.”, and in the lower margin, print “REEXAMINATION UNDER 49 U.S.C.” (see Appendix A). It is important that the FSDOs mail the original documents to AFB-720 in two sealed envelopes.

a. Mailing Address. Both the inner sealed envelope and the outer mailing envelope should be addressed as follows:

For your eyes only:
Mary Snyder (405-954-3794)
FAA Airmen Certification Branch
Mike Monroney Aeronautical Center
Civil Aviation Registry
Building 29
PO Box 25082
Oklahoma City, OK 73125

b. Copies for the POC. For project tracking purposes, the Anchorage FSDO POC (Matthew Mrzena) must be provided with copies of the packages sent to AFB-720. Please send to Matthew Mrzena via one of the following:

- Fax: 907-373-3348
- Email: matthew.mrzena@faa.gov
- Mail: Matthew Mrzena
Anchorage FSDO
701 S. Knik-Goose Bay Rd. Suite E
Wasilla, AK 99654

13. Legal Enforcement Action. If the airman does not respond, or does not successfully complete reexamination and does not voluntarily surrender their certificate(s) and/or rating(s) for cancellation or downgrade, legal enforcement action must be taken in accordance with Order 2150.3. In accordance with that order, the enforcement investigative report (EIR) must reflect whether the legal enforcement action should be on an emergency basis; thus, evidence of the airman's current ability to operate is necessary, including current status of FAA medical certification.

Note: All supporting documentation will be forwarded to the Anchorage FSDO, who will be responsible for processing all enforcement cases.

a. No Response. If the airman does not respond to the 49 U.S.C. § 44709 letter within 30 days of the date of receipt of the letter, the Anchorage FSDO will compile an EIR, including the 49 U.S.C. § 44709 letter, proof of service, certificate(s) and rating(s) held, which certificate(s) and/or rating(s) Mr. Lee issued, and other evidence. The Anchorage FSDO will forward the EIR to the FAA Office of Chief Counsel, Alaska Region (AAL-7) for legal enforcement action to suspend the certificate(s) and/or rating(s) issued by Mr. Lee.

b. After Issuance of an Order of Suspension. If the airman presents themselves to a FSDO after the issuance of an order suspending their certificate, and the airman successfully completes the reexamination, that FSDO will forward documentation of the success of the reexamination to AAL-7. If the airman fails the reexamination, the ASI will submit all required documentation to the Anchorage FSDO, who will compile an EIR with a new EIR number for revocation of the applicable certificate(s) or rating(s) and forward the EIR to AAL-7. If the airman surrenders their certificate for cancellation or downgrade, the FSDO accepts the certificate and forwards the certificate to AFB-720, in accordance with paragraphs 11e and 12. A copy of the package must be scanned and emailed to the AAL-7 POC, Peter Putzier.

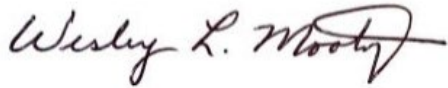
14. Donald R. Lee Reexamination Program Team. The Anchorage FSDO will be responsible for sending the reexamination letters to the airmen who are subject to the reexamination process and for tracking the progress of each to its conclusion. The Anchorage FSDO has overall responsibility for the coordination of all the activities being conducted as part of this program.

a. Anchorage FSDO POC. The Anchorage FSDO has identified the POC as Matthew Mrzena, ASI, as well as a team to oversee the reexamination program. This team will track the administration of the reexaminations and process the tracking records created for this program to record its progression toward completion of the requirements for the airman.

b. AFS-650 POC. The Regulatory Support Division, Delegation Program Branch (AFS-650) has identified the POC as Al Gil, ASI. The AFS-650 POC will assist the Anchorage FSDO with coordination activities and will be available to answer questions pertaining to this notice.

c. **AAL-7 POC.** AAL-7 has identified the POC as Peter Putzier, Attorney, Alaska Region. The AAL-7 POC will be available to answer any legal questions pertaining to this notice. He will also be responsible for coordinating with attorneys in enforcement cases that may result from airmen failing to comply with reexamination requests or who demonstrate lack of qualifications.

15. Disposition. We will not incorporate the information in this notice into Order 8900.1. Direct questions or comments concerning the information in this notice to Matthew Mrzena, Anchorage FSDO POC for this program, at 907-352-2010 or matthew.mrzena@faa.gov.

A handwritten signature in dark ink, reading "Wesley L. Mooty". The signature is fluid and cursive, with a prominent loop at the end of the last name.

Wesley L. Mooty
Acting Deputy Executive Director, Flight Standards Service

Appendix A. Lee Reexamination Under 49 U.S.C.

Lee Reexamination Under 49 U.S.C.

TYPE OR PRINT ALL ENTRIES IN INK

Form approved OMB No: 2120-0021
Exp 04/30/2022

U.S. Department of Transportation Federal Aviation Administration		Airman Certificate and/or Rating Application														
I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):																
Certificates Pilot: <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Private <input type="checkbox"/> ATP-Restricted <input type="checkbox"/> ATP Instructor: <input type="checkbox"/> Flight <input type="checkbox"/> Ground		Ratings Category and/or Class: <input type="checkbox"/> ASE <input type="checkbox"/> AME <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Balloon <input type="checkbox"/> Glider <input type="checkbox"/> Gyroplane <input type="checkbox"/> Airship Instrument: <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument Type Rating: <input type="checkbox"/> Added Rating		Other Information/Requests <input type="checkbox"/> Reexamination <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Renewal <input type="checkbox"/> Reissuance <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reinstatement <input type="checkbox"/> Flight Review <input type="checkbox"/> Limitation Removal <input type="checkbox"/> Specify other: <input type="checkbox"/> IPL												
A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth	D. Place of Birth (City and State) or (City and Country)												
E1. Residential Address (Including City, State, Zip Code, and Country)		E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)		F. Citizenship / Nationality <input type="checkbox"/> USA <input type="checkbox"/> Other <input type="checkbox"/> Specify:												
G. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No		H. Height (inches)	I. Weight (pounds)	J. Hair Color	K. Eye Color											
L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		M. Do you hold, or have you ever held an FAA pilot certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		M1. Grade of Certificate	M2. Certificate Number											
N. Do you hold, or have you ever held a Medical Certificate? <input type="checkbox"/> Yes - FAA <input type="checkbox"/> Yes - Foreign <input type="checkbox"/> Yes - Military <input type="checkbox"/> No		N1. Class of Certificate		N2. Name of Medical Examiner	N3. Date Issued											
O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form. <input type="checkbox"/> Yes <input type="checkbox"/> No					O1. Date of Final Conviction											
II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:																
<input type="checkbox"/> A. Completion of test or activity	1. Aircraft to be used (if flight test required)		2. Total time in this aircraft and/or approved FFS or FTD (hours):		a. Flight Time											
<input type="checkbox"/> B. U.S. Military Competence or Experience	1. U.S. Military Service		2. Date Rated in U.S. Military		3. Rank or Grade											
<input type="checkbox"/> C. Graduate of an Approved Course	4. List Military aircraft for which you have:		a. logged pilot time or provided flight instruction (IP) (make and model)		b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and model)											
<input type="checkbox"/> D. Holder of Foreign License	1. Training Agency or Training Center:		1a. Name	1b. Location (City and State)	1c. Certification Number											
<input type="checkbox"/> E. Air Carrier Training Program	2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating)		1d. Part 142? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. Date											
<input type="checkbox"/> F. Air Carrier Training Program	1. Country that Issued the Foreign Pilot License		2. Grade of Foreign Pilot License		3. Foreign Pilot License Number											
<input type="checkbox"/> G. Air Carrier Training Program	4. Ratings Held on Foreign Pilot License (FAA equivalent only - e.g. ASEL, AMEL, Type rating, etc.)															
<input type="checkbox"/> H. Air Carrier Training Program	1. Name of Air Carrier		2. Date Training Began		3. Accomplished Training Program <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition <input type="checkbox"/> Recurrent											
III. RECORD OF PILOT TIME (Do not write in the shaded areas)																
Total	Received	Solo	PIC	Cross Country Instruction Received	Solo	PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	PIC/SIC	Night Take-Off / Landing	PIC/SIC	Number of			
													Flights	Aero-Tows	Ground Launches	Powered Launches
Airplanes			PIC			PIC				PIC	PIC		Glider			
			SIC			SIC				SIC	SIC		Lighter-than-air			
Rotorcraft			PIC			PIC				PIC	PIC		Class Totals			
			SIC			SIC				SIC	SIC		SEL	MEL	SES	MES
Powered Lift			PIC			PIC				PIC	PIC		Airplane			
			SIC			SIC				SIC	SIC					
Gliders			PIC			PIC				PIC	PIC		Rotorcraft			
			SIC			SIC				SIC	SIC					
Lighter-Than-Air			PIC			PIC				PIC	PIC		Lighter-than-air			
			SIC			SIC				SIC	SIC		Balloon			
FFS													SE	ME	Helicopter	
FTD																
ATD																
IV. Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No																
V. APPLICANT'S CERTIFICATION I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant																
Date																

REEXAMINATION UNDER 49 U.S.C.

Instructor Action				
<input type="checkbox"/> Accepted Student Pilot Application - I have personally reviewed the applicant's information and verified the person meets the eligibility requirements and verified applicants identification <input type="checkbox"/> Flight Review <input type="checkbox"/> Instrument Proficiency Check <input type="checkbox"/> Recommendation - I have personally instructed the applicant and consider this person ready to take the test.				
Date	Authorized Flight Instructor's Signature (Print Name and Sign)	Flight Instructor Certificate Number	Certificate Expiration Date	
Air Agency's Recommendation				
The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further practical test.				
Date	Agency Name and Number	Official Signature		
Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Accepted Student Pilot Application <input type="checkbox"/> Rejected Student Pilot Application <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. (Original ATP CTP graduation certificate must be attached) <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input type="checkbox"/> I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)				
Location of Test (Name of Facility or Airport, City, State)			Duration of Test	
			Ground / Oral	FFS / FTD
			Flight	
Certificate or Rating Being Applied For (Grade, Category, Class and/or Type Rating)		Type(s) of Aircraft Used		Registration Number(s)
Date	Examiner's Signature (Print Name & Sign)	Certificate Number	Designation Number	Designation Expires
Evaluator's Record (Use for All ATP Certificate(s) and/or Type Rating(s))				
	Inspector	Examiner	Signature and Certificate Number	Date
Ground / Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved FFS/FTD Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with, pertinent procedures, standards, policies, and or necessary requirements with the result indicated below. (The approved box need only checked if the Inspector is the one that issued the temporary airman certificate)				
<input type="checkbox"/> I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)				
<input type="checkbox"/> Accepted - Student Pilot Application <input type="checkbox"/> Rejected - Student Pilot Application				
Location of Test (Name of Facility or Airport, City, State)			Duration of Practical Test	
			Ground / Oral	FFS / FTD
			Flight	
Certificate or Rating Being Applied For (Grade, Category, Class and/or Type Rating)		Type(s) of Aircraft Used		Registration No. (s)
Certification Activities: <input type="checkbox"/> Examiner's Recommendation Provided/Reviewed <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Application for Student Pilot Certificate Accepted <input type="checkbox"/> Reissue or exchange of pilot, CFI, or G.I. certificate <input type="checkbox"/> Change of name, nationality, gender or date of birth <input type="checkbox"/> SIC Type Rating issued under § 61.55(b) (Part 91)				
<input type="checkbox"/> Ground Instructor Certificate Issued <input type="checkbox"/> Basic <input type="checkbox"/> Advanced <input type="checkbox"/> Instrument				
<input type="checkbox"/> Flight Instructor Certificate Issued <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based On: <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities <input type="checkbox"/> Military Instructor Proficiency Check				
Certificate or Rating Based on: <input type="checkbox"/> Approved FAA Qualification Criteria not Identified on Page 1 <input type="checkbox"/> Military Competency <input type="checkbox"/> Foreign License <input type="checkbox"/> Special medical test conducted - report forwarded to issuing medical office or AAM-300 <input type="checkbox"/> Special Test-Reexamination (44709) conducted <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
Training Course (FIRC) Name		Graduation Certificate Number		Date of FIRC Graduation Certificate
Date	Inspector's Signature (Print Name & Sign)	Certificate Number	FAA Office (e.g. SO-15, WP-19)	
Attachments:		Applicant Information (required if printed on 2 pages)		
<input type="checkbox"/> Certifying Statement <input type="checkbox"/> College Transcript (Official) <input type="checkbox"/> ATP CTP Graduation Certificate <input type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate		Airman's Identification (ID) (US driver's license or passport recommended) Form of ID ID Number (If issued by State, include State) Expiration Date (must be valid) Telephone Number <input type="checkbox"/> Meets Aviation English Language Standard <input type="checkbox"/> Does Not Meet Aviation English Language Standard <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination		
		Name Date of Birth Certificate Number E-Mail Address REMARKS:		

Appendix B. Letter of Temporary Deposit***Letter of Temporary Deposit***

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION
_____[Insert Name of FAA Office]_____
_____[Insert Address]_____

Due to [ENTER EITHER “the unsatisfactory results of a reexamination on” OR “my inability to complete the requested reexamination by”] [*insert date*], I hereby voluntarily surrender my pilot certificate [*number*] for temporary deposit in the [*Name of FSDO*] Flight Standards District Office of the FAA until [*date+up to 30 days*]. If, by that date, I have not demonstrated the airman competence to hold that/those rating(s) to the FAA or received an extension of time within which to take the reexamination, I understand that legal enforcement action will be taken to suspend the privileges of my [*grade of*] certificate until I demonstrate the competence prescribed in the Federal aviation regulations for its original issuance.

Signed,

[*Printed and signed name*]

On this [*date*].

[*Address*]

[*Witness A, date*]

[*Witness B, date*]

Attach Certificate

Appendix C. Voluntary Surrender for Cancellation**Voluntary Surrender for Cancellation****TO:**

XXX Flight Standards District Office
FSDO Street Address
FSDO City, State and ZIP Code

FROM:

Airman's Name
Airman's Street Address
Airman's City, State and ZIP Code

I hereby voluntarily surrender my _____ Certificate, number XXXXXXXX, for cancellation. I understand that this constitutes unequivocal abandonment of the _____ (Certificate or Rating) and that a Federal Aviation Administration (FAA) airman certificate or rating may not be reissued to me again unless I pass all the tests prescribed for its issue.

My rights to be heard as to why my certificate should not be amended, suspended, or revoked have been fully explained to me and by affixing my signature hereto are hereby waived.

Signature_____
Date**ACKNOWLEDGMENT OF ACCEPTANCE AND COORDINATION**

I, _____, an Aviation Safety Inspector, accept the specified certificate and acknowledge that Mr./Ms. _____ freely and voluntarily surrendered the specified FAA certificate to the FAA on _____ (Date). I further acknowledge that this certificate holder's request for this voluntary surrender has been coordinated and concurred with, by other FAA offices, as appropriate.

Signature_____
Date

Appendix D. Voluntary Downgrade**Voluntary Downgrade****TO:**

XXX Flight Standards District Office
FSDO Street Address
FSDO City, State and ZIP Code

FROM:

Airman's Name
Airman's Street Address
Airman's City, State and ZIP Code

I, [pilot's name], holder of [grade/rating] certificate No. [number], freely and voluntarily surrender my specified Federal Aviation Administration (FAA) certificate to the FAA on [date of surrender], for downgrade to a [grade/rating] certificate. I understand that this constitutes unequivocal abandonment of the _____ (Certificate or Rating) and that an FAA airman certificate or rating may not be reissued to me again unless I pass all the tests prescribed for its issue.

My rights to be heard as to why my certificate should not be amended, suspended, or revoked have been fully explained to me and by affixing my signature hereto are hereby waived.

Signature

Date

ACKNOWLEDGMENT OF ACCEPTANCE AND COORDINATION

I, _____, an Aviation Safety Inspector, accept the specified certificate and acknowledge that Mr./Ms. _____ freely and voluntarily surrendered the specified FAA certificate to the FAA on _____ (Date). I further acknowledge that this certificate holder's request for this voluntary surrender has been coordinated and concurred with, by other FAA offices, as appropriate.

[Inspector Name/Signature], Aviation Safety Inspector

Date

Appendix E. Sample 49 U.S.C. § 44709 Reexamination Letter**Sample 49 U.S.C. § 44709 Reexamination Letter**

CERTIFIED MAIL—RETURN RECEIPT REQUESTED (OR FedEx, if not a U.S. address)

Dear [Airman's Name]:

The FAA has conducted an investigation of the practical tests administered by Donald R. Lee between July 2018 and May 2022. Based on that investigation, the FAA has reason to believe that Mr. Lee issued certificates and/or ratings to airmen when the airmen did not demonstrate the qualifications to hold the certificate and/or rating for which they were tested. Thus, the competence of the airmen tested by Mr. Lee during that time period is in question, and reexamination of the airmen's qualifications to hold their certificates and/or ratings is necessary in the interest of safety.

FAA records indicate that on XXXXXXXXXX, you took a XXXXXXXXX test with Mr. Lee and received a Temporary Airman Certificate.

Therefore, under the authority of 49 U.S.C. § 44709, the FAA requests that you call or appear at this office or a Flight Standards District Office (FSDO) more conveniently located near you, within 10 days of receipt of this letter, to make an appointment for a reexamination. The reexamination will consist of XXXXX and include the knowledge and skill necessary to be the holder of XXXXX with emphasis on XXXXX. The current Airman Certification Standards (ACS) or applicable Practical Test Standards (PTS) will be used.

Please note that you must supply an appropriate, airworthy aircraft for the test.

If you make an appointment with a FSDO in another area, please advise this office.

If you do not accept the opportunity for reexamination within 10 days of receipt of this letter, we will begin proceedings to suspend your airman certificate until such time as you demonstrate your competence to exercise its privileges. If, for reasons beyond your control, you are unable to be reexamined at this time, please contact me prior to [add 15 days to date of letter] so that the FAA can determine whether to grant an extension of time to you.

In accordance with the Pilot's Bill of Rights, we also inform you that:

(1) The nature of this investigation is to reexamine your qualifications to be the holder of an airman certificate in the interest of air safety pursuant to the Administrator's authority under 49 U.S.C. § 44709.

(2) Any response to an inquiry made by a representative of the FAA Administrator by you in connection with the reexamination of your qualifications described above may be used as evidence against you.

(3) If the reexamination of your qualifications results in a legal enforcement action against your certificate, the releasable portions of the Administrator's investigative report will be made available to you upon your written request addressed to the FAA's legal counsel handling the enforcement action.

We will be pleased to discuss this matter with you and provide any further information that may assist you. Our office is open from 7:00 a.m. to 4:00 p.m., and our telephone number is (907) 352-2000.

Your cooperation in this matter will be appreciated.

Sincerely,

Matthew Mrzena
Anchorage Flight Standards District Office
(907) 352-2010