

**SAMPLE - Military**

Date: \_\_\_\_\_

TO: FAA Airworthiness Inspector

This letter will certify that I have personal knowledge of the abilities of \_\_\_\_\_ in the performance of aircraft maintenance on electrical, powerplant, and airframe systems. This knowledge is based on a daily observation of regularly performed duties on the following listed aircraft from \_\_\_\_\_, 20\_\_ to the present time.

(Aircraft and type engines)

_____	_____
_____	_____
_____	_____

He/She is extremely knowledgeable and highly proficient in the performance of his/her duties. His/Her experience has developed into a multi-dimensional talent for aircraft maintenance. Uncommon among his/her peers of similar rank, he/she can usually be found on the line, applying his/her expertise and teaching these skills to others.

I hope this letter helps \_\_\_\_\_ attain his/her career goals of working in the aircraft maintenance industry. I have the utmost respect and confidence in this exemplary individual and I would hate to lose him/her from our active duty force.

Respectfully submitted,

\_\_\_\_\_  
Officer in Charge  
Title:  
Unit:

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TO: FAA Airworthiness Inspector

This is supplemental to the basic letter requesting certification to become an A&P technician.

A. Records reflect the following experience in the aircraft maintenance field:

<u>Job Title/Airframe</u>	<u>Major tasks completed</u>	<u>Dates</u>	<u>Number of months</u>
Airframe mechanic Technician	This should coincide or agree with your service/training (OJT) Records	From/To	Actual # months based on days/wk worked less weekends, leave etc.

<u>Job Title Powerplant</u>	<u>Major tasks completed</u>	<u>Dates</u>	<u>Number of Months</u>
Powerplant mechanic Technician	(same as above)	from/to	(same as above)

B. This practical experience has been obtained with applicable procedures, materials, and tools used in the above tasks. Under the unified maintenance concept, aircraft maintenance personnel are required to assist and acquire knowledge in all phases of aircraft maintenance which falls into the Airframe and Powerplant categories.

Person Requesting certification  
Name, Rank, Phone #

Maintenance Officer  
Name, Rank, Phone #

Direct Supervisor  
Name, Rank, Phone #

Commanding Officer  
Name, Rank, Phone #

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## Privacy Act Statement

Authority: 6USC 301 44USC 3101 EO 9397

Principal Use: To provide completed information for an individual. Disclosure is voluntary; SSN is used for identification purposes only.

Routine Uses: Will be used to maintain current information; however, failure to divulge information could complicate the administrative actions necessary to properly document an individual's educational participation and progress.

**NOTE:** Your letter should be on Organizational Letterhead Paper and if the general format as given is used and you have documented experience, should not experience any problems with the certification process.

NOTE:

*To alleviate any confusion concerning your months needed to be certified, figure on an 8-hour day, 5 days per week, 48 weeks with a 4-week vacation. Of course, a deployment throws this out the window since in all probability you would be on 12-hour days, 7 days per week. Just make sure you can account for 30 months for the combined A&P certification. Occasionally you will hear about the person who wrote and signed their own letter and received their certification; Personally, I would rather be completely prepared the first time I went to the FAA office.*

**SAMPLE**