

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8700.32

8/16/04

Cancellation  
Date: 8/16/05

## **SUBJ: UPDATE ON THE LOA/LOOA PROGRAM**

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**1. PURPOSE.** This notice provides updated guidance to inspectors. This notice:

**a.** Revises dates for the use of Letters of Authorization (LOA) and Letters of Operational Authority (LOOA) for airmen who operate, provide training, or provide recommendations in large aircraft, turbojet-powered aircraft, or other aircraft specifically identified by the Administrator, which require a specific authorization for a person to act as pilot in command (PIC) during flight.

**b.** Reiterates that only aviation safety inspectors (ASI) approved by the National Program Manager for Vintage and Surplus Military Aircraft (NPM-VSMAC) or General Aviation and Commercial Division, AFS-800 are permitted to issue the documentation/approvals stated in paragraph 5.

**2. CANCELLATION.** Notice 8700.24, Change to the LOA/LOOA Program, dated September 9, 2003, is canceled.

**3. DISTRIBUTION.** This notice is distributed to the division level in the Flight Standards Service in Washington headquarters; to the branch level in the regional Flight Standards divisions; to the Flight Standards District Offices; and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center. This notice is also distributed electronically to the division level in the Flight Standards Service in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the Federal Aviation Administration's (FAA) Web site at:

<http://www.faa.gov/avr/afs/notices/8700/N8700-32.doc>

**4. BACKGROUND.** Canceled Notice 8700.24, paragraph 4, stated that "Airmen who currently hold LOA and LOOA will be able to exchange those letters for an airman certificate with the appropriate aircraft authorizations. Airmen who do not possess an LOA will be able to have an aircraft authorization added to an airman certificate when they complete the appropriate training and a flight evaluation." Notice 8700.24 established the following effective dates:

**a.** On or after March 1, 2003, Airmen who hold a valid LOA or LOOA have until July 31, 2004, to exchange an LOA or LOOA for an airman certificate with the equivalent authorized aircraft listed.

**b.** Airman who do not exchange their LOA or LOOA prior to July 31, 2004, may not exercise the privileges of the LOA or LOOA, but will have until July 31, 2005, to exchange the LOA or LOOA.

**c.** After July 31, 2005, an LOA or LOOA is no longer valid and will not be reissued as an authorization on an airman certificate.

**d.** After December 31, 2003, no one may be issued an LOA or LOOA for a surplus military turbine-powered aircraft, surplus military aircraft with a maximum gross takeoff weight in excess of 12,500 pounds, and surplus military piston-powered aircraft with an engine over 800 hp and a  $V_{NE}$  in excess of 250 knots. This authority will be granted through the issuance or reissuance of an airman certificate in accordance with the new forthcoming guidance in Order 8700.1, to address Experimental Aircraft Examiners (EAE), initial issuance of Authorized Experimental Aircraft ratings, and issuance of the new Authorized Instructors (AI) certificate. Only FAA ASIs or EAEs will have this authority.

**5. GUIDANCE.** Just before the July 31, 2004, deadline the FAA encountered a significant backlog processing airman files for the exchange of LOAs and LOOAs. Initially, a decision was made to extend the July 31, 2004, deadline for an additional 90 days. This extension would have allowed those airmen who had applied for the exchange of their LOA or LOOA to continue to operate using their current LOA and instructing using their current LOOA while waiting for their new airman certificate(s). After further consideration and in an effort to reduce the public burden and impact on the aviation community, the FAA has decided to extend the originally deadline date of July 31, 2004, to July 31, 2005. Airmen who hold a valid LOA or LOOA have until July 31, 2005, to use and exchange an LOA or LOOA for an airman certificate with the equivalent authorized aircraft listed. After July 31, 2005, an LOA or LOOA is no longer valid and will not be reissued as an authorization on an airman certificate.

**a.** LOOA holders may continue to provide training as outlined in this notice until July 31, 2005. However, LOOA holders may no longer make a required recommendation or endorsement for a new applicant for an "Aircraft Authorization." Only an AI is permitted to make a required recommendation or endorsement under this program. LOOA holders are encouraged to convert their LOOA to an AI certificate as soon as possible.

**b.** Pilots desiring to convert their LOA/LOOA should submit FAA Form 8710-1, Airman Certificate and/or Rating Application, and paperwork directly to AFS-800. The application must have attached to it legible copies of the applicant's pilot certificate (front and back), medical certificate (must be current), valid driver license, and current LOAs/ LOOAs. Pilots holding an LOA/LOOA with all makes and models of high performance piston-powered airplanes must submit a copy of the logbook pages or other records that show their aircraft checkout and time as PIC in each type aircraft for which authorization they are applying. The package must be notarized and mailed to the following address:

FAA Flight Standards Service  
General Aviation and Commercial Division, AFS-800  
Attn: LOA/LOOA  
800 Independence Avenue, SW  
Washington, DC 20591

c. AFS-800 will process the application and mail a copy of the temporary pilot certificate to the applicant reflecting applicable Authorized Experimental Aircraft Ratings. AFS-800 will forward all application packages to the Airman Certification Branch, AFS-760 for further processing and issuance of the permanent pilot certificate.

d. All new applicants for an “Aircraft Authorization” are required to receive training and obtain an endorsement (recommendation) from an AI for that specific aircraft. This training must be in accordance with an FAA accepted training program. LOOA holders may continue to provide this training; however, LOOA holders may no longer make a recommendation or endorsement. After receiving a recommendation from an AI, the applicant should contact an EAE for a practical test. See <<http://www.faa.gov/avr/afs/experimentalvintage/index.cfm>> for a complete list of FAA accepted training programs and for a complete list of EAEs. After successful completion of the practical test the EAE will add the new aircraft authorization to the airman’s certificate.

e. AFS-800 is working with the aviation community to address any issues related to reviewing and accepting industry developed training programs and ensuring that qualified EAEs are available.

** Revised Guidance  July 20, 2004	LOA/LOOA Holders exchanges LOA/LOOA.  ** Due to backlog within FAA all airman who submitted applications before the July 31, 2004 deadline will receive a 90-day extension to operate on current LOA/LOOA.	Must have receipt of submission to AFS-800.	
Revised Guidance  Effective the date of this Notice	Current LOA holders may exercise the privileges of their current and valid LOA until July 31, 2005 and may exchange these letters until July 31, 2005. Current LOOA holders may not recommend or endorse an applicant for an LOA.	AFS-800 will continue to process LOA/LOOA exchanges until July 31, 2005.	See paragraph 5b. for process to submit package via mail to AFS-800.
Revised Guidance  Effective the date of this Notice	Holders of LOAs/LOOAs, which expire before July 31, 2005, may continue to exchange until the expiration date.	AFS-800 will continue to process changes or an authorized EAE can issue an aircraft authorization.	See paragraph 5b. for process to submit package via mail to AFS-800.
After July 31, 2005	LOA/LOOA’s no longer valid. Airman must have authorized aircraft on airman certificate.	All applicants recommended by Authorized Instructors.	All applicants evaluated by and certificate issued by EAE.

**6. DISPOSITION.** Guidance for the LOA/LOOA Program is forthcoming in Order 8700.1. For further information concerning this revised policy or questions regarding FAA accepted training programs or availability of an EAE, you may contact Robert O'Haver at (202) 267-7031 or [Robert.O'Haver@faa.gov](mailto:Robert.O'Haver@faa.gov), or Mary Pat Baxter at (202) 267-7132 or [Mary.Pat.Baxter@faa.gov](mailto:Mary.Pat.Baxter@faa.gov).

/s/

John M. Allen for  
James J. Ballough  
Director, Flight Standards Service