

IACRA Walkthrough: Military Competency Exam (MCE)

How to build your IACRA application to convert military pilot qualifications to a civilian commercial pilot certificate per 14 CFR §61.73.

Before your appointment, scan and email the following to **thomas@daytonadpe.com**:

- Pilot Certificate (front and back, clear scan)
- Current FAA Medical Certificate
- Current Photo ID (passport, Driver's License, or Military ID preferred)
- FTN Number from IACRA
- AFI 11-202V2 / NAVAIR / Army equivalent — most recent qualification check / annual evaluation
- DD Form 214 (or letter from your service confirming current pilot status)
- Military pilot certificate or wings citation showing dates and aircraft qualified
- Most recent military instrument check / flight evaluation form (AF Form 8, NAVMC equivalent, etc.)

Step 1 — Log in to IACRA and open the Applicant Console

Sign in at **iacra.faa.gov**. The Applicant Console is your starting point. Personal identifiers in this screenshot have been redacted; yours will display your information.

The screenshot shows the IACRA Applicant Console interface. At the top, there's a navigation bar with 'IACRA Home' and 'Console'. Below this, the 'Start New Application' button is prominent. To the right of this button, there's a table titled 'Your Existing Applications' with columns for Start Date, Certificate Type, Status, Status Date, and Available Actions. The table contains three rows of data, with some cells redacted. Below the table, there's a section for 'Airman Information' with tabs for 'Airman Certificate', 'Airman Certificate Rating', 'Airman Certificate Type Rating', 'Airman Limitations', and 'DMS Information'. The 'Airman Certificate' tab is active, showing a table with columns for Designee Number, Designee Type, Designator, Expiration Date, FSDO, Airman Cert#, and Authorizations. The table contains one row of data, with some cells redacted.

Start Date	Certificate Type	Status	Status Date	Available Actions	
03/08/2023	FLIGHT INSTRUCTOR	Transferred to Airman Registry	04/10/2023	View/Print ▾ Go	
06/04/2021	FLIGHT INSTRUCTOR	Airman Registry - Complete	07/12/2021	View/Print ▾ Go	
06/10/2020	ATP > Standard > CFR 61 > Added Category Class	Airman Registry - Complete	07/01/2020	Contact Airman Registry for older applications	
2469820	06/08/2020	ATP > Standard > CFR 61 > Added Category Class	Airman Registry - Complete	07/01/2020	Contact Airman Registry for older applications
2376259	02/18/2020	ATP > Standard > CFR 121 > Initial	Airman Registry - Complete	04/29/2020	Contact Airman Registry for older applications

Designee Number	Designee Type	Designator	Expiration Date	FSDO	Airman Cert#	Authorizations
	DPE		07/31/2023	SO15		DPE-PE-ASEL, DPE-CIRE-ASEL, DPE-ATPE-ASEL, DPE-PE-AMEL, DPE-CIRE-AMEL, DPE-ATPE-AMEL, DPE-FPE, DPE-MCE, DPE-GIE, DPE-FIRE, DPE-FIE-ASE, DPE-FIE-AME

IACRA Applicant Console — start point for every new application.

Step 2 — Start a new application: Pilot → Military Competency

Click **Start New Application**. Set Type of Application to **Pilot**. Under Certifications, expand **COMMERCIAL PILOT**, then **CFR 61**, then **MILITARY COMPETENCE**. Pick the appropriate category/class (Airplane



Single-Engine Land, Airplane Multi-Engine Land, Rotorcraft, etc.). Click **Start Application**.

(Screenshot of this step coming in a future revision — the field names and dropdown choices below match what you'll see on screen.)

Step 3 — Complete the remainder of the application

Work through the application as prompted. Field-specific notes:

- **Basis of Issuance (Section II):** select **Military Competence**. Enter your branch of service, military pilot certificate number, and the dates of your most recent annual or instrument qualification check.
- **Pilot Time (Section III):** enter the military flight times documented in your records. Use total military pilot time in the appropriate category/class column.
- **Doctor's name** on your current FAA Medical must be entered exactly as printed, including the comma and "MD" — e.g. *John Doe, MD*.

Step 4 — Submit and schedule your virtual appointment

Save and submit. Email Thomas your FTN and IACRA application ID along with the intake documents above. Your appointment will be scheduled within 24 hours and entered into the FAA Designee Management System (DMS) at least 24 hours in advance, per FAA policy. Questions? Submit the contact form at **daytonadpe.com** or reply to the intake email above.

