



Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE OF A PILOT LICENSE AND/OR RATING BASED ON MILITARY QUALIFICATIONS

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)

ACAD-PEL-007.0

Personnel Licensing

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0 Administration and Control

The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

0.1 Abbreviations

ACAA	Afghanistan Civil Aviation Authority
ACAR	Afghanistan Civil Aviation Regulation
ATPL	Airline Transport Pilot License
CPL	Commercial Pilot License
PIC	Pilot in Command
PPL	Private Pilot License



0.2 Record of Revision

The revision page shall be completed to show: revision number, effective date of the revision, description of changes and the responsible person. Revised pages will display the DD MMM YYYY revision date and revision number on the bottom of each page. Any revision shall display the next sequential number.

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1 Purpose

This directive is issued to guide the Personnel Licensing Officers in determining if an applicant is eligible for a pilot license and/or rating based on military qualification under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of the sought license or in the denial of the application.



2 References

- 2.1 ACAR Version 2.6 November 2011 Part 2.2.3. and
ACAR- IS Version 2.6 November 2011 Part 2.2.1, 2.2.3.1 and 2.2.8.
- 2.2 Forms: Form O-PEL-001A, Form O-PEL-003A or O-PEL-004A or O-PEL-005A.
- 2.3 Checklists: CL: O-PEL-003 or CL: O-PEL-004 or CL: O-PEL-005.
- 2.4 A license card.
- 2.5 Letter of Discontinuance: Form O-PEL-001L.
- 2.6 Notice of Disapproval: Form O-PEL-001N.



3 Guidance and Procedures

The Personnel Licensing Officers shall obey the following instructions in the application process to issue the respective license in compliance with ACAR Part 2.

3.1 General Information

- 3.1.1 A pilot license may be issued to an Afghan military pilot on the basis of his/her military qualification, if the applicant meets the requirements of ACAR Part 2.2.3.
- 3.1.2 Aircraft category, class, type, instructor or instrument rating for which the military pilot is qualified, may be added to a new or existing pilot license issued under Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.1.3 The holder of the Afghan military qualification may apply for a PPL or for a CPL depending on the qualifications held.
- 3.1.4 An aircraft type rating may be issued to an Afghan military applicant provided that the applicant:
 - a) holds a category and type rating for that type of aircraft at the commercial pilot's level and the aircraft type is on the Civil Aircraft Register;
 - b) has passed an Afghan military pilot check and instrument proficiency check in that type of aircraft as PIC during the 12 calendar months preceding the date of application.
- 3.1.5 If necessary, the relevant rules for the respective license shall be applied.

3.2 Application Requirements

Advise the applicant to bring the following documents attached to the application form on applying for the license:

- [1] A properly completed prescribed application form;
- [2] A photo identification card or passport;
- [3] Two recent passport size photographs (full face);
- [4] Military identification;
- [5] A knowledge test report (if applicable);
- [6] Military flight records;
- [7] The relevant valid medical certificate; and
- [8] The prescribed fees or proof of payment thereof.

3.3 Applicant Arrives to Apply for the License

Collect and evaluate the documents and records listed above.

**3.4 Review of the Application**

- 3.4.1 Check the application form for accuracy, using the instructions attached to the form; and
- 3.4.2 Ensure that the military flight records are certified by the base commander.

3.5 Verifying the Applicant's Identity

- 3.5.1 Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on the prescribed application form. Return the applicant's identification, after making and certifying the photocopy.
- 3.5.2 If the applicant's identity can be verified, proceed with the task.
- 3.5.3 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- 3.5.4 If the applicant's identity appears to be different from the information supplied on the prescribed application form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the General Manager of licensing for further action.

3.6 Establish Eligibility for Issue of the License

- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the relevant license specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.6.2 The following list expounds the basic requirements.
 - a) Age:
Ensure that the applicant is at least 17 years for a PPL and 18 years for a CPL.
 - b) Knowledge:
Request and evaluate the knowledge test report to confirm that the applicant meets the knowledge requirements, depending on the active flight status within the past 12 months of application. Refer to ACAR Part 2.2.3.1 (b).
 - c) Experience:
Check the record of flight time to determine if the applicant has the minimum experience required for the license and rating sought. Use an acceptable logbook or other reliable record. Acceptable documents as satisfactory evidence of military pilot status are listed in ACAR IS 2.2.3.1 (g).
 - d) Language proficiency:
Check whether the applicant has been checked on english language proficiency as required by ACAR Part 2.2.2.



- e) Medical fitness:
Ensure that the relevant medical certificate is valid.

3.6.3 Furthermore, the following rules apply depending on the license or rating sought:

- a) The applicant for a PPL or CPL should:
 - (i) Hold a Afghan military aircraft category, class and type rating; and
 - (ii) Hold a an appropriate military instrument, if instrument rating is required;
 - (iii) Present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.
- b) The applicant for an aircraft category, class, type and/or instrument rating should:
 - (i) Hold a Afghan military aircraft category, class and type rating;
 - (ii) Hold a an appropriate military instrument, if instrument rating is required;
 - (iii) Present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.
- c) Instrument Rating Eligibility
An instrument rating may be issued on the basis of appropriately valid Afghan military instrument rating qualification records provided that the military rating does not bear any limitation that restricts any of the instrument rating privileges.
- d) The applicant for an aircraft type rating on a ATPL should:
 - (i) Hold a Afghan military category class and type rating for that type of aircraft at the ATPL level;
 - (ii) have passed a pilot check and instrument proficiency check in that type of aircraft as PIC within the last 12 months preceding the date of application.

3.6.4 The military flight records are required as evidence of the applicant's pilot-in-command (PIC) experience. An applicant's flight time as a co-pilot or other flight crewmember is not acceptable to establish qualifications as PIC.

3.7 Discrepancies or Ineligibility

3.7.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

3.7.2 If the applicant is not eligible for the license and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies and obtain the license and/or rating.



3.8 Issue of the License and/or Rating

- 3.8.1 When an applicant has satisfactorily met all requirements for the license and/or rating sought, and the prescribed application forms has been completed, the license and/or rating shall be issued keeping to ACAR-IS Part 2.2.8.
- 3.8.2 Complete the following tasks.
- a) Ensure the prescribed fees for the license is paid;
 - b) Prepare the license;
 - c) Complete all blocks including allocation of the license number;
 - d) When a rating needs to be added, enter the additional rating on the license;
 - e) Make a copy of the license for the licensing file;
 - f) Provide the applicant with a completed license;
 - g) File all documents on the pilot's licensing file.



4 Results

Completion of this task results in the issuance of a pilot license and/or rating.



5 Future Activities

An Applicant may return for:

- [1] Additional category, class or type rating;
- [2] Renewal of the license; or
- [3] An upgraded license.

Appendix I

No appendices in this document.



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