



U.S. Department
of Transportation
**Federal Aviation
Administration**

800 Independence Ave., SW.
Washington, DC 20591

NOV 24 2009

Mr. Gene Hammond
Chief Pilot
Soaring Society of America / Soaring Safety Foundation (SSA/SSF)
26260 Airport Road
Minooka, IL 60447

Dear Mr. Hammond:

The Federal Aviation Administration (FAA) has reviewed your request for a 24 month extension of your existing Flight Instructor Refresher Clinic (FIRC) authorization submitted to this office on November 2, 2009. The FAA finds that your Training Course Outline (TCO) continues to meet the requirements of Advisory Circular (AC) No. 61-83F, *Nationally Scheduled (FAA) Approved, Industry-Conducted Flight Instructor Refresher Clinics*. Therefore, in accordance with paragraphs 17(b) and 18(b) of that AC, the FAA approves the Soaring Society of America / Soaring Safety Foundation (SSA/SSF) to continue to conduct flight instructor refresher clinics for an additional two years. The authorization to conduct these clinics is subject to the following conditions:

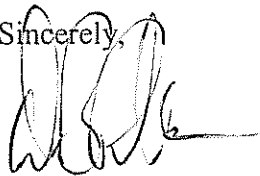
1. The SSA/SSF must adhere to the approved TCO;
2. The SSA/SSF must submit copies of updated quiz/test questions to this office by January 31, 2010, in accordance with AC 61-83F paragraph 17(b);
3. The SSA/SSF must notify AFS-800, General Aviation and Commercial Division, at least 45 days prior to the scheduled date of any clinic, unless an annual schedule is provided to AFS-800. SSA/SSF must provide this schedule at the beginning of each calendar year, and list all clinics scheduled for the year, including their location. The SSA/SSF must notify AFS-800 of any change in the proposed schedule as soon as it occurs;
4. Short-notice changes in pre-approved elective topics do not need approval; however, SSA/SSF must notify AFS-800 before the presentation, preferably via email to 9-AWA-AVS-AFS-FIRC@FAA.GOV.
5. At the conclusion of each clinic, the SSA/SSF will issue a sequentially numbered, printed graduation certificate to each successful applicant. The certificate must contain at least the following information:
 - a. The full name and address of the organization or sponsor authorized to conduct the clinic.


- b. The full name and address of the graduate.
 - c. The date of issuance.
 - d. The date of expiration, or a statement that the certificate expires 3 calendar months from the date of issuance.
 - e. A declaration stating: "The authenticity of this graduation certificate can be verified by telephone to the issuing FIRC Sponsor at (telephone #) Monday through Friday from (Example: 8:30 AM to 4:30 PM EST)," or a raised seal verifying authenticity may be used.
 - f. The signature of the chief or assistant chief instructor.
6. The SSA/SSF must maintain a record of the complete name and address of all attendees for at least 24 months. If SSA/SSF denies issuance of a graduation certificate to a particular applicant, SSA/SSF must keep a record of the reason for denial for at least 24 months;
 7. The SSA/SSF must provide the FAA a current point of contact throughout the FIRC-approval period. This will include the mailing address, e-mail, telephone number and/or facsimile number for the designated contact;
 8. Acceptance of a graduation certificate as the sole basis for flight instructor certificate renewal remains the choice of the FAA;
 9. SSA/SSF must send revisions of all TCOs either in hard copy form or (preferably) electronically to AFS-800 for review at least 45 days before their planned use;
 10. This letter of approval and continuing authorization is valid for 2 years, and will expire on January 31, 2012, unless sooner withdrawn.
 11. At least 45 days prior to January 31, 2012, the SSA/SSF must submit a complete and revised TCO to this office if you wish to renew your authorization to conduct FIRCs. Submission of a hard copy paper TCO is optional; however it will not be returned. The preferred method is to send by electronic mail directly to 9-AWA-AVS-AFS-FIRC@FAA.GOV. Authorization will be sent by return email. Any revisions to the TCO during this period of authorization must be approved by the same method.

Links to the current FIRC Advisory Circular (AC), applicable notices, and other current information and policy changes are at <http://www.faa.gov/pilots/training/firc>. **All FIRC providers must periodically check that site for any new information or changes about FIRCs or FIRC providers.**

If you have any questions or concerns, please contact us at (202) 267-8212, or email:
9-AWA-AVS-AFS-FIRC@FAA.GOV.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melvin O. Cintron', written over a dotted line.

Melvin O. Cintron 
Manager, General Aviation and Commercial Division