

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8000.372

National Policy

Effective Date:
05/09/2014

SUBJ: Manufacturing Designee Management System Implementation

1. Purpose of This Notice. This notice provides guidance necessary to implement the Designee Management System (DMS) for the Aircraft Certification Service (AIR) manufacturing designee program. This notice identifies the schedule, training and additional steps required to implement DMS for AIR offices managing manufacturing designees.

2. Background. DMS is a comprehensive system combining policy and procedures for managing all aspects of certain representatives of the Administrator including selection, appointment, orientation, training, oversight, suspension, and termination. These activities are governed by Federal Aviation Administration (FAA) Order 8000.95, Designee Management Policy, which does not address the implementation and transition to DMS.

3. Audience. The audience for this notice is AIR manufacturing offices that manage designees. AIR manufacturing personnel required to comply with this notice include those who manage manufacturing designees and those managers who have employees managing manufacturing designees. This may include other FAA management, operational, and administrative employees as appropriate.

4. Where Can I Find This Notice? You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices/. This notice is also located on the FAA's Regulatory and Guidance Library (RGL) website at https://employees.faa.gov/tools_resources/orders_notices/.

5. Authority to Change This Notice. The AIR Design, Manufacturing, and Airworthiness Division (AIR-100) has the authority to revise material in this notice. Any specific changes to the schedule provided in appendix A to this notice will be transmitted by AIR-100 to the affected offices.

6. Action. Manufacturing offices that manage individual designees must accomplish the following:

a. Designee Information Network (DIN) Data Preparation. Check the DIN record for each assigned designee to verify each current and qualified designee is in “active” status. Designees in any other status such as expired, idle, non-renewal, or suspended will not migrate to DMS. Any designees not migrated to DMS will need to be terminated under current policy and would need to reapply under DMS policy to become a designee. Offices are authorized to renew designees early to ensure no renewal action will be required between June 1, 2014, and November 1, 2014.

b. Training. All current manufacturing employees managing designees, or managers with employees who manage designees, must complete DMS implementation training within 30 days before their office’s scheduled deployment. This implementation training consists of two courses available in the eLearning Management System (eLMS):

- FAA 27000025: DM Policy, Volume 1 Common Designee Policy
- FAA 27000026: DM Policy, Volume 8 DMIR/DAR-F Policy

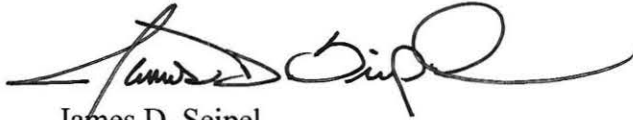
These courses provide information on both the DMS policy and the DMS tool, and are essential for success in this implementation process. Familiarization with FAA Order 8000.95 before enrolling in the training would be helpful. Additionally, DMS subject matter experts will be onsite at each manufacturing office for implementation.

c. Transition to New DMS Policy and Tool. AIR manufacturing employees managing designees using FAA Order 8100.8D, Designee Management Handbook, will discontinue use of that policy and comply with FAA Order 8000.95 when DMS is deployed in their office per the schedule in appendix A to this notice. Each office is authorized to discontinue accepting paper applications 60 days before their scheduled implementation date to ensure completion of all appointments before implementation. Manufacturing offices will discontinue documenting designee management actions in the DIN 2 weeks before implementation of the DMS tool. This will allow time for a review of the designee DIN data before migration of this data into the DMS tool. Upon completion of data migration, all subsequent designee management actions will be documented in DMS. For questions regarding the operation of DMS, contact the National Information Technology Service Desk at (877) 287-6731 or via email at 9-NATL-AVS-IT-ServiceDesk/AWA/FAA.

7. Distribution. This notice will be available for general access by FAA staff or the public on the FAA website at rgl.faa.gov. This notice will be distributed to all Manufacturing Inspection Offices, Manufacturing Inspection District Offices, and Manufacturing Inspection Satellite Offices.

8. Deviations. It is necessary to adhere to procedures in this notice to achieve uniform administration of this directive material. Any deviation to this notice must be approved by AIR-100.

9. Suggestions or Comments. Suggestions or comments should be sent to 9-awa-avs-designee-directives@faa.gov, where they will be reviewed and sent to the respective policy holder(s). AIR-100 welcomes and considers all of your suggestions or comments regarding this notice. For your convenience, use FAA Form 1320-19, Directive Feedback Information (found in appendix B to this notice), to submit suggestions or comments. Please use the "OTHER COMMENTS" block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. You may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

A handwritten signature in black ink, appearing to read "James D. Seipel", with a stylized flourish extending to the right.

James D. Seipel
Acting Manager, Design, Manufacturing, &
Airworthiness Division
Aircraft Certification Service

Appendix A. Manufacturing DMS Office Deployment Schedule

Manufacturing Office	Office ID	Stop DIN	Implementation
Phoenix MIDO	ANM-108P	6/9/14	6/23/14
Los Angeles MIDO	ANM-108L	6/23/14	7/7/14
Van Nuys MIDO	ANM-108V	6/23/14	7/7/14
Seattle MIDO	ANM-108S	6/23/14	7/7/14
Burlington MIDO	NE-MIDO-42	6/30/14	7/14/14
New Cumberland MIDO	NE-MIDO-44	6/30/14	7/14/14
Windsor Locks MIDO	NE-MIDO-41	6/30/14	7/14/14
Bethany MIDO	SW-MIDO-41	7/7/14	7/21/14
Saddle Brook and Farmingdale MIDOs	NE-MIDO-45/46	7/7/14	7/21/14
Orlando MIDO	CE-MIDO-44	7/7/14	7/21/14
San Antonio MIDO	SW-MIDO-43	7/14/14	7/28/14
Fort Worth MIDO	SW-MIDO-42	7/14/14	7/28/14
Wichita MIDO	CE-MIDO-43	7/21/14	8/4/14
Cleveland MIDO	CE-MIDO-47	7/21/14	8/4/14
Detroit MISO-Deploy with Cleveland MIDO	CE-MISO-53	7/21/14	8/4/14
Kansas City MIDO	CE-MIDO-45	7/28/14	8/11/14
Vandalia MIDO	CE-MIDO-48	7/28/14	8/11/14
Chicago MISO-Deploy with Vandalia MIDO	CE-MISO-55	7/28/14	8/11/14
Minneapolis MIDO	CE-MIDO-46	8/4/14	8/18/14
Atlanta MIDO	CE-MIDO-42	8/4/14	8/18/14
Savannah MISO-Deploy with Atlanta MIDO	CE-MISO-52	8/4/14	8/18/14

Appendix B. FAA Form 1320-19, Directive Feedback Information



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

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Notice # XXXX.X

To: Administrative Services Branch, AIR-510

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)
- In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____