

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.501

### National Policy

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2/13/19

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2/13/20

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**SUBJ: Flight Standards Designee Management System Deployment**

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**1. Purpose of This Notice.** This notice provides the guidance necessary to deploy the Designee Management System (DMS) for Flight Standards designees. This notice identifies the schedule, training, and additional steps required to deploy the DMS.

**2. Audience.** The primary audience for this notice is Flight Standards offices that manage designees. Federal Aviation Administration (FAA) personnel required to comply with this notice include those who manage Flight Standards designees and their managers. This may include other FAA management, operational, and administrative employees, as appropriate. The secondary audience includes all Flight Standards divisions, branches, and offices.

**3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. FAA designees can find this notice on the FAA's website at <http://fsims.faa.gov>. This notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).

**4. Authority to Change This Notice.** The Flight Standards Regulatory Support Division has the authority to revise material in this notice.

**5. Background.**

**a. Explanation of the DMS.** The DMS is a comprehensive system that combines policies and procedures for managing certain representatives of the Administrator; these policies and procedures encompass all aspects, including selection, appointment, orientation, training, oversight, suspension, and termination. The DMS also includes a web-based tool designed to standardize the designee management processes. All of these activities are governed by FAA Order 8000.95, Designee Management Policy.

**b. Deployment of the DMS.** This notice provides supplemental information for the deployment of DMS, which is not addressed in Order 8000.95. Deployment will involve transitioning from the existing management and information systems and designee management policies to the DMS information technology (IT) tool and policy. Since compliance with Order 8000.95 is dependent on the DMS deployment, designees and aviation safety inspectors

(ASI) will follow existing designee policy until deployment occurs at their assigned Flight Standards office. Deployment for the DMS will occur by groups identified in the following table:

FS Group 1	DME, DPRE, DAR-T
FS Group 2	DPE, ADMIN PE, SAE
FS Group 3	APD, DFEE, DADE, TCE, TCE-FE

**6. Flight Standards Office Action.** Flight Standards offices that manage individual designees must accomplish the following prior to deployment for the designee types they manage:

**a. Designee Data and Records Preparation.**

(1) Enhanced Vital Information Database (eVID). For Groups 1 and 2, check the eVID record for each assigned designee to verify each current and qualified designee is in “active” status. Designees in any other status will not be added to the DMS during deployment.

(2) Program Tracking and Reporting Subsystem (PTRS). As Flight Standards designees are deployed into the DMS, ASIs will begin to record oversight in the DMS and cease to record designee oversight in PTRS. When this occurs, consult FAA Order 1800.56, National Flight Standards Work Program Guidelines, for instructions on terminating any remaining planned or required oversight in the PTRS.

(3) Designee Office Files. Ensure designee office files are complete and contain the current Certificate of Authority (COA) and/or Letter of Authority (LOA).

**b. Training.** All Flight Standards employees currently managing designees, or managers with employees who manage designees, should receive DMS deployment training before deployment. Advance familiarization with Order 8000.95 is highly recommended. Additionally, DMS subject matter experts (SME) will schedule onsite visits at various locations, as well as be available virtually for deployment assistance. To stay informed of DMS deployment progress, periodically review the FAA Designees & Delegations website at [https://www.faa.gov/other\\_visit/aviation\\_industry/designees\\_delegations/dms/](https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/).

**c. Transition to the New DMS Policy and IT Tool.** Flight Standards employees managing Designated Airworthiness Representatives—Maintenance (DAR-T) using FAA Order 8100.8, Designee Management Handbook, will discontinue use of that policy and comply with Order 8000.95 when the DMS is deployed in their office. Flight Standards employees managing Designated Mechanic Examiners (DME), Designated Parachute Rigger Examiners (DPRE), Designated Pilot Examiners (DPE), Specialty Aircraft Examiners (SAE), and Administrative Pilot Examiners (Admin PE) using FAA Order 8900.2, General Aviation Airman Designee Handbook, will discontinue use of that policy and comply with Order 8000.95 when the DMS is deployed in their office for that particular designee type, except in the following instance. DMEs and DPREs will continue to use Order 8900.2, Chapter 6, Designated Mechanic Examiner (DME) and Designated Parachute Rigger Examiner (DPRE) Program, for mechanic and parachute rigger testing procedures until this policy is relocated to a different FAA Order. Flight Standards offices that manage designees will discontinue documenting designee management

actions in the Enhanced Flight Standards Automation System (eFSAS) when the DMS is deployed in the office.

**7. Required Actions for Existing Flight Standards Designees.**

**a. Contact Information.** Flight Standards offices must ensure their designees have provided current contact information. This will be critical during deployment to ensure we are able to contact current designees. This information includes: full name, address, telephone number, email address, designee type, and authorizations held.

**b. Deployment of Designees into the DMS.** Flight Standards offices should contact their designees at the appropriate time to begin required actions so they can be deployed into the DMS. During this transition, only current designees will be added to DMS. In addition, they should encourage their designees to become familiar with Order 8000.95.

**8. Deployment Schedule.** The deployment schedule will be added to the DMS section of the FAA Designees & Delegations website. Since changes to the timeline may occur, please refer periodically to the deployment schedule on the website. As deployment approaches, more details will be added to the plan.

**9. Disposition.** We will not incorporate the information in this notice into FAA Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to the Regulatory Support Division at 405-954-4431.



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