| **NOTICE** | **U.S. DEPARTMENT OF TRANSPORTATION**
FEDERAL AVIATION ADMINISTRATION | N 8900.558 |

National Policy

Effective Date:
8/28/20

Cancellation Date:
8/28/21

SUBJ: Flight Standards Designee Management System Deployment

1. Purpose of This Notice. This notice provides the guidance necessary to deploy the Designee Management System (DMS) for Flight Standards (FS) Group 3 designees, which includes Aircrew Program Designees (APD), Designated Aircraft Dispatcher Examiners (DADE), and Training Center Evaluators (TCE). This notice identifies the schedule, training, and additional steps required to deploy DMS for these designee types.

2. Audience. The primary audience for this notice is FS offices that manage Group 3 designees. Federal Aviation Administration (FAA) personnel required to comply with this notice include those who manage FS Group 3 designees and their managers. This may include other FAA management, operational, and administrative employees, as appropriate. The secondary audience includes all FS 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. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at https://fsims.avs.faa.gov. FAA designees can find this notice on the FAA's website at https://fsims.faa.gov. This notice is available to the public at https://www.faa.gov/regulations_policies/orders_notices.

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

5. Background.

    a. Explanation of DMS. 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 application, selection, appointment, training, oversight, suspension, and termination. 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 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 DMS deployment, designees and aviation safety inspectors (ASI) will follow existing designee policy until deployment occurs at their assigned FS office.

6. FS Office Action. FS offices that manage individual Group 3 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 Group 3 designees, verify that the eVID record for each current and qualified designee is in the "active" status. Designees in any other status will not be added to DMS during deployment.

   (2) Program Tracking and Reporting Subsystem (PTRS). As FS designees are deployed into DMS, ASIs will begin to record oversight in DMS and cease to record designee oversight in the 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 FS employees currently managing Group 3 designees, or managers with employees who manage those 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/.

   c. Transition to the New DMS Policy and IT Tool. FS employees managing APDs, DADEs, and TCEs using FAA Order 8900.1 will discontinue use of that policy and comply with Order 8000.95 when DMS is deployed in their office. These FS employees will also stop documenting designee management activities in the Enhanced Flight Standards Automation System (eFSAS) and start documenting them in DMS when DMS is deployed in their office.
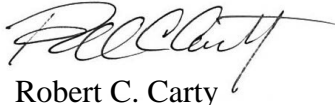
7. Required Actions for Existing FS Designees.

   a. Contact Information. FS 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, and designee type.

   b. Deployment of Designees into DMS. FS offices should contact their designees at the appropriate time to begin required actions so they can be deployed into DMS. During this transition, only current designees will be added to DMS. In addition, offices 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 Order 8900.1 before this notice expires. Direct questions or comments concerning the information in this notice to the Regulatory Support Division at 405-954-4431.

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