



AME-DMS

Designee Voluntary Surrender Request

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Designee Management System

Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. **Designee:** Private persons (i.e., individuals) or organizations delegated to act as representatives of the Administrator. DMS will collect, store and process designee information and the designee management processes in accordance with FAA recordkeeping requirements. Successfully meeting the minimum qualifications does not guarantee appointment as a designee. Applicants must update their applications whenever information changes and they must validate and verify the application data at least every 12 calendar months. Failure to maintain up-to-date information may affect selection eligibility and appointment as a designee. (Text taken from FAA Order 80000.95)

DMS Login

Designee Login

1. Access DMS using the following link: <https://designee.faa.gov/>
2. When the *Systems Use Notice* appears, click **I Agree**.

Systems Use Notice

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

(1) You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communications or information transiting or stored on this information system.

(2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

3. Enter your **User Name** and **Password**, and click **Login**.

Login

User Name:

[Forgot User Name](#)

Password:

[Forgot Password](#)

[Please Register](#)

The Designee DMS Home page opens.

Home Update Profile Create Application FAA Order 8000.95

Welcome Nelson, Shawn Message Center Change Password Logout

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Contact Information	Designation Actions
AME	Active	07/28/2015	07/31/2018		CLOA	Edit	Action

Action Required Items

My Applications

Voluntary Surrender Request

1. Under *My Designations*, click on the **Action** link.

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Contact Information	Designation Actions
AME	Active	07/28/2015	07/31/2018		CLOA	Edit	Action

Action Required Items

My Applications

2. Under **Activity Links**, click on the **Voluntary Surrender Request** Link.

Home Update Profile Create Application FAA Order 8000.95

Welcome Nelson, Shawn Message Center Change Password Logout

Designation Information

Designation	AME
Designation Status	Active
Effective Date	7/28/2015
Expiration Date	7/31/2018
Managing Specialist	Nelson, Roxanne
Next Training Due Date	
Next Seminar Due Date	

Activity Links

- [AME Report Card](#)
- [Voluntary Surrender Request](#)
- [Change / Expand Authority](#)

3. Complete all the required fields (required fields are marked with a red asterisk), and click **Submit**.

Voluntary Surrender Request

Voluntary Surrender Request

To complete the voluntary surrender of your designation please complete all of the required fields below. Please note you must surrender each designation separately.

Designee authority requested to voluntarily surrender:
AME

* 1. Do you have any incomplete FAA work in progress?
 Yes
 No

* 2. Do you have any FAA materials that require return or destruction?
 Yes
 No

* 3. Reason for Voluntary Surrender:

Back Save **Submit** Cancel

4. You will be asked to participate in the **Designee Program Feedback Survey**, click **Yes**.

Designee Program Feedback Survey

Please take the Designee Program Feedback Survey.

5. Answer the **Designee Program Feedback Survey** questions, and click **Submit**.

Note: One is Very Dissatisfied and Five is Very Satisfied.

Designee Program Feedback Survey

Designee Program Feedback Survey

1. Please identify why you are surrendering your FAA Designation?

Other

Comments (optional):

2. Rate your overall experience as an FAA designee

5

(i.e. 1 meaning Very Dissatisfied and 5 Very Satisfied)

Comments (optional):

3. Rate the economic feasibility of conducting designee activities (cost of conducting designee duties relative to economic benefit).

4

(i.e. 1 meaning Cost Prohibitive and 5 Not Cost Prohibitive)

Comments (optional):

4. Did you receive enough FAA education to perform your job?

5

(i.e. 1 meaning Not Enough and 5 Too Much)

Comments (optional):

5. Did your FAA Managing Specialist adequately meet your needs?

5

(i.e. 1 meaning Never and 5 Always)

Comments (optional):

6. Would you consider being an FAA designee again?

Yes

No

Comments (optional):

6. When the **Voluntary Surrender Request** window appears, click **Continue**.

Voluntary Surrender Request

You have requested to voluntarily surrender your Designee authority. Your FAA managing office will process this request and will email you to confirm the termination of your Designee authority in the requested area. If you meet the criteria, you will continue to have access to the system and will be eligible to reapply as a Designee. We thank you for your service as an FAA Designee.

Continue **Cancel**

The Voluntary Surrender Request appears under the Activity History.

Home Update Profile Create Application FAA Order 8000.95

Welcome **Nelson, Shawn** [Message Center](#) [Change Password](#) [Logout](#)

Designation Information

Designation	AME
Designation Status	Active
Effective Date	7/28/2015
Expiration Date	7/31/2018
Managing Specialist	Nelson, Roxanne
Next Training Due Date	
Next Seminar Due Date	

Activity Links

[AME Report Card](#) [Voluntary Surrender Request](#)
[Change / Expand Authority](#)

Activity History

Activity	DMS Tracking #	Activity Status	Modified Date
Voluntary Surrender Request		Pending	08/10/2015
Expand Authority Request	006057147-2015_584	Pending	08/10/2015

Page 1 of 1 1 - 2 of 2 items

Back **Cancel**

The Review Voluntary Surrender Request will be sent to the Managing Specialist

Technical Support

For technical assistance, please contact:

FSC
FAA IT SERVICE CENTER
Email: helpdesk@faa.gov
Phone: (844) FAA-MYIT