

FAA Job Aid

Designee Request Secured Materials

FAAJobAid-DMS-DesigneeRequestsSecuredMaterials051414-RN-RV1

Job Aid Contents

Job Aid Contents	1
Designee Request Secured Materials	1

Designee Request Secured Materials

Designee Requests Secured Materials:

1. Login to DMS: <https://designee.faa.gov> <<https://designee.faa.gov>>
2. On the System Use Notice pop-up click on the **I Agree** button.
3. Enter the **Designee User Name** and **Password** and click on the **Login** button

“WARNING”“WARNING”“WARNING”

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 communication 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.

Login

User Name:

[Forgot User Name](#)

Password:

[Forgot Password](#)

[Please Register](#)

FAA Designee Program

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of organization designation authorization (ODA).

Please view the link to Policy.

Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

4. From the **My Designations** area click on the **“Action”** link.

Designee Management System Home Page

Home Update Profile Create Application

Welcome **Firstname Lastname** [Message Center](#) [Change Password](#) [Logout](#)

My Designations

Designation	Designation Status	Effective Date	Expiration Date	View	Contact Information	Designation Actions
DMIR	Active	10/31/2013	10/31/2014	CLOA	Edit	<input style="border: 1px solid red;" type="button" value="Action"/>

Action Required Items

My Applications

5. From the Activity Links section, click on the “Secured Materials Request” link.

The screenshot shows the Designee Management System Home Page. At the top left is the Federal Aviation Administration logo. The page title is "Designee Management System Home Page". Below the header are navigation links: Home, Update Profile, and Create Application. A welcome message reads "Welcome DMIRA, John" with links for Message Center, Change Password, and Logout. The main content area is titled "Activity Request or Report" and contains "Designation Information" with fields for Designation (DMIR), Function Code (s) (1, 2, 3, 7), Designation Status (Active), Effective Date (3/5/2014), Expiration Date (3/5/2015), and Managing Specialist (Thomas, Shiny). Below this is the "Activity Links" section with four links: Activity Paperwork, Expand Authority Request, Pre-approval Request, and Secured Materials Request (highlighted with a red box). At the bottom is an "Activity History" table with columns for Activity, DMS Tracking #, Activity Status, and Modified Date. The table is currently empty, showing "No items to display". There are "Back" and "Cancel" buttons at the bottom right.

6. **Secured Materials type:** from the drop down, select “Export Certificates”.
7. **Quantity:** Enter data into the Quantity input field.
8. Click on the **Submit** button.

The screenshot shows the "Secured Materials Request" form. At the top left is the Federal Aviation Administration logo. The page title is "Designee Management System Home Page". Below the header are navigation links: Home, Update Profile, and Create Application. A welcome message reads "Welcome Firstname Lastname" with links for Message Center, Change Password, and Logout. A note indicates "* Required Field". The main content area is titled "Secured Materials Request" and contains "Designee Information" with a table showing Designee Name (Firstname_Lastname), Designee # (442196179), Type (DMIR), Designation Status (Active), Expiration Date (10/31/2014), and Company (New Company Inc.). Below this is a section with a note: "* Please enter the Secured Materials type and the quantity in the fields provided below:". There are two input fields: a dropdown menu labeled "Select.." and a text input field labeled "Quantity" with a note "(Enter a number)". At the bottom are "Back", "Save", "Submit" (highlighted with a red box), and "Cancel" buttons. The footer contains contact information for the U.S. Department of Transportation, Federal Aviation Administration, and links for Readers & Viewers, Government Sites, and Contact Us.

Once approved by the Managing Specialist:

- Open the System Use Notice pop-up click on the **I Agree** button.
- Enter the **Designee User Name** and **Password** and click on the **Login** button.

The screenshot shows the FAA Designee Management System Home Page. At the top left is the Federal Aviation Administration logo. To the right is the text "Designee Management System Home Page". Below this is a grey warning banner with the text: "WARNING WARNING WARNING". The warning message states: "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 communication 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."

Below the warning is the "Login" section. It contains two input fields: "User Name:" and "Password:". The "User Name" field has a red border and a "Forgot User Name" link below it. The "Password" field also has a red border and a "Forgot Password" link below it. At the bottom of the login section are two buttons: "Please Register" and "Login". The "Login" button has a red border.

To the right of the login section is the "FAA Designee Program" section. It contains the following text: "The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination. The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of organization designation authorization (ODA). Please view the link to Policy. Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity."

- From the **External User Homepage** click on the **Message center Icon**.
- Click on the notification subject "**Secured Materials Decision**".

The screenshot shows the FAA Designee Management System Home Page after login. At the top left is the Federal Aviation Administration logo. To the right is the text "Designee Management System Home Page". Below this is a navigation bar with links: "Home", "Update Profile", and "Create Application". Below the navigation bar is a welcome message: "Welcome Firstname Lastname". To the right of the welcome message are three links: "Message Center", "Change Password", and "Logout". The "Message Center" link has a red box around it and a red arrow pointing to the "Secured Materials Decision" message in the inbox below.

The "Message Center Inbox" section is titled "Message Center Inbox" and has a "Mark Unread" button. Below this is a table of messages:

	From	Subject	Received
<input type="checkbox"/>	SA DMS_1, System Administrator	Secured Materials Decision	10/31/2013 04:04 pm
<input type="checkbox"/>	Hopkins, Monique	Designee Appointment Letter	10/31/2013 03:08 pm
<input type="checkbox"/>	SA DMS_1, System Administrator	Applicant Meets Minimum Qualifications	10/31/2013 02:58 pm
<input type="checkbox"/>	SA DMS_1, System Administrator	Submission and Acknowledgement Statement	10/31/2013 02:58 pm

At the bottom of the inbox is a pagination bar: "Page 1 of 1" and "1 - 4 of 4 items".