

# FAA Job Aid Designee Renewal Request

FAAJobAid-DMS-RenewalRequest122914-JH-RV2

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## Renewal Request

### Renewal Request

1. Open the Internet Explorer, and type in the following DMS URL: <https://designee.faa.gov/>
2. Enter the **Username & 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 warning box with the text: "WARNING-WARNING-WARNING" and a disclaimer about U.S. Government information system access. Underneath is a "Login" section with fields for "User Name:" and "Password:", each with a "Forgot" link. There is a "Please Register" link and a "Login" button. To the right of the login section is the "FAA Designee Program" section, which contains a detailed description of the DMS program and a "Please view the link to Policy" note.

3. From the **Action Required table** select the link named "**Submit Designation Renewal Request**".

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 are navigation links: "Home", "Update Profile", and "Create Application". A "Welcome First Name Last Name" message is displayed. To the right are links for "Message Center", "Change Password", and "Logout". Below this is a "My Designations" section with a dropdown arrow. Underneath is the "Action Required Items" section, which contains a table with the following data:

Subject	Action Status	Due Date
<a href="#">Submit Designation Renewal Request</a>	Pending	12/17/2013
<a href="#">Update Profile Information</a>	Pending	12/17/2013
<a href="#">Update Contact Information</a>	Pending	12/17/2013

Below the table is a pagination bar showing "Page 1 of 1" and "1 - 3 of 3 items". At the bottom of the page are several sections: "U.S. Department of Transportation Federal Aviation Administration", "Readers & Viewers", "Government Sites", "Contact Us", and "Web Policies". A red arrow points to the "Submit Designation Renewal Request" link in the table.

4. “Do you want to renew your Designee Authorization?” Select **Yes** or **No**.
5. Click on the **Continue** button

Federal Aviation Administration  
Designee Management System Home Page

Home Update Profile Create Application

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

\* Required Field

**DAR-F Designee Renewal**

Please answer the following question to start the Renewal process for your Designation.

If you select "Yes" you will be given a list of specific renewal questions to answer to be considered for your current designation.  
If you select "No" you are stating that your wish for your current designation to expire, constituting a voluntary surrender request.

\* Do you want to renew your Designee Authorization?  Yes  No

Back **Continue** Cancel

U.S. Department of Transportation  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, DC 20591  
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers  
Web Policies & Notices  
Privacy Policy

Government Sites  
DOT.gov  
USA.gov  
Plainlanguage.gov  
Recovery.gov  
Regulations.gov  
Data.gov

Contact Us  
Contact FAA  
OTIG Hotline  
FOIA

6. Check all of the checkboxes on the screen, in the “I agree” column.

Federal Aviation Administration  
Designee Management System Home Page

Home Update Profile Create Application

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

\* Required

**DAR-F Designee Renewal**

**Release of Information and Certification Statement**

\* Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

- \* I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.
- \* I understand that any information given may be investigated.
- \* I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.
- \* I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.
- \* I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001.3571)
- \* I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

I AGREE

**Privacy Act Statement**

Privacy Act Statement: The information on this form is solicited under authority of the Federal Aviation Regulations Part 183. The purpose of this information is to establish your qualifications as a designee. Submission of the data is mandatory. Incomplete submission may result in delay or denial of your request. The data will be used to determine your eligibility as a designee, and for statistical purposes. In addition, the data also becomes part of the Privacy Act system of records DOT/FAA 830. Representatives of the Administrator, and is subject to the additional conditions of that published system.

Back **Continue** Cancel

U.S. Department of Transportation  
Federal Aviation Administration  
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Readers & Viewers  
Web Policies & Notices  
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Government Sites  
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USA.gov  
Plainlanguage.gov  
Recovery.gov  
Regulations.gov  
Data.gov

Contact Us  
Contact FAA  
OTIG Hotline  
FOIA

7. Click on the **Continue** button.
8. Answer questions related to renewal.

**NOTE:**  As a DMIR, if your company supports your renewal, you must upload a company letter endorsing your renewal before proceeding to the summary screen.

**Renewal Questions**  
Please answer the following questions to complete the renewal process:

**Renewal**

- 1. Since your appointment as a designee or since your last renewal, have you been other than "honorably" discharged from the military?  Yes  No
- 2. Since your appointment as a designee or since your last renewal, have you had any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign court?  Yes  No
- 3. During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence.  Yes  No
- 4. During the last 7 years have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms or explosive violations)?  Yes  No
- 5. During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?  Yes  No
- 6. During the last 7 years, have you been convicted for a violation of any Federal, State or Foreign statutes relating to drugs or alcohol?  Yes  No
- 7. Does the company support your renewal and do you report to a level of management in the company sufficient to enable you to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements?  Yes  No
- 8. If yes, you must upload your company letter to continue the renewal request process.

9. Questions are presented related to your renewal. You must provide an answer before selecting the **“Continue”** option. *The Renewal Summary screen displays.*

**DMIR Renewal Summary**

Please review the answers that you provided. If you wish to make a change, please select the Back button.

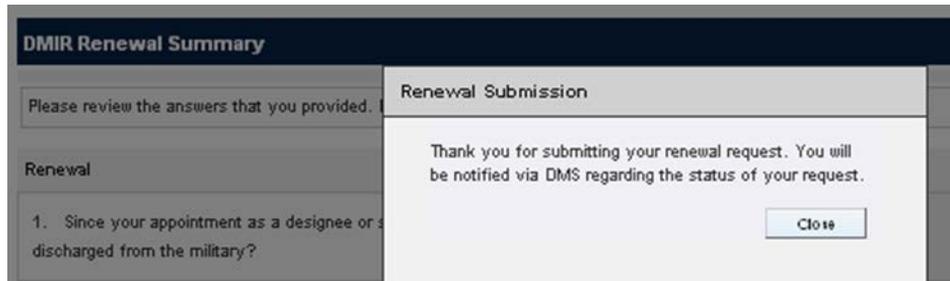
**Renewal**

1. Since your appointment as a designee or since your last renewal, have you been other than "honorably" discharged from the military?	No
2. Since your appointment as a designee or since your last renewal, have you had any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign court?	No
3. During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence.	No
4. During the last 7 years have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms or explosive violations)?	No
5. During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?	No
6. During the last 7 years, have you been convicted for a violation of any Federal, State or Foreign statutes relating to drugs or alcohol?	No
7. Does the company support your renewal and do you report to a level of management in the company sufficient to enable you to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements?	Yes
8. If yes, you must upload your company letter to continue the renewal request process.  <input type="text" value="...pdf"/>	

Please enter your DMS password to submit your renewal request.

\* Signature

10. Enter your DMS password to submit your renewal request.



11. Once your renewal request is processed, a notification will be sent to the message center notifying you of the decision.

**Summary: To submit your renewal request, do the following:**

- Enter your DMS login password as the signature.
- A pop up displays “**Thank you for submitting your renewal request.**”
- *You will be notified via DMS regarding the status of your request.”*
- Select the “**OK**” button and you will be directed to the DMS home page.