

Designee Management System Frequently Asked Questions – External Users

General Information on the AVS Designee Management System

What is the Federal Aviation Administration (FAA) Aviation Safety (AVS) Designee Management System (DMS)?

DMS is a consolidation of AVS designee policies across the following AVS organizations: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM) DMS will be a combination of individual designee policy supported by a web-based tool designed to standardize the management of designees across AVS. The AVS DMS will also allow AVS to look at the work activity and performance of designees and assess the health of the AVS designee program for all designees. You can find the link to the DMS website [here](#). If you are interested in becoming an FAA designee, you may review the policy associated with qualification requirements to become a FAA designee for your technical discipline and the requirements an FAA designee must continue to fulfill in FAA Order 8000.95, Designee Management Policy, which is also available on the DMS site.

What types of designees are or will use the Designee Management System (DMS)? The following designee types will be included in DMS. Those already deployed to DMS are annotated with the deployment start date:

- **The Aircraft Certification Service (AIR)**
 - Designated Airworthiness Representative - Manufacturing (DAR-F)- **Deployed in 2014**
 - Designated Manufacturing Inspection Representative (DMIR)-**Deployed in 2014**
 - Designated Engineering Representatives (DER) - **Deploying in 2019**
- **Office of Aerospace Medicine (AAM) - Deployed in 2015 for all AME types**
 - Aviation Medical Examiner (AME)
 - Civilian
 - Military
 - Federal
 - Official
 - International
- **The Flight Standards Service (AFS)**
 - Designated Mechanic Examiner (DME)- **Deployment occurring from January – August, 2018**
 - Designated Parachute Rigger Examiner (DPRE)- **Deployment occurring from January – August, 2018**
 - Designated Airworthiness Representative (DAR-T)- **Deployment occurring from January – August, 2018**
 - Designated Pilot Examiner (DPE) / Specialty Aircraft Examiner (SAE) / Administrative Pilot Examiner (Admin PE) - **Deploying Fall, 2019**
 - Training Center Evaluator (TCE) - **Deploying 2020**
 - Aircrew Program Designee (APD) – **Deploying 2020**
 - Designated Flight Engineer Examiner (DFEE) - **Deploying 2020**
 - Designated Aircraft Dispatcher Examiner (DADE) - **Deploying 2020**

- Training Center Evaluator-Flight Engineer (TCE-FE)- *Deploying 2019*

Note: DMS excludes holders of Organization Designation Authorization (ODA).

What is the role of DMS?

DMS will collect, store, and process data and information associated with individuals who apply to be a designee and the designee management processes outlined in FAA Order 8000.95 and in accordance with FAA recordkeeping requirements. DMS will be used as the primary method to manage the AVS designee lifecycle.

What deployment group contains PPEs?

The deployment of AFS Group 2 designees will include DPE/SAE/Admin PE. The deployment will start in September, 2018 and continue through April, 2019.

General Eligibility and Application Questions

How do I know if I'm eligible to be a designee?

Prior to making application, a potential applicant should review the qualification information in FAA Order 8000.95 to determine if they meet the basic eligibility requirements. If you do, you can register in DMS and initiate an application for the specific designee type(s) you feel you are qualified for. The DMS application process will collect specific information and determine if you meet both the basic eligibility and qualification requirements for the designation.

Who is not eligible to apply to be a designee in DMS?

Anyone may apply to be a designee; however, DMS will not process applications from the following:

- *Current FAA employees*
- *Previous applicants/designees who have been banned from applying*
- *Applicants less than 23 years of age*

Once I make an application, what happens next?

The FAA will accomplish the selection process only if your selected office has the need for an additional designee and ability to manage a new designee. The FAA will initiate the selection process and determine which applicants in the pool best meet the needs of the office. An FAA evaluation panel will review the selected applications and make a recommendation for appointment. If you are selected you will be contacted by the FAA. If you are not selected for an evaluation or through the evaluation process, you will remain in the qualified applicant pool. Applicants must update their applications at least annually to remain in the qualified applicant pool.

Once I make application, do I have to keep my application updated?

Yes. If you wish to continue to be considered as a qualified applicant, you must keep your application current and updated at least once a year. Your application can be updated anytime until it has been entered into the selection process. If you fail to update your application at least once a year, your application will be removed from DMS.

Can I contact my local office to check the status of my application?

No. The FAA will no longer work with individual applicants one-on-one. The status of your application will be available in DMS.

Can I apply to be more than one designee type?

Yes. If you meet the eligibility and qualification requirements for more than one designee type, you will be able to submit a separate application for each designee type. However, you may only have one application for each designee type.

What if I am contacted or interviewed but not selected, can I appeal not being selected?

No. There is no appeal process if you were evaluated through the evaluation panel and not selected.

What do I do if my application is rejected because I do not meet the minimum qualifications?

If you receive a message that you do not meet the qualification requirements after you submit your application you should review FAA Order 8000.95 and familiarize yourself with the eligibility requirements and assess your qualifications with the requirements for the specific designee type you are applying for. If you find you do not meet either the eligibility or qualification requirements, you may reapply when you have gained the required experience.

You must update your application to meet the appointment requirements for the function codes selected or remove the function codes for which you are not qualified.

When do I get my certificate letter of authority (CLOA)?

Once you are appointed as a designee. The CLOA is part of DMS so you do not need to print it out. Your CLOA will be updated throughout the cycle of your designation as needed.

How do I request pre approvals?

Once you transition into DMS, you will request all pre approvals in DMS. For instructions on how to do pre approvals, refer to the job aids found on the DMS website, [here](#).

What happened to the NEB?

As each office transitions to DMS, they will cease to use the NEB for the designee types that have been deployed. DMS has the functionality of an Evaluation Panel that will include AFS-600 (who currently governs the NEB process).

Existing Designee General Questions

What policy am I required to follow when I am a designee in DMS?

For those designees who are already in DMS and for those who are applying for a designee type already in DMS, you must follow the FAA Order 8000.95. Since DMS will be transitioning designee types into DMS, you should look at the transition periods above to determine the status of your specific designee type.

When will I be required to use DMS?

Once the FAA office that manages you transitions you into DMS, you will be provided information and instructions on when you are required to use DMS. Your managing specialist (previously called your advisor, PMI, POI, will be your first point of contact.

Are there new requirements for designees in DMS?

In some cases, authorizations of function codes may be different once you transition to DMS than you previously held. You will also be required to request authorization to perform work and document the results of the work you performed in DMS (for AIR and AFS designees). Designee-specific requirements can be found in FAA Order 8000.95.

Why did the designee number change?

As part of the integrated approach to AVS designee management, designees will be assigned a new system generated number that will be associated with the individual throughout their current and future designations. The system generated number was intended to work across all of AVS and be consistent

Whom do I call when I have a designee-related question?

If you have questions on the work you are performing as a designee, the policies you're working to or have specific questions on what to do in DMS, your managing specialist should be your first point of contact. If you are experiencing IT issues (forgot your user name, password reset, IT not working), you will contact the FAA National Helpdesk at 844-322-6948 or at helpdesk@faa.gov

I'm a current DAR-T and my designee information is no longer available for people to look up. Where did it go?

The DAR-T locator information came from DIN; however, when all the DAR-Ts are transitioned into DMS, the previous list will no longer be available. All searches for designees will be made through DMS at this link: <https://designee.faa.gov/dmsanaq/#/login>. Once you're on that page, click on "Looking for a Designee in your area? Please click here"

Where can I find job aids for applicants/designees?

Job Aids for specific designee types may be found by going to the DMS homepage and looking at your specific designee type, then looking at Job aids. The link to job aids may be found [here](#).

Will I be able to retain the same authorizations as I transition to DMS?

For AFS DAR-Ts, your authority will change because new function codes are being implemented as part of the DMS deployment. For DMEs and DPRES, your previous authorizations will be the same in DMS provided you are still active and current. For upcoming DPE/SAE/Admin PE you will have the same authorizations you previously held as long as you're active and current, although they will have different nomenclatures.

Is the Certificate and Letter of Authority (CLOA) automatically sent to the designee?

No. Once an applicant is appointed as a designee in DMS, or an existing designee is transitioned to DMS, you will be able to view your CLOA in DMS. DMS is the system of record for designees authorizations so you should verify the authorizations on your CLOA properly reflect the authorizations you sought or previously held. If it doesn't, you should contact your managing specialist for additional guidance. All versions of the CLOA are kept in DMS and are accessible to both the FAA and designee.

I am currently an active designee with multiple designations (i.e. an individual who holds both Designated Airworthiness Representative (DAR-T) and Designated Airworthiness Representative (DAR-F) authorizations. Will my managing specialist be the same?

Not necessarily. Because each designation you hold is managed by the person with the specific expertise, you will likely have multiple managing specialists especially if your designation cross AVS organizations. The term managing specialist is being used globally within DMS to address the person who previously provided oversight of your designation.

Will I need to have multiple log in IDs for each appointment?

No. You will have one login to access DMS for all your designations. As we transition designees to DMS, we identify those who hold multiple designations and merge the accounts into one DMS account with one DMS designee number. If you currently hold a designation and choose to make application for a new designation, you should do so through your current DMS account. You should not create a new account to make application.

What do I do if I no longer want to be a designee?

If after transition to DMS or at any point in the future you decide you no longer want to be a designee, you may submit a voluntary surrender request through DMS. After logging in to DMS select the 'Voluntary

Surrender Request' under Designation Actions. Your request will be sent to your managing specialist for processing. If you hold multiple designations, each designation must be surrendered individually.

Pre-approval and Post-activity Information

If a DAR-T is completing a pre-approval request for an amateur-built aircraft, what should they select for a make and model?

The list of makes/models in DMS is the same one used by FAA airworthiness ASIs in eFSAS. Amateur-built aircraft are unique in that the manufacturer is typically an individual who is the owner/builder. If that is the case, make the following selection from the drop down:

The screenshot shows a dropdown menu titled "Make/Model/Series" with a search bar and a list of aircraft options. The list is organized into columns: "Select", "Make/Model/Series", "Aircraft Make", and "Aircraft Model". The "HOME-AMTR-AMATEUR" option is highlighted in yellow. Below the list, it says "Showing 4845 data items". At the bottom, there are "Continue" and "Cancel" buttons.

Select	Make/Model/Series	Aircraft Make	Aircraft Model
<input type="radio"/>	HILLER-UH12-HZ3F	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-HTE1	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-HTE2	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-L	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-L4	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-OH23G	HILLER	HILLER-UH12
<input type="radio"/>	HILLER-UH12-UH12	HILLER	HILLER-UH12
<input type="radio"/>	HOFFLU-H36-DIMONA	HOFFLU	HOFFLU-H36
<input type="radio"/>	HOFFLU-HK36-R	HOFFLU	HOFFLU-HK36
<input checked="" type="radio"/>	HOME-AMTR-AMATEUR	HOME	HOME-AMTR
<input type="radio"/>	HOME-KIT-KIT	HOME	HOME-KIT
<input type="radio"/>	HOWARD-DH500-DH500	HOWARD	HOWARD-DH500
<input type="radio"/>	HP-137-MK1	HNLYPG	HP-137

Showing 4845 data items

Continue Cancel

Will DMS work all browsers and Apple products?

Currently, DMS is designed to work with Internet Explorer (IE) due to government IT standards in place at the time DMS was developed. We've had users successfully use other browsers and apple products but the success is not consistent. With our upcoming release at the end of September, 2018, DMS will be browser and device agnostic for all external user functions and the majority of internal user functions. Until that time, we recommend using only IE when doing work in DMS.

Will DMS have a mobile app?

We've worked on a prototype for a mobile app for DMS. However, we have more work to do. We expect a mobile app to be available in 2019. However, with the changes coming in September, 2018, users should experience better functionality across both browsers and mobile devices.

What happens if I forget or lose my password?

If you forget your user name and/or password, you may contact the FAA National Helpdesk who can help you reset your password at: helpdesk@faa.gov or at (844) 322-6948. For international AME users, you should contact your managing specialist who can provide assistance.

Who do I contact if I have other issues with DMS?

For any IT related issues where the system is not working, you should contact the FAA National Helpdesk at the email and number above.

For questions regarding policy or guidance on what to do in DMS, you should contact your managing specialist for additional guidance.

Does DMS talk to other systems designees use?

In the future, DMS will receive training records from the Designee Registration System (DRS). DRS remains the system of record for designee training.

What happens if DMS goes down? What process do we follow if we are unable to use DMS to do our work (both internally and externally)?

While we do not anticipate any catastrophic failure that would result in DMS going down for an extended period, in the event it would happen, designees should work with their managing specialists to communicate and coordinate work needing to be performed in the event DMS goes down.

Does DMS time out or have auto-save functionality?

Yes. After 20minutes of inactivity, DMS will time out and you will need to log back in to complete any work that was in process prior to being signed off. DMS does have an auto-save function so you should not lose any work completed in DMS.

When is the DMS training?

Currently, it is only available online via the Designee Registration System. This is a pre-briefing only for those about to deploy with DMS.

I'm a designee. Do I need to enter my own training into DMS?

Until DMS and DRS are integrated, your managing specialist has the capability to enter the training data in DMS. You should contact your managing specialist with any recently completed training.