

Designee Management System (DMS) Annual Profile Update



Federal Aviation Administration

Annually designees are required to update their profile. DMS **will send the designee a notification in the DMS message center to update their profile and receive an action link to process the request.** A designee will have 30 days to complete the profile update. This includes validating the current information in the profile is correct or making changes to the profile and submitting the information to the FAA in DMS.

Annual Profile Update

Select the edit button show below to access the annual profile update task.

The screenshot shows the DMS user interface. At the top, there is a navigation bar with links: Home, Update Personal Profile, Change Designation Location, Create Application, Message Center (181), and Change Password. Below this is a 'Logout' button. A 'Welcome' message is displayed with a blurred name and a 'FAA Order 8000.95' notification. The 'My Designations' section contains a table with the following data:

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-F	Active	7/28/2015	10/8/2019		CLOA	Action
DMIR	Active	11/19/2015	10/18/2019		CLOA	Action

The 'Action Required Items' section contains a table with the following data:

Designation	Subject	Action Status	Due Date	
DMIR	Annual Profile Update	Pending	10/18/2019	

The 'Action Required Items' table has a pagination bar at the bottom showing '1' of 5 items.

Aircraft Certification Service (AIR)
Designated Manufacturing Inspection Representative (DMIR)
Designated Airworthiness Representative – Manufacturing (DAR-F)

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You will answer a series of questions as you progress through the Annual Profile update process.

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: 'Questions' (highlighted in blue), 'User Profile', 'Background Questions', and 'Sign'. Below the navigation bar is a main content area with a header 'Designee Actions Questions' and a minus sign icon on the right. The main content area contains a question: 'Do you still meet the minimum qualification requirements for your designation and authorizations? *'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom right of the main content area are three buttons: 'Save', 'Continue', and 'Cancel'.

Review the information in your profile and update or confirm the information is correct and select the Continue button.

User Profile * Indicates required field.

Contact Information

First Name: *
Middle Name: *
Last Name: *
Suffix:
Date of Birth: *
Gender: *
Country of Citizenship: *
Contact Phone: *
Email: *
Upload Photo:

United States
Domestic International
+ Choose - Upload
Uploaded Photo

Address Information

Personal Address

Street Address 1: * Required
Street Address 2:
City: * Required
State: * Select a State
Country: * United States
Postal Code: *

Mailing Address

Same as Personal Address

Street Address 1: *
Street Address 2:
City: *
State: *
Country: *
Postal Code: *

Save Continue Cancel

Answer the background questions and select the continue button.

Questions User Profile **Background Questions** Sign

Designee Actions Background Questions

In the past 12 months, have you ever been other than honorably discharged from the military? *

Yes No

In the past 12 months, do you have any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign country? *

Yes No

Are you fluent in the English language (read, speak, write and understand)? *

Yes No

In the past 12 months, 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

In the past 12 months, 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

In the past 12 months, 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

In the past 12 months, have you been convicted for a violation of any Federal, state, or foreign statutes relating to drugs or alcohol? *

Yes No

Save **Continue** Cancel

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The final step in the process is to complete the Release of Information and Certification Statement, enter your DMS password as your signature and select the submit button.

Questions User Profile Background Questions **Sign**

* Indicates required field.

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 AGREE

- *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.

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.

Please enter your DMS password as your electronic signature.

Signature: *

Submit **Cancel**

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Check the DMS message center to view a message regarding your annual profile update.

Home System Administrator Policy Owner DMIR/DARF **Message Center (2343)** Logout FAA Order 8000.95

Welcome [redacted] FAA Order 8000.95

Compose Inbox Sent Reload Search through subject and conte... Q

Inbox

<input type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	System Administrator	Designee Profile Update Successful	09/10/2019, 3:00 PM

Designee Profile Update Successful

September 10, 2019 03:00 PM

From: System Administrator

To: [redacted]

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Thank you for Updating your Designee Profile information. Your Expiration date in DMS has been extended for another year.

Designee Management System (DMS) Administration

Attachments

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For technical assistance, please contact:



(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov

