

FAA Job Aid

Designee Pre-Approval Request & Post Activity Report

FAAJobAid-DesigneePre-approvalRequestandPostActivityReport.51414-RN-RV1

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Pre-approval Request & Post Activity Report

Pre-approval request and Post activity report

1. Designee selects the DMS Login page: <https://designee.faa.gov> <<https://designee.faa.gov/>>
2. Select the **I Agree** button.

System 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 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.

3. Enter the **Designee User Name** and **Password** and select **Login** button.

 Federal Aviation Administration [Designee Management System Home Page](#)

****WARNING**WARNING**WARNING****

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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.

- From **My Designations** section select **Action** link from Designation Actions column.

Federal Aviation Administration Designee Management System Home Page

Home Update Profile Create Application

Welcome First Name DARF [Message Center](#) [Change Password](#) [Logout](#)

My Designations

Designation	Designation Status	Effective Date	Expiration Date	View	Contact Information	Designation Actions
DAR-F	Active	11/01/2013	11/01/2014	CLOA	Edit	Action

Action Required Items

My Applications

- Select **Pre-approval Request** link from Activity Links section

Federal Aviation Administration Designee Management System Home Page

Home Update Profile Create Application

Welcome DARFA, Jane [Message Center](#) [Change Password](#) [Logout](#)

Activity Request or Report

Designation Information

Designation	DAR-F
Function Code (s)	9, 10, 11, 12
Designation Status	Active
Effective Date	3/5/2014
Expiration Date	3/5/2015
Managing Specialist	Last Name, First Name

Activity Links

- [Activity Paperwork](#)
- [Expand Authority Request](#)
- [Pre-approval Request](#)
- [Secured Materials Request](#)
- [Voluntary Surrender Request](#)

Activity History

Activity	DMS Tracking #	Activity Status	Modified Date
No items to display			

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Back Cancel

6. **Complete the fields appropriate to the request:**

Note: All fields with a *red asterisk are required fields.

- Check all **Function Code(s)** that apply to the certification activity
- Type of **Pre-approval Request**
- **Airworthiness Certification**
- **Conformity**
- Select **Type of activity** from the drop down menu.

Pre-approval Request

- **Select Type:** choose activity from the drop down menu.
- **Enter valid data** in the *required fields:
- **Is this activity outside your geographic area?**
- **Date of Requested Activity** (From and To)
- **Applicant Name**

NOTE: If the certification activity is outside your managing office, geographical area, you will need to select the MIDO office where the work will take place.

Optional fields: Enter valid data:

- Name of Facility
- Airport
- Address Line 1
- Address Line 2
- Comment(s)
- Component Name
- Component Number

The screenshot shows the 'Pre-approval Request' form in the Designee Management System. The form is titled 'Pre-approval Request' and includes a 'Designee Information' table with columns for Designee Name, Designee #, Type, Designation Status, Expiration Date, and Company. Below this is the 'Approval Request Data Fields' section, which contains several required fields marked with a red asterisk: 'Please select your authorized Function Code(s) required to support your request' (with checkboxes for Function Codes 19, 20, 21, and 22), 'Type of Pre-approval Request' (radio buttons for Airworthiness Certification and Conformity), 'Select Type' (a dropdown menu), 'Is this activity outside your geographic area?' (radio buttons for Yes and No), and 'Date of Requested Activity' (From and To date fields). The 'Location of Proposed Activity' section includes fields for Name of Facility, Airport, Address Line 1, Address Line 2, Applicant Name, and Comment(s). A dropdown menu for 'Select the geographically responsible MIDO for this activity' is open, showing a list of MIDO offices with 'Wichita MIDO' selected. Red boxes and arrows highlight the 'Select Type' dropdown, the 'Is this activity outside your geographic area?' radio buttons, and the MIDO dropdown menu.

7. Select **Submit** button.

Pre-approval Request Submission pop up displays:

The activity that you requested to perform requires your Managing Specialist review and approval prior to conducting any activity on behalf of FAA. Your request has been forwarded to your Managing Specialist. You will receive a message from the system once your request has been approved.

- Select **I Agree** button.
- Enter the **Designee User Name** and **Password** and select Login button.
- **Select Message Center** link.
- Select the “Your request for pre-approval for the following Pre-approval Tracking Number has been approved” notification link.

Submit Post Activity Report

Post Activity:

- When you’ve completed the certification activity, access DMS.
- Select **I Agree** button
- Enter the **Designee User Name** and **Password** and select **Login** button.
- From **My Designations** section select **Action** link from Designation Actions column.
- From **Activity Links** section, select the **Activity Paperwork** link.
- From the **Post Activity Report(s)** table select the **DMS Tracking #** link for the certification activity the MS approved.
- In the **Post Activity Information** section, enter the **Quantity of Certificates**.
- Select the **Submit** button.

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Designee Management System Home Page

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Submit Post Activity Report

Designee Information

Designee Name	Designee #	Type	Designation Status	Expiration Date	Company
First Name, DARF	809003479	DAR-F	Active	11/01/2014	

Pre-approval Record Information

Please select your authorized FunctionCodes(s) required to support your request

Function Code 10
 Function Code 20
 Function Code 21

Pre-Approval DMS Tracking Number
809003479-2013-1001

Approval Submitted Date
11/04/2013

Type of Pre-Approval request
 Airworthiness Certification
 Conformity

Select Type
Export

Authorizing MDO different than your primary?
 Yes
 No

Date Of requested activity

From
11/04/2013

To
11/05/2013

Location of proposed activity

Name of facility
Name of Facility

Airport
Airport

Address Line 1
Address Line 1

Address Line 2
Address Line 2

Applicant Name
Applicant Name

Comment(s)
Comment(s) entered by designee

Special Office Addition Instructions

Export Airworthiness only

Export Worthiness Type:
 Products
 Engine, Propeller or Article

Aircraft Reg #:
Aircraft Make
Aircraft Model
Component Name
Component Number

Post Activity Information

Enter the number of certificates for the above activity

* Quantity of Certificates

to the paperwork was sent/delivered to the managing office
11/04/2013

Back Save **Submit** Cancel