

DMS Preapprovals for DAR-T



Federal Aviation
Administration

This job aid contains information on how to create, submit, edit, and cancel Pre-Approvals, and complete the Post Activity Report. The role represented in this job aid is the Active DAR-T designee.

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The Designee Management System (DMS)

The Designee Management System (DMS) is a web-based tool designed to standardize the management of Designees. DMS will collect, store and process data and information associated with Designees and the designee management processes in accordance with FAA record-keeping requirements. DMS may utilize information from other FAA systems where appropriate and other FAA systems may utilize information from DMS where appropriate.

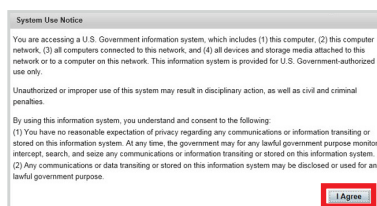
Pre-Approval Cheat Sheet

System Roles	Role Description/Duties
Pre-Approval Request for Function Codes 101-176 (DAR-T)	Editing these fields requires another approval: <ul style="list-style-type: none">• Name of Facility• Nearest Airport• Address• Applicant Name• Aircraft Registration Number• Aircraft Make/Model/Series• Aircraft Serial Number• Aircraft owner name• Does the aircraft have a seating capacity of 20 or more passengers, or a maximum payload capacity of 6000 pounds or more?• Aircraft Operator Name

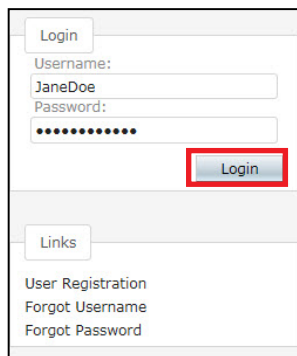
Pre-Approval Request for Function Codes 177-196 (DAR-T)	Editing these fields requires another approval: <ul style="list-style-type: none"> • Proposed Project Start Date • Proposed Project completion date • Name of Facility • Airport Name • Address • Activity outside of your assigned field office district? • Is the Activity within or outside the US • Identify FSDO or IFO with geographic responsibility, or CMO if an air carrier • Function Codes • Applicant Name
Pre-Approval Request for Function Codes 197-198 (DAR-T)	Editing these fields requires another approval: <ul style="list-style-type: none"> • Proposed Project Start Date • Proposed Project completion date • Name of Facility • Nearest Airport Name • Address • Applicant Name • Aircraft Registration • Aircraft Make/Model/Series • Aircraft Serial Number • Aircraft Owner Name • Aircraft Operator Name • Aircraft Operator's FAA Certificate Number
Pre-Approval Request for Function Codes 199-208 (DAR-T)	Editing these fields requires another approval: <ul style="list-style-type: none"> • Proposed Project Start Date • Proposed Project completion date • Facility Name • Nearest Airport Name • Address • Activity Outside of your assigned field office district • Is the activity within or outside of the US? • Identify FSDO or IFO with geographic responsibility or CMO if an Air Carrier • Select requested function codes • Applicant Name • Type of Product Airframe or Engine • Aircraft Registration • Aircraft Make/Model

Pre-Approval Codes 101-176

- 1) Designee logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) The "Systems Use Notice" appears, click **I Agree**.



3) From the Designee login page, enter your **Username** and **Password**.



The screenshot shows a login form with fields for Username (containing 'JaneDoe') and Password (masked with dots). A 'Login' button is highlighted with a red rectangle. Below the login form is a 'Links' section with links for 'User Registration', 'Forgot Username', and 'Forgot Password'.

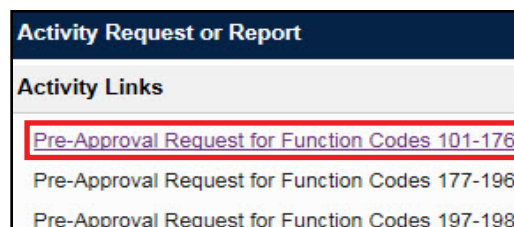
The DMS home page opens.

4) Under the My Designations heading under “Designee Actions,” click **Action**.

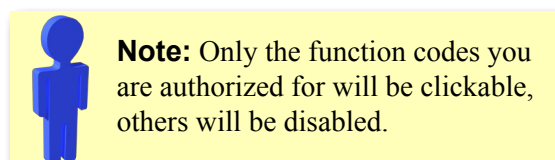


Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

5) Under Activity Links, select the **Pre-Approval Request for Function Codes 101-176**.

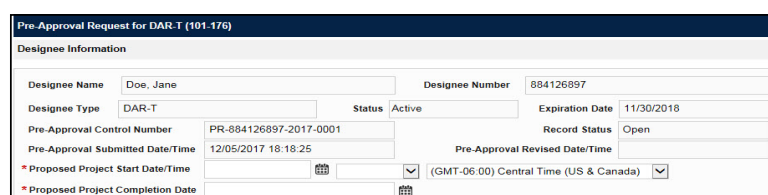


The screenshot shows the 'Activity Request or Report' page with a section titled 'Activity Links'. Three links are listed: 'Pre-Approval Request for Function Codes 101-176' (highlighted with a red rectangle), 'Pre-Approval Request for Function Codes 177-196', and 'Pre-Approval Request for Function Codes 197-198'.



6) In the Pre-Approval Request for DAR-T (101-176), enter the required field information under *Designee Information*, *Activity Location*, *Applicant Information*, and *Aircraft Owner's Information*, and then click **Submit**.


Designee Information



The screenshot shows the 'Pre-Approval Request for DAR-T (101-176)' form. The 'Designee Information' section includes fields for Designee Name (Doe, Jane), Designee Number (884126897), Designee Type (DAR-T), Status (Active), Expiration Date (11/30/2018), Pre-Approval Control Number (PR-884126897-2017-0001), Pre-Approval Submitted Date/Time (12/05/2017 18:18:25), Record Status (Open), Pre-Approval Revised Date/Time, Proposed Project Start Date/Time, and Proposed Project Completion Date. A dropdown menu for time zone is set to '(GMT-06:00) Central Time (US & Canada)'.

Activity Location

Activity Location

* Name of Facility * Nearest Airport Name 


☒ Domestic ☐ International * Address

* City * State * Postal Code

* Point of contact at the facility for access * Point of contact phone number

Directions to location if needed? ☐ Yes ☒ No

* Activity outside of your assigned field office district? ☐ Yes ☐ No

* Select Requested Function Codes: 



[Function Code Description Reference Guide.](#)

Applicant Information

Applicant Information

* Applicant Name * Applicant Telephone Number

Applicant Email Address * Aircraft Registration Number

* Date of current registration  * Aircraft Make/Model/Series 

* Aircraft Serial Number

Aircraft Owner's Information.

Aircraft Owner's Information

* Aircraft Owner Name

☒ Domestic ☐ International Address

City State Postal Code

* Was registration issued within the last 12 months? ☐ Yes ☐ No

* Does the aircraft have a seating capacity of 20 or more passengers, or a maximum payload capacity of 6000 pounds or more? ☐ Yes ☐ No

[Attach Additional Documents \(Optional\)](#)

[Print this Pre-Approval](#)



Note: Additional information may be requested depending on how a question is answered.

Under the Pre-approval Request(s), the Pre-Approval Request is recorded with the Activity status.

Activity Paperwork						
Pre-approval Request(s)						
DMS Tracking #	Type Of Request	Pre-Approval Type	Activity Status	Modified Date	Cancel	
PR-955307850-2017-0001	Function Codes 101-176	101	Pending	11/13/2017	Cancel This Request	
Page 1 of 1						1 - 1 of 1 items

Pre-Approval Codes 177-196

- 1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) Under the **My Designations** heading under “Designee Actions,” click **Action**.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 3) Under Activity Links, select the **Pre-Approval Request for Function Codes 177-196**.

Activity Request or Report

Activity Links

[Pre-Approval Request for Function Codes 101-176](#)

[Pre-Approval Request for Function Codes 177-196](#)

[Pre-Approval Request for Function Codes 197-198](#)

[Pre-Approval Request for Function Codes 199-208](#)



Note: Only the function codes you are authorized for will be clickable, others will be disabled.

- 4) In the Pre-Approval Request for DAR-T (177-196), enter the required field information under *Designee Information*, *Activity Location*, *Applicant Information*, and *Aircraft Owner's Information*, then click **Submit**.

Designee Information

Pre-Approval Request for DAR-T (177-196)

Designee Information

Designee Name: Doe, John

Designee Number: 955307850

Designee Type: DAR-T

Status: Active

Expiration Date: 11/30/2018

Pre-Approval Control Number: PR-955307850-2017-0002

Record Status: Open

Pre-Approval Submitted Date/Time: 11/13/2017 16:57:33

Pre-Approval Revised Date/Time:

* Proposed Project Start Date/Time: 11/13/2017 08:30 AM

(GMT-08:00) Pacific Time (US & Canada)

* Proposed Project Completion Date: 11/13/2017

Activity Location

* Name of Facility:

* Airport Name: OGDAC

☒ Domestic ☐ International

* Address:

* City:

* State: Select..

* Postal Code:

* Point of contact at the facility for access:

* Point of contact phone number:

Directions to location if needed? ☐ Yes ☒ No

* Activity outside of your assigned field office district? ☐ Yes ☒ No

* Select Requested Function Codes:

[Function Code Description Reference Guide](#)

Activity Location

Activity Location

* Name of Facility:

* Airport Name:

☒ Domestic ☐ International

* Address:

* City:

* State: Select..

* Postal Code:

* Point of contact at the facility for access:

* Point of contact phone number:

Directions to location if needed? ☐ Yes ☒ No

* Activity outside of your assigned field office district? ☐ Yes ☒ No

* Select Requested Function Codes:

[Function Code Description Reference Guide](#)

Applicant Information and Planned Activity Information

Applicant Information	
* Applicant Name	<input type="text"/>
Applicant Email Address	<input type="text"/>
* Applicant Telephone Number <input type="text"/>	
Planned Activity Information	
Attach Additional Documents (Optional)	
Print this Pre-Approval	
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- 5) The “Pre-Approval Submit Message” appears, click **Continue**.

Pre-Approval Submit Message	
This Pre-Approval will require FAA authorization before proceeding. You will receive a message after Pre-Approval request is reviewed.	
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

- 6) Click the **View Pre-Approval/Post Activity Reports** link to view any saved Pre-Approvals. All future statuses can be verified on this page.

Activity Request or Report
Activity Links
Pre-Approval Request for Function Codes 101-176
Pre-Approval Request for Function Codes 177-196
Pre-Approval Request for Function Codes 197-198
Pre-Approval Request for Function Codes 199-208
View Pre-Approval/Post Activity Reports
Authorizations and Limitations

- 7) Under Pre-approval Request(s), the Pre-Approval Request is listed and its current status.

Activity Paperwork						
Pre-approval Request(s)						
DMS Tracking #	Type Of Request	Pre-Approval Type	Activity Status	Modified Date	Cancel	
PR-955307850-2017-0003	Function Codes 197-198	197	Pending	11/13/2017	Cancel This Request	^
PR-955307850-2017-0002	Function Codes 177-196	177	Pending	11/13/2017	Cancel This Request	
PR-955307850-2017-0001	Function Codes 101-176	101	Pending	11/13/2017	Cancel This Request	v

Page 1 of 1 1 - 3 of 3 items



Note: For Function code groups 197-198, and 199-208 the info entered into the Pre-approval is different, but the flow is the same.

Pre-approval with Geographic Expansion



Note: If the activity requested is outside the designee's assigned area, then the designee must request geographic expansion as part of the pre-approval. The process goes through the same steps, but if approved by the MS, it must also be approved by the office responsible for the area where the activity is to be performed.

Editing a Pre-Approval

- 1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) From the DMS Home page, under "Designee Actions" click the **Action** link.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 3) Click "**View Pre-Approval/Post Activity Reports**".

Activity Request or Report

Activity Links

[Pre-Approval Request for Function Codes 101-176](#)

[Pre-Approval Request for Function Codes 177-196](#)

[Pre-Approval Request for Function Codes 197-198](#)

[Pre-Approval Request for Function Codes 199-208](#)

[View Pre-Approval/Post Activity Reports](#)

[Authorizations and Limitations](#)

- 4) Select a **Pre-Approval Request**.

PO-955307850-2017-0004	Function Codes 199-208	199	Initiated	11/20/2017
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- 5) Click in a field to edit the information. The "New Pre-Approval Message" appears, click **Continue**.

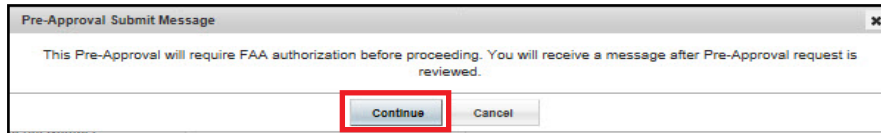
New PreApproval Message

This Pre-Approval was already authorized by the Managing Specialist. You are about to make an update to a field that will require a new Pre-Approval. If you continue, your current Pre-Approval will be cancelled and all information will be transferred to a new Pre-Approval that will need to be submitted again. Continue?

[Continue](#) [Cancel](#)

- 6) Edit any of the required fields, and click **Submit**.

- 7) The “Pre-Approval Submit Message” appears, click **Continue**.



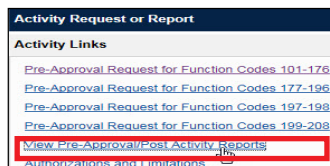
The Pre-Approval Request shows a Pending status, and is sent to the FAA for approval.

Cancel a Pre-Approval

- 1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) From the DMS Home page, under “Designee Actions” click **Action**.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 3) Click “**View Pre-Approval/Post Activity Reports**”.



- 4) On the Pre-approval, click **Cancel this Request**.

PR-955307850-2017-0004	Function Codes 199-208	199	Pending	11/13/2017	Cancel This Request
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The Pre-approval status changes to “cancel.”

Check the status of the Pre-Approval

- 1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) From the DMS Home page, under “Designee Actions” click **Action**.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 3) Click “**View Pre-Approval/Post Activity Reports**”.

Activity Request or Report

Activity Links

[Pre-Approval Request for Function Codes 101-176](#)

[Pre-Approval Request for Function Codes 177-196](#)

[Pre-Approval Request for Function Codes 197-198](#)

[Pre-Approval Request for Function Codes 199-208](#)

[View Pre-Approval/Post Activity Reports](#)

[Authorizations and Limitations](#)

- 4) Under Pre-Approval Requests, find the pre-approval you created and verify activity status.

PR-955307850-2017-0004	Function Codes 199-208	199	Approved	11/13/2017
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Post Activity Report

- 1) Designee Logs into DMS. Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) Select the “**Action**” link under Designation Actions.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 3) Click “**View Pre-Approval/Post Activity Reports**”.

Activity Request or Report

Activity Links

[Pre-Approval Request for Function Codes 101-176](#)

[Pre-Approval Request for Function Codes 177-196](#)

[Pre-Approval Request for Function Codes 197-198](#)

[Pre-Approval Request for Function Codes 199-208](#)

[View Pre-Approval/Post Activity Reports](#)

[Authorizations and Limitations](#)

- 4) Open Post Activity Report by clicking on the **DMS Tracking number**.

PO-955307850-2017-0004	Function Codes 199-208	199	Initiated	11/20/2017
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- 5) Update any fields under “Location Information” if this has changed from the preapproval. Changes made here may require follow-up action by the Managing Specialist.

Location Information

* Name of Facility * Nearest Airport

☒ Domestic ☐ International * Address

* City * State Washington * Postal Code

* Point of contact at the facility for access * Point of contact phone number

Directions to location if needed? ☐ Yes ☒ No

Activity outside of your assigned field office district? ☐ Yes ☒ No

- 6) Update any fields under “Application Location Information” and Aircraft Owner Information” that have changed from the preapproval. Changes made here may require follow-up action by the Managing Specialist.

Applicant Information	
* Applicant Name	<input type="text"/>
Applicant Email Address	<input type="text"/>
* Date of current registration	12/7/2017
* Aircraft Serial Number	1515155
* Applicant Telephone Number	4444444444
* Aircraft Registration Number	12345
* Aircraft Make/Model/Series	A-300-B2
Aircraft Owner Information	
* Aircraft Owner Name	<input type="text"/>
<input checked="" type="radio"/> Domestic <input type="radio"/> International	* Address <input type="text"/>
* City Renton	* State Washington
* Postal Code	98558
* Was registration issued within the last 12 months?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the aircraft have a seating capacity of 20 or more passengers, or a maximum payload capacity of 6000 pounds or more? <input type="radio"/> Yes <input checked="" type="radio"/> No	

- 7) Under “Enter Post Activity Information below” enter all required information.” Attach additional documents, and click **Submit**.

Enter Post Activity information below	
* Result of Activity	Select an activity..
* Attach a copy of each of the following documents, if issued: Airworthiness Certificate, Special Flight Permit, Operating Limitations, Export Certificate of Approval, Letter of Denial. Attach Additional Documents	
* Date the paperwork was sent or delivered to managing office	<input type="text"/>
Print this Post Activity Report	
<div> </div>	

- 8) Select the “**Action**” link under Designation Actions.

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action

- 9) Click on **View Pre-Approval/Post Activity Reports**. Verify that the information was saved in Post activity report (activity status is “saved”).

Activity Request or Report
Activity Links
Pre-Approval Request for Function Codes 101-176
Pre-Approval Request for Function Codes 177-196
Pre-Approval Request for Function Codes 197-198
Pre-Approval Request for Function Codes 199-208
View Pre-Approval/Post Activity Reports
Authorizations and Limitations

- 10) Verify status shows as Completed.

PO-884126897-2017-0004	Function Codes 101-176	101	Completed	12/19/2017	12/12/2017
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Resources

For technical assistance, please contact:



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

