

Designee Management System (DMS) Annual Request to Extend Expiration Date



Federal Aviation

Designees are required to request an extension of their expiration date every 12 months. DMS will send the designee a notification in the DMS message center and place an action item in their Action Required Items list. This job aid provides instructions on the process.

NOTE: It is the designee’s responsibility to complete this task prior to the expiration date. If the task is not completed DMS will place the designee in “Expired” status which prevents any work activity or pre-approval request submittals. The FAA Managing Office, the Managing Specialist, and the FAA Helpdesk have no access to this process and cannot assist with completing the task.

Annual Request to Extend Expiration Date

When a designee becomes eligible to request extension of the expiration date, DMS will send a message in the Message Center and will place an action item in the Action Required Items list. Click on the action tab as shown below to begin the process.

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DMIR	Annual Request to Extend Expiration Date	Pending	7/31/2021	

DMS will ask a series of questions and request the designee update their contact information if necessary. The following screen shots show the process.

Questions | User Profile | Background Questions | Attachment | Summary | Sign

Designee Actions Questions




Do you still meet the minimum qualification requirements for your designation and authorizations? *

Yes No

Save | Continue | Cancel

DMS asks the designee to update their contact information as necessary.

Contact Information

First Name:*	<input type="text" value="Robert"/>
Middle Name:*	<input type="text" value="Luis"/> <input type="checkbox"/> No Middle Name
Last Name:*	<input type="text" value="Stevenson"/>
Suffix:	<input type="text" value="- Select -"/>
Date of Birth:*	<input type="text" value="10/11/1978"/> 
Gender:*	<input type="text" value="Male"/> 
Country of Citizenship:*	<input type="text" value="United States"/> 
Contact Phone:*	<input checked="" type="radio"/> Domestic <input type="radio"/> International <input type="text" value="(555)-555-5555"/>
Email:*	<input type="text" value="robert@net.com"/>
Upload Photo:	<div><input type="button" value="+ Choose"/></div> <div><p>Uploaded Photo</p><input type="text"/></div>

Address Information

Personal Address

Street Address 1:* 1600 Pennsylvania Avenue

Street Address 2:

City:* Washington

State:* DC

Country:* United States

Postal Code:* 99999-9999

Mailing Address

Same as Personal Address

Street Address 1:* 1600 Pennsylvania Avenue


Street Address 2:

City:* Washington

State:* DC

Country:* United States

Postal Code:* 99999-9999



DMS then presents a series of required background questions

Annual Request to Extend Expiration Date 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)? *

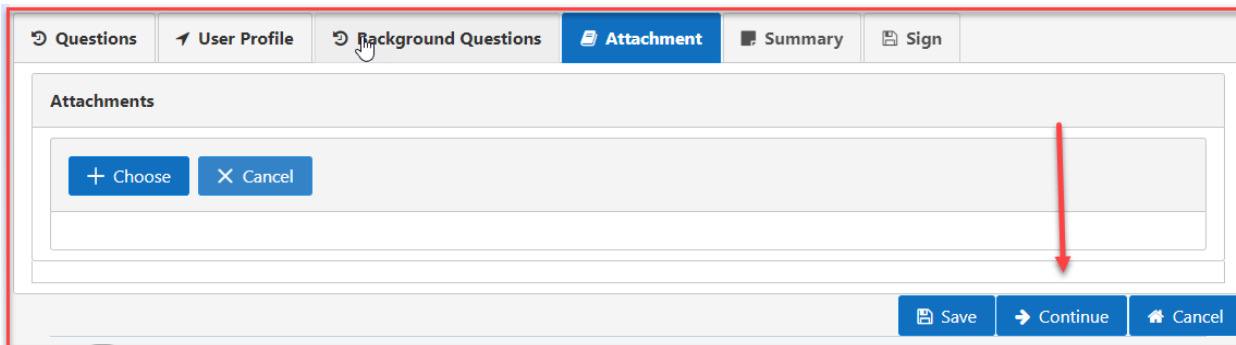
Yes No

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



The next section allows the designee to upload documents. Engineering designees do not have any requirements to load documents in this process



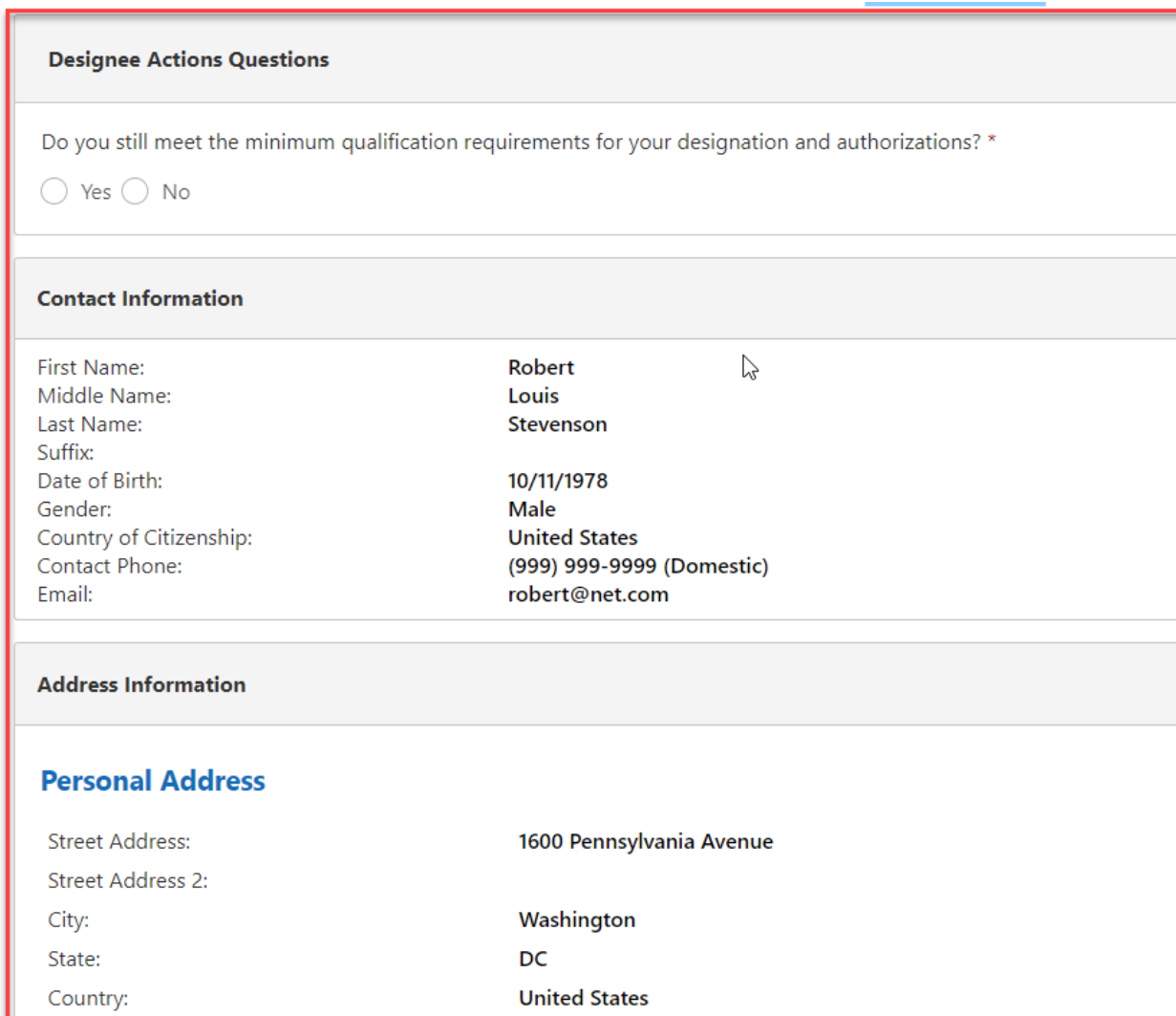
Questions User Profile Background Questions Attachment Summary Sign

Attachments

+ Choose X Cancel

Save Continue Cancel

DMS then presents a summary screen to review all answers (this example is incomplete)



Designee Actions Questions

Do you still meet the minimum qualification requirements for your designation and authorizations? *

Yes No

Contact Information

First Name:	Robert
Middle Name:	Louis
Last Name:	Stevenson
Suffix:	
Date of Birth:	10/11/1978
Gender:	Male
Country of Citizenship:	United States
Contact Phone:	(999) 999-9999 (Domestic)
Email:	robert@net.com

Address Information

Personal Address

Street Address:	1600 Pennsylvania Avenue
Street Address 2:	
City:	Washington
State:	DC
Country:	United States

The final section of the process includes the certifying statements and electronic signature

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.

Please enter your DMS password as your electronic signature.

Signature: *

Completing this process and submitting it will extend the expiration date an additional 12 months.

Resources

For technical assistance, please contact:



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