

DER DMS Transition Guide

Version 1.0

Purpose of the Transition Guide:

This transition guide provides information that DERs may use when completing transition to the Designee Management System (DMS). It also identifies how specific requirements and activities per FAA Order 8000.95 *Designee Management Policy* align with existing requirements in FAA Order 8110.37F, *Designated Engineering Representative (DER) Handbook*.

Background:

DMS is a comprehensive system combining policy and procedures for managing all aspects of certain representatives of the Administrator including application, selection, appointment, orientation, training, oversight, suspension and termination. These activities are governed by Federal Aviation Administration (FAA) Order 8000.95 *Designee Management Policy*, which does not address activities necessary for implementation and transition to DMS which are covered here along with DER Handbook clarifications that may be needed during and after transition.

Where Can I Find This Transition Guide?

This transition guide can be found by accessing the [Designee Management System \(DMS\)](#) webpage.

Pre-Transition

DERs will receive an email similar to below to verify their current email address:

“This email is being sent to verify the email address that is currently listed for you in DIN Portal. It is critical that we have an accurate email address because that is how you will receive your DMS login credentials on day 1. After receiving this email, please do not change your email address in DIN Portal or you may not receive that critical login information. We are only looking for those emails that are returned undeliverable, so there is no action required on your part at this time.”

It is important that all DERs being transitioned to DMS verify their email address as this is where they will receive important information regarding their transition to DMS.

Only DERs in active status in DIN will be transitioned to DMS. DERs in any other status such as expired, idle, non-renewal, or suspended will not transition to DMS. Any DERs not transitioned to DMS will be terminated under current policy and would need to reapply under DMS policy to become a DER.

Note: In some cases, DER expiration dates will have been extended to accommodate the DMS deployment schedule. This will prevent unnecessary work and inadvertent changes in status that might interfere with transition. Any DERs who are impacted by this extension will have their eCOAs in DIN updated to reflect the new expiration date. The eCOAs in

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DIN will remain effective until DERs complete their conversion to the new DER authorization charts in DMS.

Week of transition at an Aircraft Certification Office Branch (ACOB)

Each ACOB and its associated Flight Test Section (FTS) will be transitioned to DMS according to the deployment schedule determined by the FAA. The most current deployment schedule is available here [DER Deployment Information](#). DERs are considered deployed to DMS once their transition has been completed by their managing office. Each DER will receive an email with their unique login credentials and a link to the DMS IT tool. The email will look like this:

Congratulations. You have been deployed into the Office of Aviation Safety (AVS) Designee Management System (DMS).

Please use the following username and password to login:

Username: TestGuy63

Password: y1E3oSy3P1g#

You may change your password after initial login. Please carefully review the information entered in your DMS record and inform your managing specialist of any errors.

As a reminder, you will use your DIN chart authority until you have completed the required conversion to the new DMS chart. You must initiate the conversion process within 7 days of this notification. You will find an action item for this process on your DMS home page.

Thank you,

Designee Management System (DMS), Administration.

Link: <https://designee.faa.gov>

Once deployed to DMS, the DMS IT tool and FAA Order 8000.95 become controlling and the DER is expected to use the new system going forward. Each managing office and the DMS Deployment Team will host workshops during deployment week. The workshops will provide important information about the transition to DMS and a demonstration of the DMS IT tool. There will also be the opportunity for questions/answers and DERs are encouraged to attend. DERs will receive a number of emails prior to being transitioned to DMS according to the deployment schedule mentioned above. A DER should continue to work in the current system until they receive the deployment email described above. Do not attempt to access DMS or create a user profile prior to deployment as this will only make transition more difficult.

Post Transition

A DER will continue to use their current chart authority until they have completed their conversion to the new chart authority in DMS. This will allow DERs to continue to support the FAA without interruption following their deployment to DMS. A job aid titled “What Existing DERs Need to Know on Day One” has been developed to help guide DERs through this conversion process as well as provide other useful information that will be needed when first

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logging into DMS. For example, existing DERs will need to update their personal profile and provide information for the designee locator (DER-T only). The job aid can be viewed here [DMS Support and Job Aids\](#)

Policy/Guidance Clarifications During Transition:

In DMS there will no longer be a Radio discipline or a Vintage airplane/engine special delegation.

Radio DERs will transition using the Electrical Systems and Equipment Chart.

DERs with the special delegation for major repairs and/or major alterations for vintage airplanes and/or engines will transition as regular DER with the special delegation for major repairs and/or major alterations, and a limitation “for vintage airplanes and engines” as applicable.

Clarifications During/After Transition:

The DER handbook, 8110.37F has not been revised to address DMS specifically, so the following clarifications are necessary:

Chapter 3 Section 2.a.(3): States that sample FAA Forms 8110-3 are shown in Appendix B, Figures 1 and 2. Appendix B, Figures B-1 through B-7 prescribe specific requirements and instructions for correctly preparing FAA Form 8110-3. The DMS tool uses an updated 8110-3 form but the information in the figures is still applicable in most cases. These figures will be updated to the new version of the form in the next revision of 8110.37.

Chapter 3 Section 2.b. through e: These sections describe distribution of FAA Form 8110-3, maintaining files, electronic 8110-3 and electronic signatures. With DMS transition to electronic 8110-3 and ability to upload copies of paper 8110-3s, these sections will be updates at next revision of 8110.37.

Chapter 4 Section 1.g: This section describes applicant data retention requirements for 8110-3s. With DMS and latest revision of 8000.95 the 8110-3 retention will occur within DMS. This section will be updated format the next revision of 8110.37.

Chapter 4 Section 10: States that in FAA Order 8100.8() you will find guidance for DERs working on original certification projects (TC, Amended Type Certificate (ATC), STC) involving compliance findings outside the United States, foreign registered aircraft, and findings of compliance to FAA-accepted foreign requirements. Such guidance now resides in 8000.95 The next revision of 8110.37 will be modified with pointers to 8000.95 instead of 8100.8.

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Chapter 4 Section 11. PMA Identity Procedures. The FAA requires a DER to follow the provisions of FAA Order 8110.42(), *Parts Manufacturer Approval Procedures*, when conducting PMA activities. The 8110.37 refers to an example of FAA Form 8110-3 with identity notations in Appendix B. This information would still be relevant with the new 8110-3 form.

Chapter 4 Section 12.c. Authorization states that “A DER must have authorization from the managing office in order to approve data for major repairs or major alterations. The managing office’s authorization may be verbal and confirmed in writing or an authorization letter. This authorization may be granted on a one time basis or as a part of the DER’s delegated authority. The order refers to a sample authorization letter in Appendix B of the order. A DER who is granted this authority by letter may approve technical data for major repairs and major alterations without first notifying the managing office, except when the part is critical or life-limited, or if the work will be done outside the country. For guidance concerning operating outside the United States, see FAA Order 8100.8(). For critical or life-limited parts, the DER must contact the managing office for guidance.” Since FAA Order 8000.95 and the DMS tool addresses Major Repair and Major Alterations authorizations, this guidance will be updated in the next revision of FAA Order 8110.37.

Chapter 4 Section 12.f. Data Submittal states “The DER must submit a copy of FAA Form 8110-3 and the approved data to the owner/operator or repair station requesting approval. The DER must retain the original Form 8110-3 and send a copy to their managing office. If specifically requested by their managing office, the DER must send a copy of the approved data to their managing office also.” Since FAA Order 8000.95 and the DMS tool addresses Major Repair and Major Alteration authorizations, this guidance will be updated in the next revision of FAA Order 8110.37.

Chapter 4 Section 13. Repair Specifications (RS): Addresses documentation of RS approval. As noted above, RS activity will be documented in DMS as “other” non-8110-3 activity drop down menu until RS cover sheets is added to the non-8110-3 activity drop down menu.

Appendix A. Delegated Functions and Authorized Areas:

This version of DER authority charts will remain in 8110.37 since they are referenced by ODA policy. As noted currently in the order, DER authority may also be available in an on-line Designee Management System that defines DER authority and limitations. These DER charts will be removed in a future revision of 8110.37 when they are no longer referenced.

Appendix B: Samples, Forms, Letters, 8110-3s and instructions will be replaced by version in DMS tool in the next revision of 8110.37.

Additional Questions: If you have questions, refer to the resources on the [Designee Management System \(DMS\)](#) webpage or the DER Landing Page [Information for DERs \(faa.gov\)](#)

If you still have questions contact your FAA Managing Specialist (Formerly FAA Advisor)