DMS Preapprovals for DME and DPRE

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 DME designee. The DPRE will collect some different details, but the process is the same.

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DME-Pre-Approval Request

1) Designee logins into DMS. Open an Internet Explorer browser and type the URL: https://designee.faa.gov/

2) The "System Use Notice" appears on the screen, click **I agree**.

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 communications 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.

[I Agree]

3) From the Designee login page, enter your **Username** and **Password**. *The DMS home page opens.*

Login

Username:
JaneDoe
Password:
••••••••••••
[Login]

Links

User Registration
Forgot Username
Forgot Password

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4) 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
DME	Active	12/15/2017	12/31/2018		CLOA	Action

5) Under "Activity Links," select **Pre-Approval Request**.

Activity Request or Report

Activity Links

Pre-Approval Request

View Pre-Approval/Post Activity Reports

Authorizations and Limitations

Request Additional Authorizations

Voluntary Surrender Request

6) In the "Pre-Approval Request for DME" form, enter the required field information under, *Test Information, Test Location, and Applicant Information,* then click **Submit**.

Pre-Approval Request for DME

Designee Information

Designee Name	Doe, Jane		Designee Number	884126897
Designee Type	DME	Status Active	Expiration Date	12/31/2018
Pre-Approval Control Number	PR-884126897-2017-0006		Record Status	Open
Pre-Approval Submitted Date/Time	12/15/2017 14:44:26		Pre-Approval Revised Date/Time	

Test Information

* Type of Practical and/or Oral Test — Select a Type of test...   * Select rating that is sought in the test ☐ Airframe ☐ Powerplant

* Proposed Test Start Date/Time   (GMT-06:00) Central Time (US & Canada)

* Proposed Test End Date

* Name of the Applicant   Certificate number of the Applicant if applicable

Test Location

☑ Facility on Record   ☐ Other Facility

◉ Domestic   ○ International   * Address 5th Ave S

* City Seattle   * State Washington   * Postal Code 98005

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

Application Information

* Certificate or Rating applies for on the basis of: ○ Graduate of Approved Course ○ Experience

Attach Additional Documents (Optional)

Print this Pre-Approval

Back   Save   Submit   Cancel

Note: Under "Application Information" additional field data appears after answering the first question. Also, you can attach Additional Documents if necessary.

7) 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.

Continue   Cancel

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-884126897-2017-0006	Mechanic Certification	Airframe		Pending	12/15/2017	Cancel This Request

Note: The DPRE collects some different details but the flow is the same.

Pre-approval with Geographic Expansion

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**.

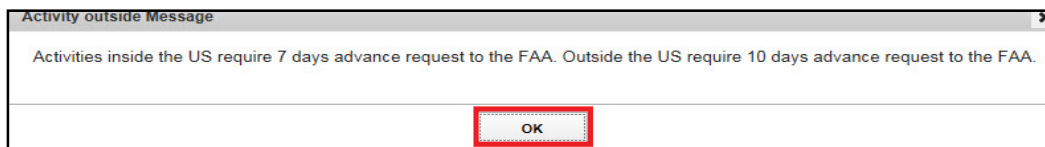| My Designations						
Designation ⬍	Designation Status ⬍	Effective Date ⬍	Expiration Date ⬍	Termination Date ⬍	View	Designation Actions
DAR-T	Active	11/30/2017	11/30/2018		CLOA	Action
DME	Active	12/15/2017	12/31/2018		CLOA	Action

3) Under "Activity Links," select **Pre-Approval Request**.

Activity Request or Report
Activity Links
Pre-Approval Request
View Pre-Approval/Post Activity Reports
Authorizations and Limitations
Request Additional Authorizations
Voluntary Surrender Request

4) In the Pre-Approval Request for DME, enter the required field information under *Designee Information, Test Information, Location Information, and Application Information*.

5) Under **Test Location,** select **Yes** to the question **"**Activity Outside of your assigned field office district.**"**

Test Location		
☑ Facility on Record ☐ Other Facility		
⦿ Domestic ○ International * Address 5th Ave S		
*City Seattle *State Washington *Postal Code 98005		
*Activity outside of your assigned field office district? ⦿ Yes ○ No		
*Is the activity within or outside the U.S. ? ○ Inside US ○ Outside US		
*Identify FSDO or IFO with geographic responsibilitys. Select an office..		

6) Then click **OK** to the "Activity Outside Message."

Activity outside Message

Activities inside the US require 7 days advance request to the FAA. Outside the US require 10 days advance request to the FAA.
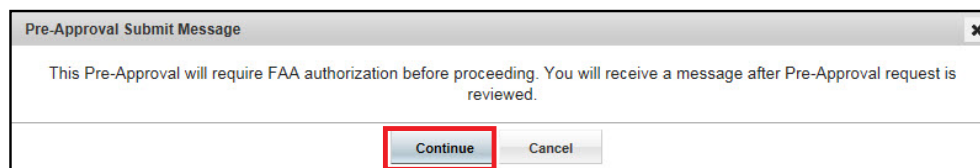
OK

7) Answer the question, **Is the activity within or outside the US**? Identify the **FSDO** or **IFO** with geographic responsibilities

* Is the activity within or outside the U.S. ?   ● Inside US ○ Outside US

* Identify FSDO or IFO with geographic responsibilitys.   Select an office.. ▾

8) Enter Application Information, and Attach Additional Documents if necessary, then click **Submit**.

Attach Additional Documents (Optional)

Print this Pre-Approval

Back   Save   Submit   Cancel

9) 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.

Continue   Cancel

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
DME	Active	12/15/2017	12/31/2018		CLOA	Action

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

Activity Request or Report

Activity Links

Pre-Approval Request

View Pre-Approval/Post Activity Reports

Authorizations and Limitations

Request Additional Authorizations

Voluntary Surrender Request

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

5) Click in a field to edit the information. The "New PreApproval Message" appears, click **Continue**.

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**.

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

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

Cancel This Request

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
DME	Active	12/15/2017	12/31/2018		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.

DME 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
DME	Active	12/15/2017	12/31/2018		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**.

Post Activity Report(s)						
DMS Tracking #	Type Of Request	Pre-Approval Type		Activity Status	Post Activity Report Due Date	Submission Date
PO-678410066-2017-0001	Mechanic Certification	Airframe		Initiated	01/05/2018	

5) Under "Enter Post Activity Information below" enter all required information. Attach a copy of the completed test planning sheet, and click **Submit**.

Enter Post Activity information below
* Type of Practical and/or Oral Test   Select a Type of test..   * Identify the rating tested for   ☐ Airframe ☐ Powerplant
* Result of the Test   Select..
* Actual Start Date/Time of Test
* Actual End Date/Time of Test
* Duration of the Oral Portion of the Test   * Duration of the Practical Portion of the Test
* Name of Applicant
⦿ Domestic   ◯ International   * Address
* City   * State Select..   * Postal Code
* Phone number of Applicant   * Email Address of Applicant
* Certificate # of Applicant
* Attach Documents
* Date the paperwork was sent or delivered to managing office
Print this Post Activity Report
Back   Save   Submit   Cancel

6) 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
DME	Active	12/15/2017	12/31/2018		CLOA	Action

7) 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

Post Activity Report(s)						
DMS Tracking #	Type Of Request	Pre-Approval Type		Activity Status	Post Activity Report Due Date	Submission Date
PO-678410066-2017-0001	Mechanic Certification	Airframe		Saved	01/05/2018	

8) Verify status shows as **Completed**.

Note: The DPRE collects some different details but the flow is the same.

Pre-Approval Cheat Sheet

Editing the below Fields Requires another Approval:
• Type of Practical and/or Oral Test • Select rating that is sought in the test • Proposed Test Start Date/time • Proposed Test End Date/time • Other Facility • Address • Activity Outside your assigned field office district • Is the activity within or outside the US? • Identify FSDO or IFO with geographic responsibility • Certificate or rating applies for on the basis of • Civil or military experience • 14 CFR Section 65.80 test

Resources

For technical assistance, please contact:

MyIT
Service Center

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