

Designee Management System Frequently Asked Questions – External Users

General Information on the AVS Designee Management System

What is Designee Management System (DMS)?

DMS is a consolidation of AVS designee policies across the following AVS organizations: Aircraft Certification Service (AIR), Flight Standards Service (AFS), Office of Aerospace Medicine (AAM) and the Air Traffic Safety Oversight Service (AOV). DMS will be a combination of individual designee policy supported by a web-based tool designed to standardize the management of designees across AVS. The AVS DMS will also allow AVS to look at the work activity and performance of designees and assess the health of the AVS designee program for all designees. If you are interested in becoming an FAA designee, you may review the policy associated with qualification requirements to become a FAA designee for your technical discipline and the requirements an FAA designee must continue to fulfill in FAA Order 8000.95, Designee Management Policy, which is also available on the DMS site.

What types of designees are using or will use the Designee Management System (DMS)?

- **Office of Aerospace Medicine (AAM) - (Deployed)**
 - Aviation Medical Examiner (AME)
 - Civilian
 - Military
 - Federal
 - Official
 - International
- **Flight Standards Service (AFS)**
 - Aircrew Program Designee (APD) - (Deployed)
 - Designated Flight Engineer Examiner (DFEE) - (Deployed)
 - Designated Aircraft Dispatcher Examiner (DADE) - (Deployed)
 - Training Center Evaluator (TCE) - (Deployed)
 - Training Center Evaluator-Flight Engineer (TCE-FE) - (Deployed)
 - Designated Mechanic Examiner (DME) - (Deployed)
 - Designated Parachute Rigger Examiner (DPRE) - (Deployed)
 - Designated Airworthiness Representative (DAR-T) - (Deployed)
 - Designated Pilot Examiner (DPE) / Administrative Pilot Examiner (Admin PE) - (Deployed)
- **Aircraft Certification Service (AIR)**
 - Designated Engineering Representatives (DER) - Deploying 2022
 - Designated Airworthiness Representative - Manufacturing (DAR-F) - (Deployed)
 - Designated Manufacturing Inspection Representative (DMIR) - (Deployed)
- **Air Traffic Safety Oversight Service (AOV)**
 - Designated Control Tower Operator Examiner (DCTO-E) – Not Yet Scheduled

Note: DMS excludes holders of Organization Designation Authorization (ODA).

What is the role of DMS?

DMS will collect, store, and process data and information associated with individuals who apply to be a designee and the designee management processes outlined in FAA Order 8000.95 and in accordance with FAA recordkeeping requirements. DMS will be used as the primary method to manage the AVS designee lifecycle

General Eligibility and Application Questions

How do I know if I'm eligible to be a designee?

The DMS application process will collect information and determine if the applicant meets basic eligibility requirements. FAA selection as a designee requires FAA need and ability to manage a new designee and successful review by an FAA evaluation panel.

Who is not eligible to apply to be a designee in DMS?

Anyone may apply to be a designee; however, DMS will not process applications from the following:

- *Current FAA employees*
- *Applicants less than 23 years of age*

How do I apply to be a designee in DMS?

To apply you must register in the DMS system at <https://designee.faa.gov> and complete the application process for the type designee you wish to apply.

Once I make an application, what happens next?

The FAA will accomplish the selection process only if your selected office has the need for an additional designee and ability to manage a new designee. The FAA will initiate the selection process and determine which applicants in the pool best meet the needs of the office. An FAA evaluation panel will review the selected applications and make a recommendation for appointment. If you are selected you will be contacted by the FAA. If you are not selected for an evaluation or through the evaluation process, you will remain in the qualified applicant pool. Applicants must update their applications at least annually to remain in the qualified applicant pool

Once I make application, do I have to keep my application updated?

Yes. If you wish to continue to be considered as a qualified applicant, you must keep your application current and updated at least once a year. Your application can be updated anytime until it has been entered into the selection process. If you fail to update your application at least once a year, your application will be removed from DMS

Can I contact my local office to check the status of my application?

No. The FAA will no longer work with individual applicants one-on-one. The status of your application will be available in DMS.

Can I apply to be more than one designee type?

Yes. If you meet the eligibility and qualification requirements for more than one designee type, you will be able to submit a separate application for each designee type. However, you may only have one application for each designee type.

What if I am contacted or interviewed but not selected, can I appeal not being selected?

No

What do I do if my application is rejected because I do not meet the minimum qualifications?

First thing you should do is familiarize yourself with the policy and assess your qualifications with the requirements then ensure your application meets those qualifications specifically. You may re-apply when you have gained the required experience.

If I am not qualified for some of my requested function codes but qualified for others, what happens to my application?

If you receive a message that you do not meet the qualification requirements after you submit your application you should review FAA Order 8000.95 and familiarize yourself with the eligibility requirements and assess your qualifications with the requirements for the specific designee type you are applying for. If you find you do not meet either the eligibility or qualification requirements, you may reapply when you have gained the required experience.

When do I get my certificate letter of authority (CLOA)?

Once you are appointed as a designee. The CLOA is part of DMS so you do not need to print it out. Your CLOA will be updated throughout the cycle of your designation as needed.

Existing Designee General Questions

What policy am I required to follow when I am a designee in DMS?

For those designees who are already in DMS and for those who are applying for a designee type already in DMS, you must follow the FAA Order 8000.95. Since DMS will be transitioning designee types into DMS, you should look at the transition periods above to determine the status of your specific designee type.

When will I be required to use DMS?

Once the FAA office that manages you transitions you into DMS, you will be provided information and instructions on when you are required to use DMS. Your managing specialist (previously called your advisor, PMI, POI, will be your first point of contact.

Are there new requirements for designees in DMS?

In some cases, how your authorizations are documented may be different once you transition to DMS. You will also be required to request authorization to perform work and document the results of the work you performed in DMS (for some AIR and AFS designees). Designee-specific requirements can be found in FAA Order 8000.95.

Why did the designee number change?

As part of the integrated approach to AVS designee management, designees will be assigned a new system generated number that will be associated with the individual throughout their current and future designations. The system generated number was intended to work across all of AVS and be consistent.

Whom do I call when I have a designee-related question?

If you have questions on the work you are performing as a designee, the policies you're working to or have specific questions on what to do in DMS, your managing specialist should be your first point of contact. If you are experiencing IT issues (forgot your user name, password reset, IT not working), you will contact the FAA National Helpdesk at 844-322-6948 or at helpdesk@faa.gov

Where can I find supporting documents and job aids for applicants/designees?

Supporting documents and Job aids may be found by going to the DMS homepage and looking at your specific designee type, then looking at Job aids. They can be found [here](#).

Will I retain the same authorizations as I transition to DMS?

AIR DERs will have new authorization charts in DMS. The way DER authority is documented will look different in the new charts but the authority is unchanged. For AFS DAR-Ts, your authority will change because new function codes are being implemented as part of the DMS deployment. For DMEs and DPRES, your previous authorizations will be the same in DMS provided you are still active and current. For upcoming DPE/SAE/Admin PE you will have the same authorizations you previously held as long as you're active and current, although they will have different nomenclatures.

Is the CLOA automatically sent to the designee?

No. Once an applicant is appointed as a designee in DMS, or an existing designee is transitioned to DMS, you will be able to view your CLOA in DMS. DMS is the system of record for designee authorizations so you should verify the authorizations on your CLOA properly reflect the authorizations you sought or previously held. If it doesn't, you should contact your managing specialist for additional guidance. All versions of the CLOA are kept in DMS and are accessible to both the FAA and designee

I am currently an active designee. I hold both a Designated Airworthiness Representative (DAR-T) authorization and a Designated Airworthiness Representative (DAR-F) authorization. Will my PMI be changing because of the new DMS policy and IT tool?

No, you should maintain the same PMI. However, in FAA Order 8000.95, we use the term Managing Specialist universally to refer to the FAA employee who manages your designation.

Will I need to have multiple log in IDs for each appointment?

No. You will have one login to access DMS for all your designations. As we transition designees to DMS, we identify those who hold multiple designations and merge the accounts into one DMS account with one DMS designee number. If you currently hold a designation and choose to make application for a new designation, you should do so through your current DMS account. You should not create a new account to make application.

What do I do if I no longer want to be a designee?

If after transition to DMS or at any point in the future you decide you no longer want to be a designee, you may submit a voluntary surrender request through DMS. After logging in to DMS select the 'Voluntary Surrender Request' under Designation Actions. Your request will be sent to your managing specialist for processing. If you hold multiple designations, each designation must be surrendered individually.

What happens if I forget or lose my password?

If you forget your user name and/or password, you may contact the FAA National Helpdesk who can help you reset your password at: helpdesk@faa.gov or at (844) 322-6948. For international AME users, you should contact your managing specialist who can provide assistance.

Who do I contact if I have other issues with DMS?

For any IT related issues where the system is not working, you should contact the FAA National Helpdesk at the email and number above. For questions regarding policy or guidance on what to do in DMS, you should contact your managing specialist for additional guidance.

Does DMS talk to other systems designees use?

In the future, DMS will receive training records from the Designee Registration System (DRS). DRS remains the system of record for designee training.

What happens if DMS goes down? What process do we follow if we are unable to use DMS to do our work (both internally and externally)?

While we do not anticipate any catastrophic failure that would result in DMS going down for an extended period, in the event it would happen, designees should work with their managing specialists to communicate and coordinate work needing to be performed in the event DMS goes down.

Does DMS time out or have auto-save functionality?

Yes. After 20minutes of inactivity, DMS will time out and you will need to log back in to complete any work that was in process prior to being signed off. DMS does have an auto-save function so you should not lose any work completed in DMS.