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

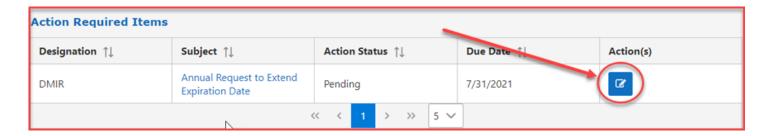


Designees are required to request an extension of their expiration date every 12 months. DMS will send the designee a notification in the DMS message center and place an action item in their Action Required Items list. This job aid provides instructions on the process.

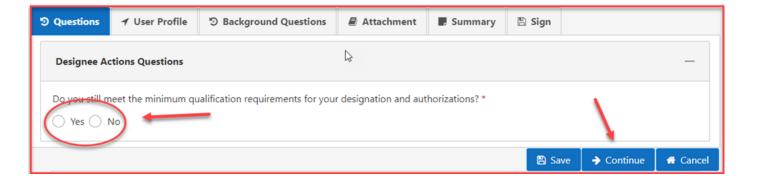
NOTE: It is the designee's responsibility to complete this task prior to the expiration date. If the task is not completed DMS will place the designee in "Expired" status which prevents any work activity or preapproval request submittals. The FAA Managing Office, the Managing Specialist, and the FAA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

Annual Request to Extend Expiration Date

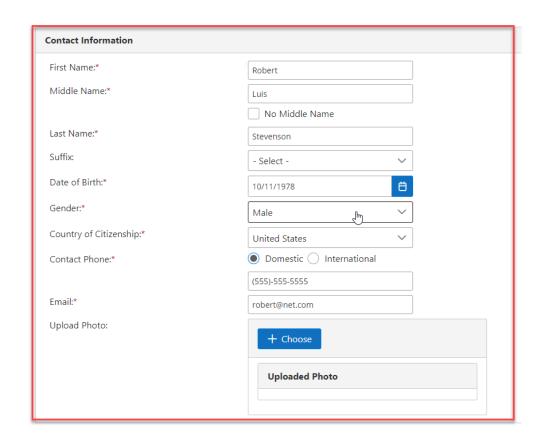
When a designee becomes eligible to request extension of the expiration date, DMS will send a message in the Message Center and will place an action item in the Action Required Items list. Click on the action tab as shown below to begin the process.



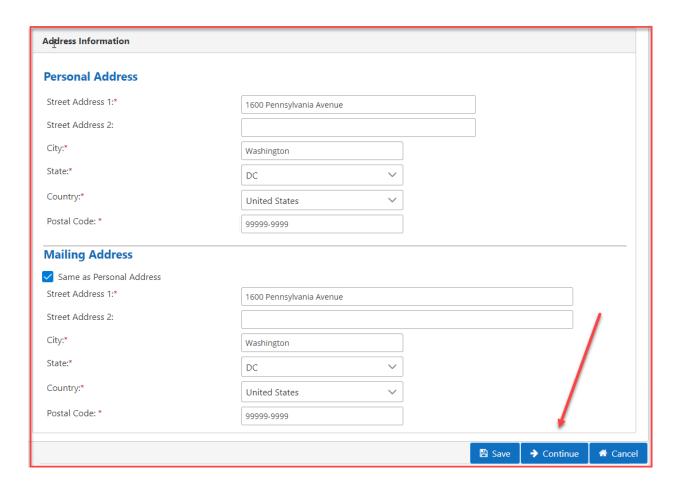
DMS will ask a series of questions and request the designee update their contact information if necessary. The following screen shots show the process.



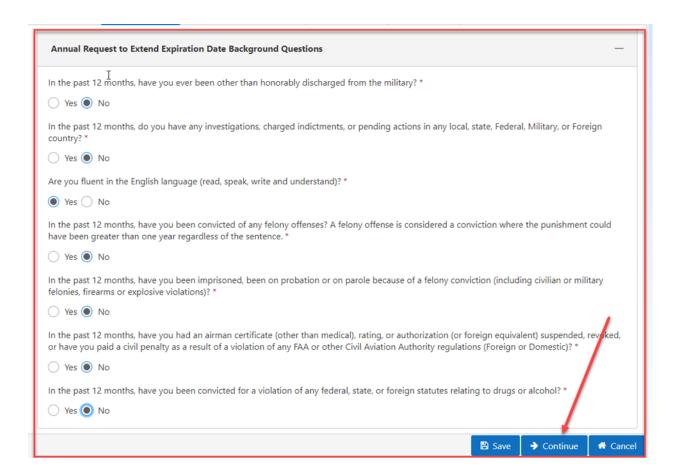
DMS asks the designee to update their contact information as necessary.



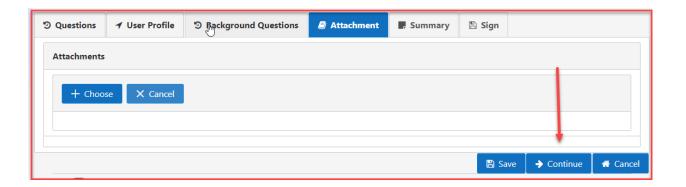
For a DAR-F, this information is important for use in the DMS "Find a Designee" workflow.



DMS then presents a series of required background questions



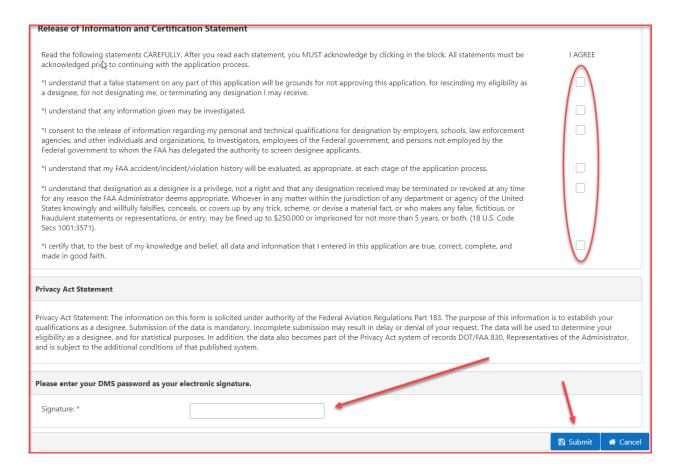
The next section allows the designee to upload documents. Manufacturing designees do not have any requirements to load documents in this process



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

Designee Actions Questions	
Do you still meet the minimum qua	lification requirements for your designation and authorizations? *
Contact Information	
First Name: Middle Name: Last Name:	Robert 🖟 Louis Stevenson
Suffix: Date of Birth: Gender:	10/11/1978 Male
Country of Citizenship: Contact Phone: Email:	United States (999) 999-9999 (Domestic) 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



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

For technical assistance, please contact:



