Designee Management System (DMS) DMIR and DAR-F



This job aid provides the designee on how to Create, and Submit a pre-approval, post activity report, suspension release request and voluntary surrender for a DMIR or DAR-F in the Designee Management System (DMS).

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Designee Landing Page

The designee-landing page contains information on your designation, submitted applications, actions to execute, message center and change designation location.

Federal Aviation Administration					Designee Mana	gement System Home	e Pag
📽 Home 🛔 Update Personal	Profile 🛔 Change Designation Locati	on 🔻 🕇 Create Application 🖂 Mes	sage Center (0) 🚨 Change Password	🕒 Logout			
Le Welcome						FAA Order 80	00.95
My Designations		k					
Designation 🖨	Designation Status 🗢	Effective Date 🗢	Expiration Date 🗢	Termination Date 🖨	View	Designation Acti	ons
DAR-F	Active	8/29/2019	8/31/2020		CLOA	Action	
DMIR	Active	9/4/2019	9/30/2020		CLOA	Action	
Action Required I	tems	Subiect ♦	Action Status 🗢		Due Date 🖨		
ŭ		No	o records found				
		И 4	1 🕨 H 5 🗸				
My Applications							
ID 🗢	Туре 🖨	Application Status 🗢	Submission Date 🖨	Expiration Date 🗢		Versions	
48784	DMIR	Submitted	9/4/2019	9/4/2020		Versions	Ø
48771	DAR-F	Submitted	8/29/2019	8/29/2020		Versions	Ø

Selecting the "action" link will allow you to request pre-approvals, submit post-activity reports, and view activity paperwork.

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🏶 Home 🛔 Update Personal	Profile 🛔 Change Designation Location	on 🔻 🕂 Create Application 🖂 Mes	sage Center (0) 🚨 Change Password	🗭 Logout		
- Welcome						FAA Order 8000.9
My Designations		₽.				
Designation 🖨	Designation Status 🖨	Effective Date ≑	Expiration Date ≑	Termination Date 🖨	View	Designation Actions
DAR-F	Active	8/29/2019	8/31/2020		CLOA	Action
DMIR	Active	9/4/2019	9/30/2020		CLOA	Action
Action Required I	tems	Subject 🗢	Action Status 🗢		Due Date 🗢	
		No	records found			
		H H	1 → H 5 ¥			
My Applications						
ID \$	Type 🗢	Application Status 🗢	Submission Date 🖨	Expiration Date 🖨		Versions
48784	DMIR	Submitted	9/4/2019	9/4/2020		Versions
48771	DAR-F	Submitted	8/29/2019	8/29/2020		Versions 🔽

You will also see the name of your assigned Managing Specialist, function codes, designation status, and training record.

✓ Designation Information			
Designation Type Function Code(s) Designation Status Effective Date Expiration Date Managing Specialist Activity Paperwork Status	DAR-F 3, 6, 25, 26, 40, 51, 62, 74 Active 8/29/2019 8/31/2020 Pre-Approval Active		
✓ Activity Links			
Pre-Approval Request Voluntary Surrender Request Request Additional Authorizations		<u>Activity Paperwork</u> <u>Training Record</u> <u>View Pre-Approval/Post Activity Report Setting(On/Off)</u>	
Activity 🗢	DMS Tacking # 🌩	Activity Status 🌩	Modified Date 🗢
Voluntary Surrender Request	VS-999996745-2019-0001	Completed	08/29/2019
Corrective Action	CA-999996745-2019-0005	Completed	08/28/2019
Corrective Action	CA-999996745-2019-0003	Completed	08/28/2019
Corrective Action	CA-999996745-2019-0002	Completed	08/28/2019
	H 4 1	▶ N 10 ¥	
			🗲 Back 🛛 🖨 Cancel

Pre-Approval Process; submit, save and cancel

All DMIR or DAR-F designees must request a pre-approval in DMS and the pre-approval must be approved prior to commencing that activity on behalf of the FAA.

Pre-Approval Request – Initiating a pre-approval begins by selecting the "Action" link on your home page.

Federal Aviation Administration					Designee Mana	igement System Home Pag
Home 🔺 Update Personal	Profile 🛔 Change Designation Locati	on 👻 🕇 Create Application 🖾 Mes	sage Center (0) 🛔 Change Password	🕀 Logout		
- Welcome	8 Langetten					FAA Order 8000.95
My Designations						
Designation ¢	Designation Status 🖨	Effective Date \$	Expiration Date \$	Termination Date \$	View	Designation Actions
DMIR	Active	8/27/2019	8/31/2020		CLOA	Action
DAR-F	Active	8/27/2019	8/31/2020		CLOA	Action
Action Required I	tems			2		
Désignatio	on e	Subject 🗢	Action Status 🗢		Due Date 🗢	
		No	records found			
		N 14	1 🕨 H 5 🛩			
My Applications						
ID ¢	Type ¢	Application Status \$	Submission Date ¢	Expiration Date ©		Versions
48758	DMIR	Submitted	8/27/2019	8/27/2020		Versions 🛛

Select the "Pre-Approval Request" Link to begin.

* Welcome			FAA Order 8000.95
V Designation Information			
Designation Type Function Code(s) Designation Status Effective Date Expiration Date Managing Specialist Activity Paperwork Status	DMIR 1. 2. 6, 22, 23, 24, 40, 43, 65 Active 8/27/2019 8/31/2020 Pre-Approval Active		
✓ Activity Links			
Pre-Approval Request Training Record View Pre-Approval/Post Activity Report Setting(On/Off)		Activity Paperwork Request Additional Authorizations	
✓ Activity History			
Activity 🗘	DMS Tacking # ≑	Activity Status 🖨	Modified Date ≑
	H 4 1) N 10 V	🔶 Back 🛛 希 Cancel

When completing the pre-approval request, you must select the function code pertinent to the request. Included on the pre-approval request page is a listing of function codes and descriptions.

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t				
	Desi	gnee Information		
Designee Number	Designee Type	Designation Status	Expiration Date	Company
10000	DMIR	Active	08/31/2020	TEST
				Function Codes and Descriptions
	- Select -			-
	Select Function Code(s)	~		
	From			
	То			
	t Designee Number	Designee Number Designee Type DMIR DMIR -Select - Select - Select Function Code(s) From To	Designee Information Designee Number Designee Type Designation Status DMIR Active	Designee Information Designee Number Designee Type Designation Status Expiration Date DMIR Active 08/31/2020 - Select - Select Function Code(s) From To

- Welcome	ogetes.				E FAA Order 8000.95
Pre Approval Request					
		Designe	e Information		
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company
tere anger		DMIR	Active	08/31/2020	TEST
Approval Request Data Fields					Function Codes and Descriptions
Select the type of Certification *		- Select -		× this field is	required
Select Function Code(s) *		- Select -			
Date of Requested Activity From *		FAA Form 8130-3(Tags) Conformity			
Date of Requested Activity To *		Airworthiness Certification			

Complete the required information and select the submit button. The request will be sent to your managing specialist for review and approval. Check the message center for your Managing Specialist response. Once approved, designees must submit a post activity report for any certification work authorized.

Location of Proposed Activity			
Name of Facility			
Airport			
Address Line 1 *	123 Main Street		
Address Line 2			
City *	Atlanta		
State *	Georgia		
Postal code *	12345-6789		
Applicant Name.*	and a second		
Applicant Phone # *	(222)-222-2222		
Comment(s)		(Max length: 4000 / 4000 left)	
Attachments			
Upload any documents in support of this request.			
+ Choose 2 Upload * Cancel			
Uploaded Files			
File Name	File Type	File Size	Delete?
		÷	Back 🖹 Save 🖹 Submit 🖶 Cancel

Activity Paperwork Link: Select the Activity Paperwork Link to:

- View your pre-approval request
- View the status of your request, and
- Submit a post activity report

- Welcome I			FAA Order 8000.95
V Designation Information			
Designation Type	DMIR		
Function Code(s)	1, 2, 6, 22, 23, 24, 40, 43, 65		
Designation Status	Active		
Effective Date	8/27/2019		
Expiration Date	8/31/2020		
Managing Specialist	and a second second		
Activity Paperwork Status	Pre-Approval Active		
✓ Activity Links			
Pre-Approval Request		Activity Paperwork	
Training Record		Request Additional Authorizations	
View Pre-Approval/Post Activity Report Setting(On/Off)			
✓ Activity History			
Activity 🌩	DMS Tacking # 🔷	Activity Status 🌩	Modified Date 🗢
	K 4 1	▶ N 10 V	
			🗲 Back 🛛 🖨 Cancel

View the status of a pre-approval request.

ctivity Paperwork						
Pre-approval Request(s)						
DMS Tracking # 🖨	Type of Request 🖨	Pre-Approval Type 🖨	Activity Status 🖨	Modified Date 🖨	Applicant Name	Cancel
PR-999996741-2019-0001	FAA Form 8130-3(Tags)	1	Pending	08/27/2019		Cancel This Request
			H ≪ 1 ▶ H			
Post Activity Report(s)						🗲 Back 🛛 🏶 Cat
Post Activity Report(s)	angeton					🗲 Back 🛛 🖨 Cat Ø FAA Order 800
Post Activity Report(s) Welcome ctivity Paperwork	angeton					🗲 Back 🛛 🏶 Cat 🖉 FAA Order 800
Post Activity Report(s) Welcome tivity Paperwork re-approval Request(s)	angelion					🗲 Back 🛛 🖨 Cat 2 FAA Order 800
Post Activity Report(s) Welcome Ctivity Paperwork Pre-approval Request(s) DMS Tracking # \$	Type of Request ≎	Pre-Approval Type 🗢	Activity Status 🗢	Modified Date 🗢	Applicant Name	← Back ← Car FAA Order 800 Cancel

Saving a Pre-Approval: allows a user to save the information to edit and submit later. NOTE: Initiating and saving a pre-approval request does not result in your Managing Specialists reviewing your Pre-Approval. You must submit a pre-approval for your managing specialist to review.

		Designee	Information		
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company
		DMIR	Active	08/31/2020	TEST
Approval Request Data Fields					Function Codes and Description
Select the type of Certification *		Conformity 🗸			
Select Function Code(s) *		Function Code 22			
Date of Requested Activity From *		08/28/2019			
Date of Requested Activity To *		08/29/2019			
Conformity Only					
NACIP FAA Form 8120-10 Login Number ex-18-00919		123			
Location of Proposed Activity					
Name of Facility					
Airport					
Address Line 1 *		123 Main Street			
Address Line 2					
City *		Atlanta			
State *		Georgia 🗸			
Postal code *		77777-7777			
Applicant Name *		TEST TEST			
Applicant Phone # *		(333)-333-3333	(Mary Jan		
Comment(s)		Test	(Maxiet)	g(n: 40007 5996 feit)	
Attachments					
Upload any documents in support of t	his request.				
Uploaded Files					
File N	ame	File Type		File Size	Delete?

	Langeline					E FAA Order 800
Designation Information						
Designation Type		DMIR				
Function Code(s)		1, 2, 6, 22, 23, 24, 40,	43, 65			
Designation Status		Active				
iffective Date		8/27/2019				
expiration Date		8/31/2020				
Managing Specialist		and states				
ctivity Paperwork Status		Pre-Approval Active				
 Activity Links 						
e-Approval Request			Activity Paperw	ork		
aining Record			Request Additio	onal Authorizations		
ew Pre-Approval/Post Activity F	Report Setting(On/Off)					
 Activity History 						
Activity 🕻	•	DMS Tacking # 🗘		Activity Status 🌲	Mod	ified Date ≑
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						🗲 Back 🛛 😤 Ca
						🗲 Back 🛛 🏶 C
Welcome	angelos					🗲 Back 🛛 🖨 C
Welcome	angelos					🗲 Back 🖌 C
Welcome ivity Paperwork	angelos					FAA Order 800
Welcome ivity Paperwork e-approval Request(s)	angelon					← Back ಈ C
Welcom€ ivity Paperwork e-approval Request(s) DMS Tracking # ♦	Type of Request ♀	Pre-Approval Type 🗢	Activity Status 🗢	Modified Date ≑	Applicant Name	← Back ● C
Welcom€ vity Paperwork e-approval Request(s) DMS Tracking # € PR-999996741-2019-0005	Type of Request \$ Conformity	Pre-Approval Type \$	Activity Status ≑ Saved	Modified Date ≑ 08/28/2019	Applicant Name TEST TEST	← Back ← C Cancel
Welcome vity Paperwork -approval Request(s) DMS Tracking # \$ PR-99996741-2019-0005 PR-99996741-2019-0004	Type of Request \$ Conformity Airworthiness Certification	Pre-Approval Type \$ 22 40	Activity Status ≑ Saved Approved	Modified Date 08/28/2019 08/28/2019	Applicant Name TEST TEST TEST	← Back ← Cancel

Cancel a request:

Saved or Approved pre-approvals can be cancelled. The system will ask for a confirmation before the pre-approval is cancelled.

approval Request(s)						
DMS Tracking # 🖨	Type of Request 🖨	Pre-Approval Type 🖨	Activity Status 🖨	Modified Date 🖨	Applicant Name	Cancel
R-999996741-2019-0005	Conformity	22	Approved	08/28/2019	TEST TEST	Cancel This Request
R-999996741-2019-0004	Airworthiness Certification	40	Approved	08/28/2019	TEST	Cancel This Request
8-999996741-2019-0001	FAA Form 8130-3(Tags)	1	Approved	08/27/2019	Luna Langston	
			H 1 → H			
onfirm	ATTITUET		×			
Are you sure y	ou want to cancel the	e pre-approval requ	est?			
Are you sure y	ou want to cancel the	e pre-approval requ	est?			
Are you sure y	ou want to cancel the	e pre-approval requ	est?			
Are you sure y	ou want to cancel the	e pre-approval requi	ncel			
Are you sure y	ou want to cancel the	e pre-approval requi	ncel			
Are you sure y	ou want to cancel the	e pre-approval requi	ncel			
Are you sure y	ACTIVITY STATUS	e pre-approval requi	ncel			
Are you sure y	ACTIVITY STATUS	e pre-approval requi	ncel			
Are you sure y	ou want to cancel the	e pre-approval requi	ncel			
Are you sure y	OU WANT TO CANCEL THE ACTIVITY STATUS	Pre-approval requi	Activity Status ¢	Modified Date 🗢	Applicant Name	Cancel
Are you sure y	Type of Request ¢	Pre-approval requi	Activity Status ¢	Modified Date 🗢 08/28/2019	Applicant Name TEST TEST	Cancel
Are you sure y	Type of Request \$ Conformity Airworthiness Certification	Pre-Approval Type ¢	Activity Status ¢ Canceled Approved	Modified Date ♥ 08/28/2019 08/28/2019 08/28/2019	Applicant Name TEST TEST TEST	Cancel Cancel This Request
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-approval requi	Activity Status ¢ Canceled Approved Approved	Modified Date 08/28/2019 08/28/2019 08/27/2019	Applicant Name TEST TEST TEST Luna Langston	Cancel Cancel This Request
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-approval requi	Activity Status Canceled Approved Approved M (1) M	Modified Date 08/28/2019 08/28/2019 08/27/2019	Applicant Name TEST TEST TEST Luna Langston	Cancel Cancel This Request
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-approval requi	Activity Status Canceled Approved Approved H (1) M	Modified Date 08/28/2019 08/28/2019 08/27/2019	Applicant Name TEST TEST TEST Luna Langston	Cancel Cancel This Request
Are you sure y	OU WANT TO CANCEL THE ACTIVITY STATUS : Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-approval requi	Activity Status ¢ Canceled Approved Approved M d 1 >> M Activity Status ¢	Modified Date 08/28/2019 08/28/2019 08/27/2019 08/27/2019 Post Activity Report Due Date ¢	Applicant Name TEST TEST TEST Luna Langston	Cancel Cancel This Request Applicant Name
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags) Type of Request ¢ Conformity	Pre-approval requi	Activity Status ¢ Canceled Approved Approved Activity Status ¢ Canceled	Modified Date € 08/28/2019 08/28/2019 08/27/2019 Post Activity Report Due Date € 09/05/2019	Applicant Name TEST TEST TEST Luna Langston Submission Date \$	Cancel Cancel This Request Applicant Name TEST TEST
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-approval requi	Activity Status ¢ Canceled Approved Approved M (1) M Activity Status ¢ Canceled Initiated	Modified Date 08/28/2019 08/28/2019 08/27/2019 08/27/2019 Post Activity Report Due Date © 09/05/2019 09/05/2019	Applicant Name TEST TEST EST Luna Langston Submission Date 🕈	Cancel Cancel This Request Applicant Name TEST TEST
Are you sure y	Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags) Type of Request ¢ Conformity Airworthiness Certification FAA Form 8130-3(Tags)	Pre-Approval Type ¢ 22 40 1 Pre-Approval Type ¢ 22 40 1 1 Pre-Approval Type ¢ 22 40 1	Activity Status Activity Status Canceled Approved Approved Approved Activity Status Canceled Initiated Completed	Modified Date ◆ 08/28/2019 08/28/2019 08/27/2019 08/27/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019 09/05/2019	Applicant Name TEST TEST TEST Luna Langston Submission Date \$ 08/28/2019	Cancel Cancel This Request Applicant Name TEST TEST TEST Luna Langston

Pre-Approval Request for Domestic or Export Airworthiness Approval Tags

Reminder: You have a link to view the function codes and descriptions while entering your pre- approval request information.

		Designee	Information		
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company
		DMIR	Active	08/31/2020	TEST
pproval Request Data Fields					Function Codes and Descrip
elect the type of Certification *		FAA Form 8130-3(Tags) 🗸 🗸			
elect Function Code(s) *		Function Code 1 🗸 🗸			
Date of Requested Activity From *		08/28/2019			
Date of Requested Activity To *		08/29/2019			
ocation of Proposed Activity					
Name of Facility					
kirport.					
Address Line 1 *		123 Main Street			
Address Line 2					
Sity *		Atlanta			
State *		Georgia 😪			
Postal code *		12345-6789			
Applicant Name *		Test Test			
Applicant Phone # *		(393)-333-3333			
Comment(s)		Test	(Max Jer	gth: 4000 / 3996 ieft)	
ttachments					
load any documents in support o	of this request.				
+ Choose & Upload X	Cancel				

🗲 Back 🔛 Save 🔛 Submit

Designee Information						
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company	
		DMIR	Active	08/31/2020	TEST	
Approval Request Data Fields					Function Codes and Description	
Select the type of Certification *		Conformity 🗸			-	
Select Function Code(s) *		Function Code 23				
Date of Requested Activity From *		08/28/2019				
Date of Requested Activity To *		08/29/2019				
Conformity Only						
NACIP FAA Form 8120-10 Login Number ex-18-00919						
Location of Proposed Activity						
Name of Facility						
Airport						
Address Line 1 *		123 Main Street				
Address Line 2						
City *		Atlanta				
State *		Georgia 🗸 🗸				
Postal code *		12345-6789				
Applicant Name =		Test Test				
Applicant Phone # *		(777)-777-7777				
Comment(s)		Test	(Max le	ugur: audu / saas ieru		
		1				
tachments						
load any documents in support of t	his request.					
+ Choose 🕹 Upload 🛛 🗙 Ca	ncel					
Uploaded Files						

Aircraft Certification – Airworthiness

		Desi	nee information		
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company
		DMIR	Active	08/31/2020	TEST
Approval Request Data Fields					Function Codes and Descriptio
Select the type of Certification		Airworthiness Certificati	<		
Select Function Type *		Special (40-74)	<		l⊋
Select Function Code(s) *		Function Code 43	~		
Date of Requested Activity From		08/28/2019			
Date of Requested Activity To *		08/29/2019			
Special Airworthiness only					
Sub-type of Airworthiness Certifi	cate Requested*	Experimental			
Indicate Operation(s) to be condi-	ucted *	Air Racing			
Aircraft Reg # *		Test			
Aircraft Make *		Test			
Aircraft Model *		Test			
Registered Owner *		Test			
Registered Owner Phone #		1444)-444-4444			
Aircraft Certification Only					
AWC Application Number		123456			
Location of Proposed Activity					
Name of Facility					
Airport *		WILEY POST/PWA			
Address Line 1 *		123 Main Street			
Address Line 1 * Address Line 2		123 Main Street			
Address Line 1 * Address Line 2 City *		123 Main Street Atlanta			
Address Line 1 * Address Line 2 City * State *		123 Main Street Atlanta Pennsylvania			
Address Line 1 * Address Line 2 City * State * Postal code *		123 Main Street Atlanta Pennsylvania 12345-6789			
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name *		123 Main Street Atlanta Pennsylvania 12345-6789 Test Test			
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # *		123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-777-7777			
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s)		123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-77777	(Max I	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s)		123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-77777	(Max I	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s)		123 Main Street Atlanta Pennsylvania 12345-6789 Test (777)-777-7777 Test	(Max i	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s)		123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (1777)-7777 Test	(Max I	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s) ttachments	If this request.	123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-77777 Test	(Max I	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s) ttachments pload any documents in support of + Choose 2 Upload X	f this request.	123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-77777 Test	(Max 1	ength: 4000 / 3996 left)	
Address Line 1 * Address Line 2 City * State * Postal code * Applicant Name * Applicant Phone # * Comment(s) ttachments bload any documents in support of + Choose \$ Upload } *	f this request. Cancel	123 Main Street Atlanta Pennsylvania 12345-6789 Test Test (777)-77777 Test	(Max I	ength: 4000 / 3996 left)	

Post Activity Report Submittal

Post Activity – DUE IN 7 DAYS. To access your post activity report, select the action link. All designees are required to submit a post activity report for each pre-approval authorized. The post activity report must be submitted within 7 days of the end date on the pre- approval.

NOTE: If designees have post-activity reports that have passed the requisite 7-day submission deadline, DMS will not grant approval to another preapproval number until all outstanding post-activity reports have been submitted.

To begin the post activity report submittal, select the "action" link from your home page

Federal Aviation Administration					Designee Mana	gement System Home Pag
🖲 Home 🛔 Update Personal	Profile 🌡 Change Designation Locati	on 👻 🕇 Create Application 🖾 Mes	isage Center (0) 🛔 Change Password	🕒 Logout		
• Welcome	Completion 1					# FAA Order 8000.95
My Designations						
Designation ¢	Designation Status \$	Effective Date \$	Expiration Date 🗢	Termination Date \$	View	Designation Actions
DMIR	Active	8/27/2019	8/31/2020		CLOA	Action
DAR-F	Active	8/27/2019	8/31/2020		CLOA	Action
Action Required I	tems					
Designatio	n ¢	Subject 🗢	Action Status 🗢		Due Date 🗢	
		N 14 - 4	o records tound 1 ⊨ H 5 ✓			
My Applications						
ID ¢	Type 🗢	Application Status \$	Submission Date \$	Expiration Date @	13	/ersions
	1000	Submitted	8/27/2019	8/27/2020	14	/ersions 2
48758	DMIR	Sabiliteco	0.0000.0000.000			

Select the "activity paperwork" link

- Welcome			■ FAA Order 8000.95
V Designation Information			
Designation Type Function Code(s) Designation Status Effective Date Expiration Date Managing Specialist Activity Paperwork Status	DMIR 1, 2, 6, 22, 23, 24, 40, 43, 65 Active 8/27/2019 8/31/2020 L Pre-Approval Active		
✓ Activity Links			
Pre-Approval Request Training Record View Pre-Approval/Post Activity Report Setting(On/Off)	l	Activity Papenwork Request Additional Authorizations	
✓ Activity History			
Activity 🖨	DMS Tacking # 🖨	Activity Status \$ ▶ № 10 ✓	Modified Date ≑
			🗲 Back 🛛 🖨 Cancel

Welcome	Langetten					FAA Order 8000
ctivity Paperwork						
Pre-approval Request(s)						
DMS Tracking # 🖨	Type of Request 🖨	Pre-Approval Type 🖨	Activity Status 🖨	Modified Date 🖨	Applicant Name	Cancel
PR-999996741-2019-0001	FAA Form 8130-3(Tags)	1	Approved	08/27/2019	Luna Langston	Cancel This Request
			H (1) H			
Post Activity Report(s)						
DMS Tracking # 🗢	Type of Request 🗢	Pre-Approval Type 🗢	Activity Status 🗢	Post Activity Report Due Date	Submission Date 🗢	Applicant Name
PO-999996741-2019-0001	FAA Form 8130-3(Tags)	1	Initiated	09/04/2019		
			N N 1 F N			
						🗲 Back 🛛 🖶 Cane

Select the DMS Tracking Number and enter the results of the certification event.

Designee Information						
Designee Name	Designee Number	Designee Type	Designation Status	Expiration Date	Company	
and company		DMIR	Active	08/31/2020	TEST	
Approval Request Data Fields					Function Codes and Descriptions	
Select the type of Certification *		FAA Form 8130-3(Tags)				
Pre-Approval DMS Tracking Numbe	er	PR-999996741-2019-0001				
Submission Date		08/27/2019 14:48 PM				
Select Function Code(s) *		Function Code 1				
Date of Requested Activity From *		08/27/2019				
Date of Requested Activity To *		08/28/2019				
Location of Proposed Activity						
Name of Facility						
Airport						
Address Line 1 *		123 Main Street				
Address Line 2						
City *		Atlanta				
State *		Georgia 💙				
Postal code *		12345-6789				
Applicant Name *		Luna Langston				
Applicant Phone # *		(222)-222-2222				
Comment(s)						
Specific office additions/instruction	15	TEST				
Post Activity Information						
Enter the number of certificates for Quantity of Certificates *	the above activity	10				
Date the paperwork was sent/delive	ered to the managing office	08/28/2019				
				🗲 Back	🖹 Save 🖹 Submit 💣 Cancel	



Once you have submitted the post activity report for the FAA review, the post activity number status will be updated to complete.

• Welcome	Langetten					FAA Order 8000.95
✓ Designation Information						
Designation Type		DMIR				
Function Code(s)		1, 2, 6, 22, 23, 24, 40, 43, 65				
Designation Status		Active				
Effective Date		8/27/2019				
Expiration Date		8/31/2020				
Managing Specialist		L				
Activity Paperwork Status		Pre-Approval Active				
✓ Activity Links						
Pre-Approval Request			Activity Paper	work		
Training Record			Request Addi	tional Authorizations		
View Pre-Approval/Post Activity	Report Setting(On/Off)					
✓ Activity History						
Activity	\$	DMS Tacking # 🌲		Activity Status 🌲	Modi	fied Date ≑
			H 4 1 ▶ H 10	~		
						🗲 Back 🛛 🟦 Cancel
Post Activity Report(s)						
DMS Tracking # 🖨	Type of Request 🗢	Pre-Approval Type 🗢	Activity Status 🗢	Post Activity Report Due Date	Submission Date 🖨	Applicant Name
PO-999996741-2019-0001	FAA Form 8130-3(Tags)	1	Completed	09/04/2019	08/28/2019	
			H 4 1 ▶ H			
						🗲 Back 🛛 🖀 Cancel

			Designee Information		
Designee Name	Designee Number		Designee Type	Designation Statu	s Expiration Date
and a special	-	DAR-F		Active	08/31/2020
Approval Request Data Fields					Function Codes and Descriptions
Select the type of Certification *	Air	orthiness Certific	ati 😪		
Pre-Approval DMS Tracking Number	PR	999996741-2019-0	003		
Submission Date	08/	28/2019 07:51 AM			
Select Function Type *	Sta	ndard (30-35)	*		
Select Function Code(s) *	Fu	ction Code 30	~		
Date of Requested Activity From *	08/	28/2019			
Date of Requested Activity To *	08/	30/2019			
Standard Airworthiness only					
Sub-type of Airworthiness Certificate Rec	quested*	obatic	~		
Aircraft Reg # *	12				
Aircraft Make *	TES	T			
Aircraft Model *	TES	T			
Registered Owner *	Te	Test			
Registered Owner Phone #	(99)-999-9999			
Aircraft Certification Only					
AWC Application Number	12	4			
Location of Proposed Activity					
Name of Facility					
Airport *	СН	CAGO EXECUTIVE			
Address Line 1 *	12	Main Street			
Address Line 2					
City *	Chi	ago			
State *		ois	~		
Postal code *	12	45-6789			
Applicant Name *	Te	. Test			
Applicant Phone # *	(77)-777-7777			
Comment(s)	Tes				
Specific office additions/instructions	TES	F			

Post Activity Information		
Date the paperwork was sent/delivered to the managing office	08/28/2019	
Date Activity Completed *	08/28/2019	
Pasult of Activity *		
Result of Activity	- Select - 🗸 🗸	(Max length: 4000 / 4000 left)
Additional Comments	- Select -	(Wax length: 4000 / 4000 / 4000 / 4000
	Issued	
	Denied	
	Cancelled	← Back 🖺 Save 📳 Submit 🐗 Cancel
Post Activity Submission You have successfully submitted the The report has been forwarded to you Please be sure to submit the require is associated with this activity to the	Post Activity Repo our Managing Spe d documentation applicable office.	ort. ecialist. h that

Over the course of a designee's appointment, there may be a circumstance where your designation is suspended. A suspended designee must request a suspension release utilizing the link in DMS. The FAA managing office will review the request and provide a response to the designee through the DMS message center.

Suspension Release

When a designee has been suspended, after correcting the deficiency, the designee must request a suspension release by selecting the action required item by the due date shown.

希 Home 🔺 Updat	e Personal Profile 🤇	Change Designation Location	▼ + Create Applica	tion 🖂 Mes	sage Center (41) 🙇 Char	nge Password
🕞 Logout							
- Welcome						2	FAA Order 8000.95
My Designa	tions						
Designation 🗢	Designation Status	Effective Date 🗢	Expiration Date 🗢	Terminati	on Date 🗢	View	Designation Actions
DAR-F	Active	8/29/2019	8/31/2020			CLOA	Action
DMIR	Suspended	9/4/2019	9/30/2020			CLOA	Action
Action Requ	uired Items						
Designat	ion 🗢	Subject 🗢	Action Statu	5 🗢	Due	e Date 🖨	
DMI	R Su	spension Release Request	Pending	ding 3/11/2020		C	
		нч	1 🕨 H 5 🗸				
Suspension							
Suspension Reaso	n : Poor Performa	nce					
Required Correctiv	ve : test						
Attachments							+
Suspension Relea	se Request						
Please enter your	justification for your	suspension release request	t below, and provide a	ny document	ation for the I	Managing	Specialist to
make a decision.							
*Justification (Max length: 4000 / 4000 lef)							
Please upload any supporting evidence of the completed corrective action.							
+ Choose ± Upload * Cancel							
Oploaded File	S	Eile Tu	100		File Size		Deleto2
		File ly	he		File Size		Delete?
				*	Back 🛛 🖺 Save	e 🖪 Sut	omit 🛛 希 Cancel

DAR F Voluntary Surrender

To begin the voluntary surrender process, a DAR-F must submit a voluntary surrender request in DMS. Select the Action link and navigate to the voluntary surrender link.

Federal A Administ	Aviation ration			Designee Mai	nagement Sys	tem Home Pag
🛱 Home 🛔 Updat 🍽 Logout	te Personal Profile 🛔 Cha	ange Designation Locatior	★ Create Applicat	tion 🛛 Message Center (-	41) 🚨 Chang	je Password
å Welcome					E F/	4A Order 8000.95
My Designa	ations					
Designation 🖨	Designation Status 🖨	Effective Date 🗢	Expiration Date 🖨	Termination Date 🖨	View	Designation Actions
DAR-F	Active	8/29/2019	8/31/2020		CLOA	Action
DMIR	Suspended	9/4/2019	9/30/2020		CLOA	Action
Designar	lion -	Subject ⊊ No i	records found	÷ U	ue Date 👻	
		H 4	1 🕨 🕅 5 💙			
чу аррпса	tions				1	
ID 🗢	Type 🗢	Application Status 🗢	Submission Date 🖨	Expiration Date 🗢	Versio	ns
48784	DMIR	Submitted	9/4/2019	9/4/2020	Versio	ns 🕜
48771	DAR-F	Submitted	8/29/2019	8/29/2020	Versio	ns 🕜
					E F	AA Order 8000.9
Welcome						
✓ Designation Ir	nformation					
Designation Type		DAR-F				
Function Code(s)		3, 6, 25, 26, 40, 51, 62, 74				
Designation Status		Active				
Effective Date		8/29/2019				

Expiration Date Managing Specialist Activity Paperwork Status	8/31/2020 Pre-Approval Active
✓ Activity Links	
Pre-Approval Request Voluntary Surrender Request Request Additional Authorizations	<u>Activity Paperwork</u> <u>Training Record</u> <u>View Pre-Approval/Post Activity Report Setting(On/Off)</u>

Provide the reason for the voluntary surrender and complete the feedback survey.

Voluntary	/ Surrender Request	Designee Program Feedback Su	rvey				
Designe To com designa	ee authority requested plete the voluntary su ation separately.	to voluntarily surrender: DAR-F rrender of your designation please	complete all of the	e required fields belo	w. Please note you mu	ist surrender	each
Volun	tary Surrender Requ	est					-
Do you	have any incomplete I	AA work in progress? *					
Ves	s 🔵 No						
Do you	possess any FAA mate	rials that require return or destruc	tion? *				
Ves	s 🔵 No						
Reasor	n for voluntary surrend	ler *			(Max lengt	h: 4000 / 400	0 left)
					(maxienge		
					🗲 Back 🖺) Continue	Cancel
Vo	luntary Surre	nder Request	>	< 1			
e I Fe	you want to edback Surve	take the Designee Pr y?	ogram	Mess			

Voluntary Surrender Request	Designee Program Feedback Survey			
Designee authority requested	to voluntarily surrender: DAR-F			
Designee Program Feedbac	:k Survey			-
Please identify why you are si	urrendering your FAA Designation? *			
Explanation: (Optional)				
Rate your overall experience	as an FAA Designee *			
~				
Explanation: (Optional)				
Rate the economic feasibility	of conducting Designee activities *			
	~			
Explanation: (Optional)				
Did you receive enough FAA e	education to perform your job? *			
~]			
Explanation: (Optional)	5			
Did your FAA adviser adequat	tely meet your needs? *			
~				
Explanation: (Optional)	2			
Would you consider being an	FAA Designee again? *			
Yes No				
Explanation: (Optional)				
			🗲 Back	🖹 Continue 🛱 Cancel
Voluntary Surrender Rec	quest	×		
You have requested to v	oluntarily surrender your Desig	nee authority.		

You have requested to voluntarily surrender your Designee authority. Your FAA managing office will process this request and will email you to confirm the termination of your Designee authority in the requested area. If you meet the criteria, you will continue to have access to the system and will be eligible to reapply as a Designee. We thank you for your service as an FAA Designee.

→ Continue A Cancel

Welcome FAA Order 8000.95								
Compos	Compose 🖬 Inbox 🛱 Sent C Reload Search through subject and conte							
	Inbox							
0	From 🜩	Subject	Date 🗢					
	System Administrator	Your Voluntary Surrender has been Processed	09/11/2019, 12:30 PM					

Your Voluntary Surrender has	been Processed	
September 11, 2019 12:30 PM		
From: System	Administrator	
To:		
🗢 Back		
Your request to surrender your desig if your circumstances change, you m	nee authority voluntarily was received and processed. Effective immediately, your designee status is no longer active ay be eligible to apply at a future date. We appreciate your service to the FAA.	. However,
Thank you for participating in the des	ignee program.	
Designee Management System (DI	IS), Administration	
Attachments		-
	4	Back
		Duck

DMIR Surrender

A DMIR cannot submit a voluntary surrender in DMS.

(a) For a company designee, a company representative must contact the designee's managing specialist to request voluntary surrender in DMS. The assigned managing specialist will initiate the surrender in DMS by accessing the designee record.

(b) The FAA must document the voluntary surrender in DMS and include the specific reason(s) provided by the designee.

Resources



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

