Federal
Aviation
Administration

DESIGNATED PILOT EXAMINER (DPE)
EXTERNAL USER
SOFTWARE USER MANUAL

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Revision History

Version Number	Date	Author	Justification
1.0	01/19/2022	CAN Softtech, Inc.	DAR-T External User Manual
1.1	04/06/2023	CAN Softtech, Inc.	Added Name Change process to Update Personal Profile
1.2	9/2023	CAN Softtech, Inc.	UI changes after 6.7 deployment, Remove Name change workflow, update user personal profile section, remove password
1.3	11/2023	CAN Softtech, Inc.	Update Background Questions and Add Designee Locator section
1.4	04/2025	CAN Softtech, Inc.	New UI Screen Updates

TERMS/ACRONYMS

The following are terms or acronyms used in this document:

Term/Acronym	Definition
AIT	FAA Information Technology
CLOA	Certificate Letter of Authority
DMS	Designee Management System
DPE	Designated Pilot Examiner
ESUM	External Software User Manual
FAA	Federal Aviation Administration
FTN	FAA Tracking Number
IACRA	Integrated Airman Certification and Rating Application
MS	Managing Specialist

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Introduction

The Designated Pilot Examiner (DPE) External User Software Manual provides step-by-step instructions for performing the functions in the Designee Management System (DMS). This manual follows instructions for the specific designee type.

1.1 Application Workflow

The DMS Application Business Process Diagram demonstrates the application process to become a designee. Essentially, eligible applicants are placed in an applicant pool. Applicants are selected from the pool, evaluated, and appointed as a designee. The applicant then receives a Certificate Letter of Authority (CLOA), which confirms their active designee status and authorizations.

Figure 1: DMS Application Business Process Diagram

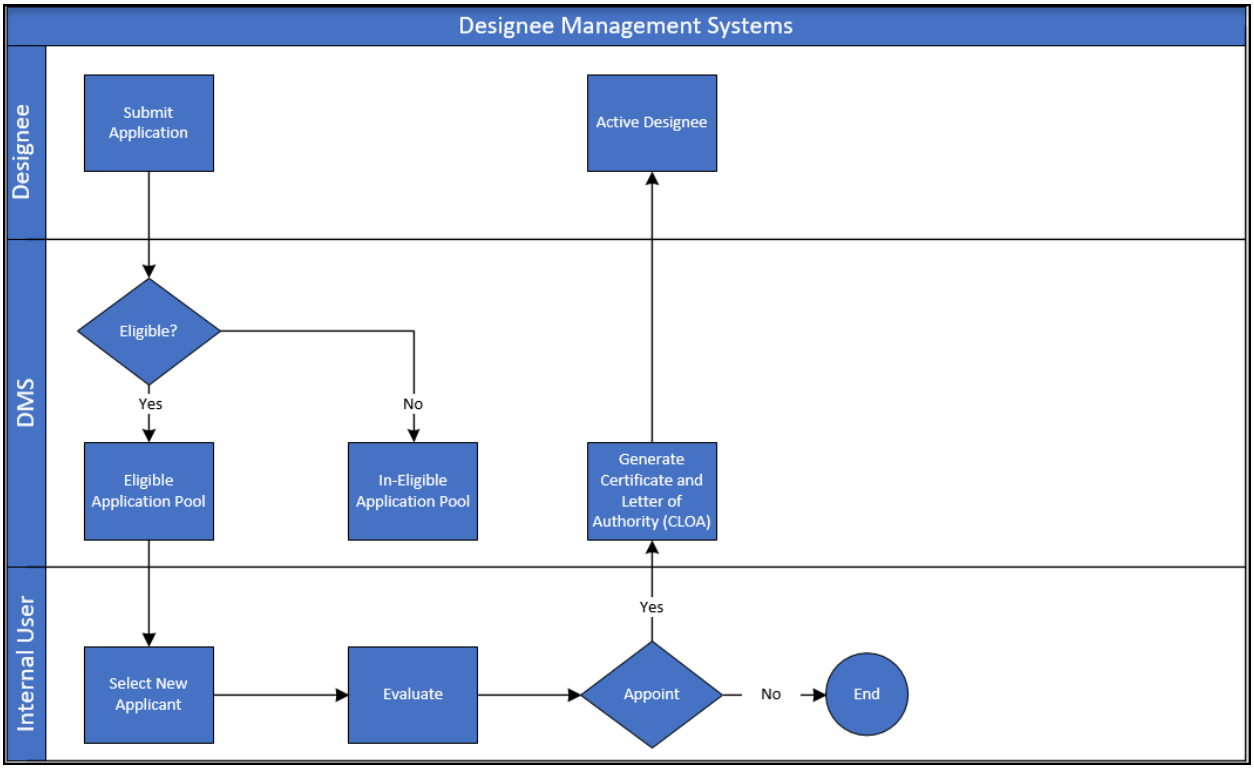


Figure 2: DMS Use Case Diagram

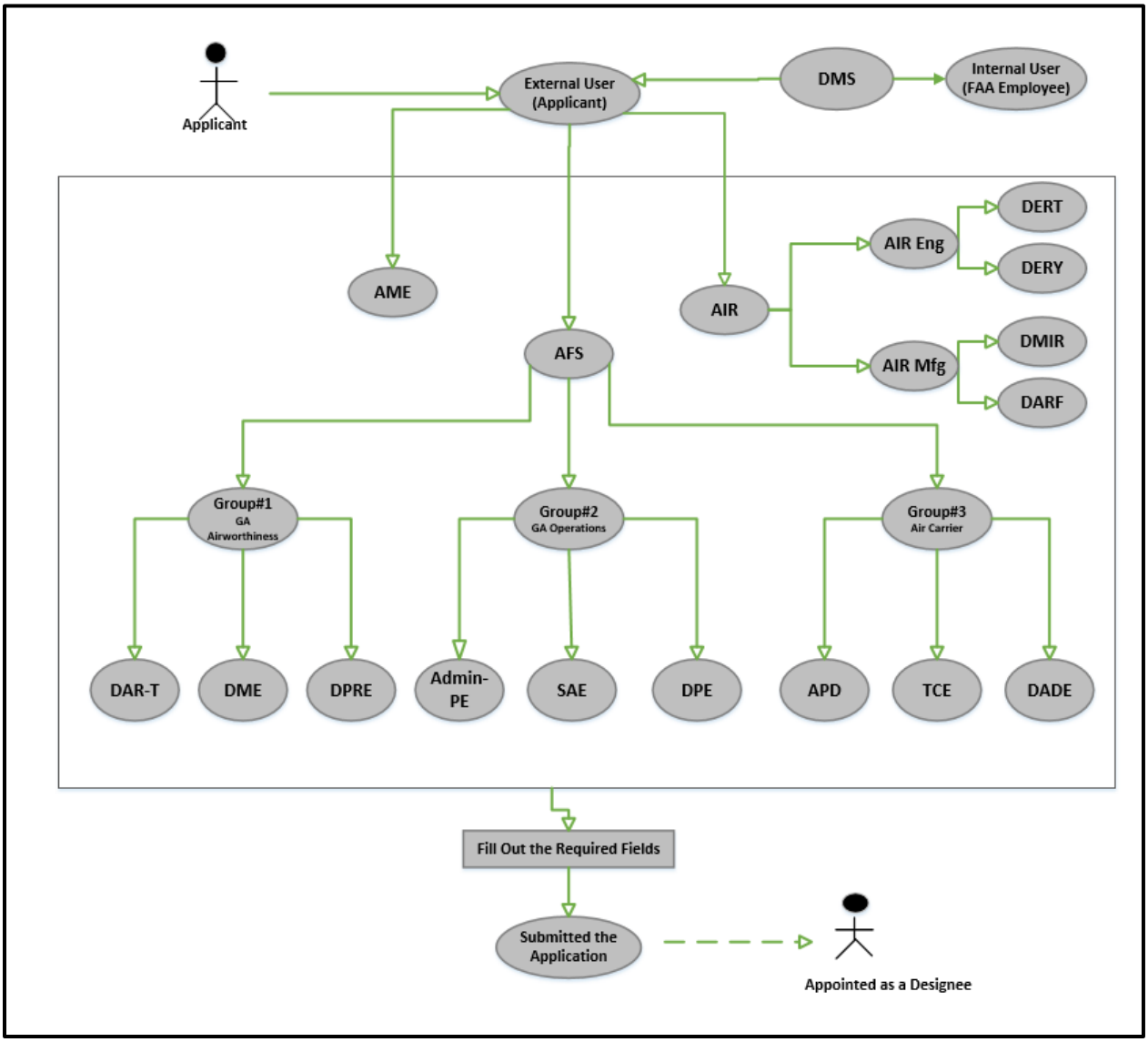
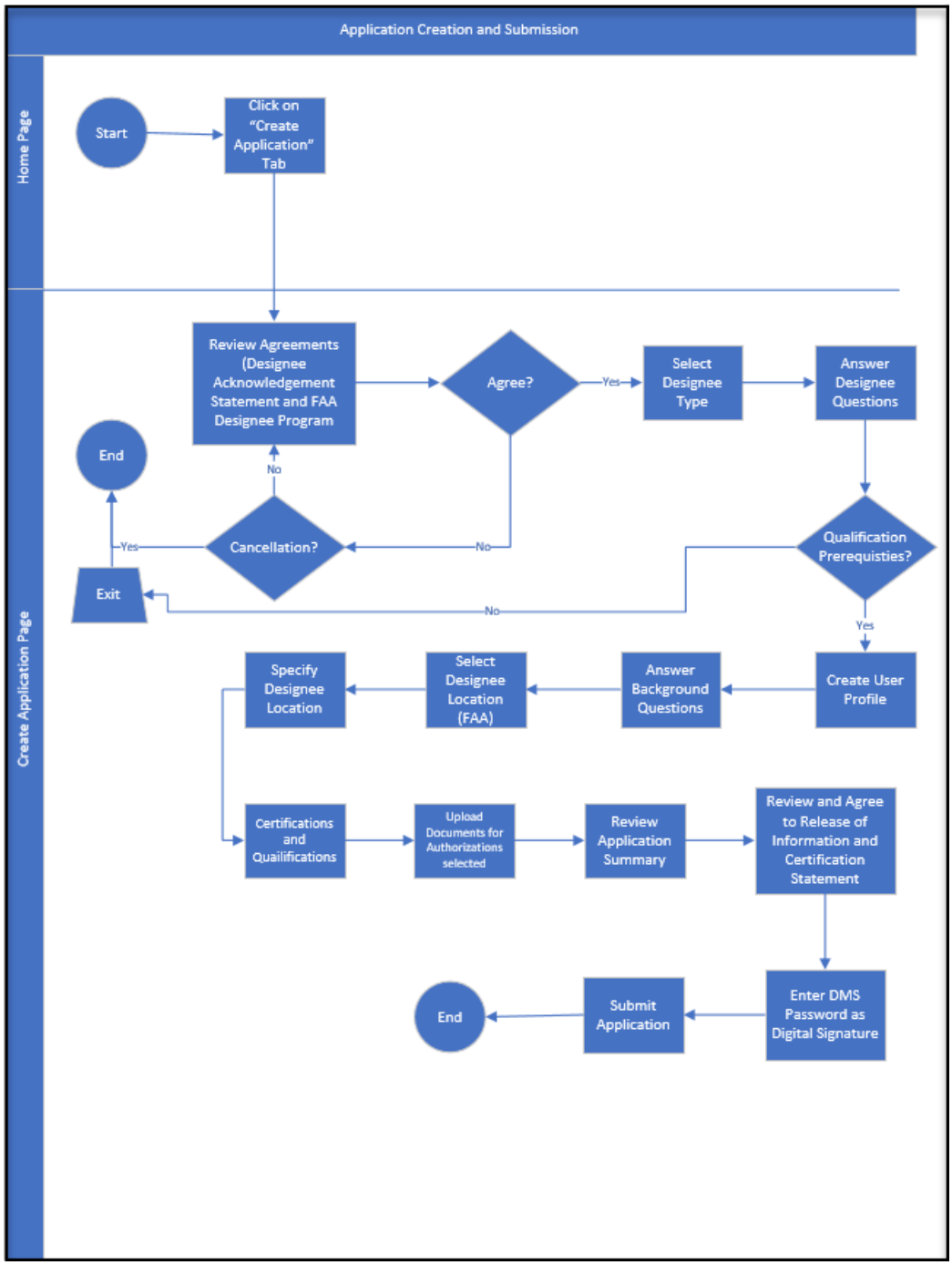


Figure 3: Designated Pilot Examiner (DPE) Activity Diagram



Designee Management System Home Page

The Home page displays 3 (three) sections (My Designation, Action Required Items, and My Applications) and is the applicant's starting point in DMS. On the Home page, applicants are able to access key DMS pages and check the status on their application for designation along with other non-designee activities. Once the applicant becomes a designee, the Home page serves as a starting point to facilitate a myriad of designee related activities.

Note: The DMS Home page is organized in the following sections (Figure 4):

Figure 4: DMS Home Page

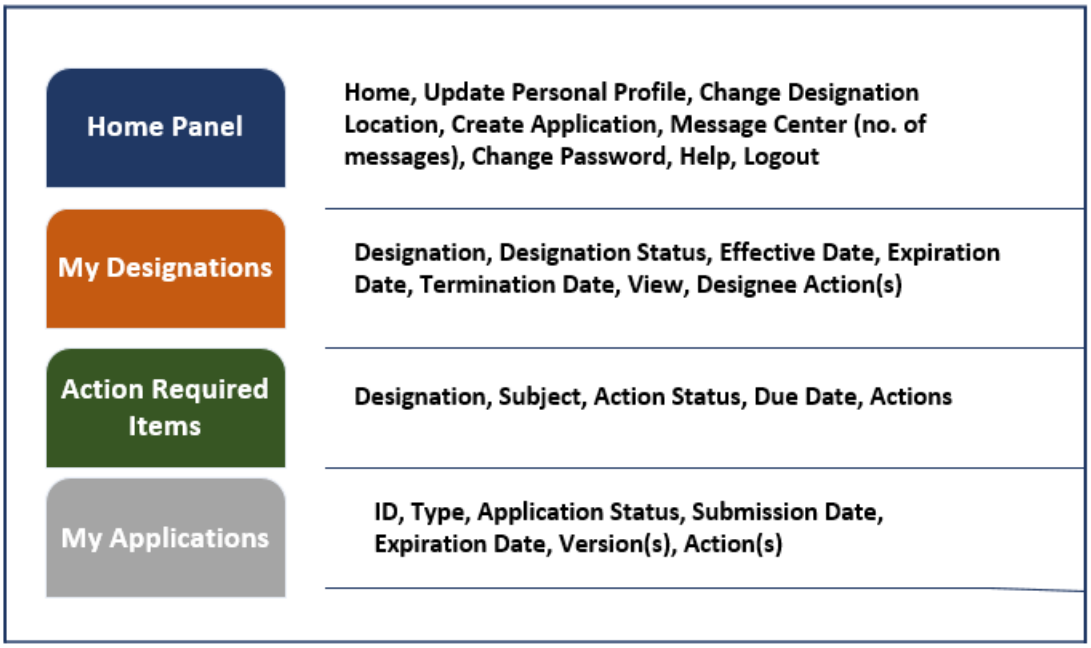
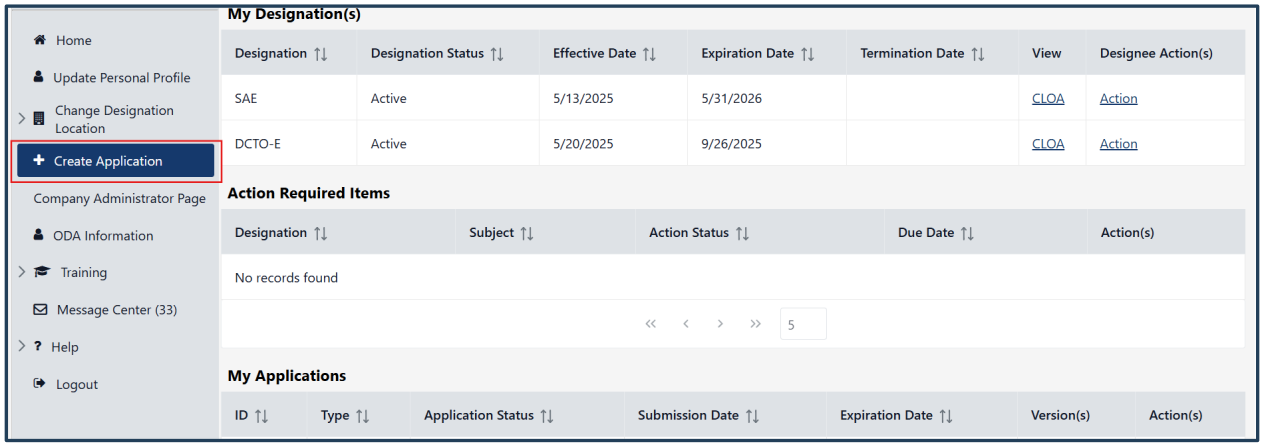


Figure 5: Application/Designee Home Page



Agreements

Step 1. To begin the application process, click the **Create Application** tab.

Step 2. Click the 'I Agree' button below the **Agreements** tab upon reviewing the Designee Acknowledgement Statement. A status of 'Accepted' displays and a section called FAA Designee Program appears below.

Note: If the user clicks the 'Decline' button, a Cancellation Warning box displays. If the user clicks 'Yes' on the Cancellation Warning, the user or applicant returns to the Home page; selecting 'No' cancels the decline option, and the user or applicant returns to the **Create Application** tab to complete the process.

Step 3. Click the 'Accept' button for the 'FAA Designee Program'.

Note: If the application cannot be completed in one session, the information is captured using the 'Save' button at the bottom of each tab of the Home panel section.

Note: Selecting 'Decline' in the FAA Designee Program section on the **Agreements** tab displays a Cancellation Warning message. To continue the application process, click the 'No' button in the message.

Figure 6: Designee Acknowledgement Statement

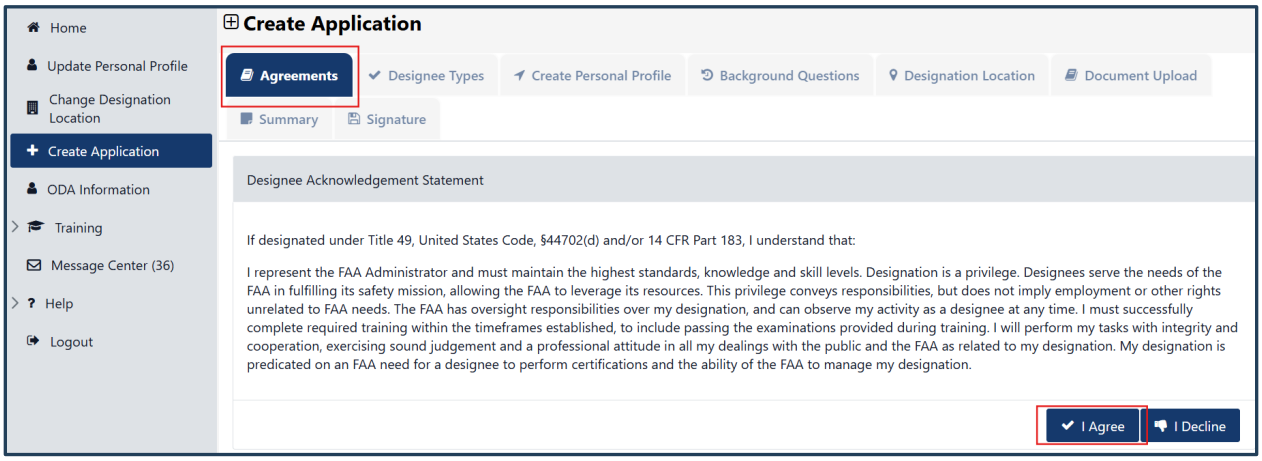


Figure 7: FAA Designee Program Agreement

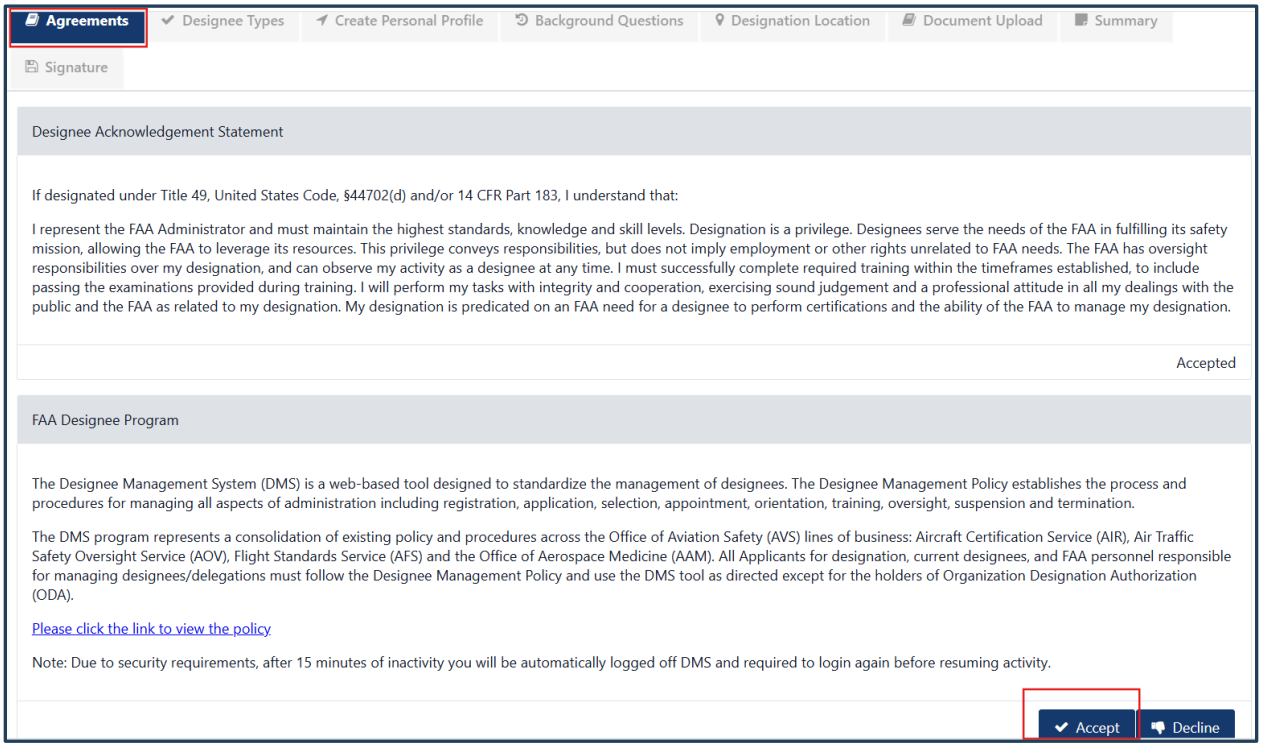
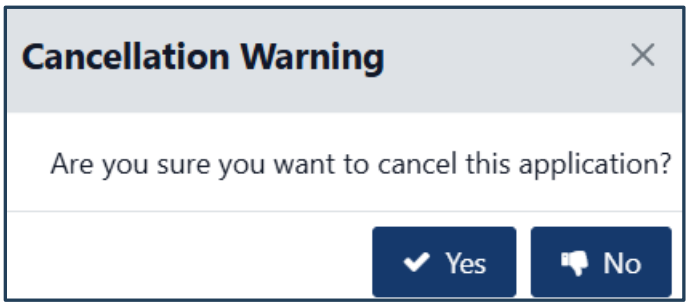


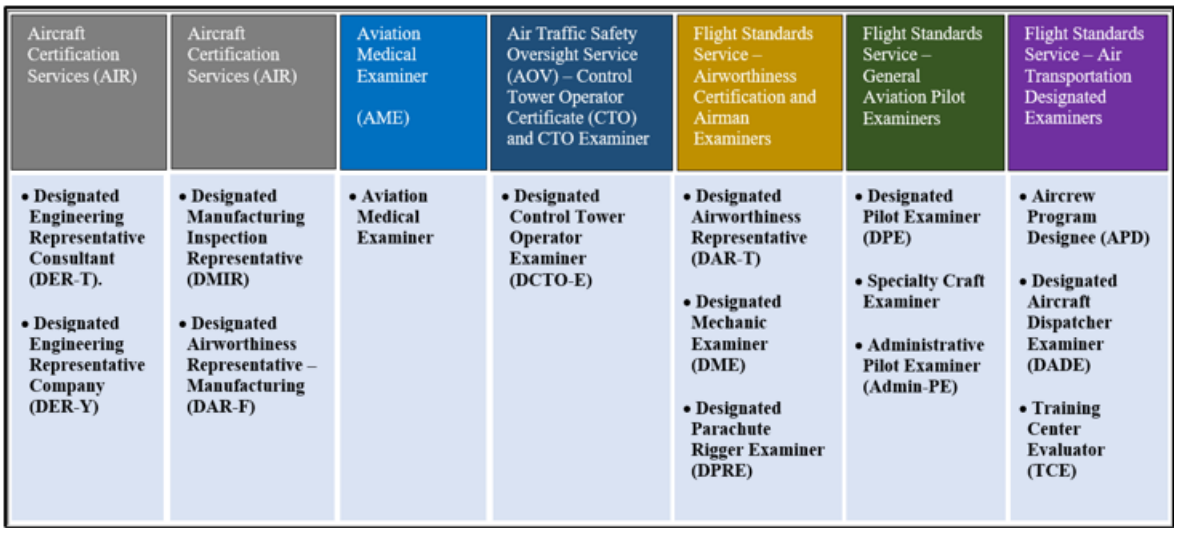
Figure 8: Cancellation Warning Message



Designee Types

The **Designee Types** tab consists of different designees. The user/applicant must select the appropriate designee type.

Figure 9: Designee Types



Aircraft Certification Services (AIR)	Aircraft Certification Services (AIR)	Aviation Medical Examiner (AME)	Air Traffic Safety Oversight Service (AOV) – Control Tower Operator Certificate (CTO) and CTO Examiner	Flight Standards Service – Airworthiness Certification and Airman Examiners	Flight Standards Service – General Aviation Pilot Examiners	Flight Standards Service – Air Transportation Designated Examiners
• Designated Engineering Representative Consultant (DER-T). • Designated Engineering Representative Company (DER-Y)	• Designated Manufacturing Inspection Representative (DMIR) • Designated Airworthiness Representative – Manufacturing (DAR-F)	• Aviation Medical Examiner	• Designated Control Tower Operator Examiner (DCTO-E)	• Designated Airworthiness Representative (DAR-T) • Designated Mechanic Examiner (DME) • Designated Parachute Rigger Examiner (DPRE)	• Designated Pilot Examiner (DPE) • Specialty Craft Examiner • Administrative Pilot Examiner (Admin-PE)	• Aircrew Program Designee (APD) • Designated Aircraft Dispatcher Examiner (DADE) • Training Center Evaluator (TCE)

Step 1. Select 'Designated Pilot Examiner (DPE)' from the **Designee Types** tab.

Step 2. A section for Designees Questions displays after selecting the Designee Type.

Figure 10: DPE Type

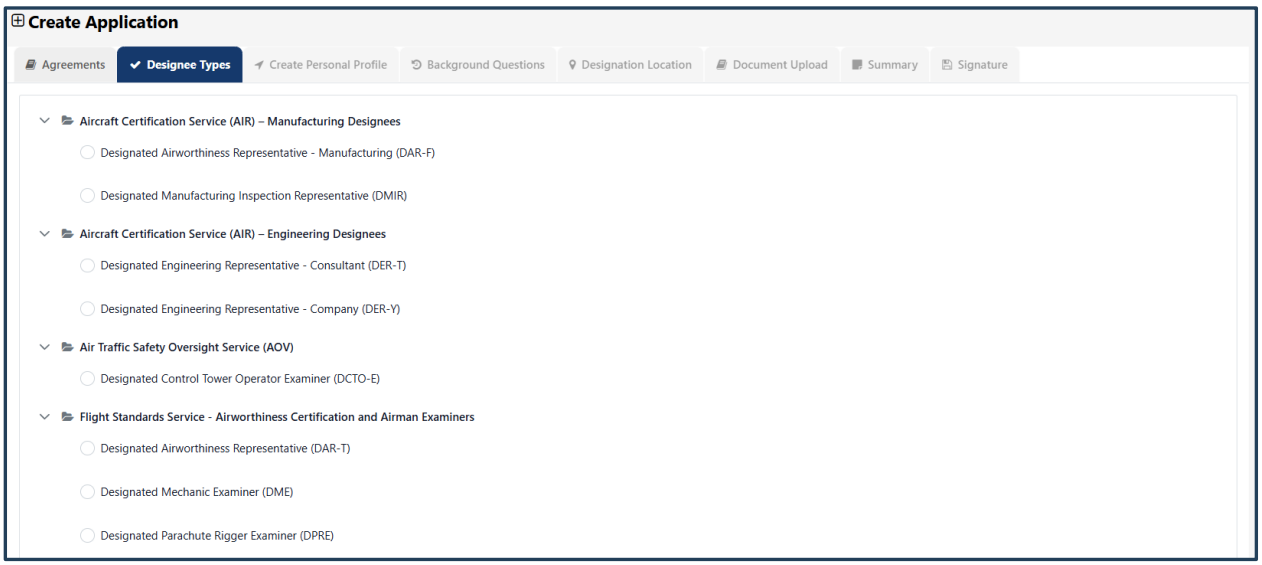


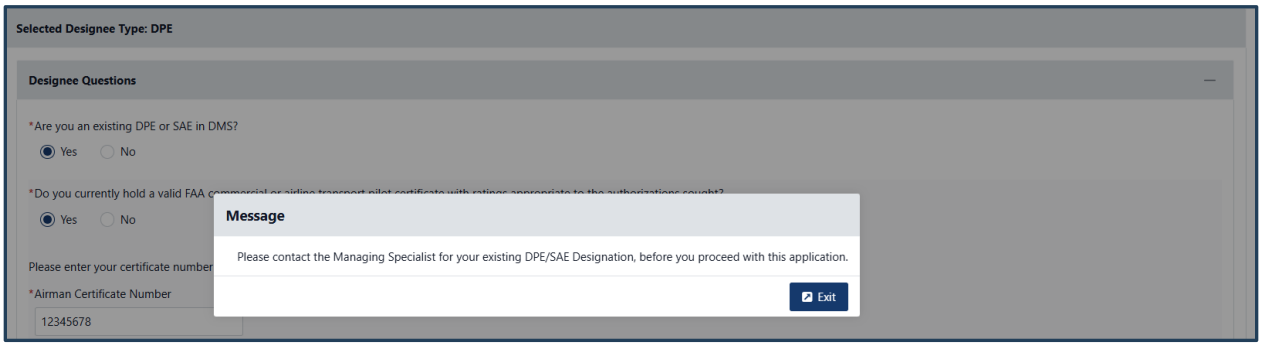
Figure 11: Designee Questions

Step 3. Enter the requested data for the Designee Questions. Click the 'Continue' button, and the **Create Personal Profile** tab will display.

Note: Applicants can locate their FAA Tracking Number (FTN) by logging into Integrated Airman Certification and Rating Application (IACRA).

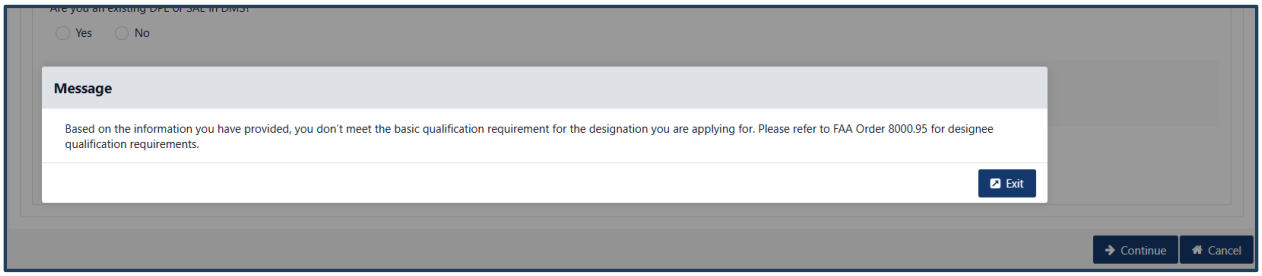
Note: If the applicant clicks 'Yes' in response to 'Are you an existing DPE, SAE, or Admin PE in DMS?' the message below displays and guides the applicant to exit the screen.

Figure 12: Existing DPE Designation Message



Note: If the applicant clicks 'No' in response to 'Do you currently hold a valid FAA pilot certification with rating appropriate to the authentication sought?', the message below displays and guides the applicant to exit the screen

Figure 13: DPE Qualifications Message



Create Personal Profile

To create a user profile, the applicant fills out the profile information form on the **Create Personal Profile** tab, which includes the applicant's contact information, home address, and mailing address information.

Figure 14: User Profile

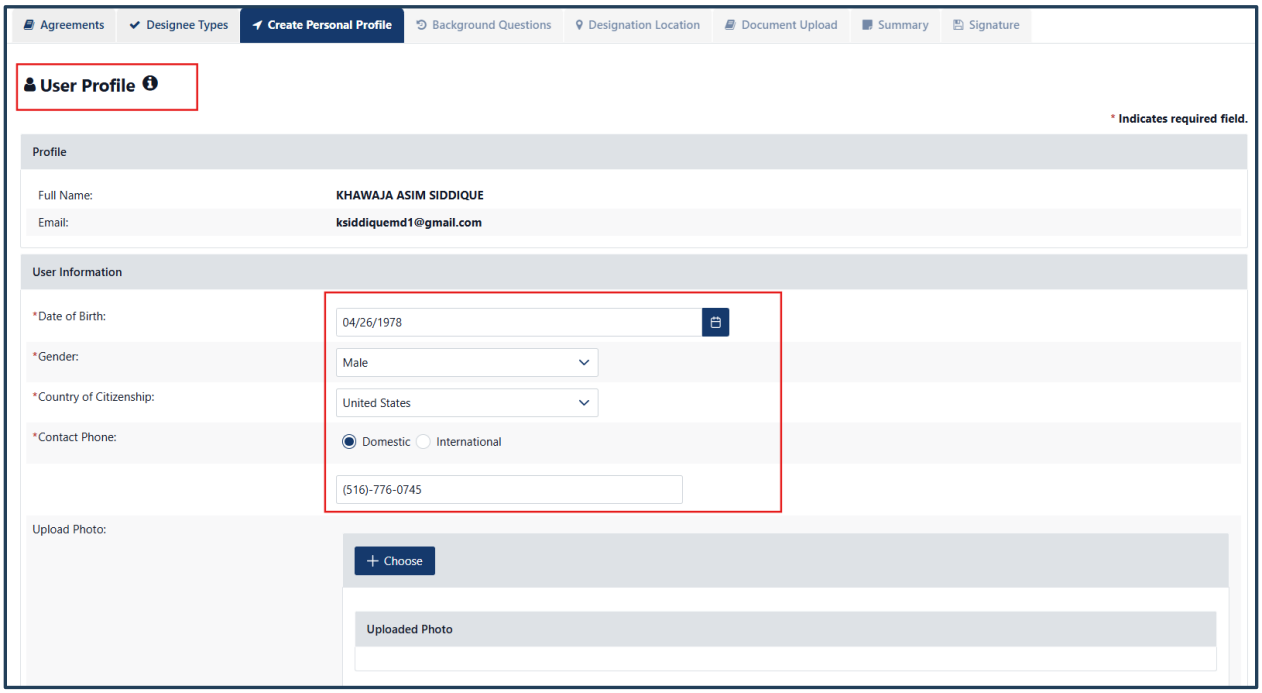


Figure 15: User Profile (Continued)

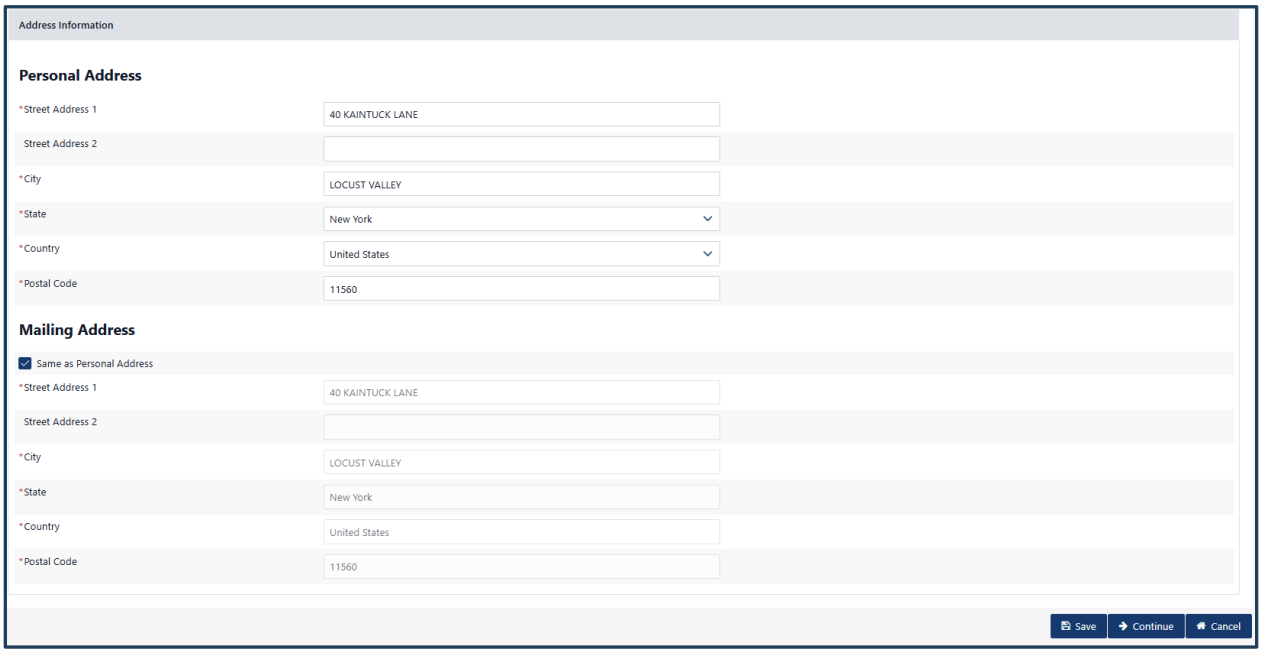
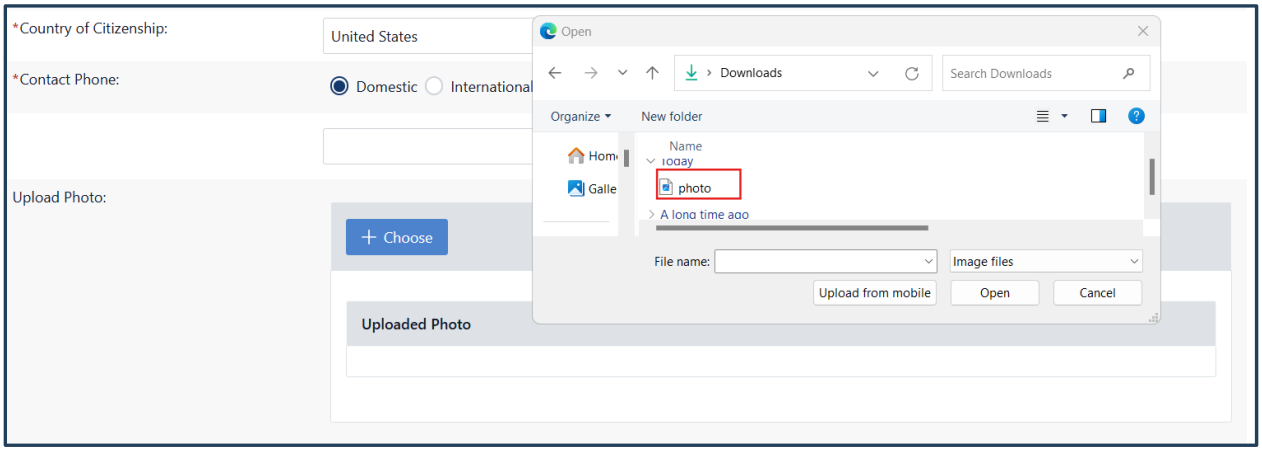
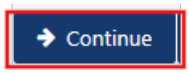


Figure 16: Upload Photo

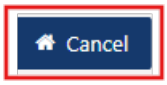


Step 1. Upon completion of the fields, click the 'Save' button to save the data entered.

Step 2. Upon completion of the fields, click the 'Continue' button to proceed to the **Background Questions** tab.



Note: Click the 'Cancel' button to cancel creating a profile.

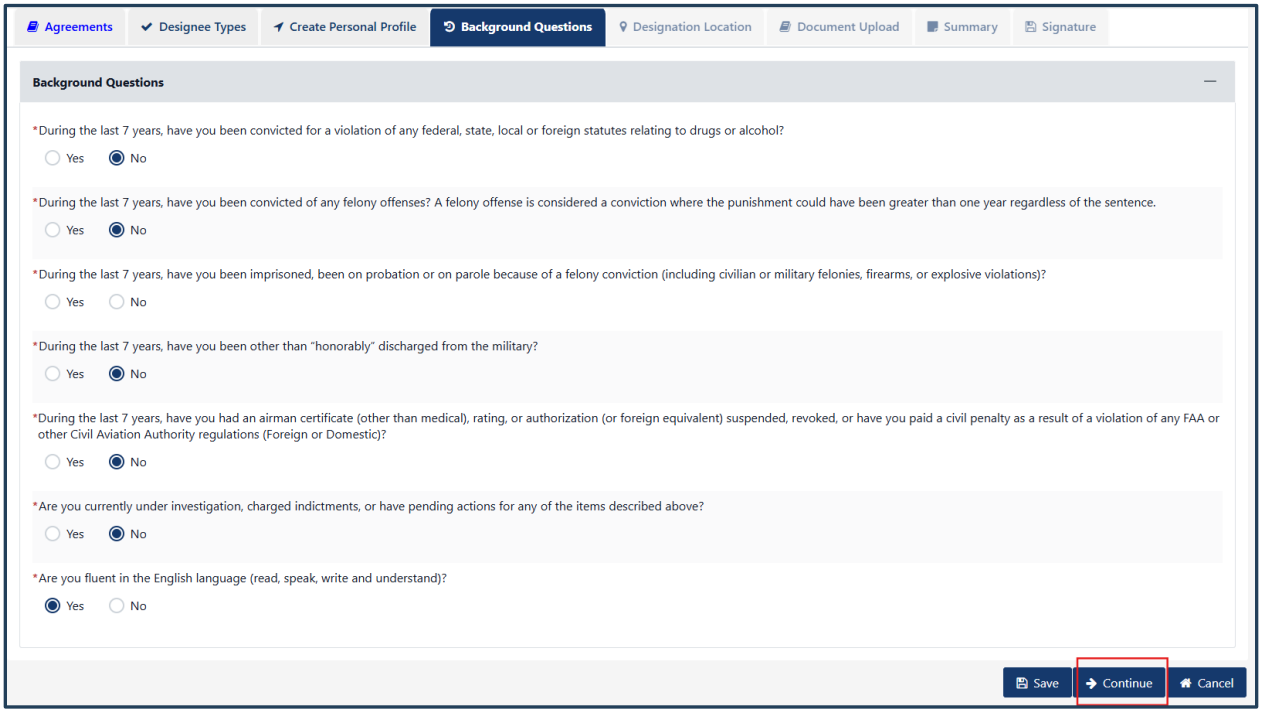


In the Upload Photo section, the user has the capability to upload a picture.

Background Questions

In the **Background Questions** tab, the user is required to answer all questions to proceed.

Figure 17: Background Questions

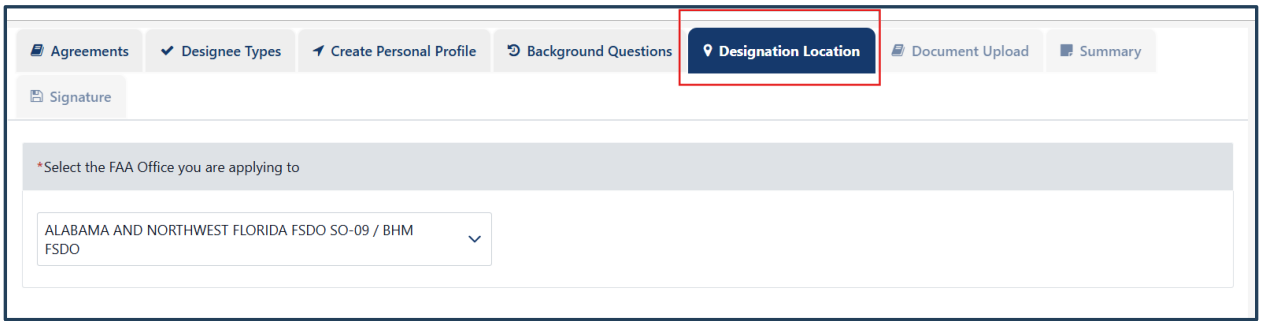


In the **Background Questions** tab, click the 'Continue' button to proceed to the **Designation Location** tab.

Designation Location

Step 1. Select the FAA office where the user is applying.

Figure 18: Designation Location



Step 2. If the mailing address and the home address are the same, select the checkbox for the 'Same address as Personal Profile' (**Error! Reference source not found.**). A Confirmation message box displays the following: 'You indicated your designation location is the same as your personal profile information. This will be published in the FAA online designee locator. If this is in error, please deselect the box and enter your facility information.'

Figure 19: Select Same Address as Profile

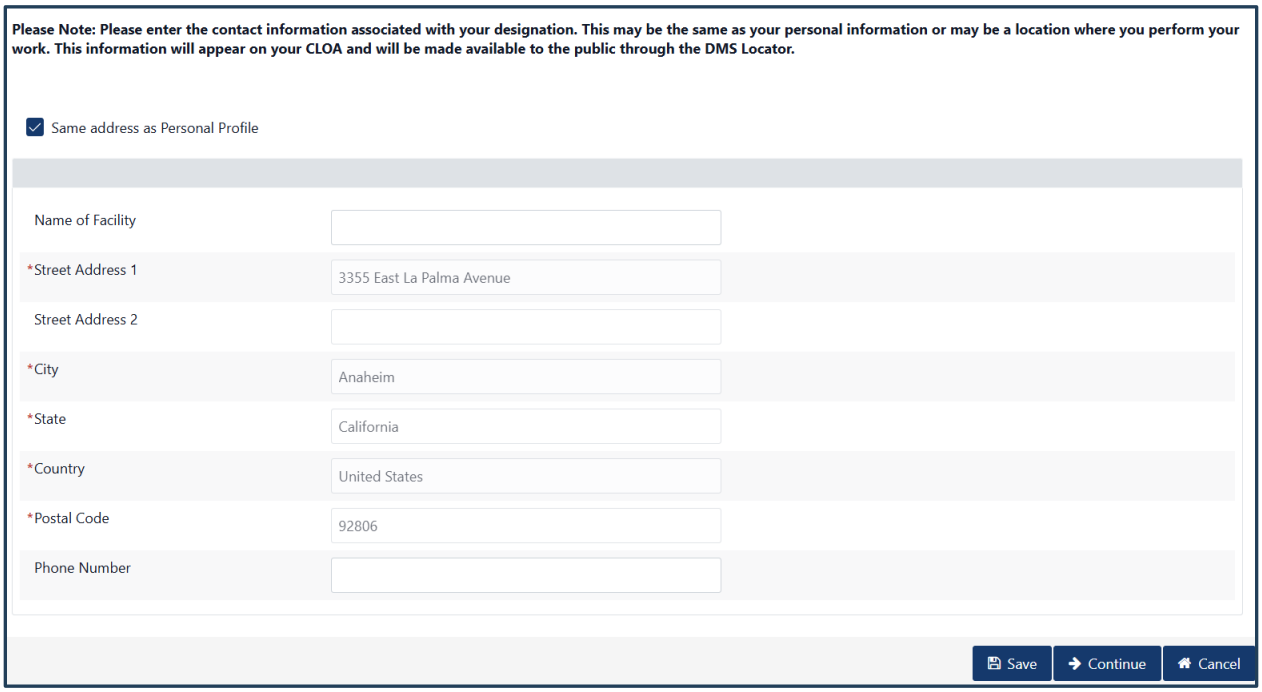
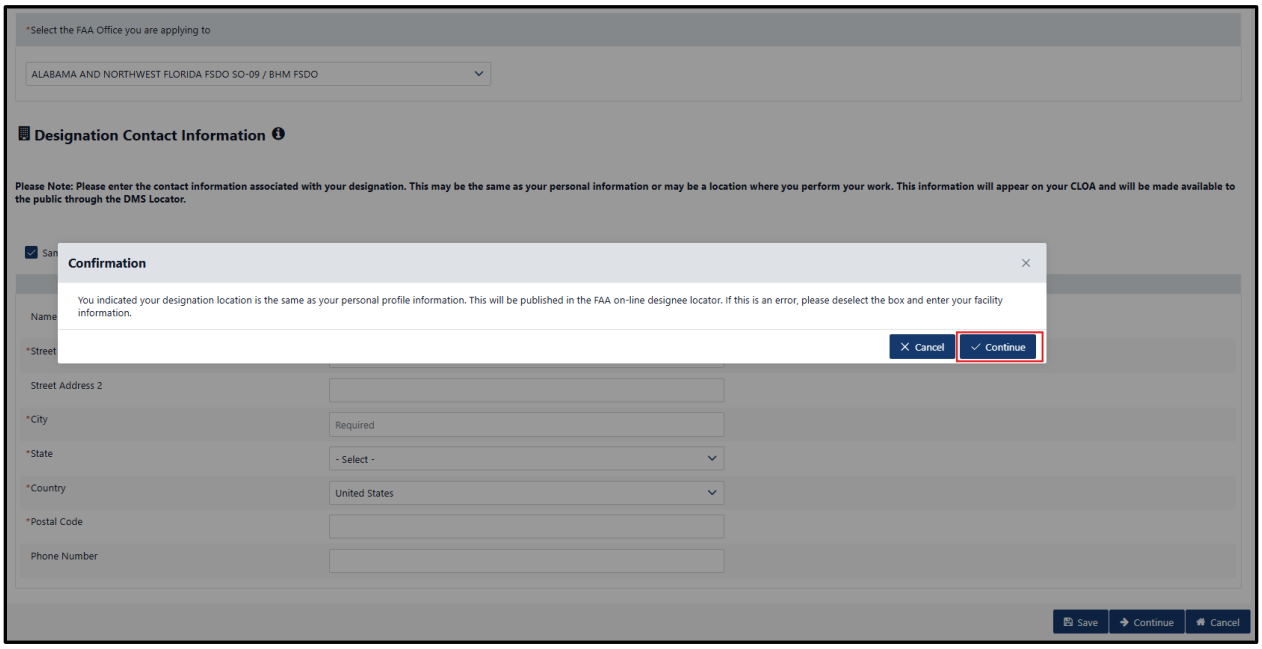
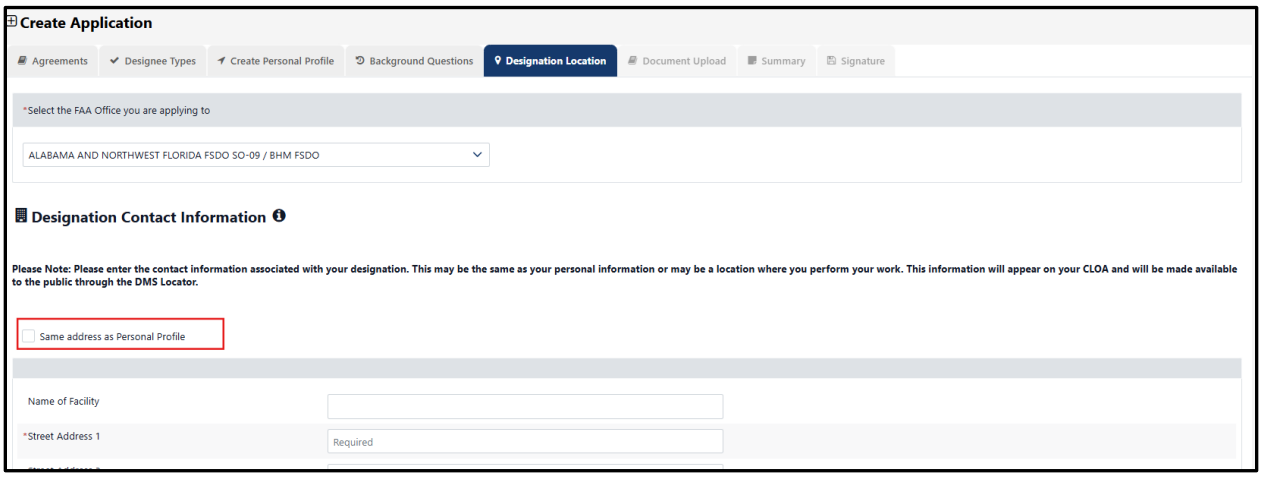


Figure 20: Designation Location Message



Step 3. Upon completion of fields, click the 'Continue' button to proceed.

Figure 21: Enter Different Address

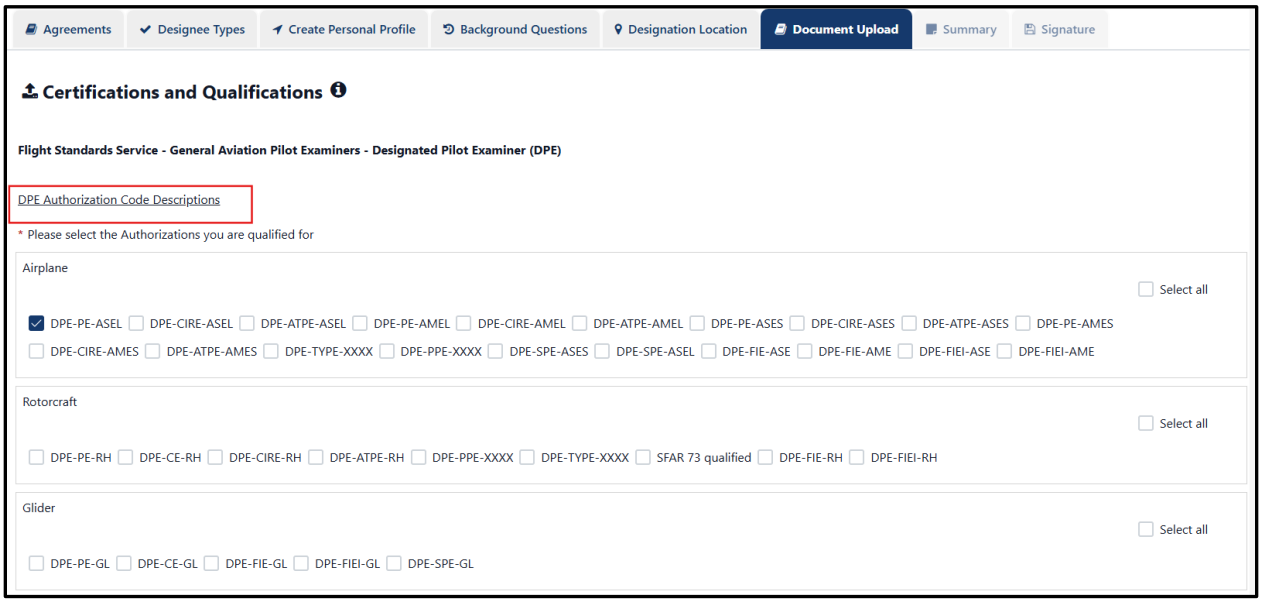


Step 4. If a user does not want to use the address from their personal profile, they can enter a different address for the Designation Location. Click the 'Continue' button to proceed to the **Document Upload** tab.

Authorizations and Document Upload

The applicant is required to enter requested authorization(s) in the screen below. There are some features shown in the images below that have a dropdown box in addition to check boxes.

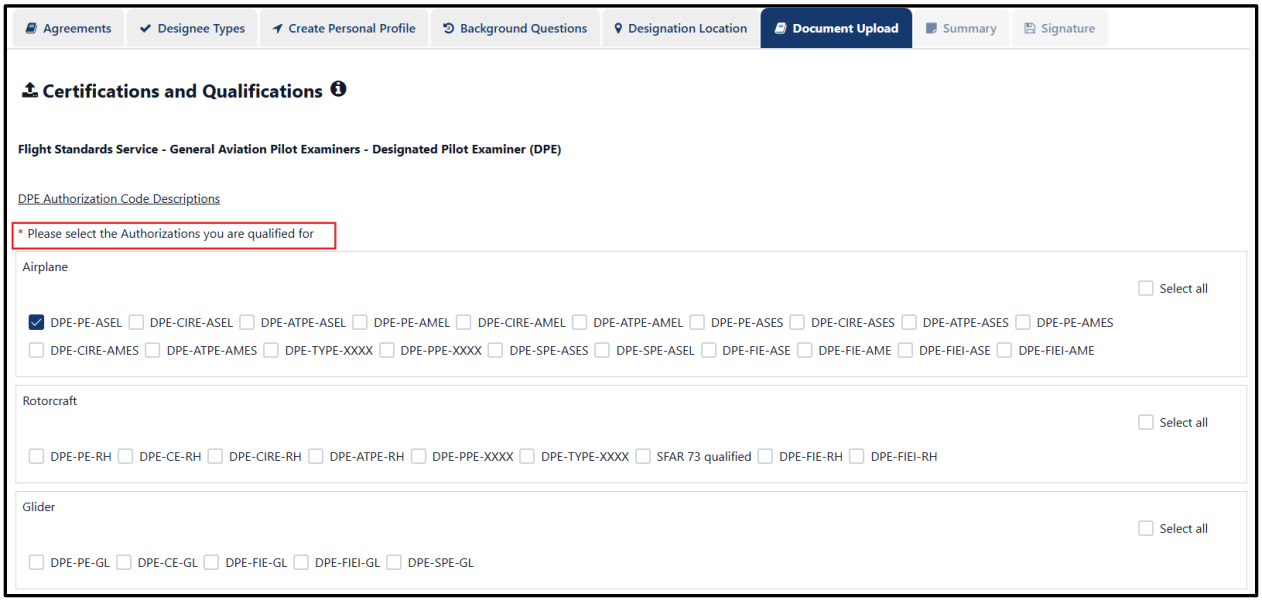
Figure 22: DPE Authorizations



Some of the authorization types require the applicant to select a type rating for the authorization.

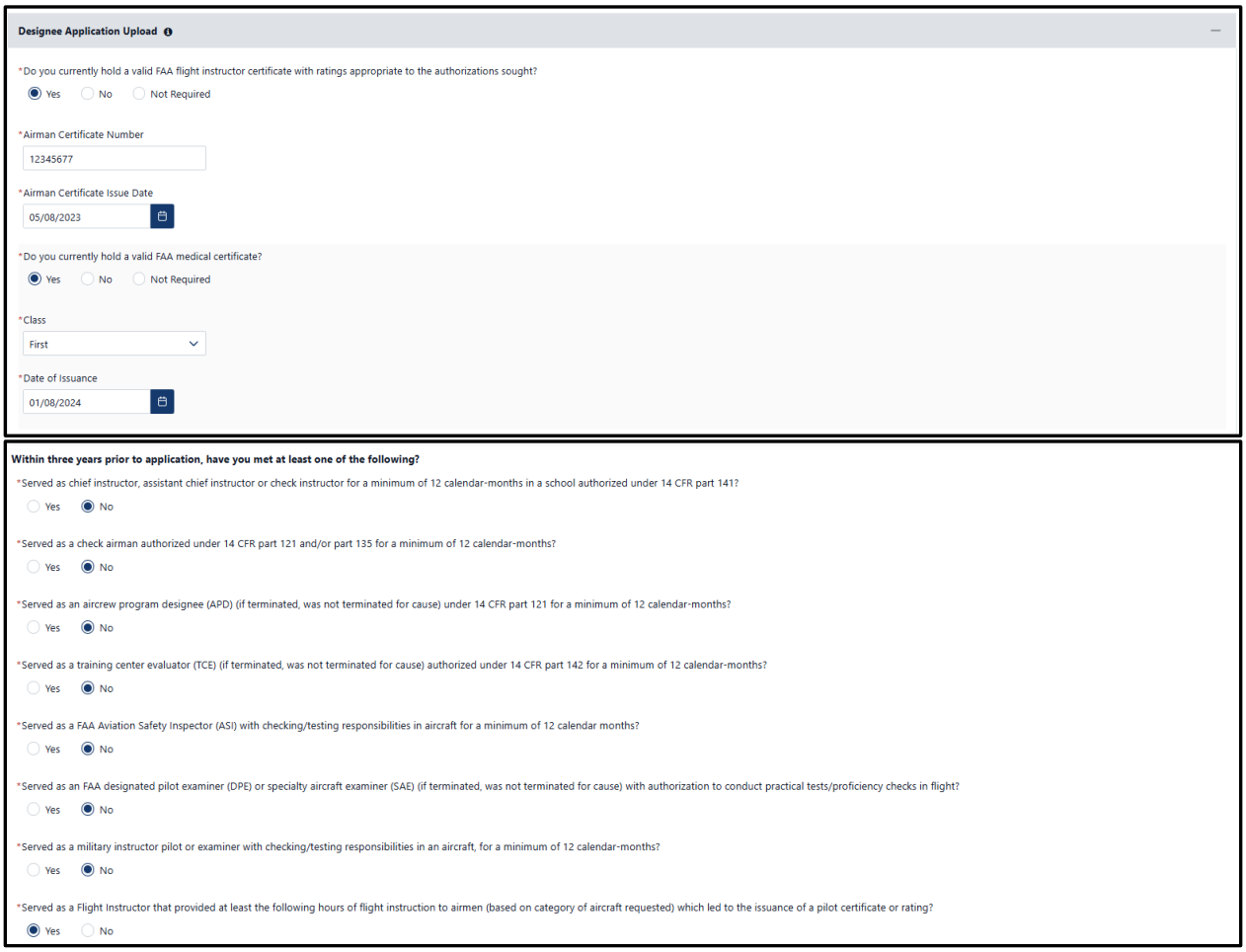
Note: There is an option to 'Select all' under each category.

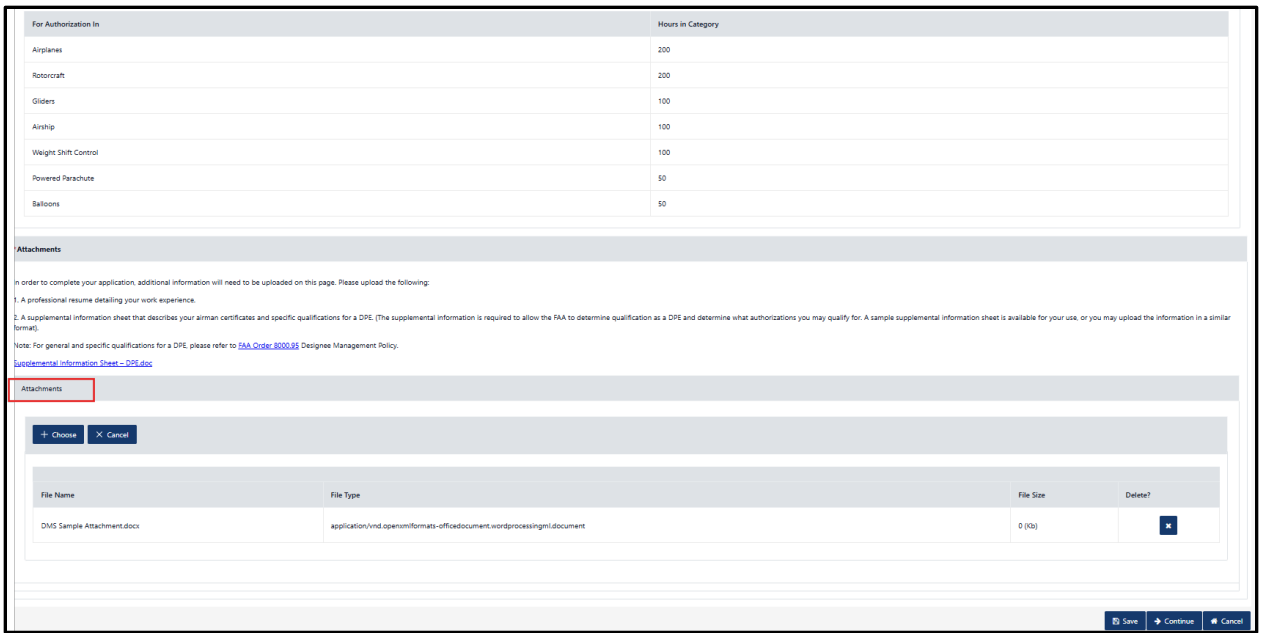
Figure 23: Select Type Ratings



Note: A user can add up to 75 type ratings per authorization. The applicant is required to answer the remaining DPE-specific questions in the Designee Application Upload section.

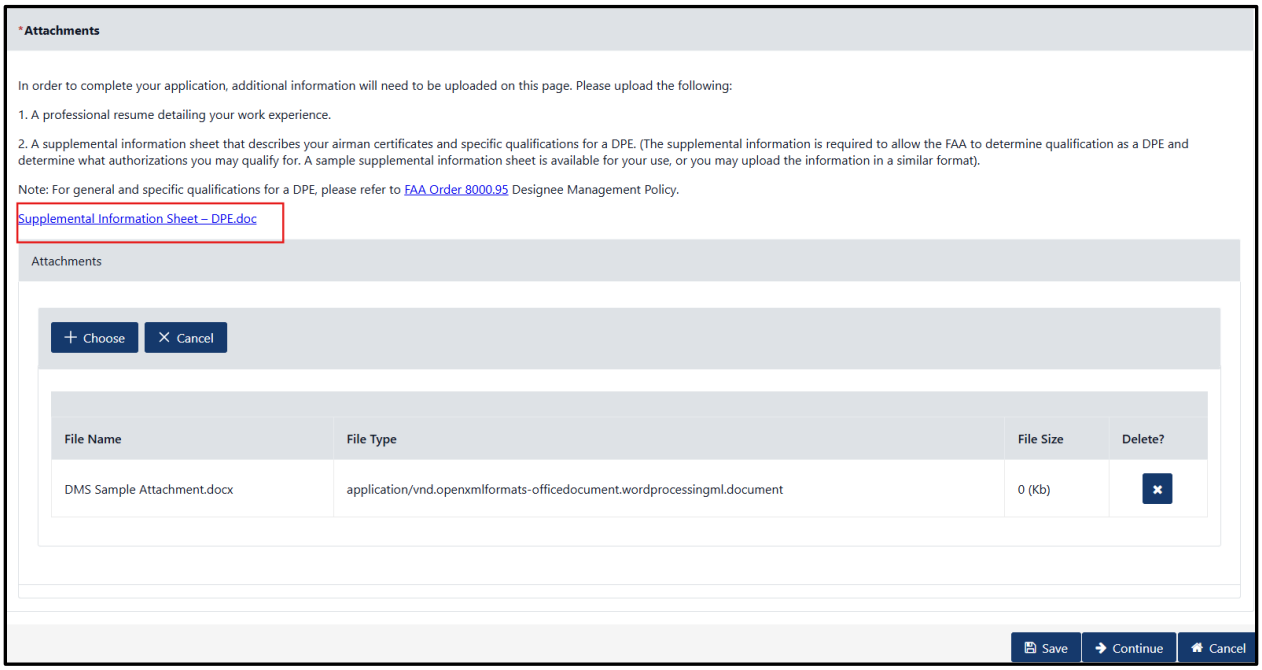
Figure 24: Designee Application Upload





Select the 'Supplemental Information Sheet' document to download it, fill in the form, and upload it into the Attachments section. The applicant can add any other additional attachments that provide supporting information for the designation.

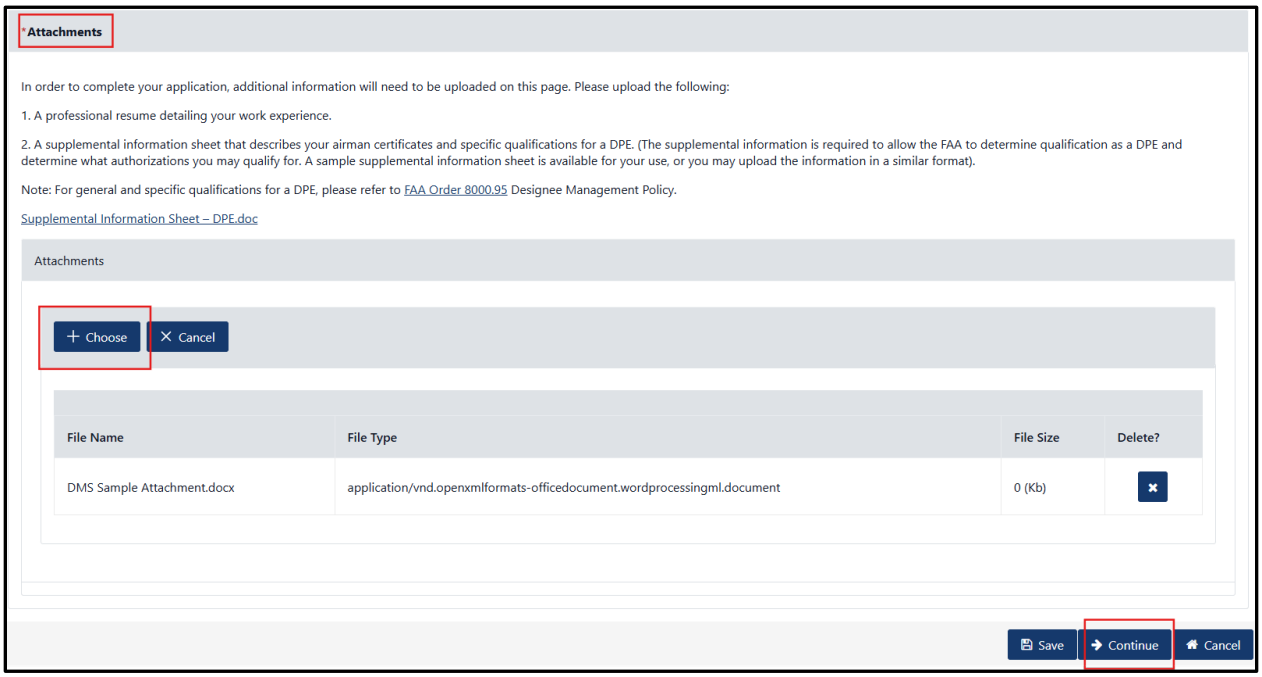
Figure 25: Download Supplemental Information Sheet



Step 1. Select the 'Choose' button to open the file browser

Step 2. Select the file(s) to upload to the application and click 'Open'.

Figure 26: Upload Attachment



Add: Select "continue" to proceed to the Summary tab.

Summary

The applicant is able to view the information during the application process in the **Summary** tab. Please see the sections displayed on the Summary page below.

Figure 27: Summary Page Sections

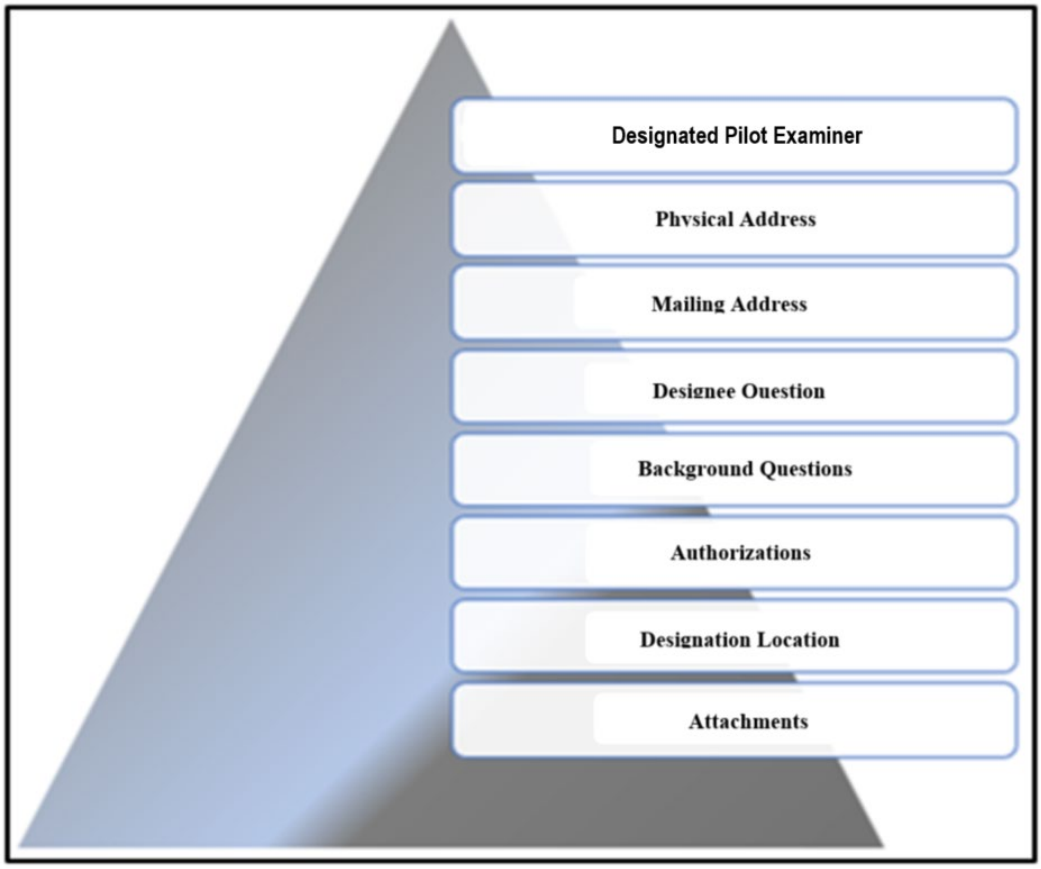
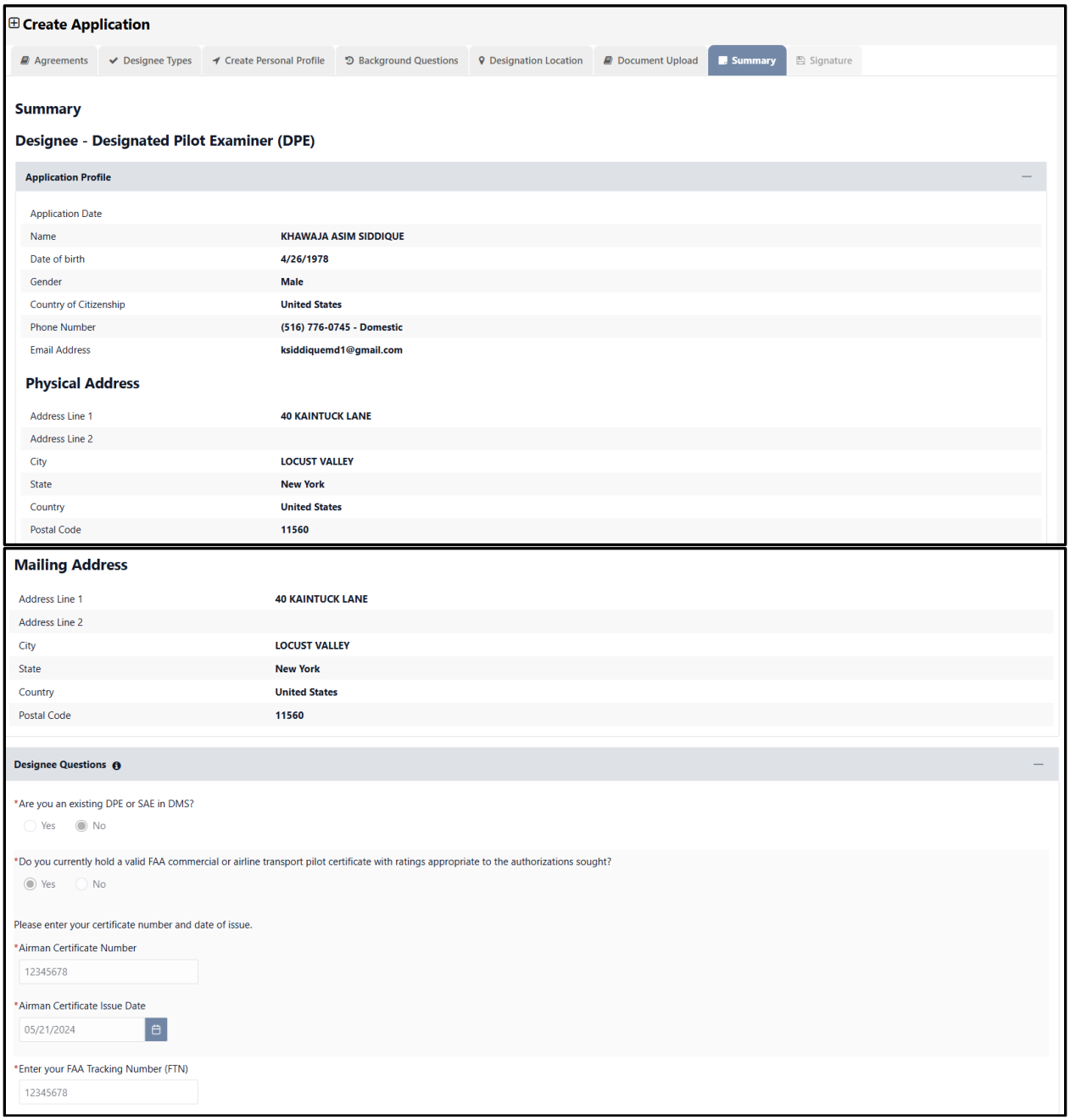


Figure 28: Application Summary



Background Questions

*During the last 7 years, have you been convicted for a violation of any federal, state, local or foreign statutes relating to drugs or alcohol?

Yes No

*During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence.

Yes No

*During the last 7 years, have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms, or explosive violations)?

Yes No

*During the last 7 years, have you been other than "honorably" discharged from the military?

Yes No

*During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?

Yes No

*Are you currently under investigation, charged indictments, or have pending actions for any of the items described above?

Yes No

*Are you fluent in the English language (read, speak, write and understand)?

Yes No

Designee Application Upload

*Do you currently hold a valid FAA flight instructor certificate with ratings appropriate to the authorizations sought?

Yes No Not Required

*Airman Certificate Number

12345677

*Airman Certificate Issue Date

05/08/2023

*Do you currently hold a valid FAA medical certificate?

Yes No Not Required

*Class

First

*Date of Issuance

01/08/2024

Within three years prior to application, have you met at least one of the following?

*Served as chief instructor, assistant chief instructor or check instructor for a minimum of 12 calendar-months in a school authorized under 14 CFR part 141?

Yes No

*Served as a check airman authorized under 14 CFR part 121 and/or part 135 for a minimum of 12 calendar-months?

Yes No

*Served as an aircrew program designee (APD) (if terminated, was not terminated for cause) under 14 CFR part 121 for a minimum of 12 calendar-months?

Yes No

*Served as a training center evaluator (TCE) (if terminated, was not terminated for cause) authorized under 14 CFR part 142 for a minimum of 12 calendar-months?

Yes No

*Served as a FAA Aviation Safety Inspector (ASI) with checking/testing responsibilities in aircraft for a minimum of 12 calendar months?

Yes No

*Served as an FAA designated pilot examiner (DPE) or specialty aircraft examiner (SAE) (if terminated, was not terminated for cause) with authorization to conduct practical tests/proficiency checks in flight?

Yes No

*Served as a military instructor pilot or examiner with checking/testing responsibilities in an aircraft, for a minimum of 12 calendar-months?

Yes No

*Served as a Flight Instructor that provided at least the following hours of flight instruction to airmen (based on category of aircraft requested) which led to the issuance of a pilot certificate or rating?

Yes No

For Authorization In	Hours in Category
Airplanes	200
Rotorcraft	200
Gliders	100
Airship	100
Weight Shift Control	100
Powered Parachute	50
Balloons	50

Authorizations

* Please select the Authorizations you are qualified for

Airplane

☑ DPE-PE-ASEL ☐ DPE-CIRE-ASEL ☐ DPE-ATPE-ASEL ☐ DPE-PE-AMEL ☐ DPE-CIRE-AMEL ☐ DPE-ATPE-AMEL ☐ DPE-PE-ASES ☐ DPE-CIRE-ASES ☐ DPE-ATPE-ASES ☐ DPE-PE-AMES ☐ DPE-CIRE-AMES
☐ DPE-ATPE-AMES ☐ DPE-TYPE-XXXX ☐ DPE-PPE-XXXX ☐ DPE-SPE-ASES ☐ DPE-SPE-ASEL ☐ DPE-FIE-ASE ☐ DPE-FIE-AME ☐ DPE-FIEI-ASE ☐ DPE-FIEI-AME

Rotorcraft

☐ DPE-PE-RH ☐ DPE-CE-RH ☐ DPE-CIRE-RH ☐ DPE-ATPE-RH ☐ DPE-PPE-XXXX ☐ DPE-TYPE-XXXX ☐ SFAR 73 qualified ☐ DPE-FIE-RH ☐ DPE-FIEI-RH

Glider

☐ DPE-PE-GL ☑ DPE-CE-GL ☐ DPE-FIE-GL ☐ DPE-FIEI-GL ☐ DPE-SPE-GL

Lighter-than-air

☐ DPE-PE-LTAB ☐ DPE-CE-LTAB ☐ DPE-SPE-LTAB

Administrative

☐ DPE-FPE ☐ DPE-MCE ☐ DPE-GIE ☐ DPE-FIRE ☐ DPE-ACR-141 ☐ DPE-ACR-FIRC ☐ DPE-BAE

Other

☐ DPE-SPFIE ☐ DPE-SMFT

Designation location

Office Applied to: **ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO**

Please Note: Please enter the contact information associated with your designation. This may be the same as your personal information or may be a location where you perform your work. This information will appear on your CLOA and will be made available to the public through the DMS Locator.

Name of Facility	
Street Address 1	**40 KAINTUCK LANE**
Street Address 2	
City	**LOCUST VALLEY**
State	**New York**
Country	**United States**
Postal Code	**11560**
Phone Number	

Attachments

- DMS Sample Attachment.docx

→ Continue Cancel

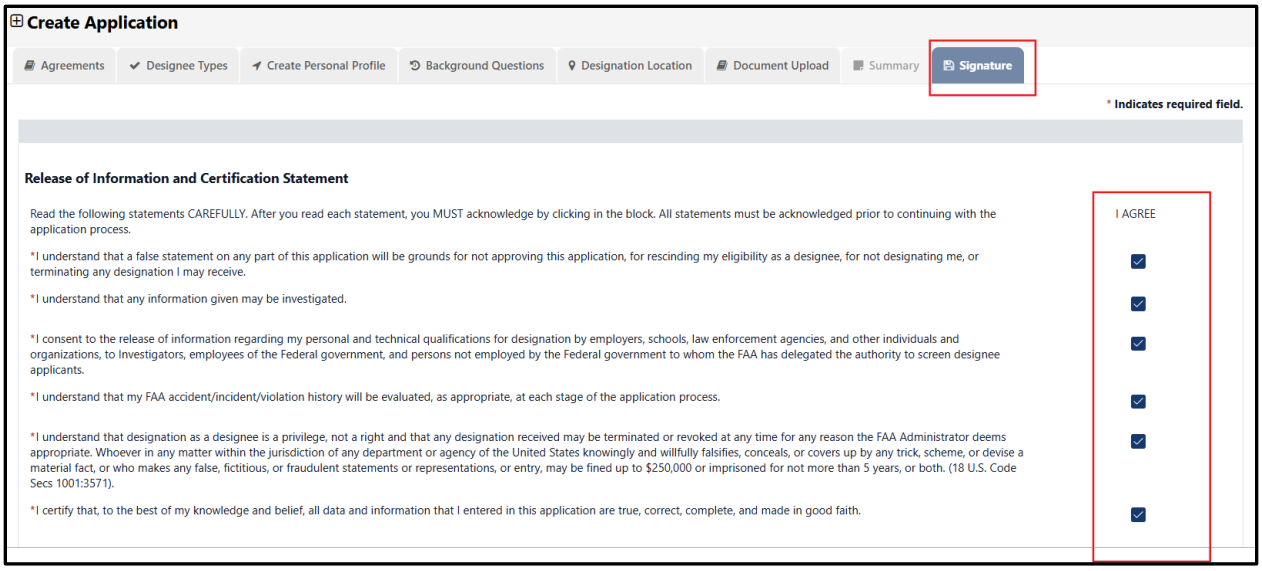
Note: The applicant can click the 'Save' button to save the application, the 'Back' button to exit the application, or the 'Continue' button to proceed to the **Signature** tab and complete the application. The applicant may click the individual tabs to edit the application.

Figure 29: Application Summary (Continued)

Applicant Signature

From the **Signature** tab, the applicant is required to select the 'I Agree' checkboxes in the Release of Information and Certification Statement section.

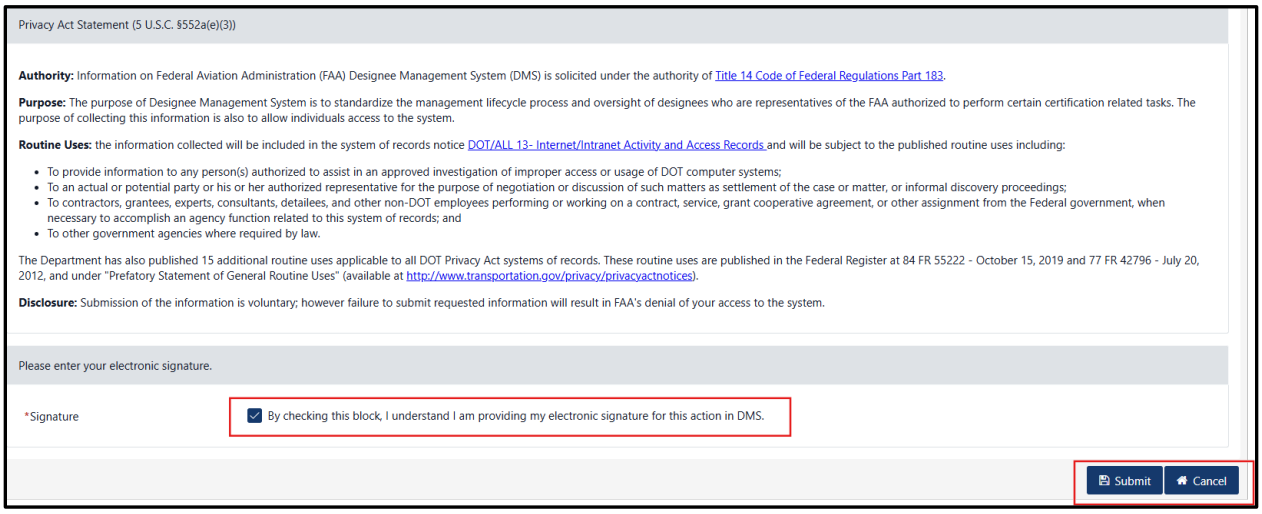
Figure 30: Release of Information and Certification Statement



The applicant must check the signature box as part of the electronic signature.

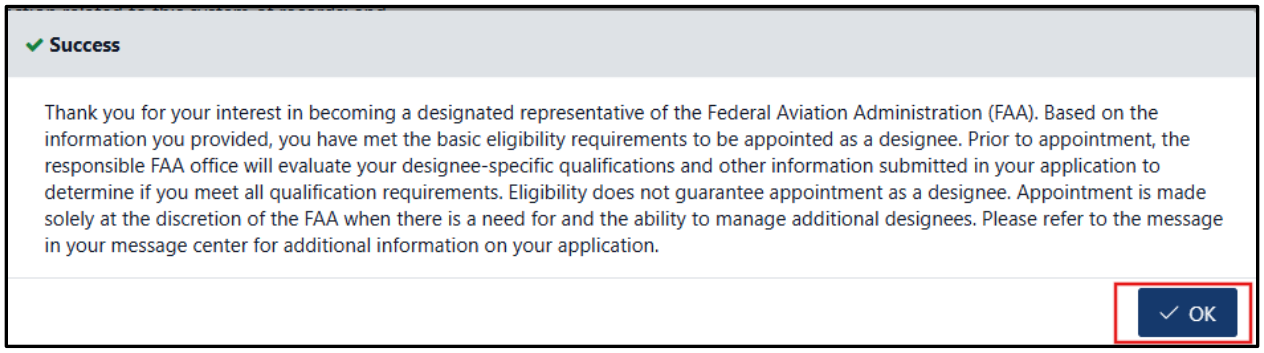
Note: The applicant has the option to click the 'Cancel' button or the 'Submit' button to process the application.

Figure 31: Signature



Once the user clicks the 'Submit' button, a Success message displays. The applicant clicks the 'Ok' button.

Figure 32: Success Message

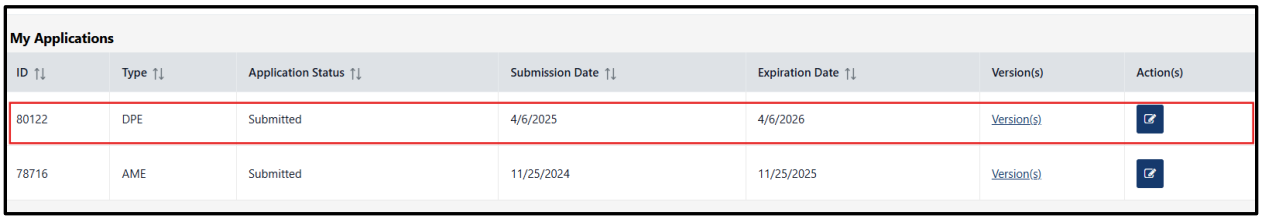


Designee Management System Home Page – My Applications

On the Home page, the following information displays:

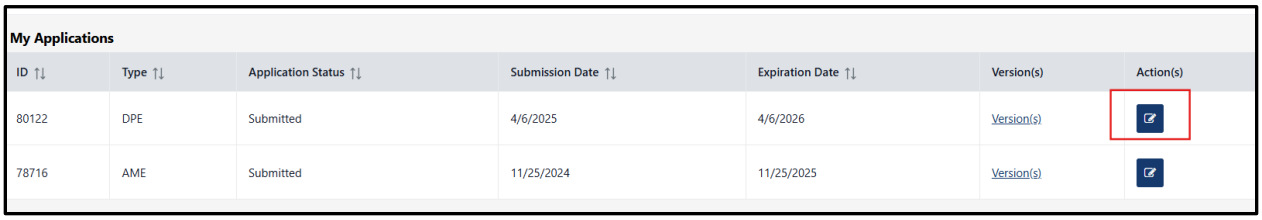
- ID
- Type
- Application Status
- Submission Date
- Expiration Date
- Version(s)
- Action(s)

Figure 33: My Applications



Clicking the blue edit button will allow the applicant to make changes to the application.

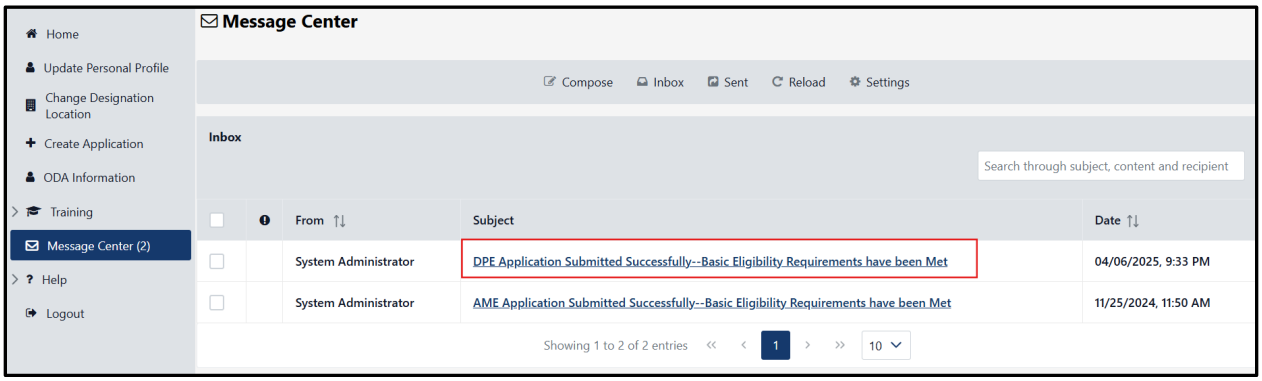
Figure 34: Edit Application



Note: The applicant can edit an application as long as it is not tied to an active designation or has been selected for the Evaluation Process.

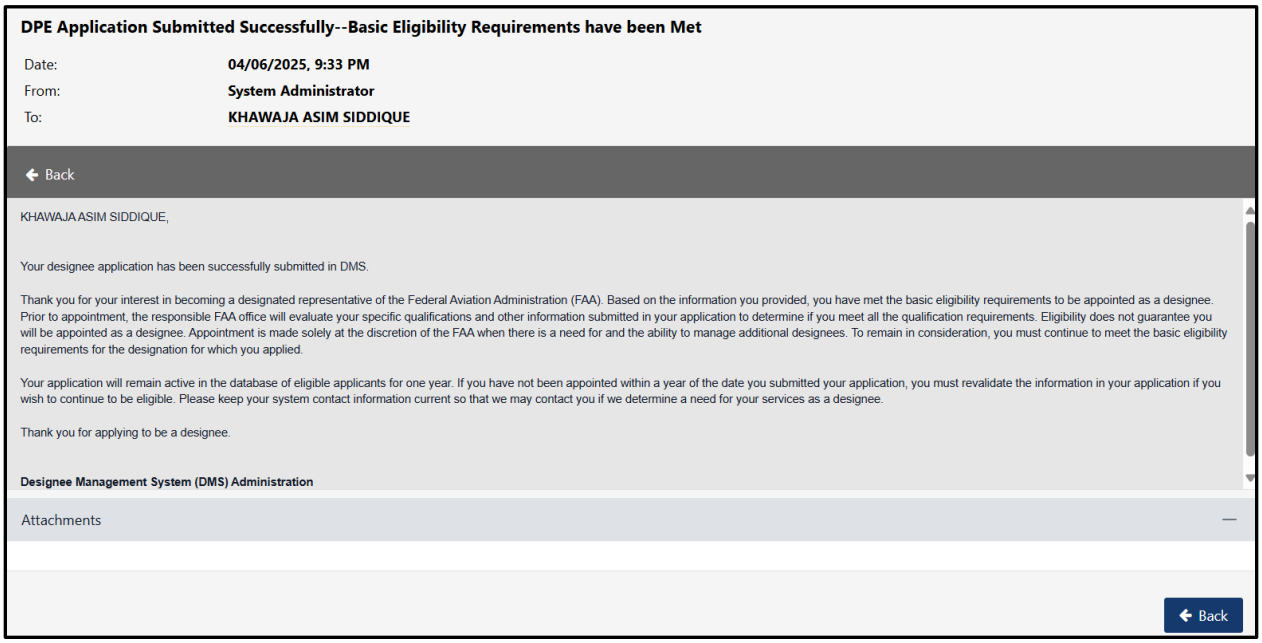
The applicant clicks the **Message Center** tab to view the message with the subject: 'DPE application is submitted successfully'.

Figure 35: Message Center



The applicant clicks the 'DPE application is submitted successfully' link and views the message below. This message does not imply the applicant is qualified nor gurantee selection and/or appointment.

Figure 36: Application Submitted Message



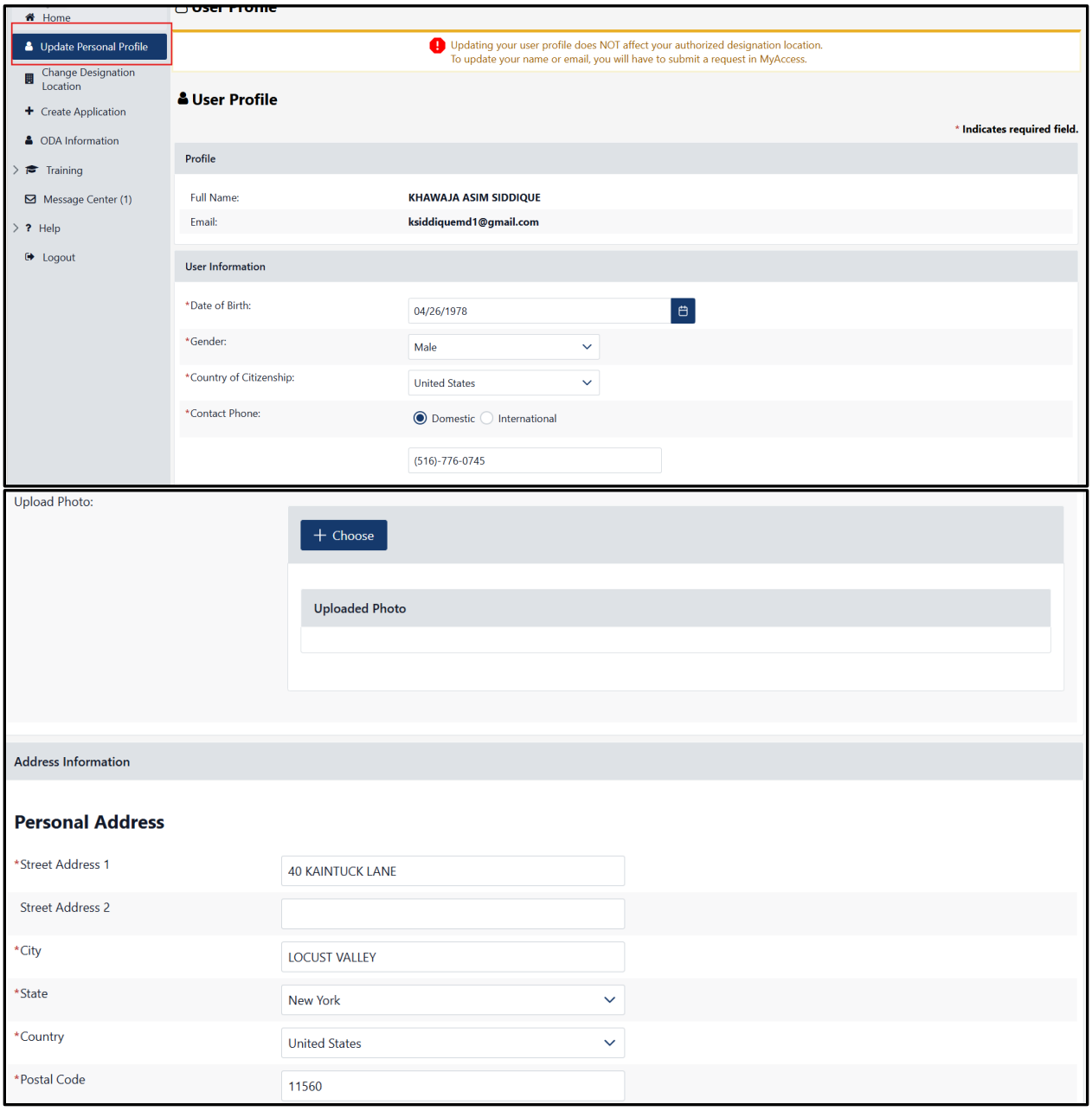
Update Personal Profile

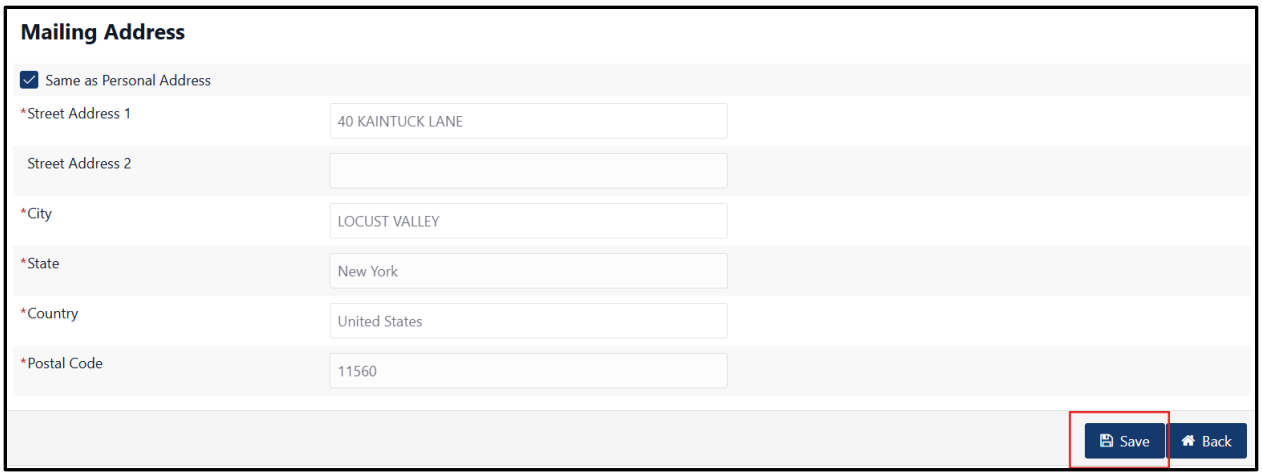
The applicant can update the profile such as name, contact information, address information, and mailing address as needed.

Once the personal profile is updated, the applicant can click the ‘Save’ button to apply new changes.

Note: Applicants can goto Myaccess – ‘ManageMyAccessAccount’ to make changes to Email, Update Name(s) and change password.

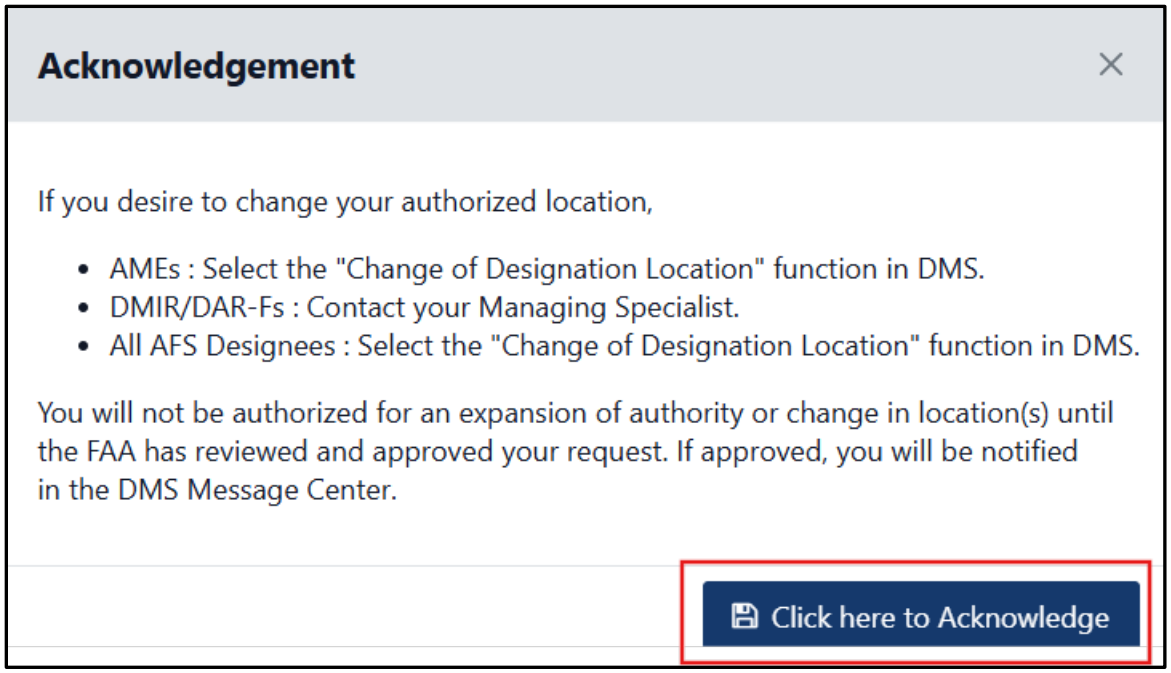
Figure 37: Update Profile





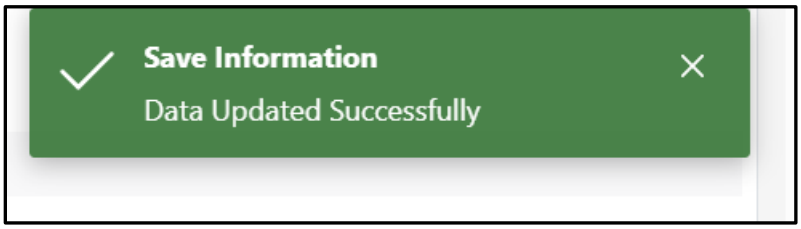
Upon clicking the 'Save' button, a pop-up message box display. Click the 'Click here to Acknowledge' button to proceed.

Figure 38: Acknowledgement



When the message is acknowledged, a green message displays in the upper right corner of the page: 'Save Information'.

Figure 39: Save Information Message



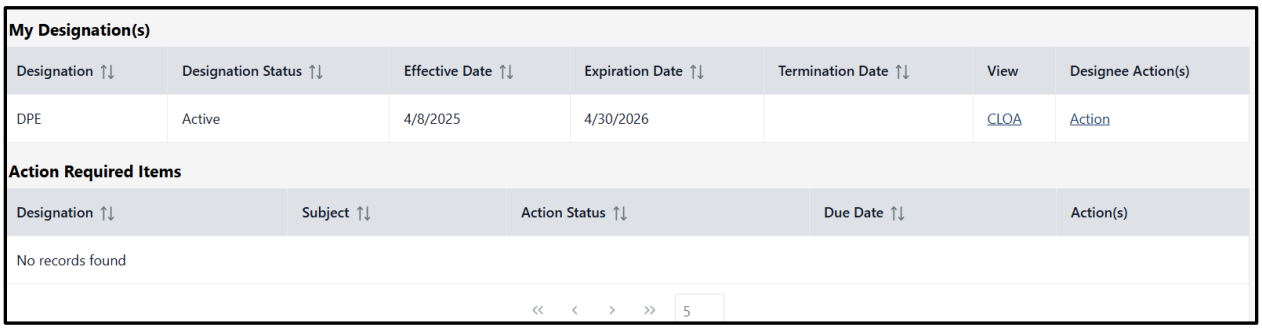
My Designations

Once the user is appointed as a designee, they receive a notification in the **Message Center** letting them know the name of their Managing Specialist (MS).

After the designee has been appointed, the designee can view the following data under the My Designations section:

- Designation Type
- Designation Status
- Effective Date
- Expiration Date
- Termination Date
- Certificate Letter of Authorizations (CLOA)
- Designation Actions

Figure 40: My Designations



Change Designation Location

The **Change Designation Location** tab provides the designee the opportunity to change the designation location. Click the **Change Designation Location** tab and the DPE Location(s) dropdown appears.

Figure 41: Change Designation Location

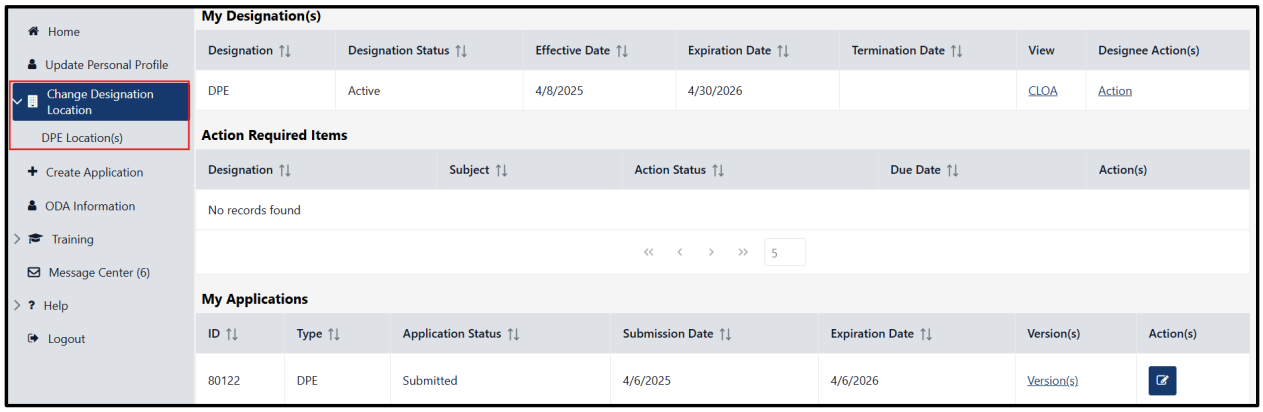
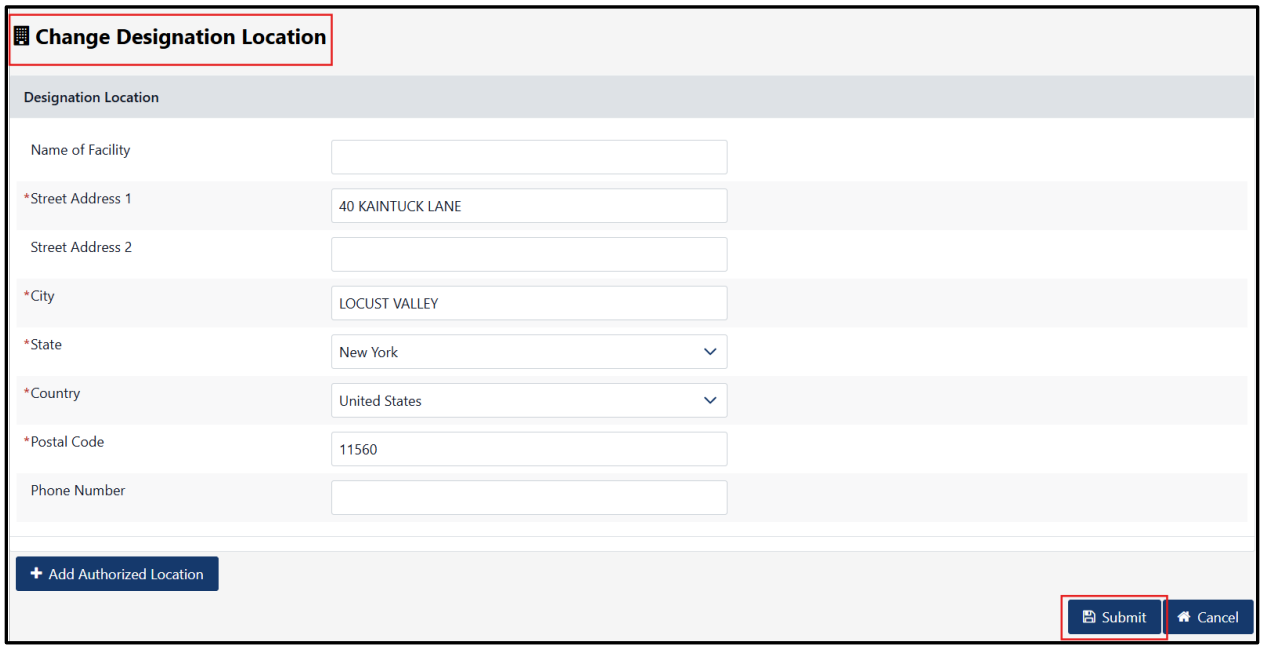


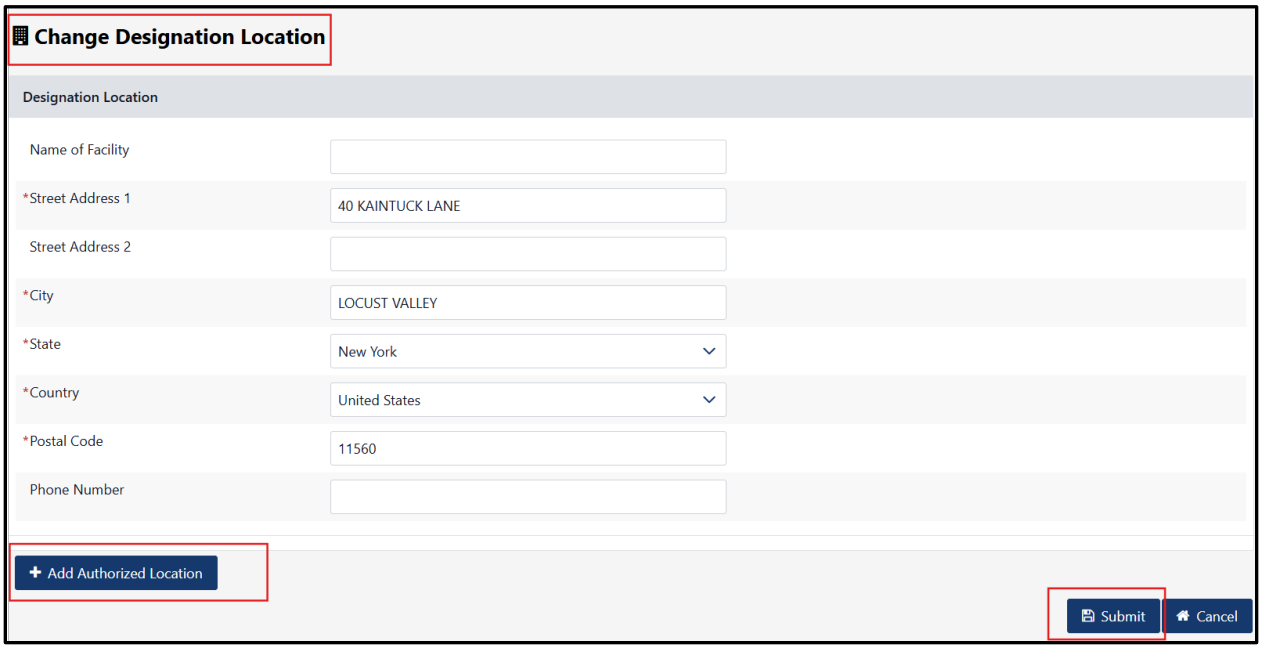
Figure 42: Change Designation Location (Continued)



The 'Add Authorized Location' button provides the designee the option to add a new location. To remove the added location, click the 'Remove' button.

Click 'Submit' to process the request. The designee's MS and AO must approve the new location prior to it becoming part of the designee's record in DMS.

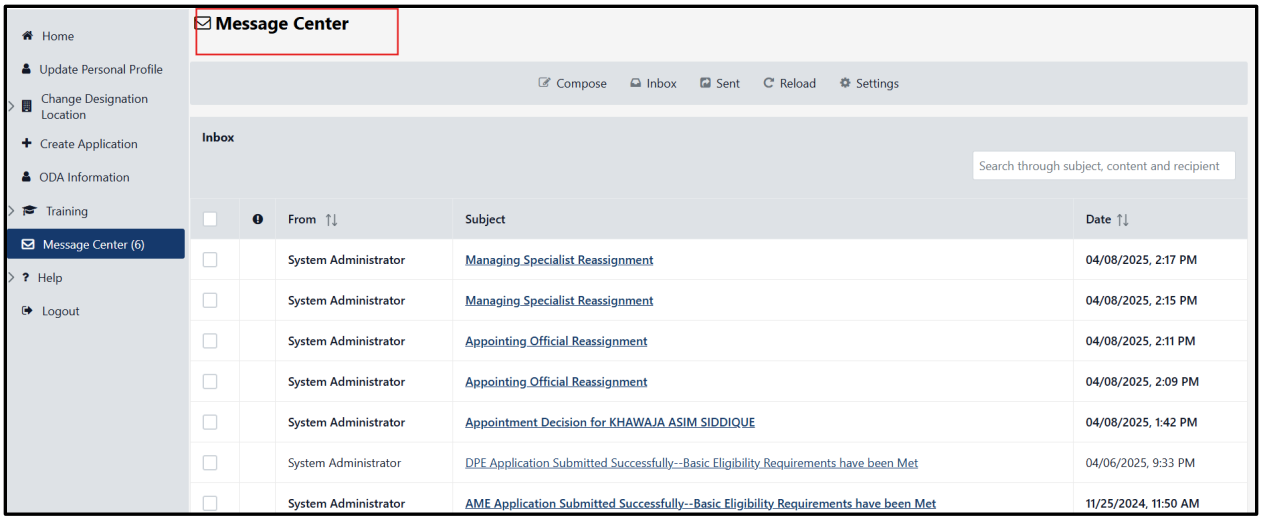
Figure 43: Add Authorized Location



Message Center

The **Message Center** tab provides the designee the ability to view messages and application updates.

Figure 44: Message Center



CLOA

Once approved, the applicant becomes a designee, and the system generates a CLOA. The CLOA contains all the information on the authorizations granted with the function codes and limitations.

In the homepage, click on the 'CLOA' link under the 'My Designations' section. The CLOA will display on the next screen.

Figure 45: CLOA Link

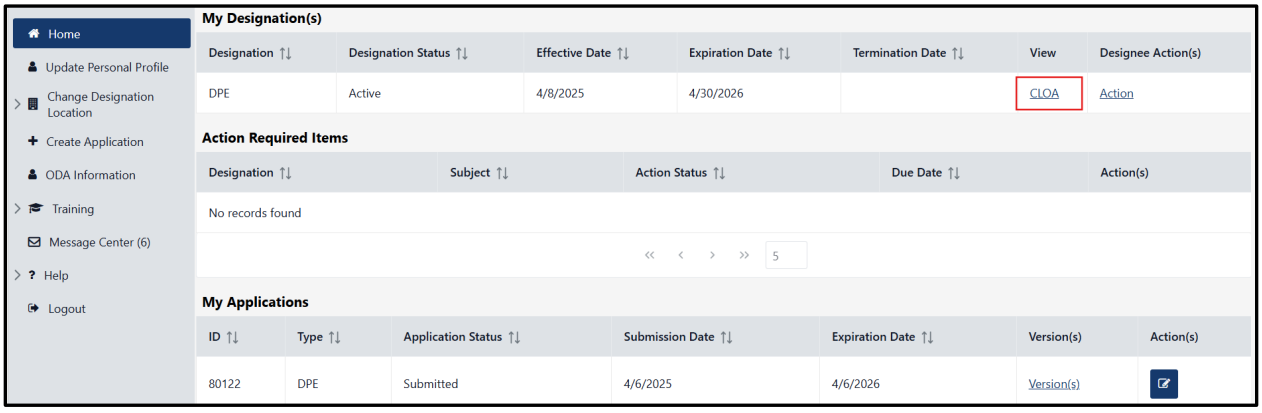


Figure 46: CLOA

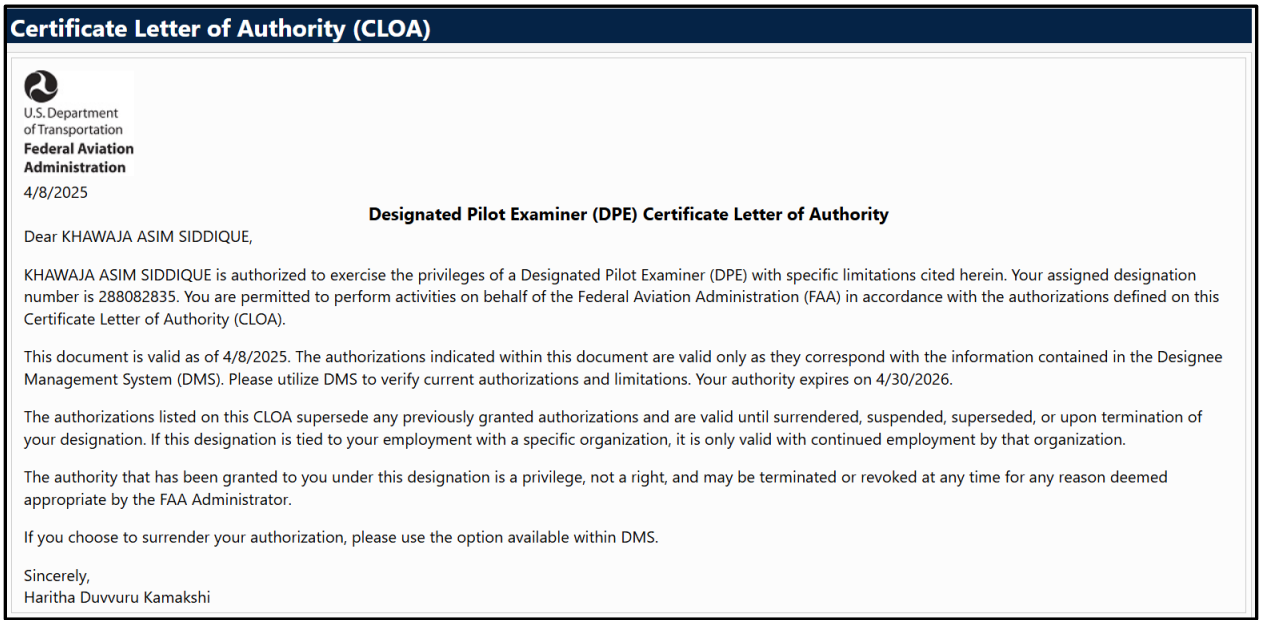
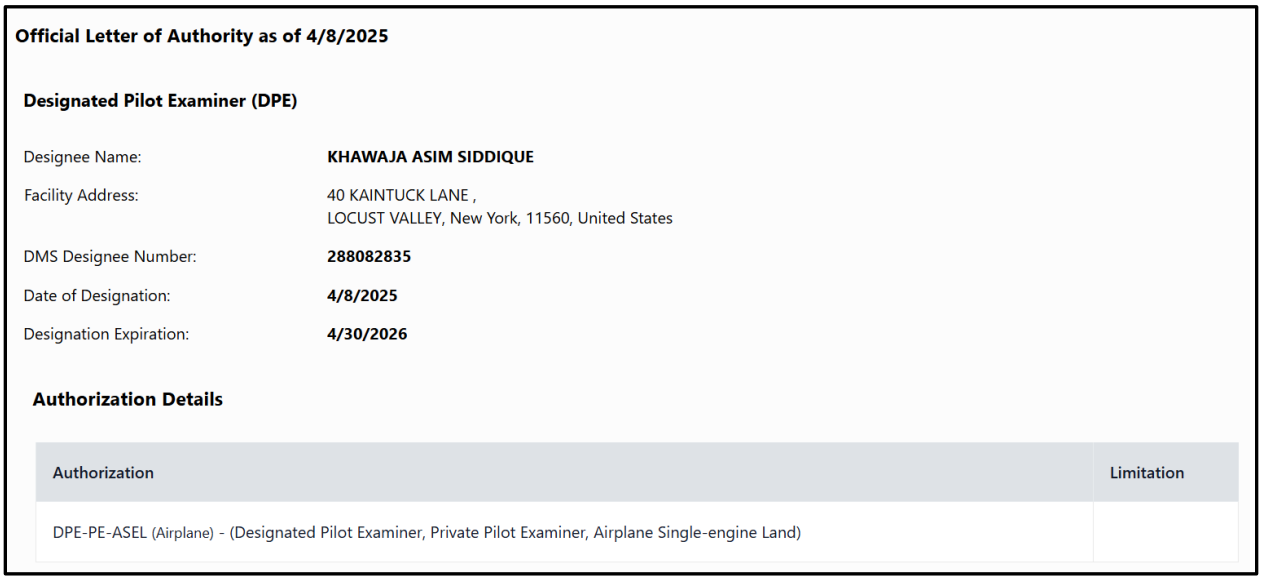


Figure 47: CLOA (Continued)



Official Letter of Authority as of 4/8/2025

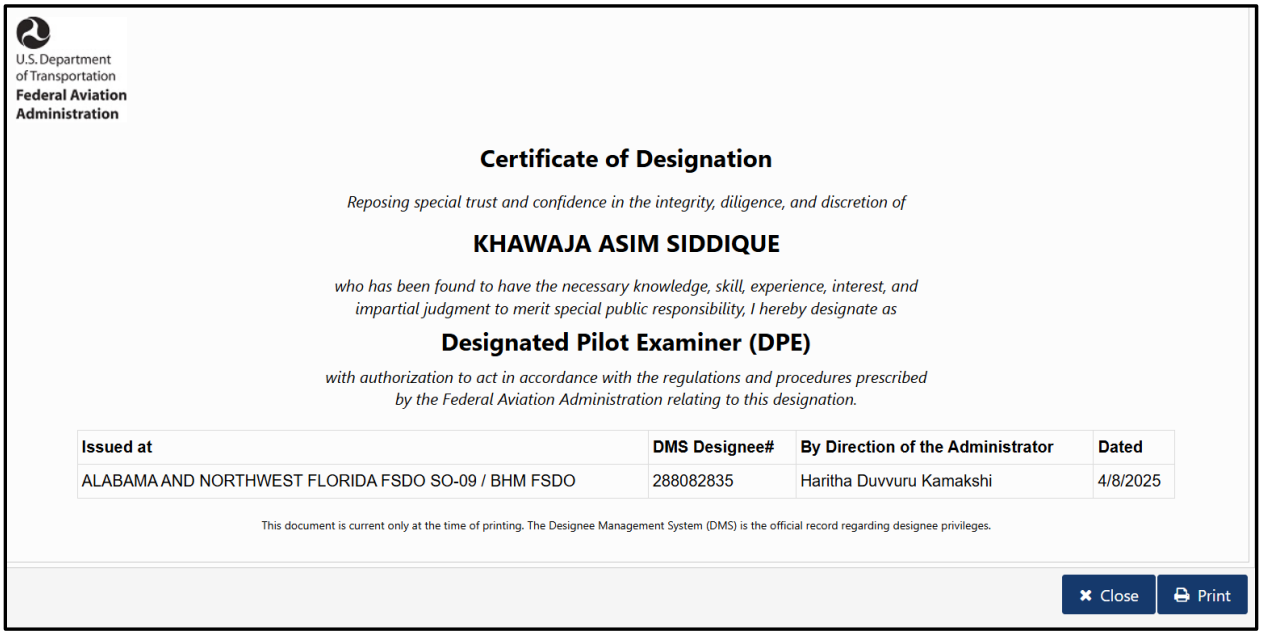
Designated Pilot Examiner (DPE)

Designee Name:	**KHAWAJA ASIM SIDDIQUE**
Facility Address:	40 KAINTUCK LANE , LOCUST VALLEY, New York, 11560, United States
DMS Designee Number:	**288082835**
Date of Designation:	**4/8/2025**
Designation Expiration:	**4/30/2026**

Authorization Details

Authorization	Limitation
DPE-PE-ASEL (Airplane) - (Designated Pilot Examiner, Private Pilot Examiner, Airplane Single-engine Land)	

Figure 48: CLOA (Continued)



U.S. Department of Transportation
Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

KHAWAJA ASIM SIDDIQUE

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

Designated Pilot Examiner (DPE)

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at	DMS Designee#	By Direction of the Administrator	Dated
ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO	288082835	Haritha Duvvuru Kamakshi	4/8/2025

This document is current only at the time of printing. The Designee Management System (DMS) is the official record regarding designee privileges.

✖ Close Print

Action Links

The designee clicks the 'Action' link on the Home page; then the following three sections displays:

- **Designation Information**
- **Activity Links**
  - Create Practical Test/ Proficiency Check Pre-approval
  - View Pre-Approval/Post Activity Reports

- View Training Record
- Request Additional Authorizations
- Create Administrative Pre-Approval
- Request Voluntary Surrender
- View Authorizations and Limitations
- Set default time zone
- Manage make model series

- **Activity History**

Figure 49: Action Links

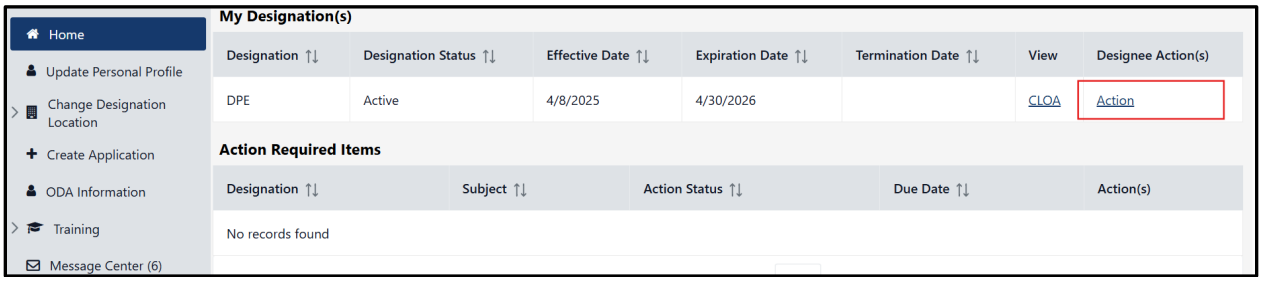
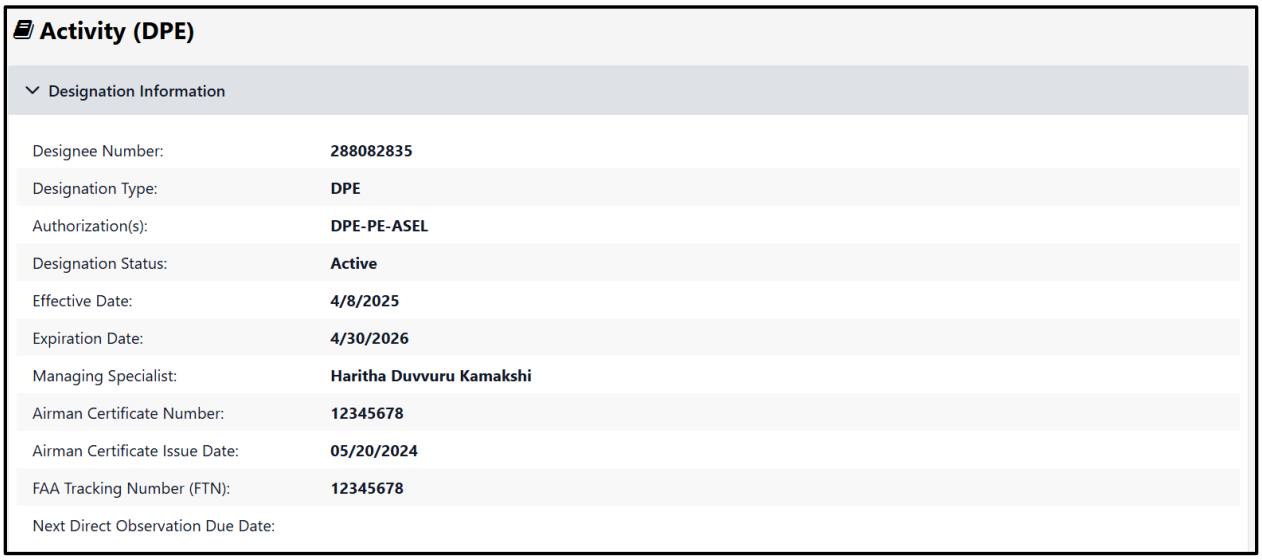
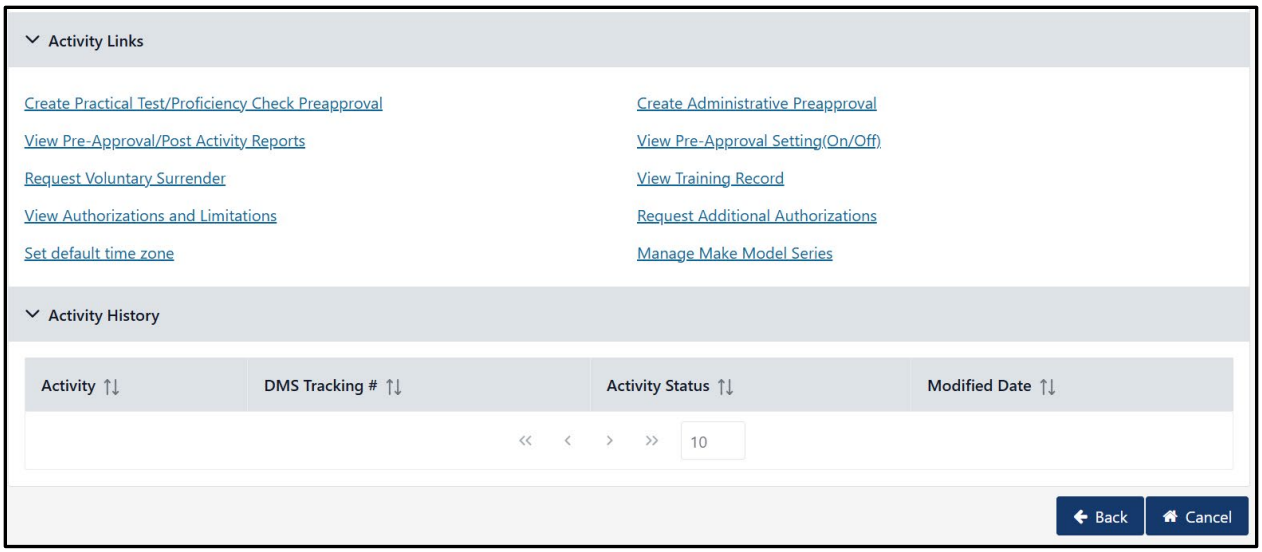


Figure 50: Designee Action Screen



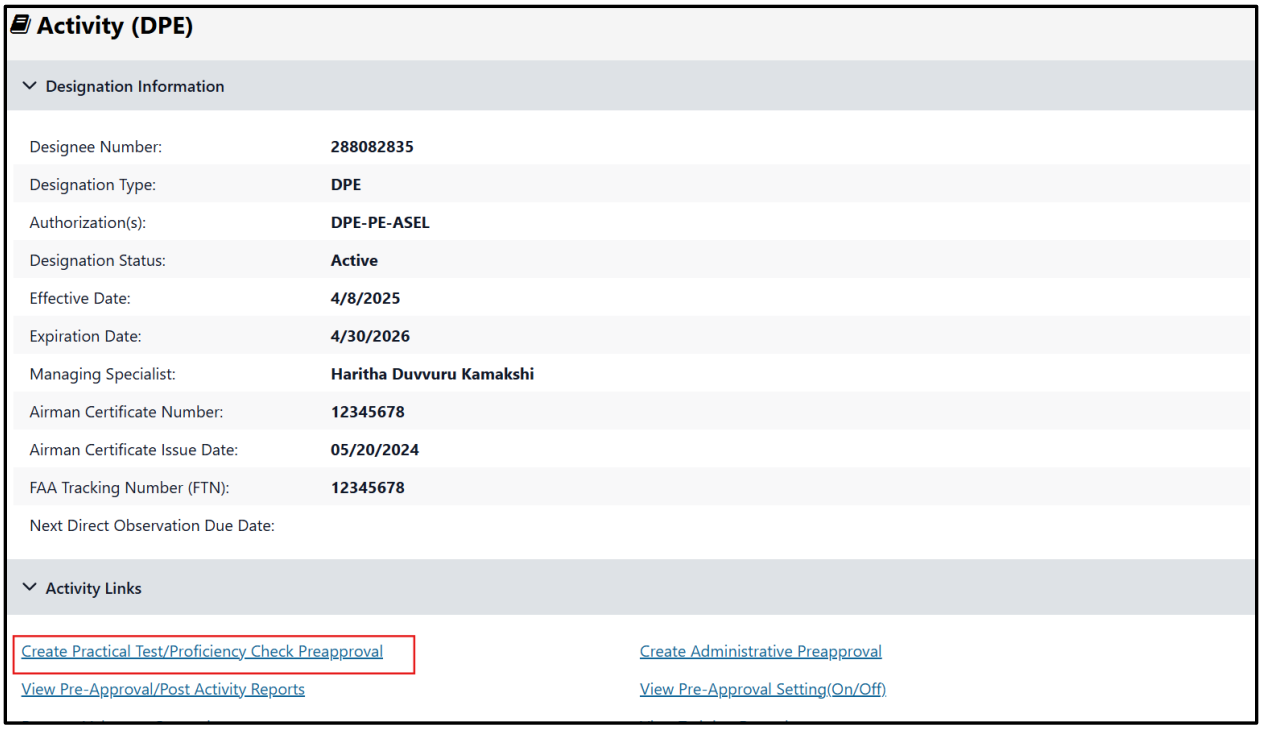


Designee Actions

Create Practical Test/Proficiency Check Pre-approval

The designee clicks the 'Practical Test/Proficiency Check Pre-approval Request' link within the Activity Link section to initiate pre-approval requests for performing any practical tests or proficiency checks. Required fields are marked with a red asterisk.

Figure 51: Create Practical Test/ Proficiency Check Pre-Approval Activity Link



Note: The system will not allow the designee to create a new pre-approval request if the designee has Post Activity Reports that are overdue. The designee has 7 (seven) days to complete the report after completion of the test or check.

Figure 52: Pending Post Activity Message

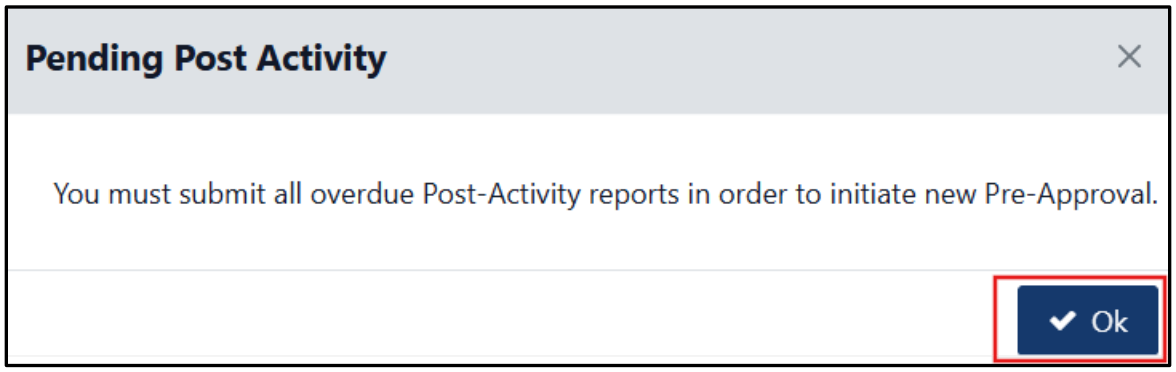
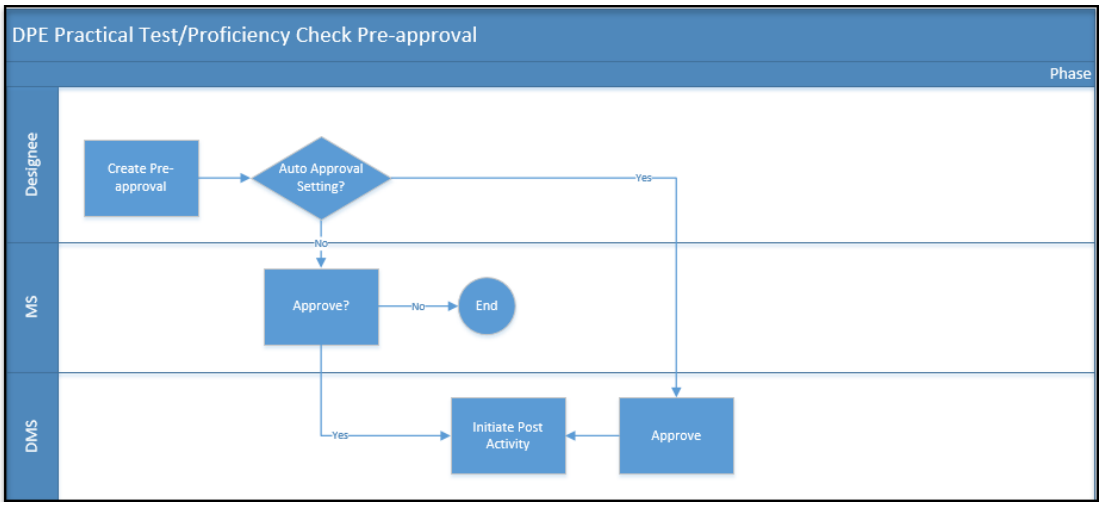
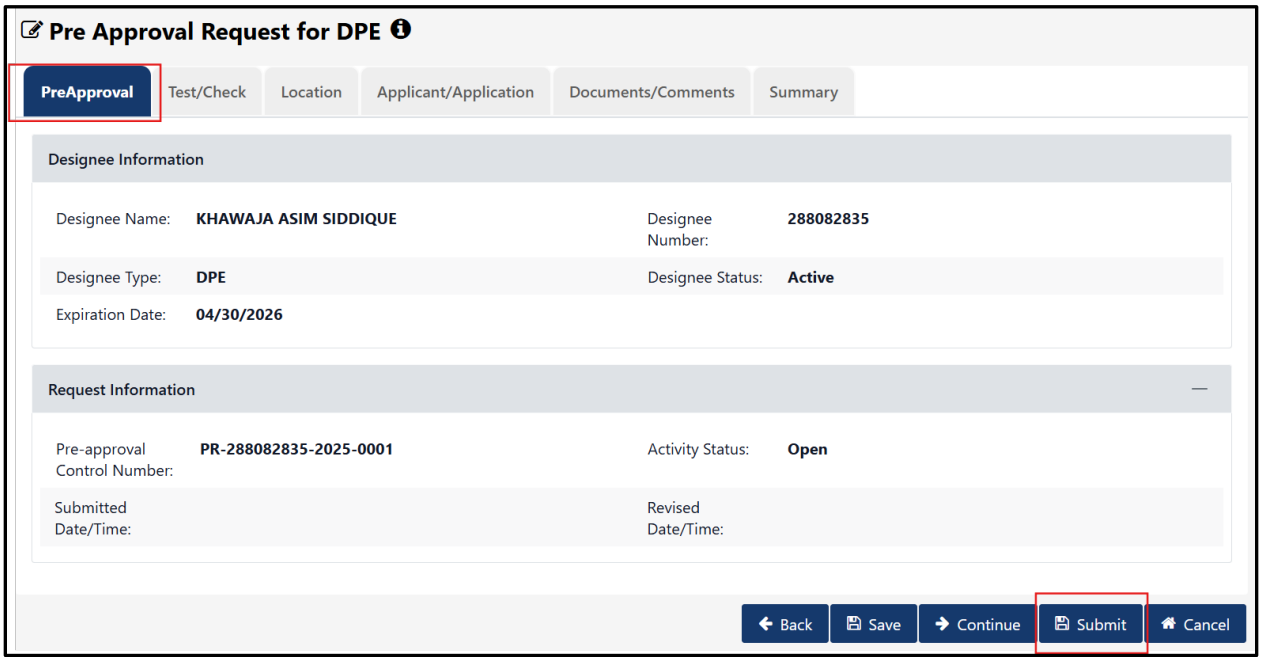


Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram



The designee clicks the **Pre-Approval** tab to view information (this is not editable).

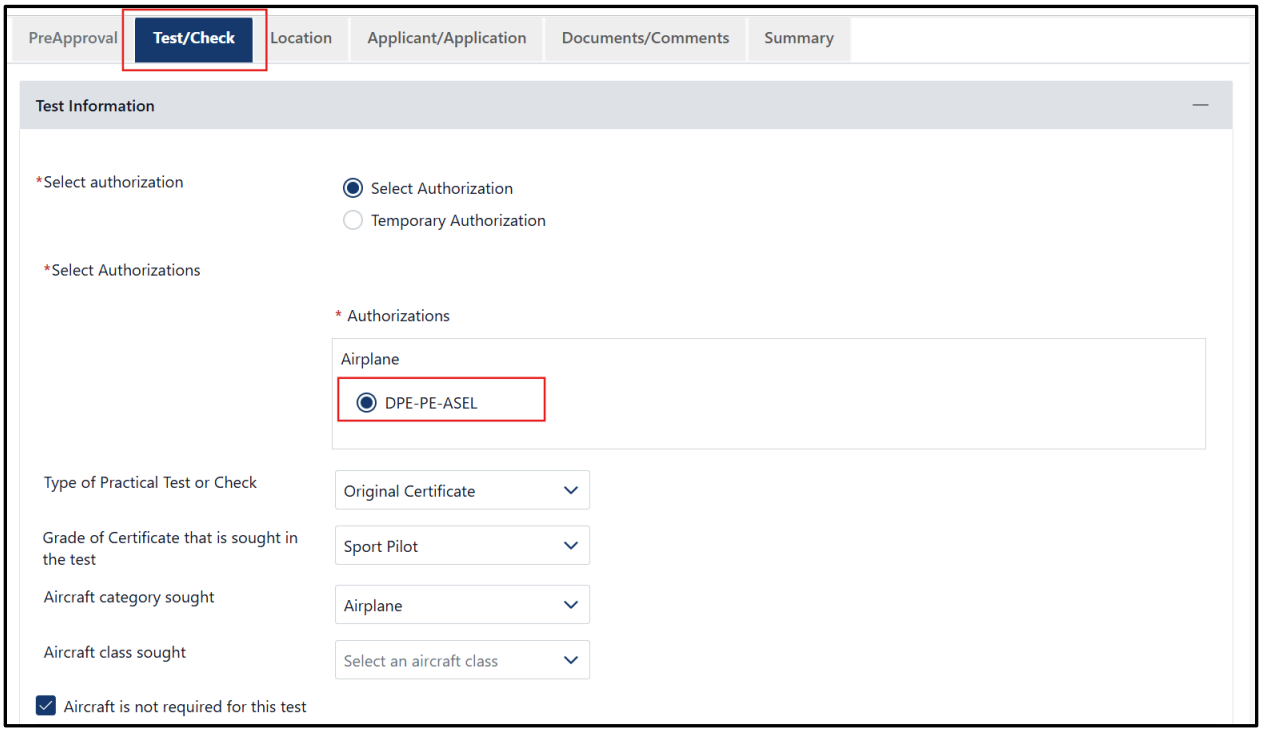
Figure 54: Pre-Approval Request for DPE – Pre-Approval Tab



The designee clicks 'Continue' to proceed to the **Test/Check** tab, which displays two options from which the designee can choose: 'Select Authorization' or 'Temporary Authorization'.

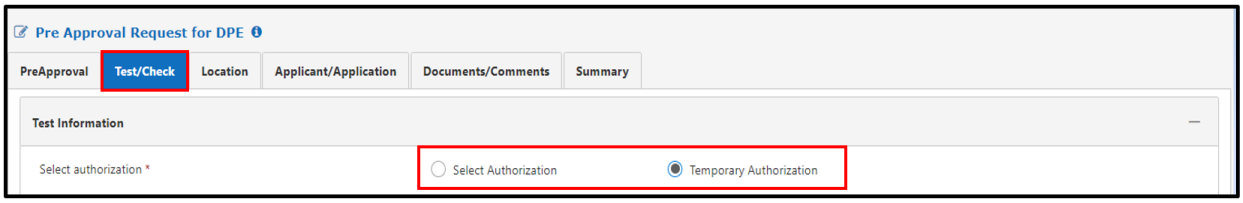
Note: Only one authorization can be selected per pre-approval.

Figure 55: Pre-Approval Request for DPE – Test/Check Tab



When the designee clicks the 'Select Authorization' button, all authorizations on the designee's CLOA are displayed. The designee selects the appropriate authorization and fills out the required fields.

Figure 56: Select Authorization Type

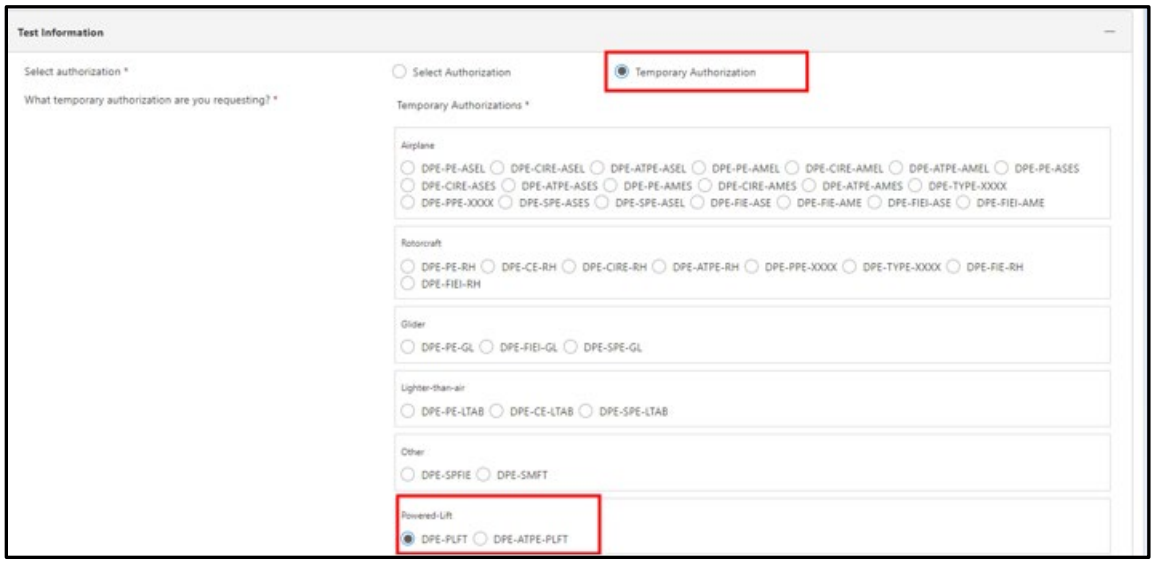


When the designee clicks the 'Temporary Authorization' button, all authorizations that are not on the designee's CLOA are displayed. The designee selects the appropriate authorization and fills out the required field.

Note: A pre-approval with temporary authorizations will always go through the manual approval process because temporary authorizations are not part of the designee's CLOA.

Note: Pre-approvals dates cannot be set in the past. The user must select a current or future date.

Figure 57: Temporary Authorizations



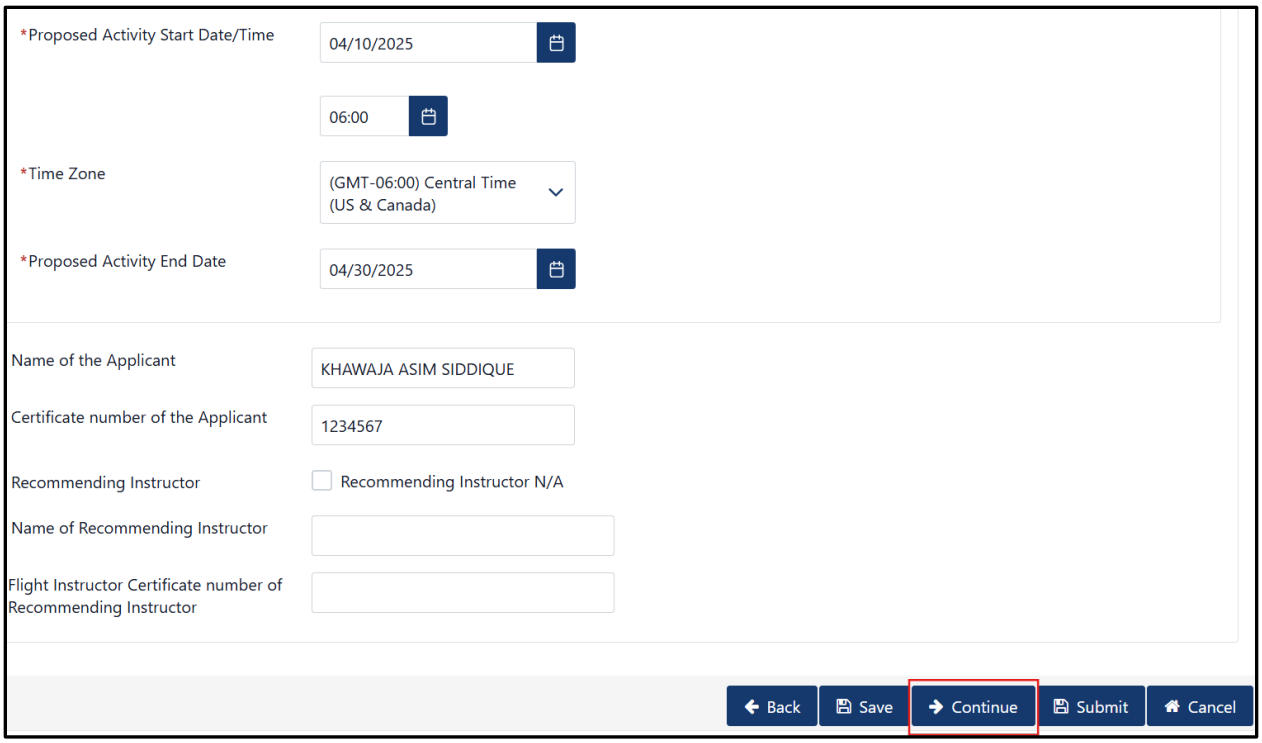
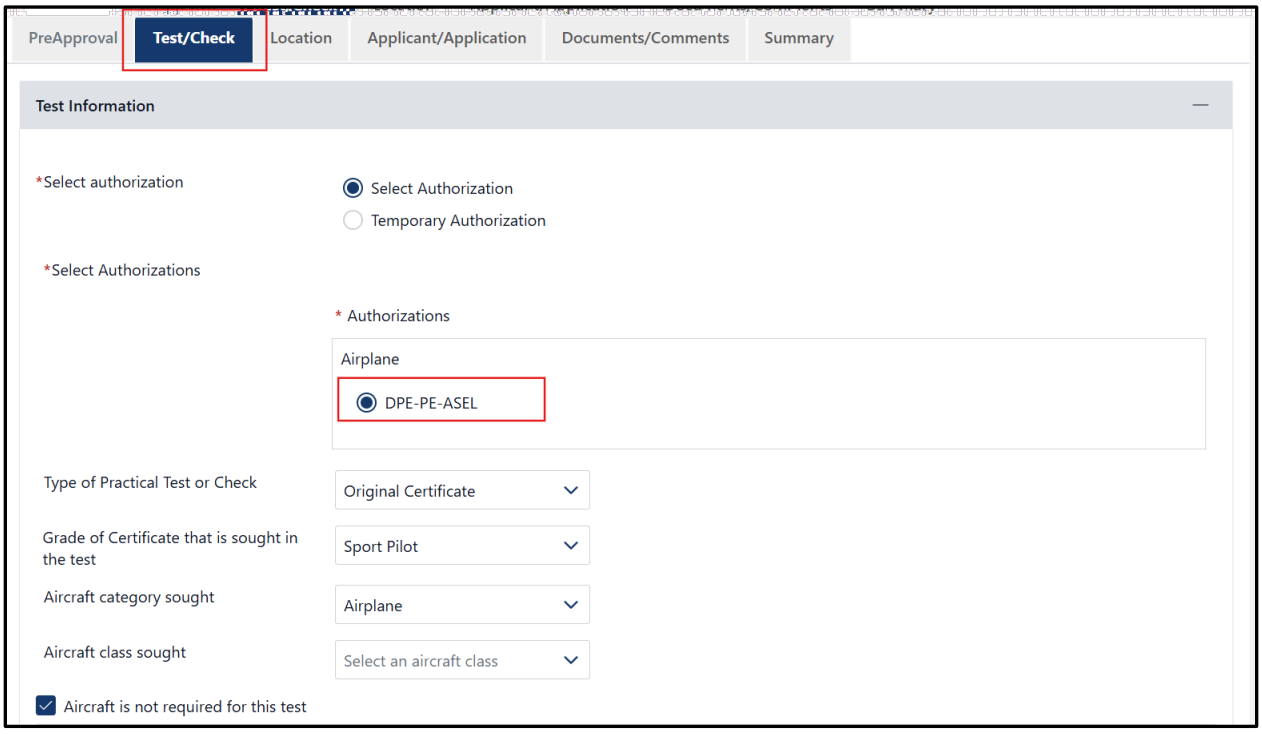
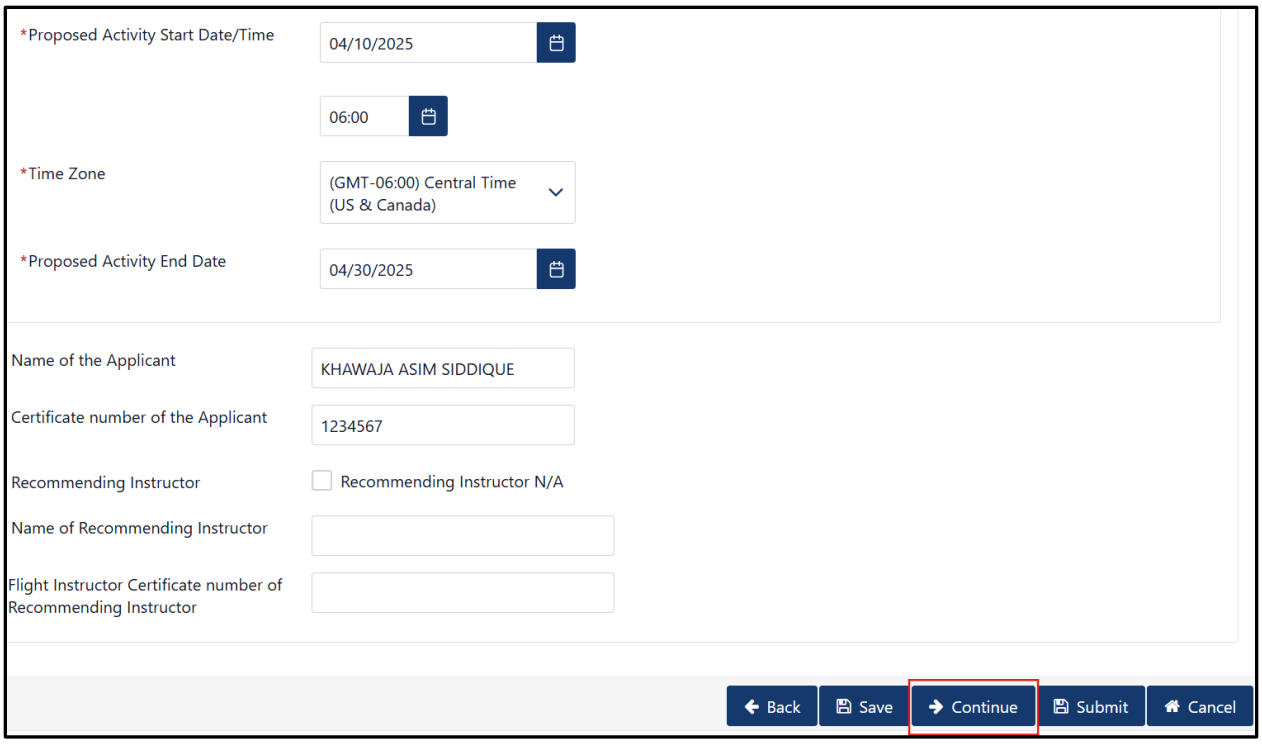


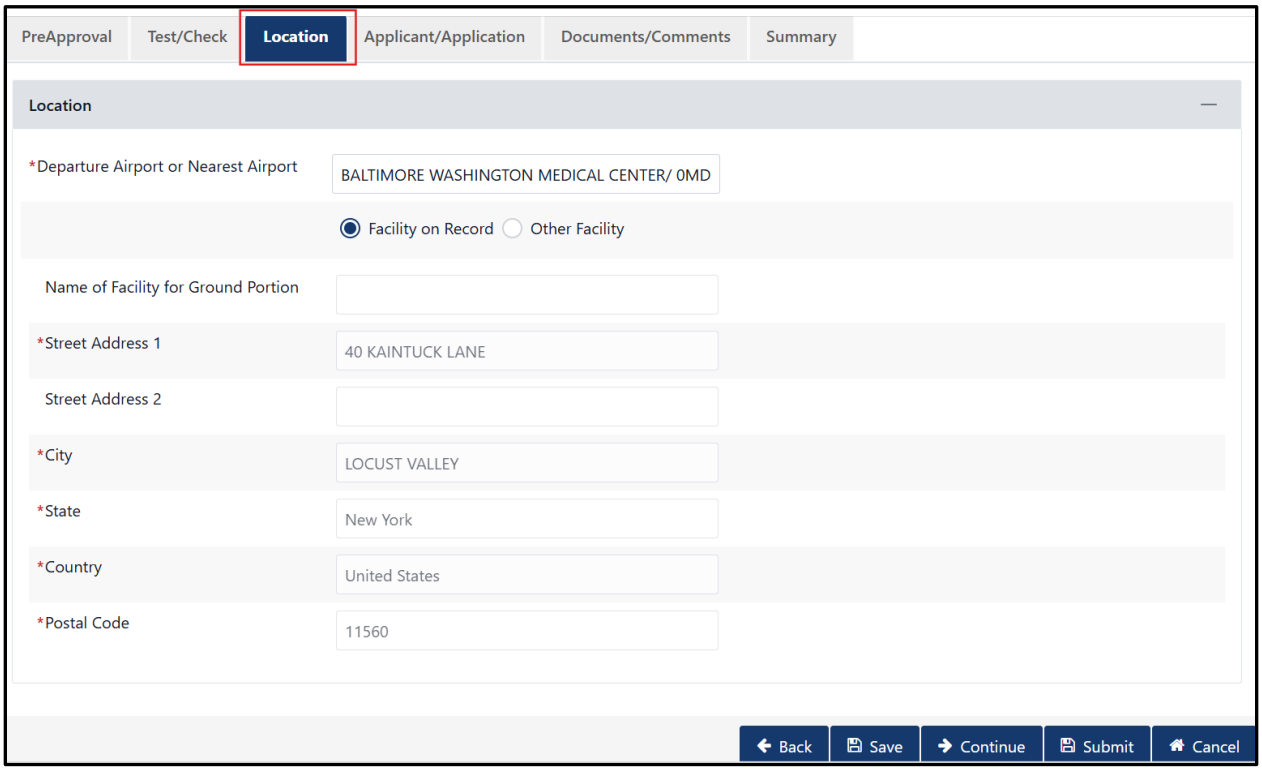
Figure 58: Select Authorizations





Note: The designee clicks the 'Continue' button to advance to the **Location** tab and fills out the required fields. The designee has the option to either choose from a facility on record (a dropdown is available to select the location if there is more than one location on record) or enter a facility manually in the text field.

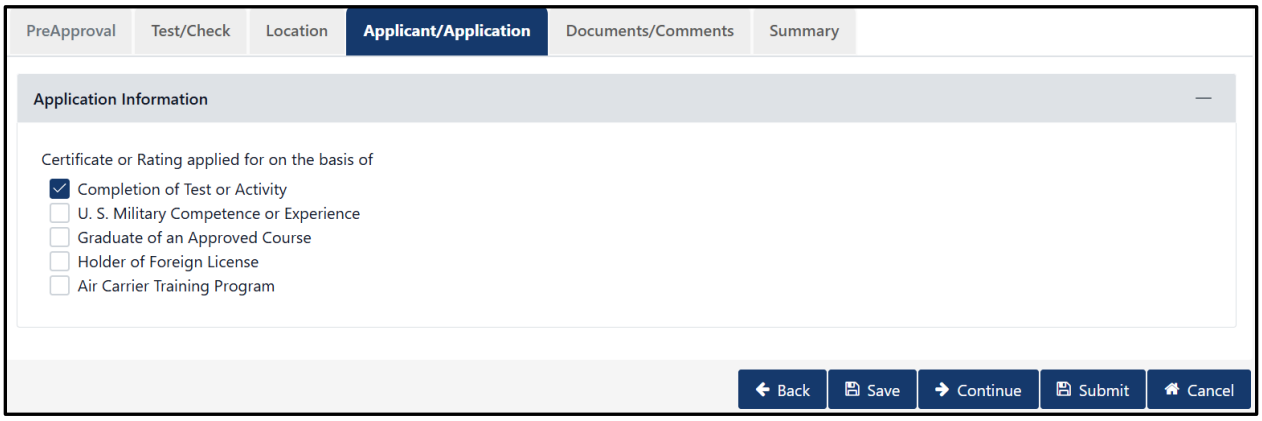
Figure 59: Pre-Approval Request for DPE – Location Tab



The designee clicks the 'Continue' button to advance to the **Applicant/Application** tab and fills out the required fields.

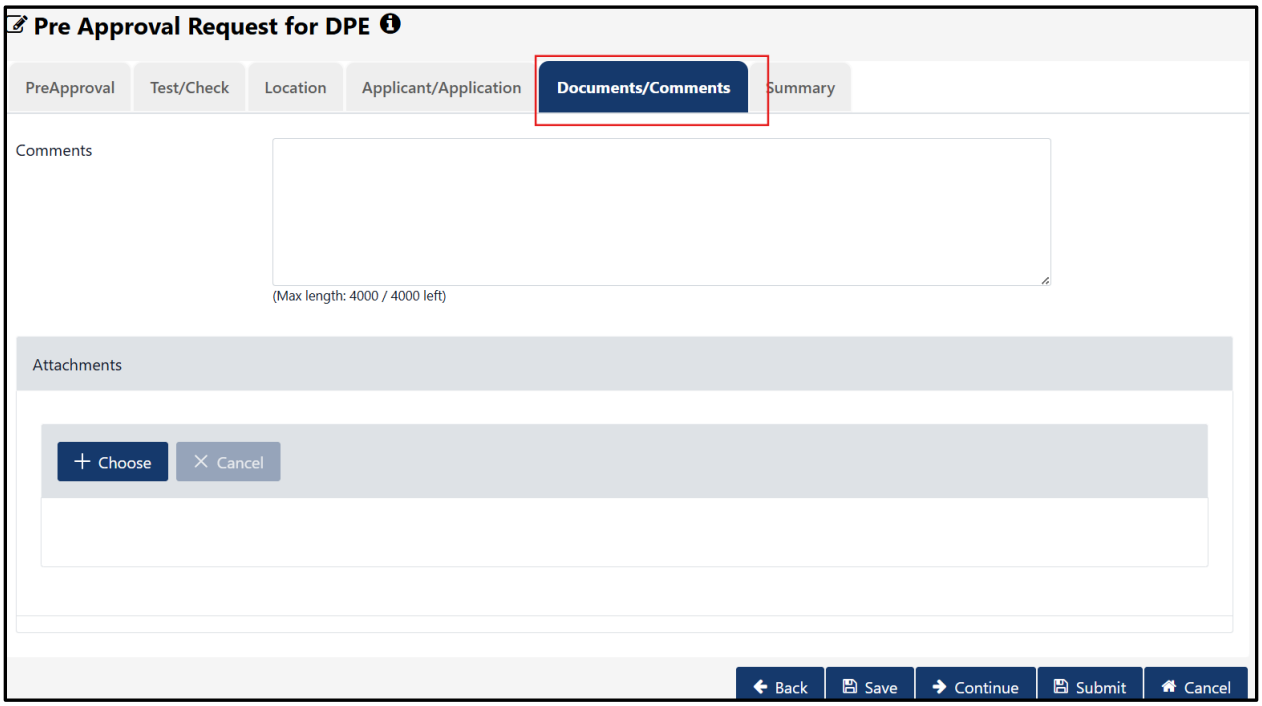
- When the designee selects 'Graduate of an Approved Course', a field captioned 'Name and designation number of FAA-approved school in which the applicant enrolled' displays. The designee must input the name of the approved school. As the designee inputs the approved school name or designation number, the system filters the results.
- When the designee selects 'Holder of Foreign License', a field captioned 'Country that issued the foreign pilot license' displays. The designee must select the name of the country from the dropdown.
- When the designee selects 'Air Carrier Training Program', a 'Name of Air Carrier' field displays. The designee must input the name of the air carrier. As the designee inputs the air carrier name, the system filters the results.

Figure 60: Pre-Approval Request for DPE – Applicant/Application Tab



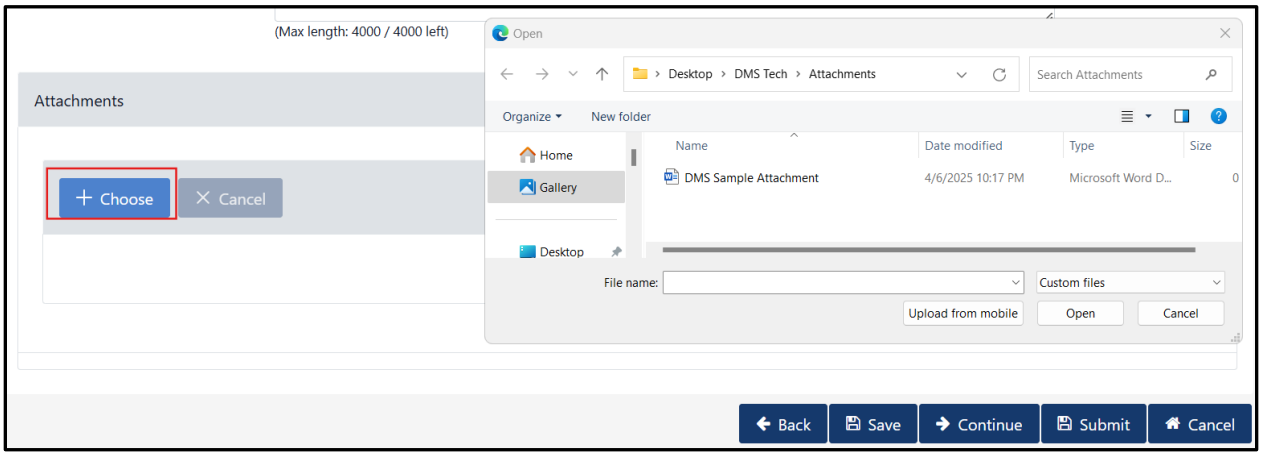
The designee clicks the 'Continue' button to proceed to the **Documents/Comments** tab and enters any general comments that are pertinent to the pre-approval request (optional) (Figure 61).

Figure 61: Pre-Approval Request for DPE - Documents/Comments



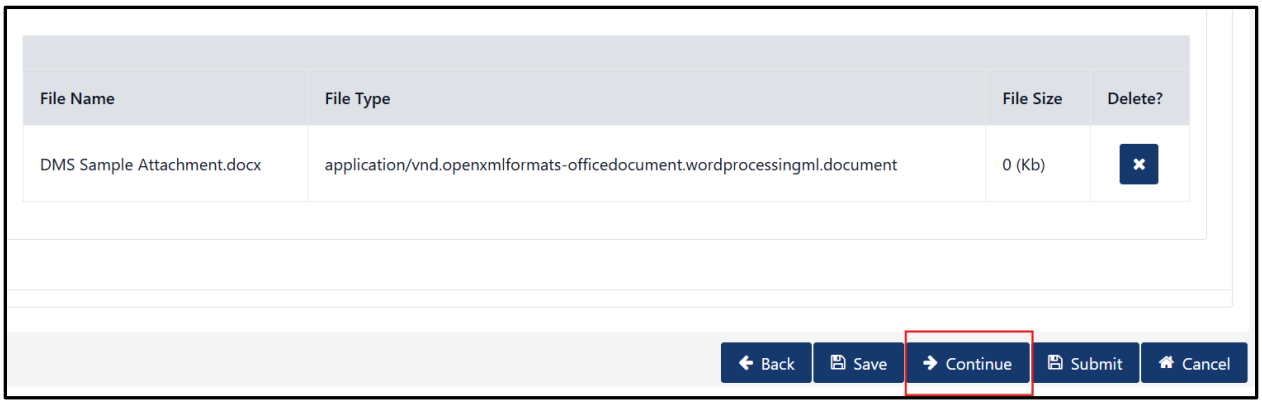
The designee has the option to click the 'Choose' button to open the browser window (**Error! Reference source not found.**). Select a file to upload and click 'Open' (**Error! Reference source not found.**

Figure 62: Select Document



Note: The designee can remove the uploaded document by clicking the blue box in the 'Delete?' column on the right side of the screen

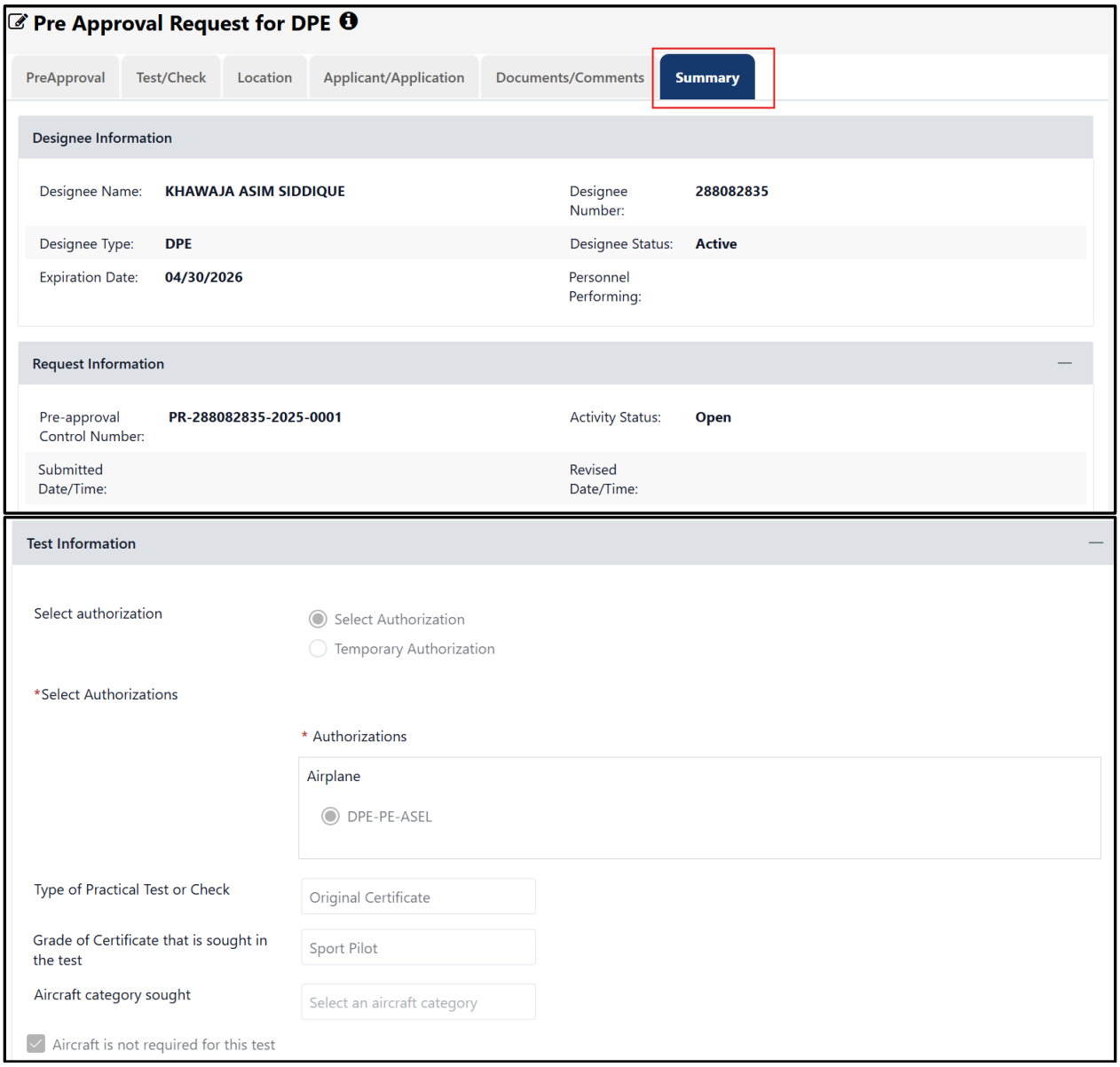
Figure 63: Document Uploaded

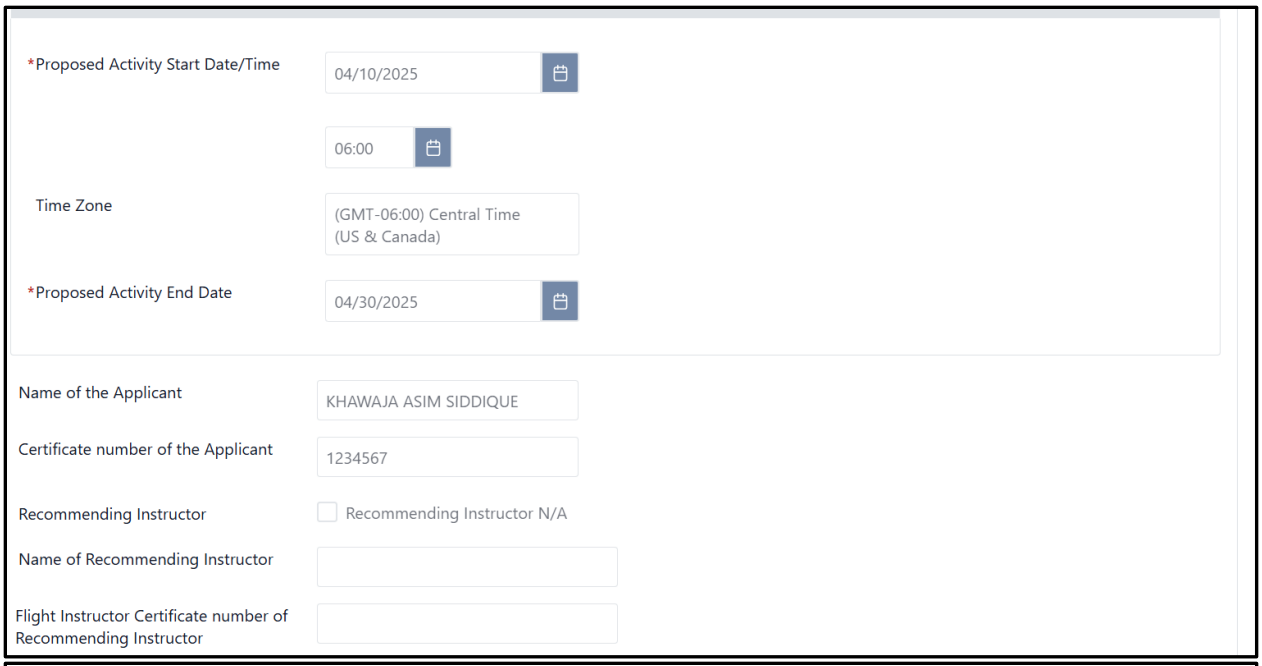


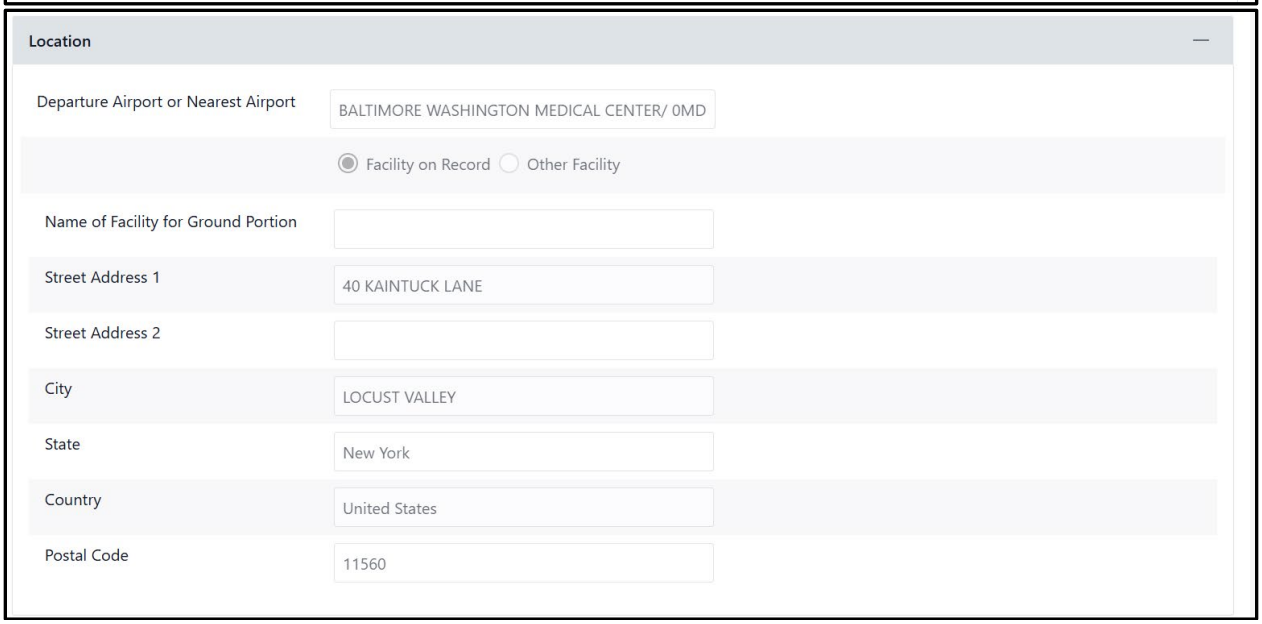
The designee clicks the 'Continue' button to proceed to the **Summary** tab and reviews the information (Figure 66). The designee can also click:

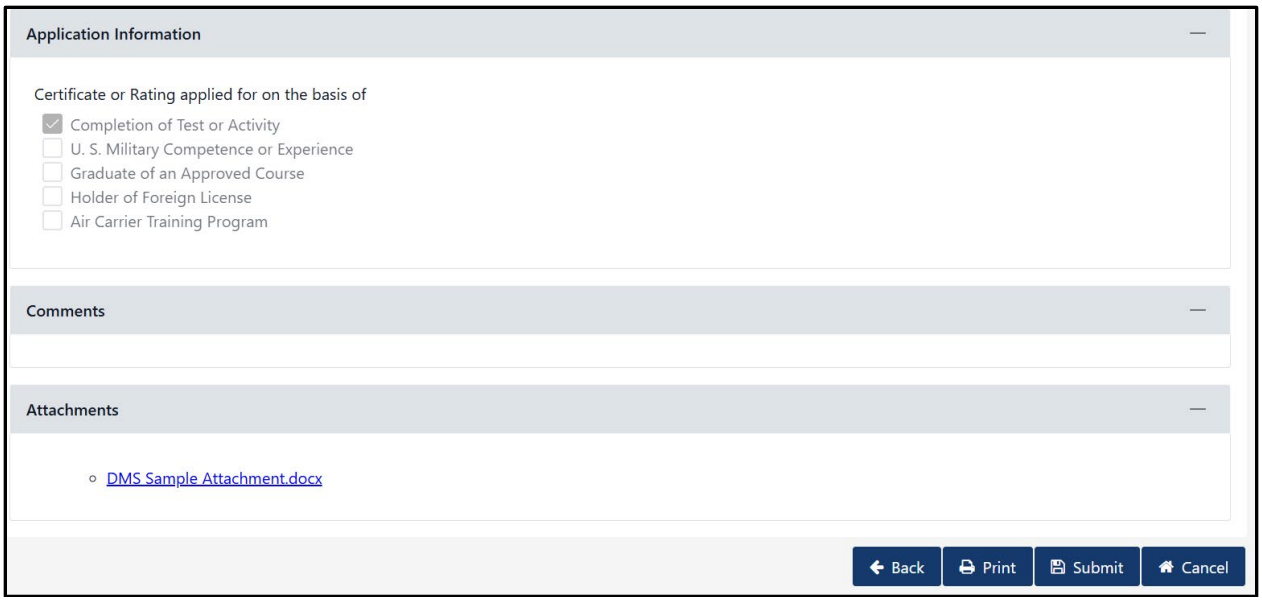
- 'Back' to return to the Pre-Approval/Post Activity page;
- 'Print' to display a printable .pdf;
- 'Submit' to complete the process;
- 'Cancel' to cancel the process; or
- 'Copy' to copy all the information in a new pre-approval request.

Figure 64: Pre-Approval Request for DPE – Pre-Approval Summary



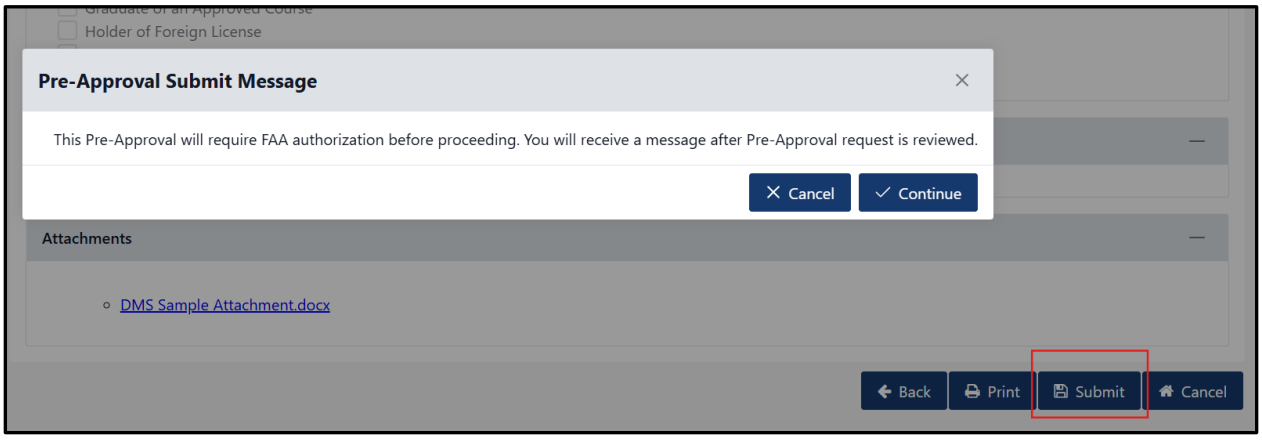

*Proposed Activity Start Date/Time
04/10/2025
06:00
Time Zone
(GMT-06:00) Central Time (US & Canada)
*Proposed Activity End Date
04/30/2025
Name of the Applicant
KHAWAJA ASIM SIDDIQUE
Certificate number of the Applicant
1234567
Recommending Instructor
Recommending Instructor N/A
Name of Recommending Instructor
Flight Instructor Certificate number of Recommending Instructor


Location
Departure Airport or Nearest Airport
BALTIMORE WASHINGTON MEDICAL CENTER/ 0MD
Facility on Record
Other Facility
Name of Facility for Ground Portion
Street Address 1
40 KAINTUCK LANE
Street Address 2
City
LOCUST VALLEY
State
New York
Country
United States
Postal Code
11560



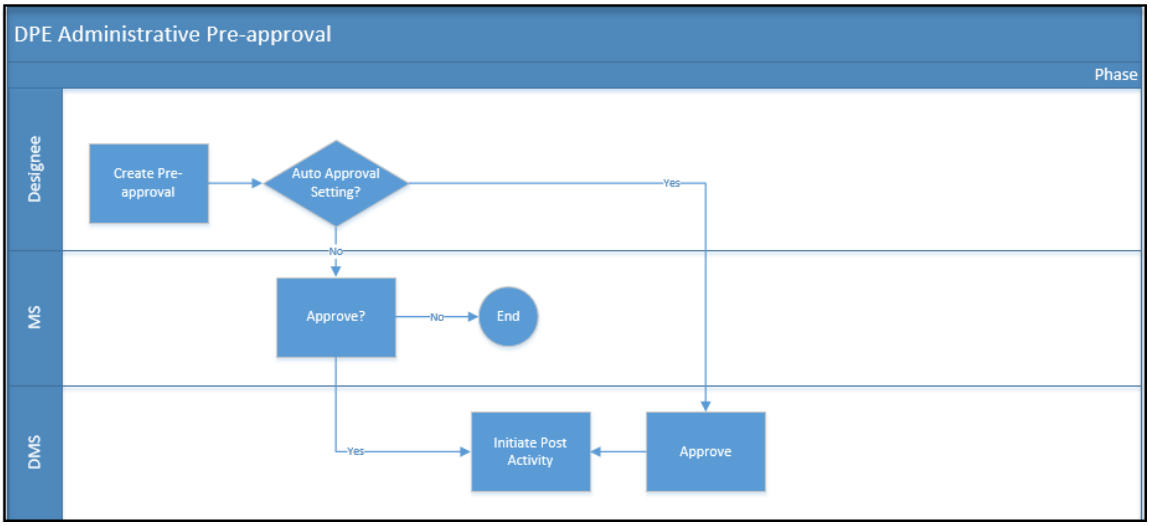
Note: Review the page and click the 'Submit' button. The Pre-Approval Submit Message displays (Figure 67). Click the 'Continue' button and the message reads, "Pre-Approval has been successfully submitted."

Figure 65: Pre-Approval Submit Message



Create Administrative Pre-Approval

Figure 66: DPE Create Administrative Pre-Approval Request Business Process Diagram



The designee clicks the 'Administrative Pre-Approval' hyperlink under the Activity Links section

Figure 67: Create Administrative Pre-Approval Activity Link

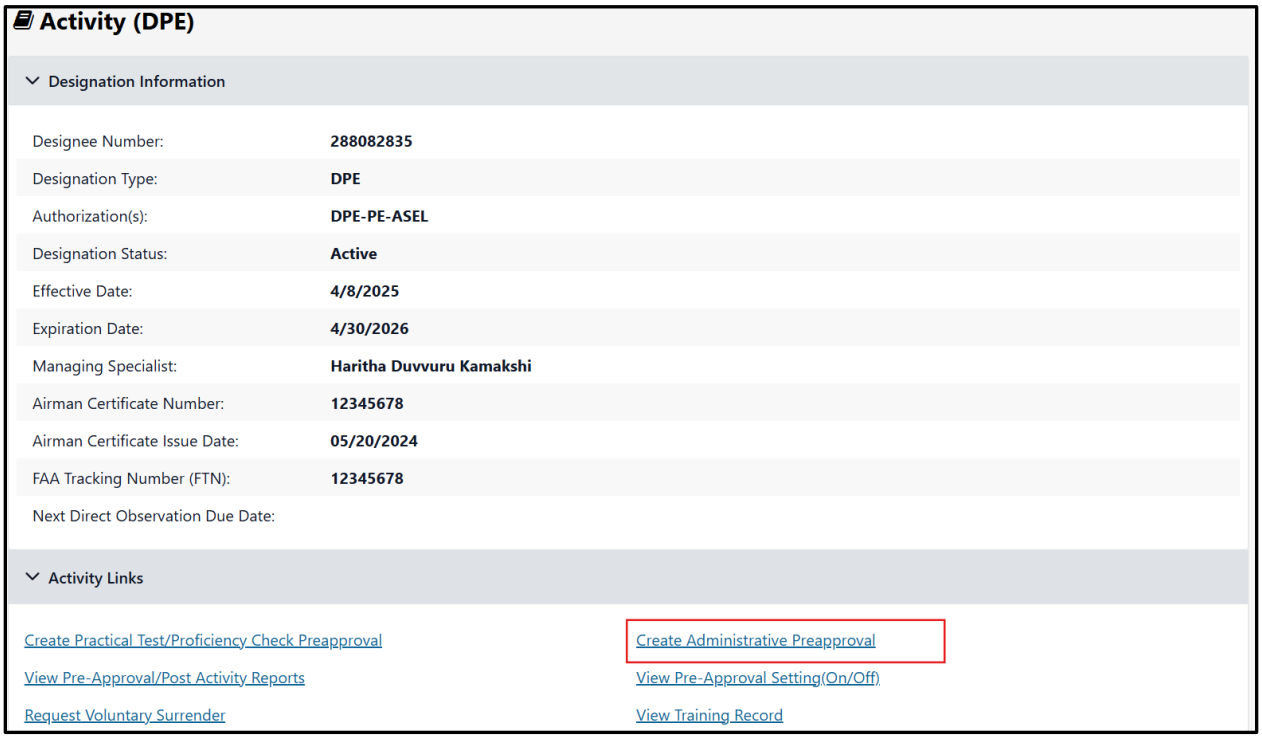
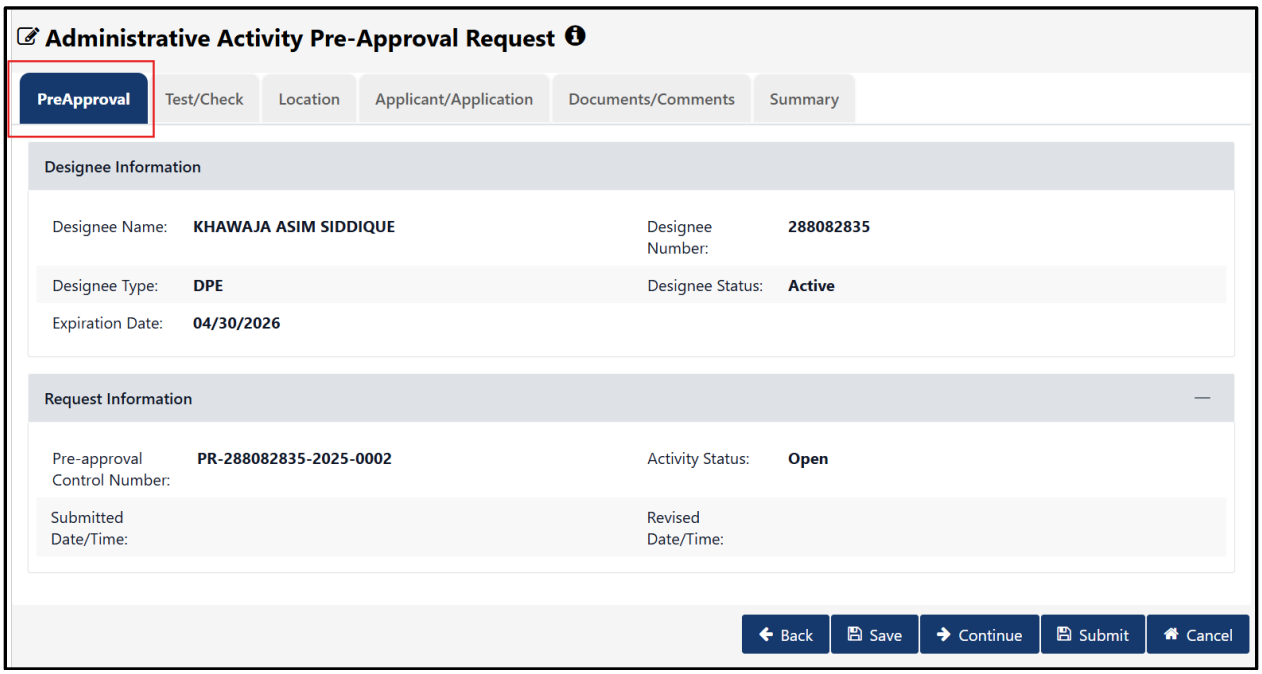
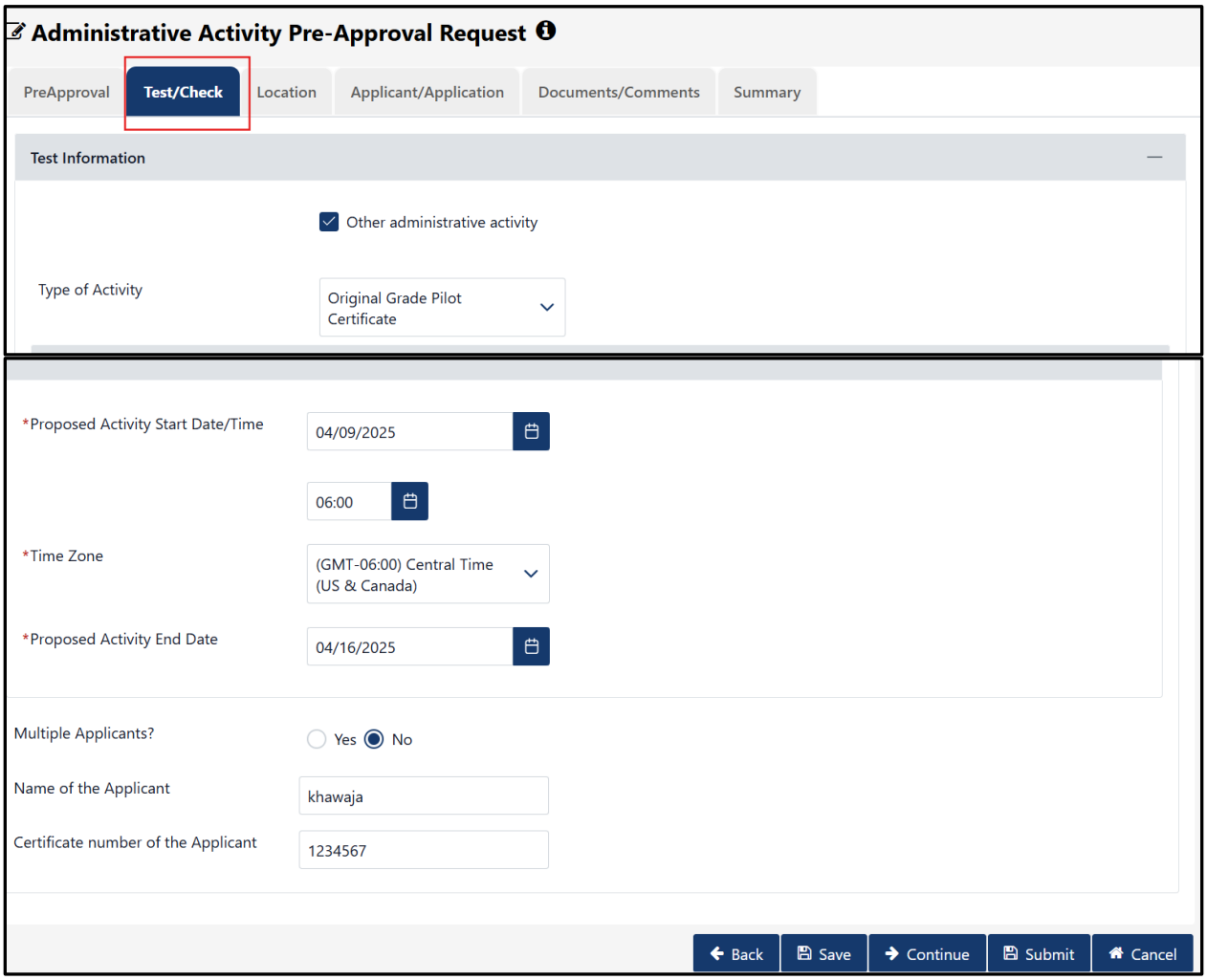


Figure 68: Administrative Pre-Approval – Pre-Approval Tab



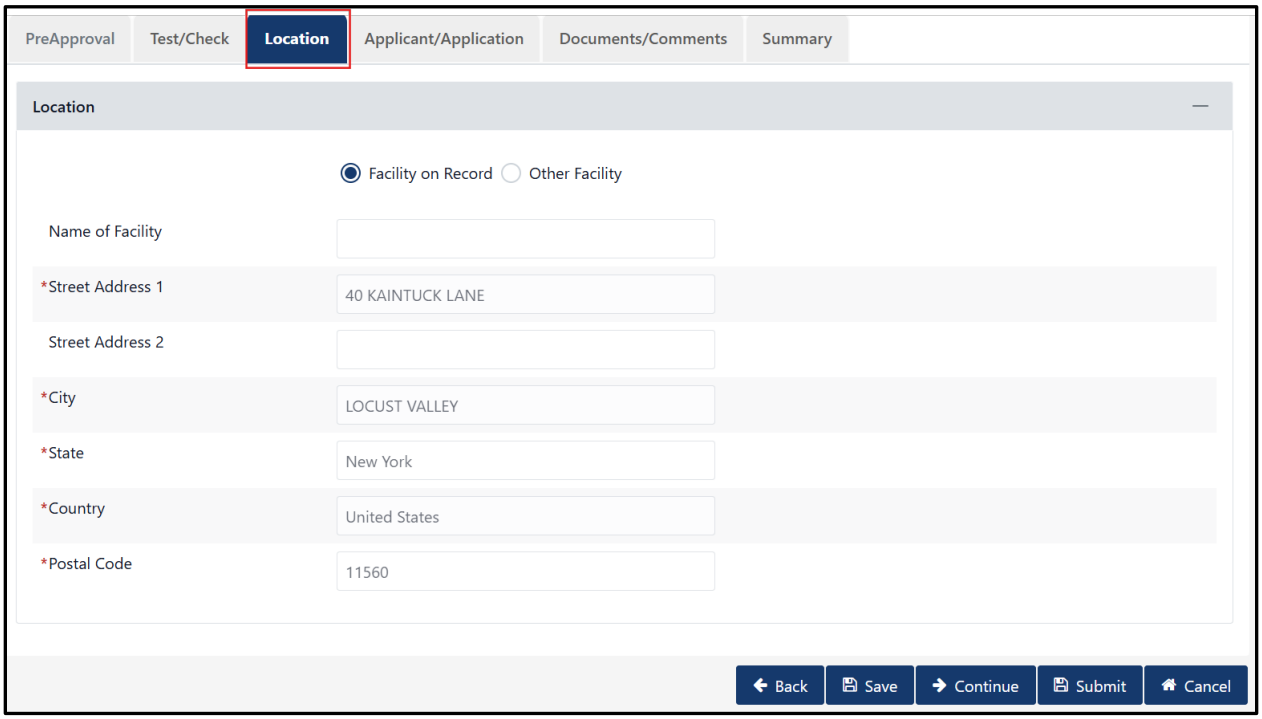
The designee has to fill out all the required information marked with a red asterisk and is allowed to select only one of the authorizations. The designee clicks the 'Continue' button to proceed to the **Test/Check** tab.

Figure 69: Administrative Pre-Approval – Test/Check Tab



The designee clicks the 'Continue' button to advance to the **Location** tab. They then can click the 'Facility on Record' option to populate the data (a dropdown is available to select the location if there is more than one location on record) or 'Other Facility' option and manually enter the requested information.

Figure 70: Administrative Pre-Approval – Location Tab



The designee clicks the 'Continue' button to proceed to the **Applicants/Application** tab and chooses the basis for the certification.

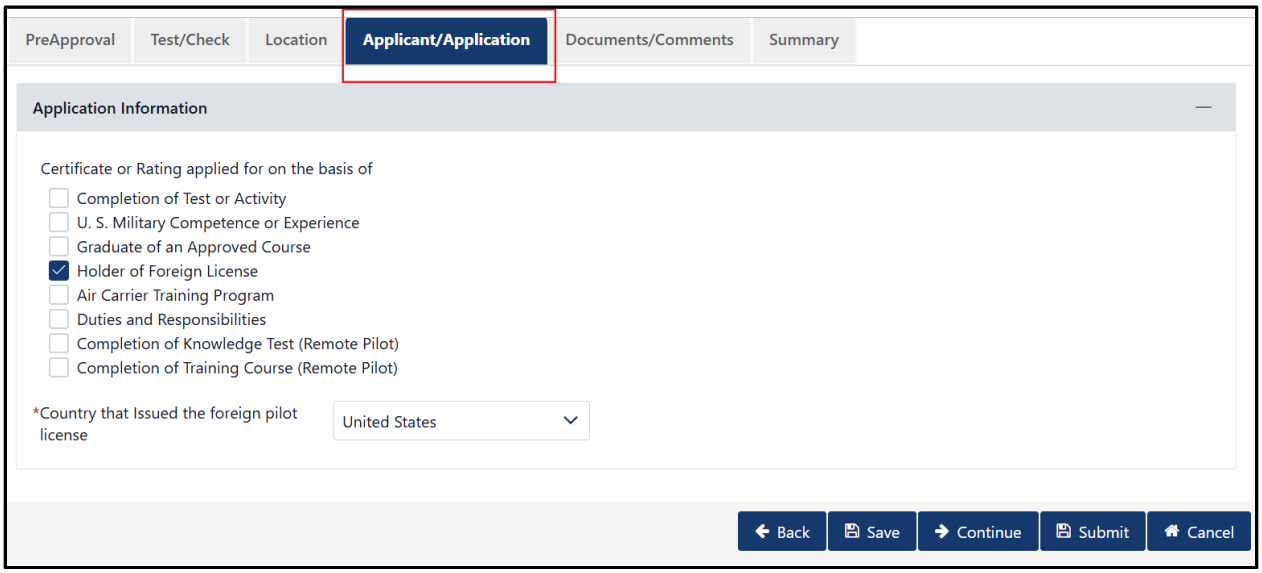
Figure 71: Administrative Pre-Approval – Applicant/Application Tab

Note: When the designee selects 'Graduate of an Approved Course', a field captioned 'Name and designation number of FAA-approved school in which the applicant enrolled' displays.

- The designee must input the name of the approved school. As the designee inputs the approved school name or designation number, the system filters the results
- When the designee selects 'Holder of Foreign License', a field captioned 'Country that issued the foreign pilot license' displays. The designee must select the name of the country from the dropdown

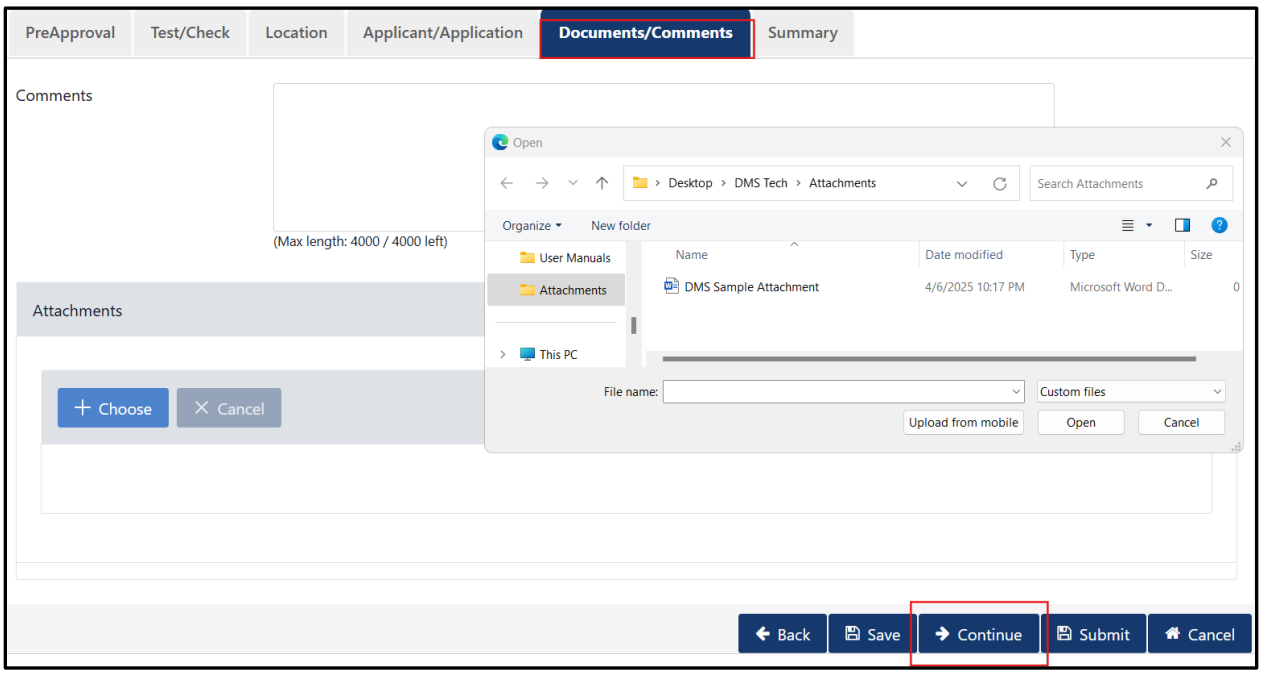
- When the designee selects 'Air Carrier Training Program', a 'Name of Air Carrier' field displays. The designee must input the name of the air carrier. As the designee inputs the air carrier name, the system filters the results

Figure 72: Administrative Pre-Approval – Applicant/Application Tab (Continued)



In the Documents/Comments Tab, enter comments and upload any additional documents necessary (optional)

Figure 73: Administrative Pre-Approval – Document/Comments Tab

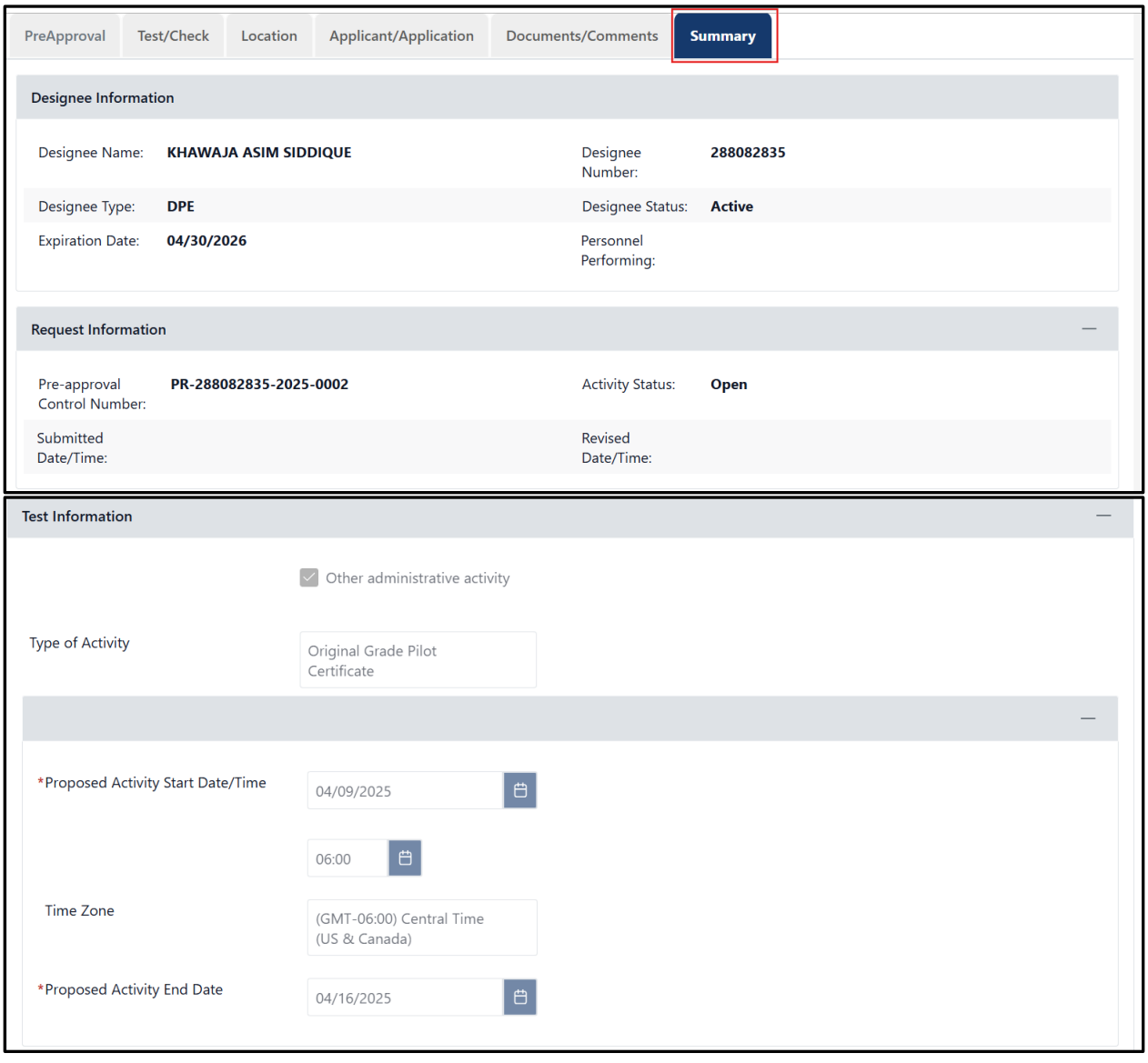


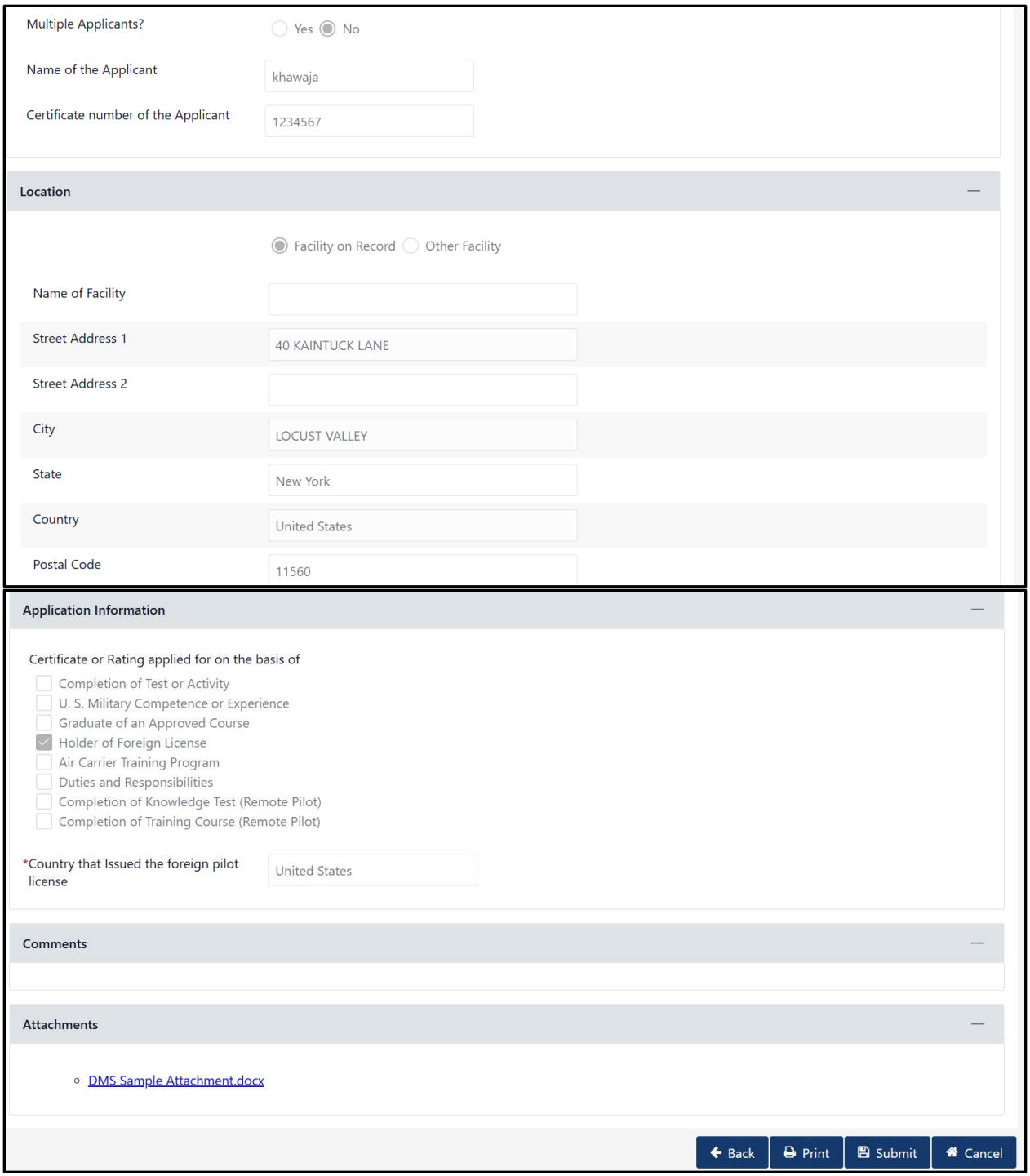
The designee clicks the 'Continue' button and proceeds to the **Summary Tab** to review all of the information filled out for the Administrative Pre-Approval. After reviewing, click the 'Submit' button.

Select the following actions after reviewing the Summary page:

- 'Back' to return to the Activity Links page.
- 'Print' and print all the information.
- 'Submit' to continue the process.
- 'Cancel' to cancel the process.

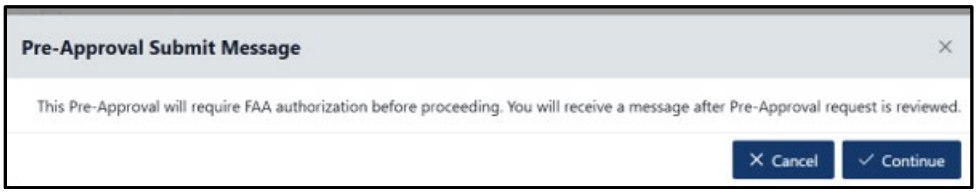
Figure 74: Administrative Pre-Approval – Summary Tab





Note: Review the page and click the 'Submit' button. The Pre-Approval Submit Message displays. Click the 'Continue' button and the message reads, "Pre-Approval has been successfully submitted."

Figure 75: Pre-Approval Submit Message



View Pre-approval/Post Activity Reports

After submitting the Pre-Approval Request, the designee can view the status at any time by clicking on the 'View Pre-Approval/Post-Activity Reports' link under the 'Activity Links' section.

Figure 76: View Pre-approval/Post Activity Reports Business Process Diagram

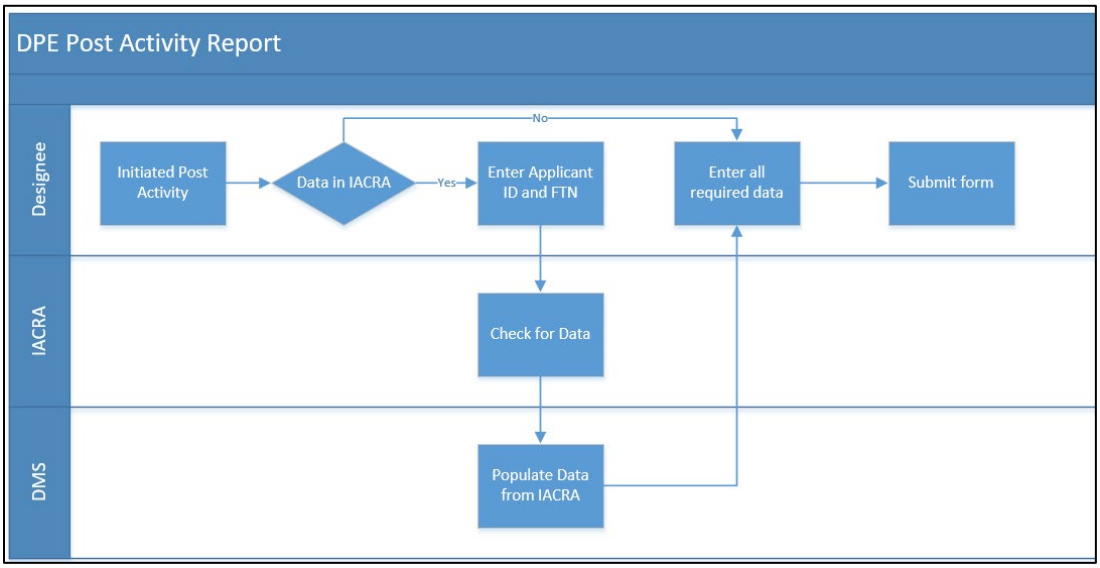
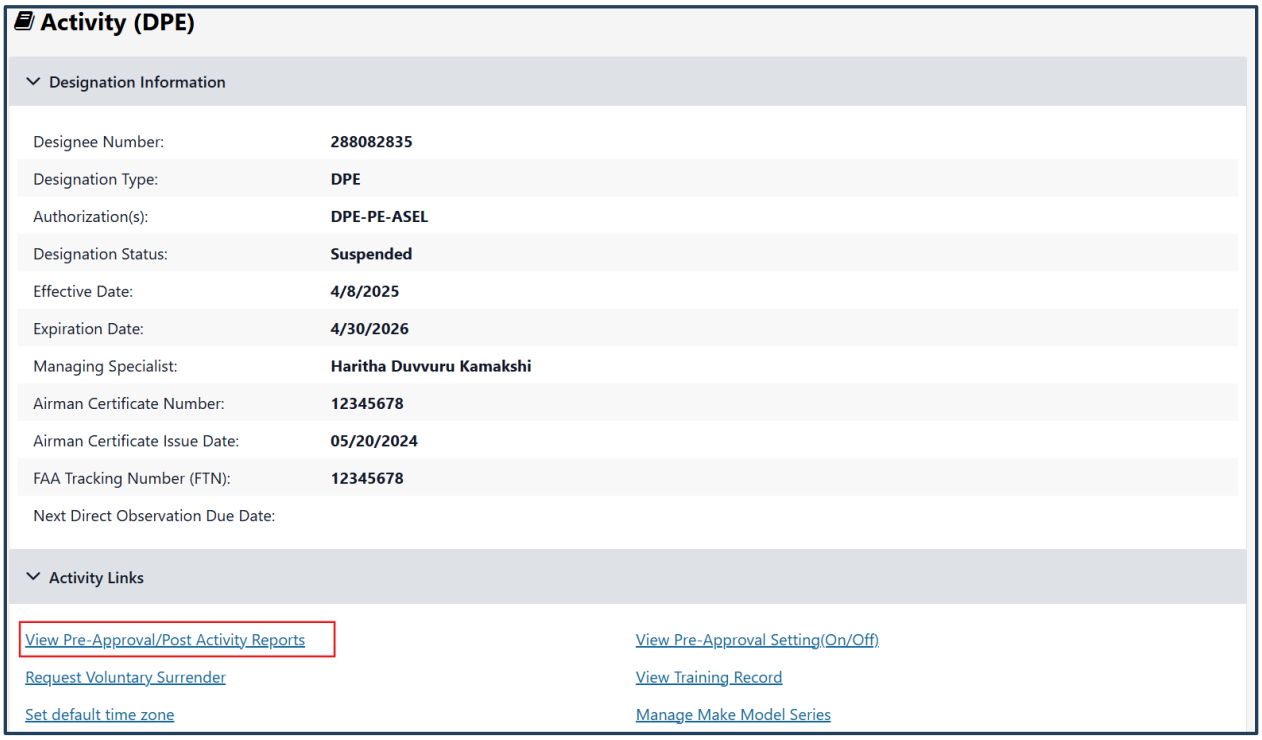


Figure 77: View Pre-approval/Post Activity Reports Activity Link



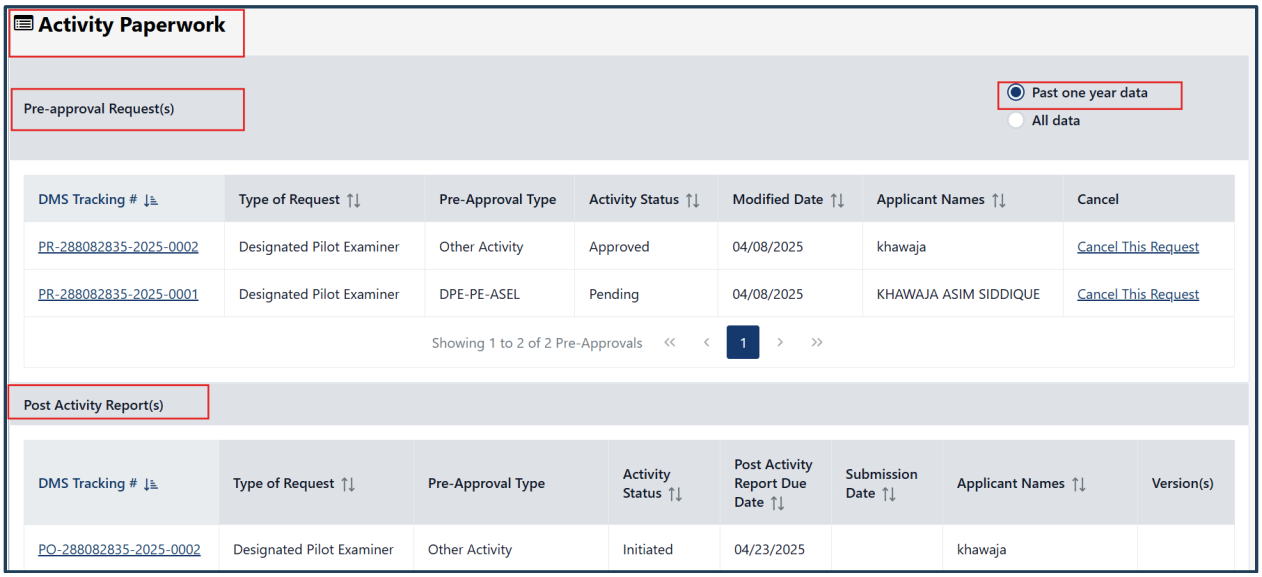
Edit Pre-Approval Request

To edit a Pre-Approval Request:

Step 1. Click on the link under the DMS Tracking # column in the Pre-Approval Request(s) section. The Preapproval can be edited if it in the '**Pending**' status and has not yet been approved by a managing specialist.

Note: Default Report view is for past one year. If you would like to see previous data please select All data.

Figure 78: Edit Pre-Approval Request

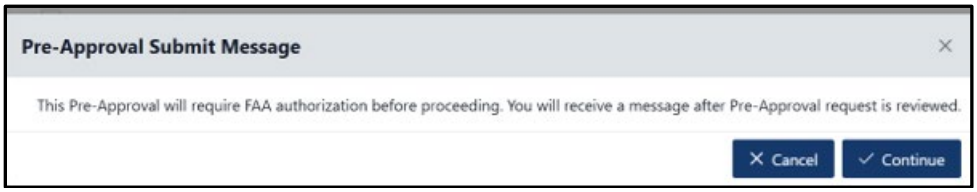


Step 2. The preapproval request page displays.

Step 3. Click the 'Continue' button (or 'Cancel' to cancel edits).

Step 4. Edit any of the required fields in the Pre-Approval Request and click the 'Submit' button. It displays a Pre-Approval Submit Message stating that any changes will require FAA authorization.

Figure 79: Pre-Approval Submit Message



Step 5. Click 'Continue' and a small green message displays stating the request was successfully submitted.

Cancel the Pre-Approval Request

The designee can cancel the Pre-Approval Request regardless of the status. To cancel the request:

Step 1. Click on the 'Action' link from the homepage under the 'My Designations' section.

Step 2. Click on the 'View Pre-Approval/Post-Activity Reports' link under the 'Activity Links' section. The 'Activity Paperwork' page displays.

Step 3. Click on the 'Cancel This Request' link under the 'Cancel' column in the Pre-Approval Request(s) section. Enter the reason for canceling the request.

Figure 80: Cancel Pre-approval Request

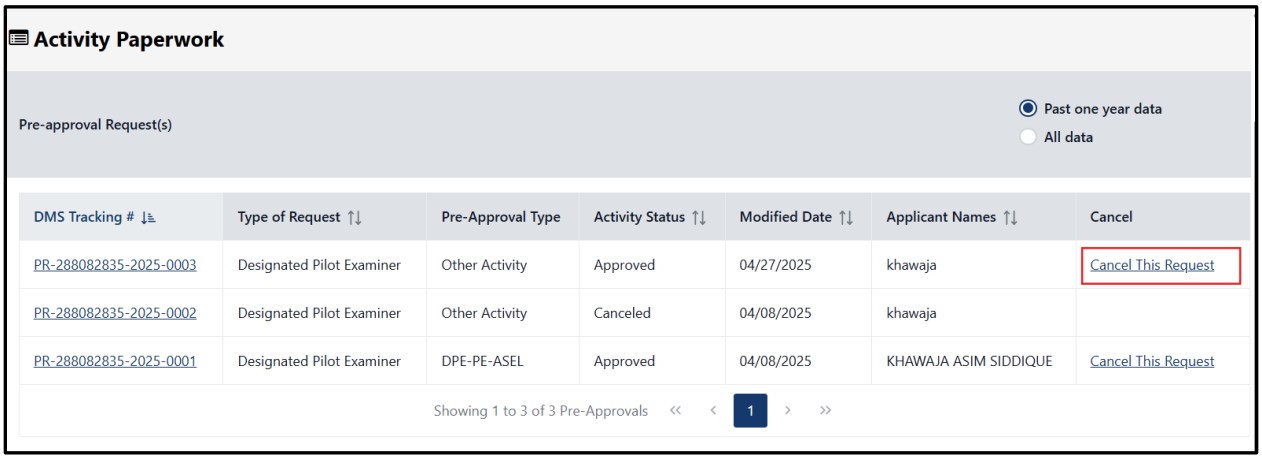
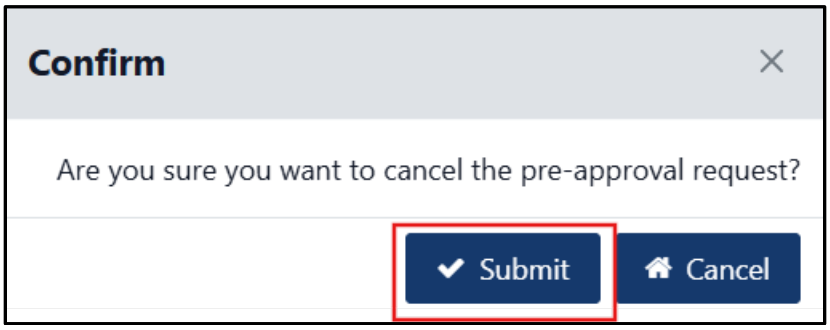


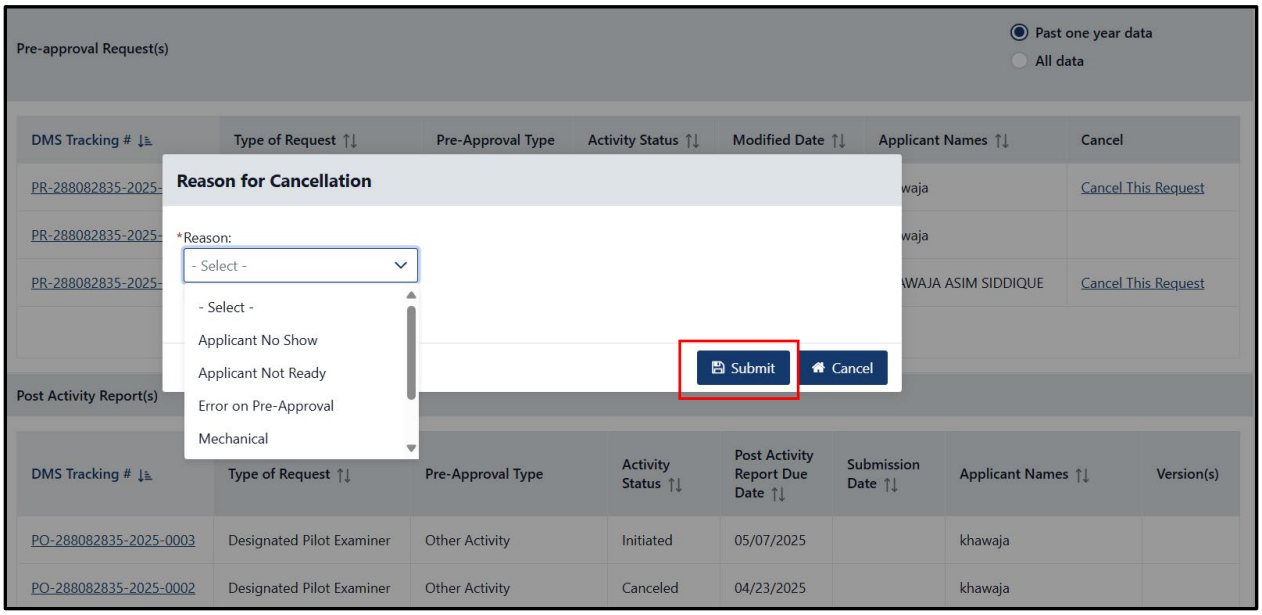
Figure 81: Pre-Approval Request Cancellation Confirmation



The designee clicks the 'Submit' button in the Confirm dialog box.

The Reason for the Cancellation message displays. Select an entry from the dropdown list and click 'Submit'.

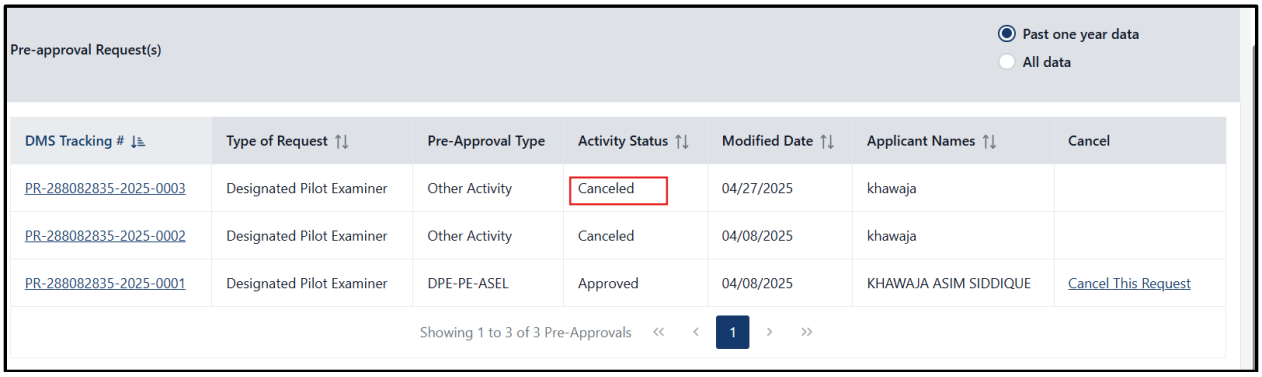
Figure 82: Activity Paperwork – Reason for Cancellation



A green box message displays on the top right of the screen to confirm the cancellation.

Note: A 'Canceled' status is updated in the Activity Status showing that the Pre-Approval Request has been cancelled

Figure 83: Cancelled Preapproval Request Status

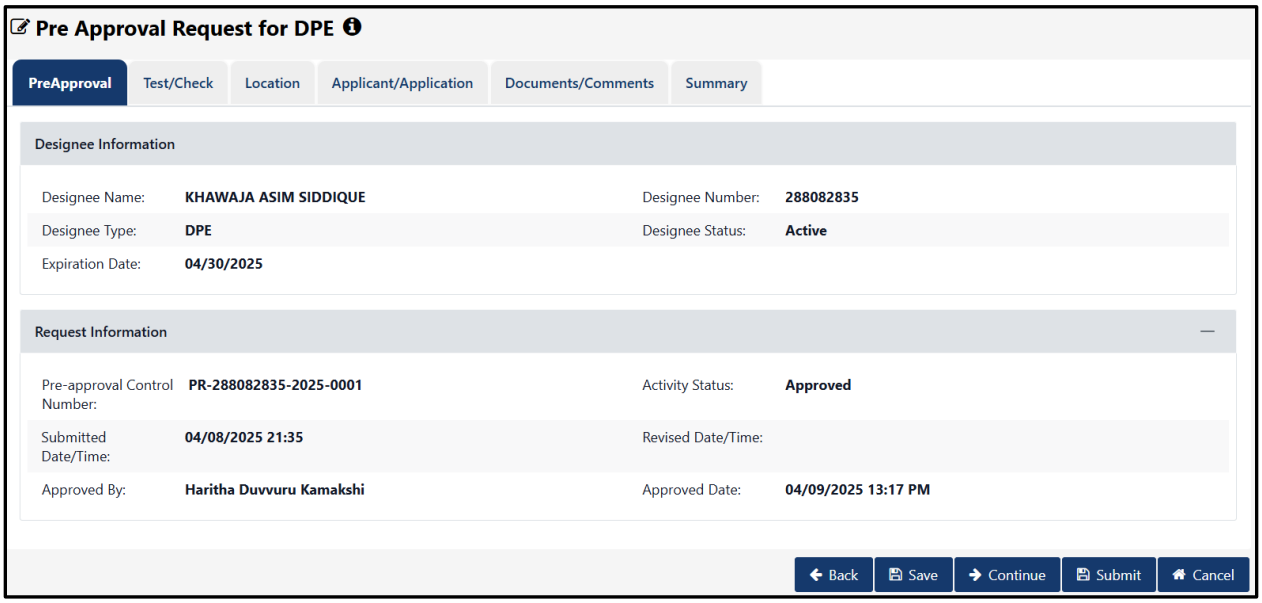


Note: After cancellation, the designee can submit a new Pre-Approval Request if necessary or as applicable.

To view completed pre-approval request, the designee clicks on the DMS tracking number link in the Pre-Approval Request section to view each pre-approval request:

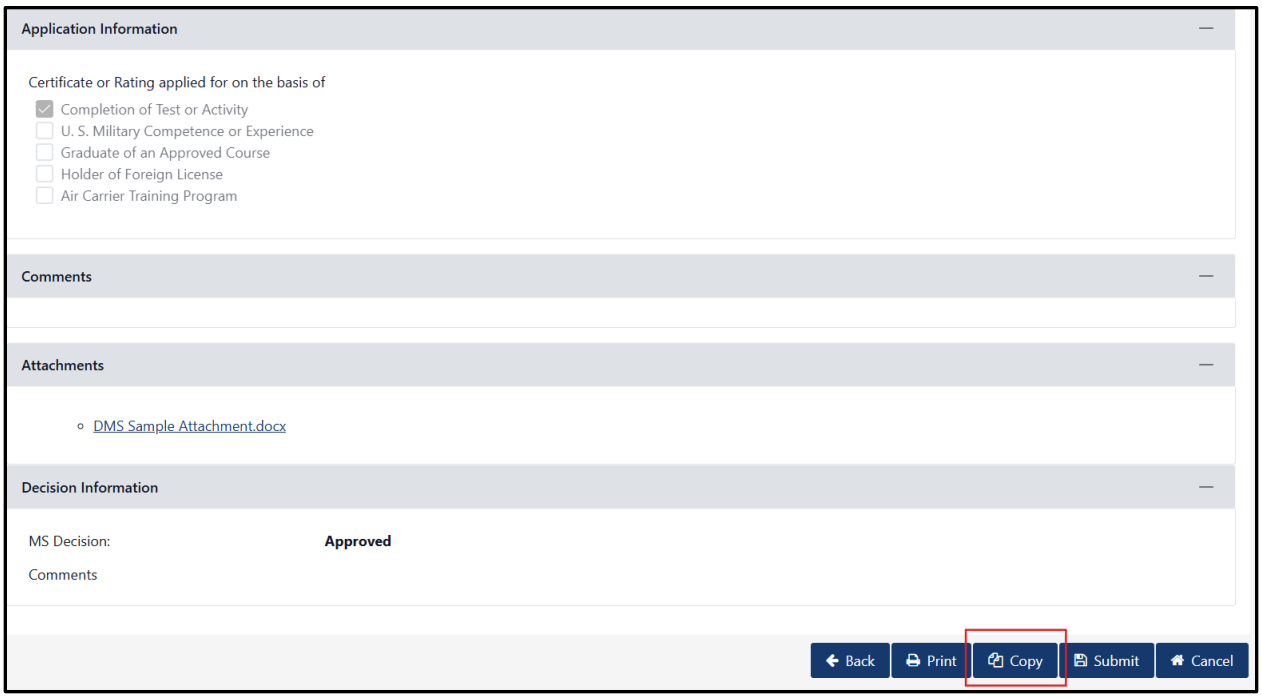
Note: All the tabs below are for the designee's review

Figure 84: View Completed Pre-Approval



Note: The designee can copy an existing pre-approval by going to the **Summary** tab and clicking the 'Copy' button

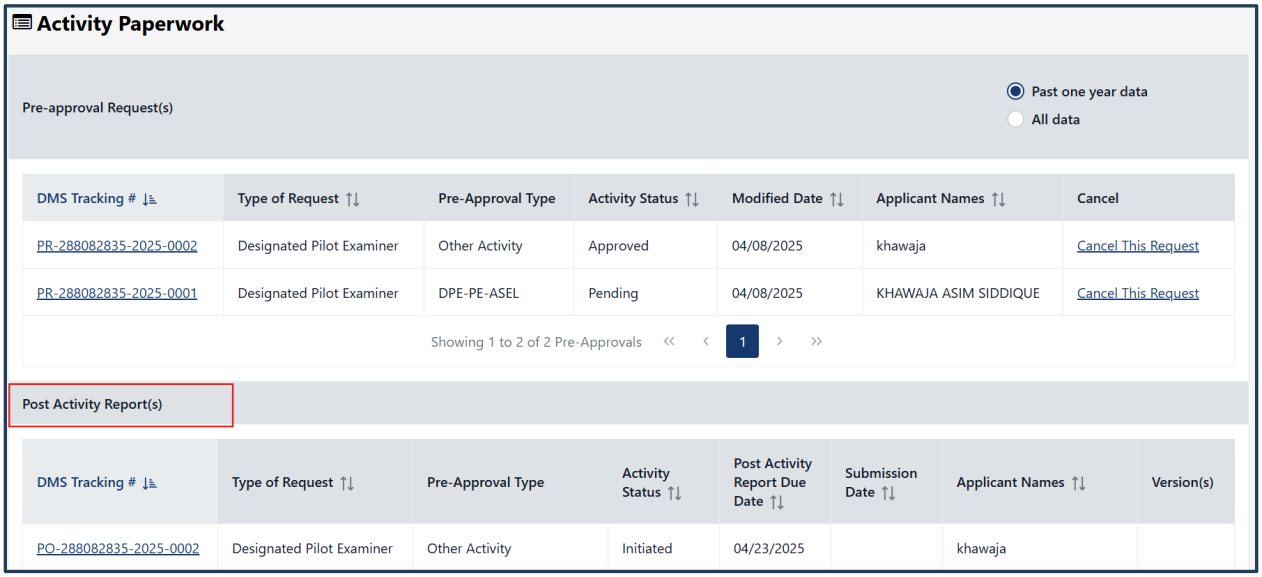
Figure 85: Copy Pre-Approval



Post Activity

The designee clicks the DMS tracking number link in the Post Activity Report(s) section to view post activity reports

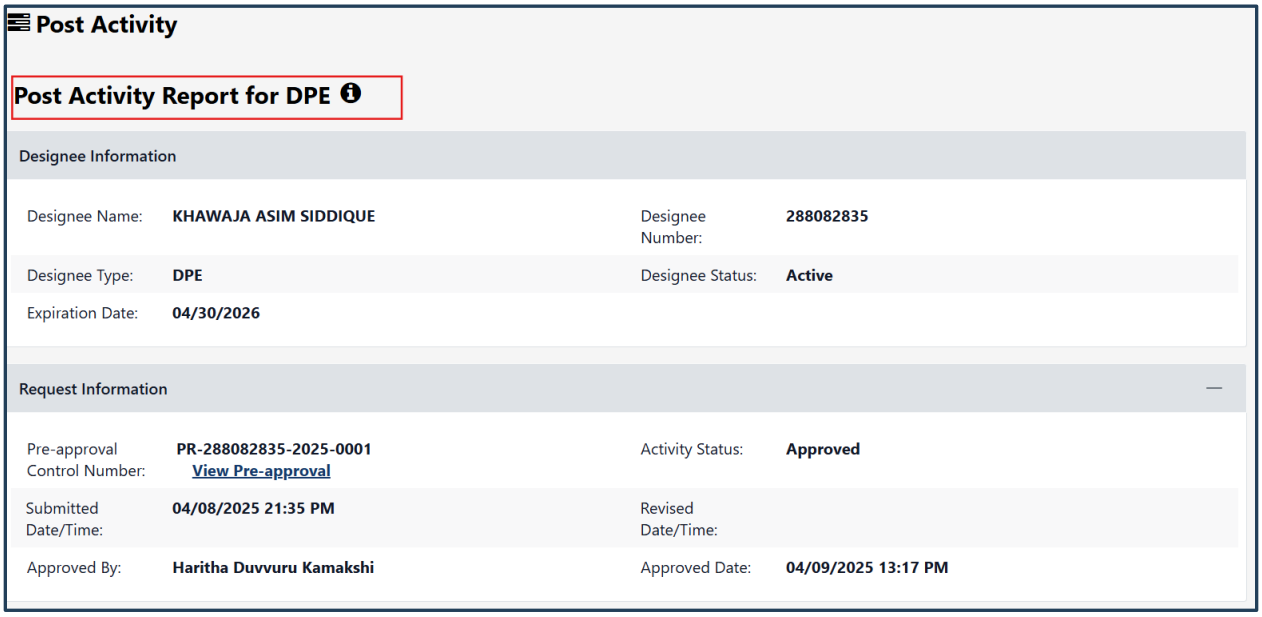
Figure 86: Post Activity Reports



The designee can click on a Post Activity Report with status of 'Initiated' or 'Saved' to enter post activity information.

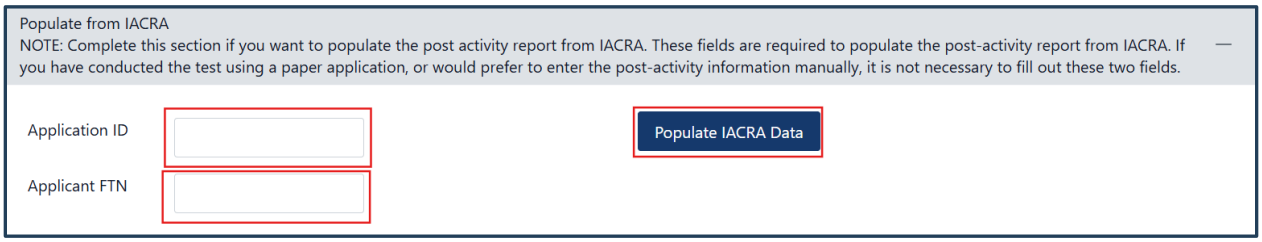
The designee information and request information populate based on the designee profile data and the pre-approval request.

Figure 87: Post Activity Report – Request Information



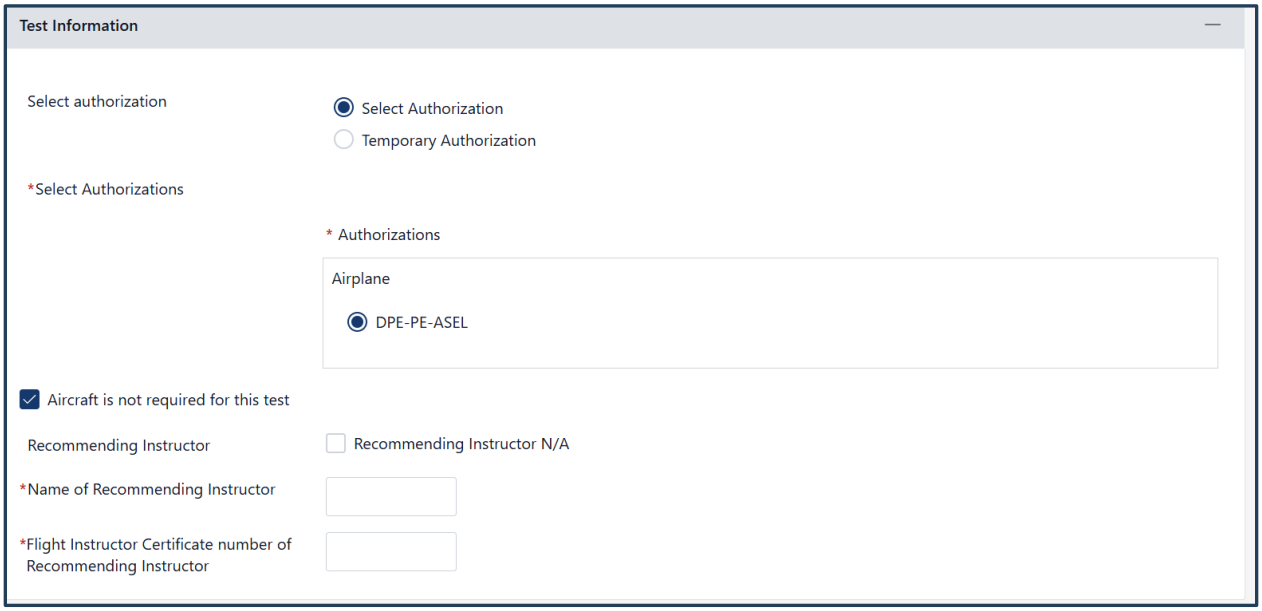
The designee can enter the applicant FTN number and application ID number from IACRA and click the 'Populate IACRA Data' button to auto-populate the post activity report. This is optional; the designee may also enter the information manually.

Figure 88: Pre-Populate with IACRA Data



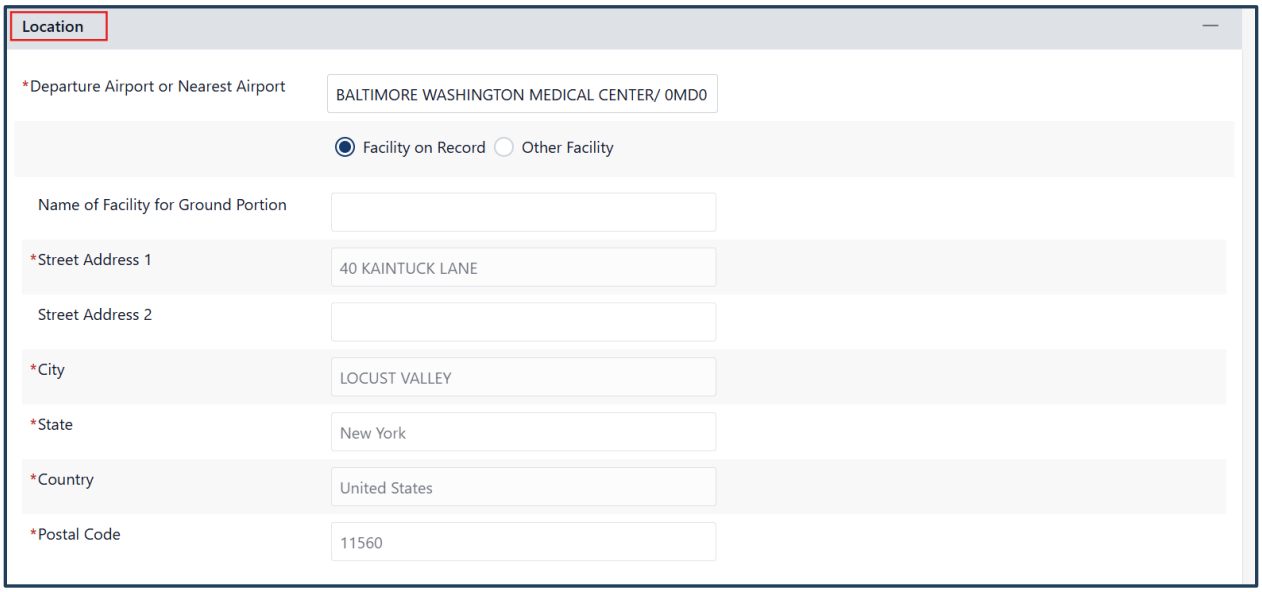
Note: The post activity fields will still be editable after populating from IACRA.

Figure 89: Test Information



Note: All data will pre-populate from the Pre-Approval Request if it was entered. All information is editable, and the designee should change any fields required to document what happened on the test or check.

Figure 90: Post Acivity (Continued)



Enter the post activity data.

Figure 91: Enter Post Activity Information

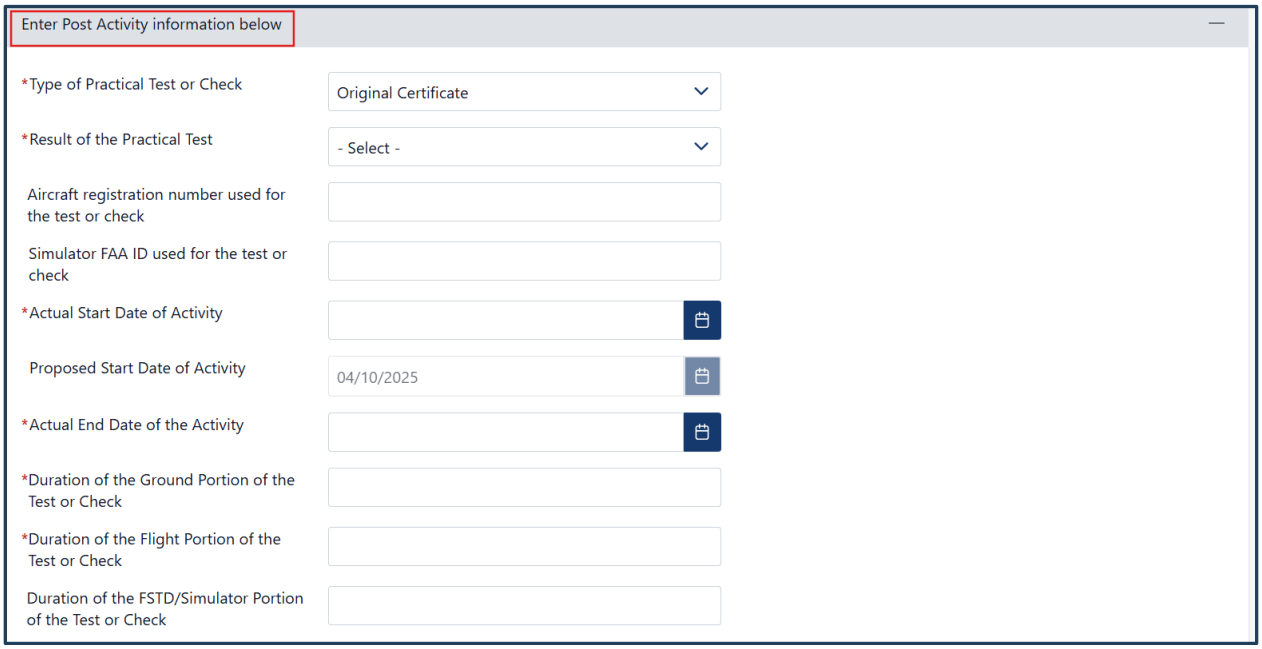
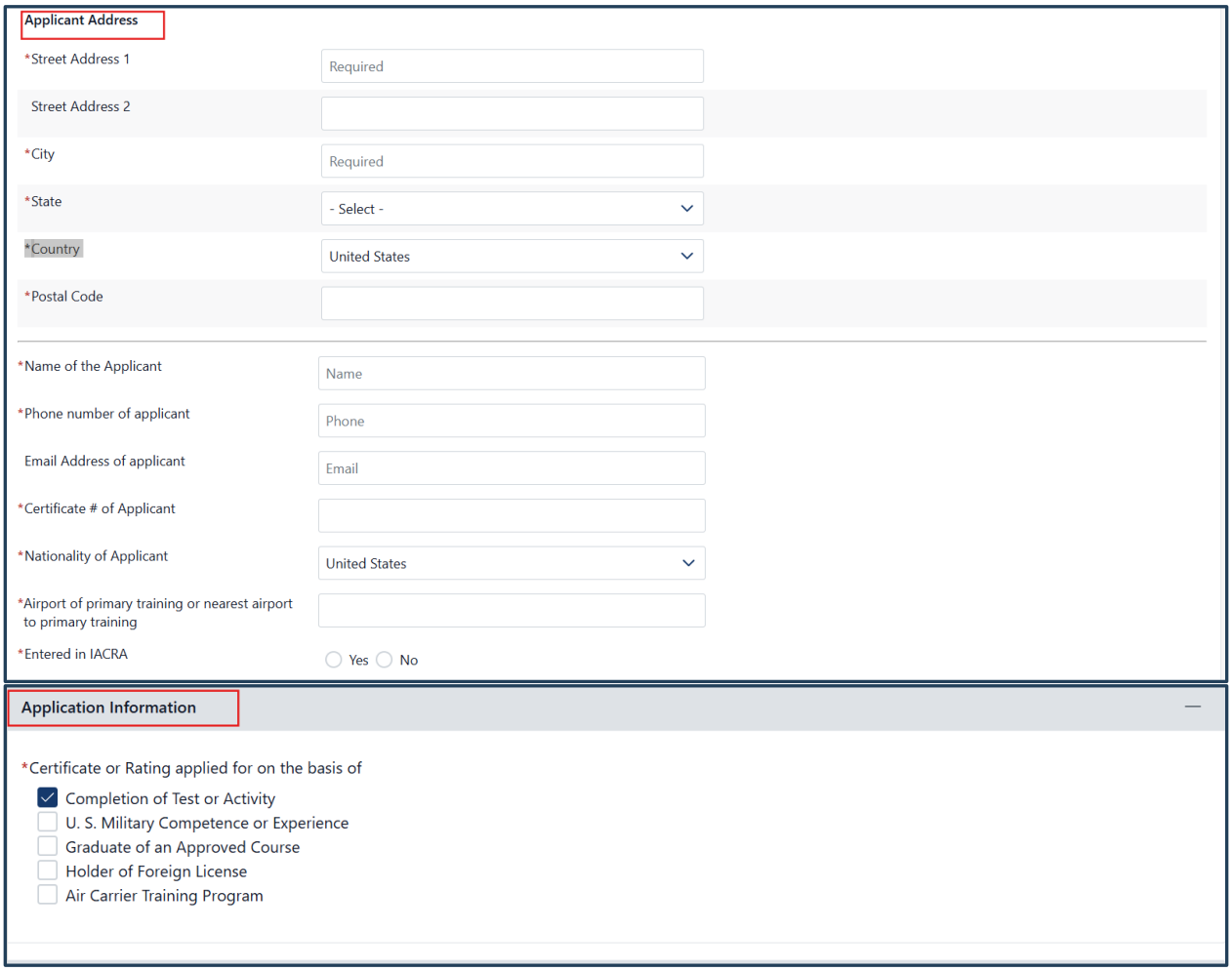
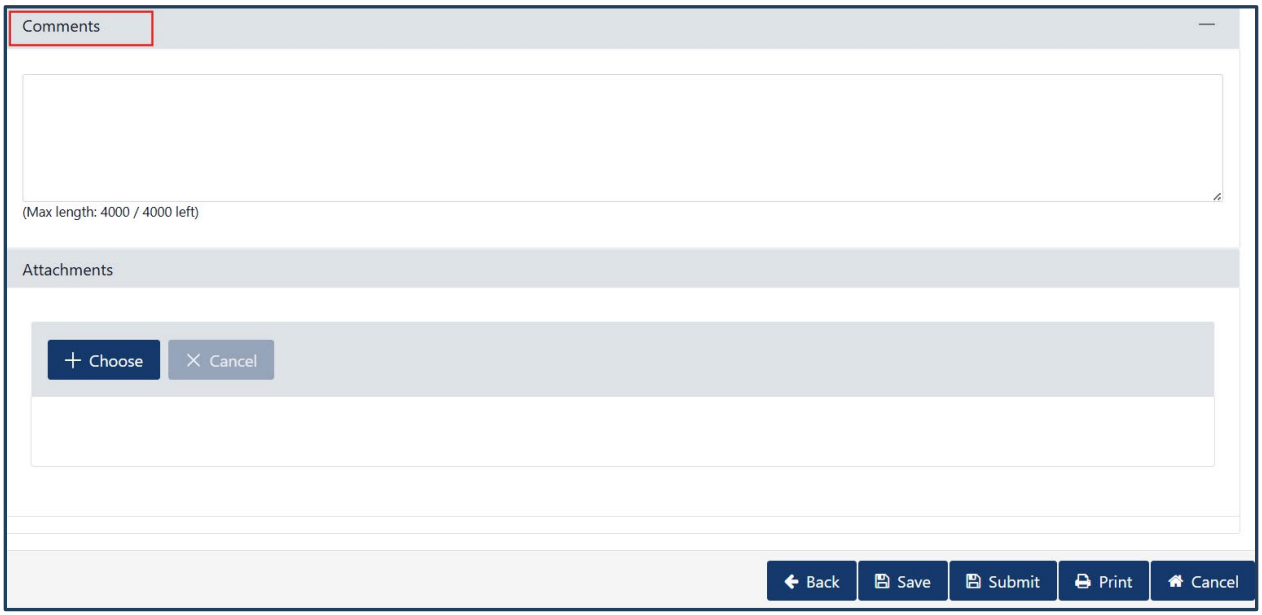


Figure 92: Post Activity Applicant Information



Enter any comments and attachments that should be part of the Post Activity Report; then click 'Submit'. This information is optional.

Figure 93: Comments and Attachments



4.4 Training Record

The designee clicks the 'Training Record' link within the Activity Links section. The designee is able to view (read-only) the training information input by the MS. The MS updates the designee's training record and the future training dates.

Figure 94: DPE Training Record Business Process Diagram

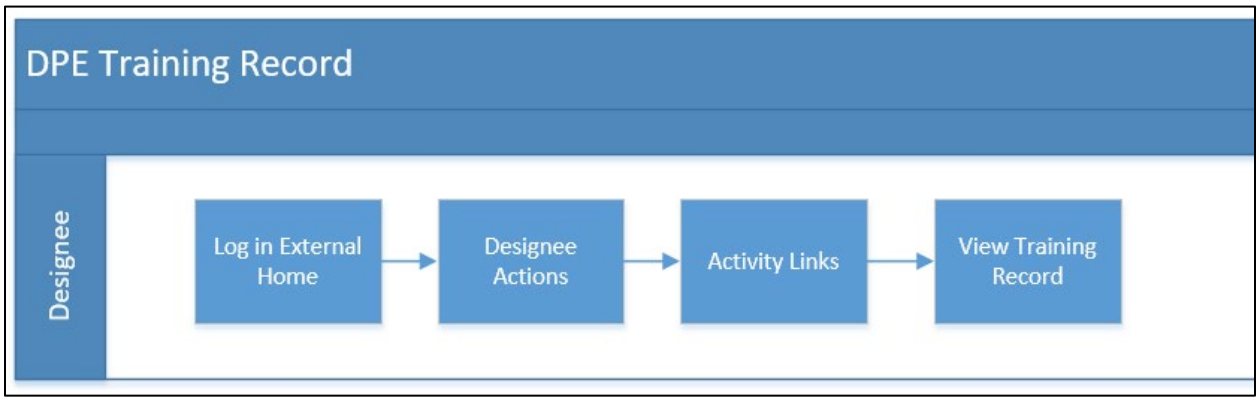


Figure 95: View Training Record Activity Link

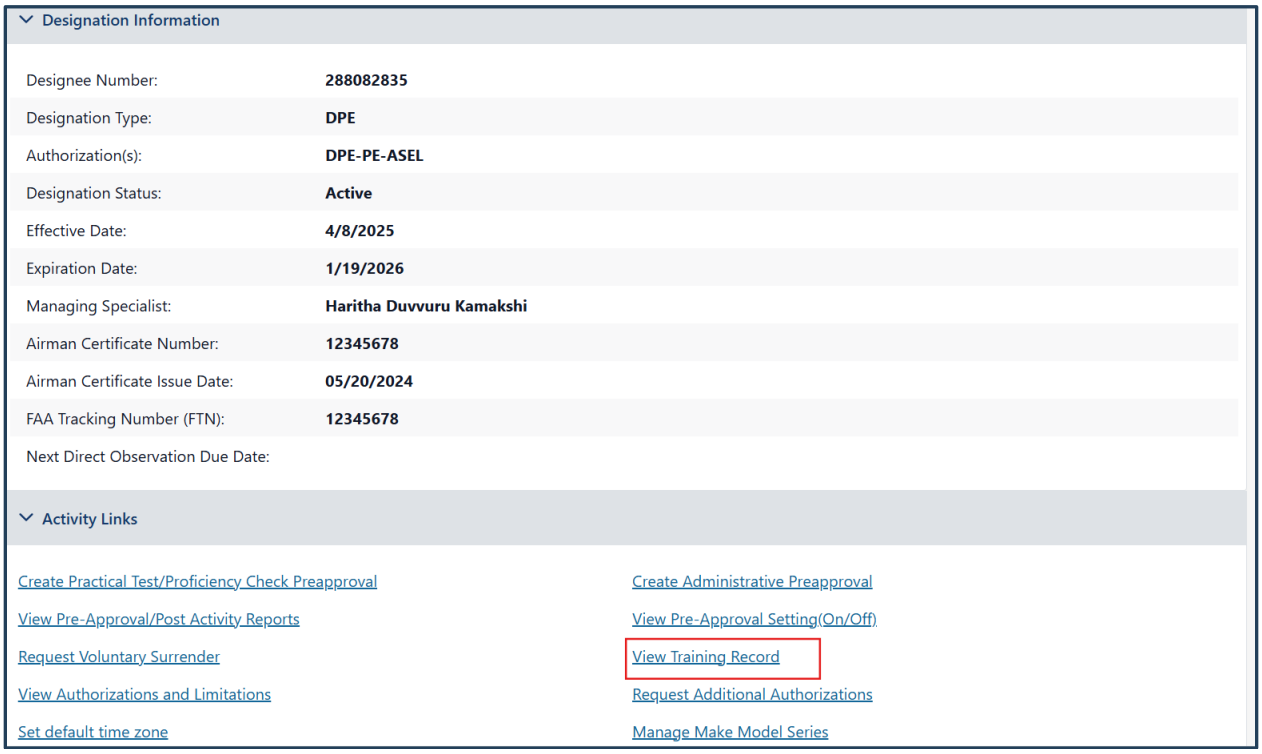
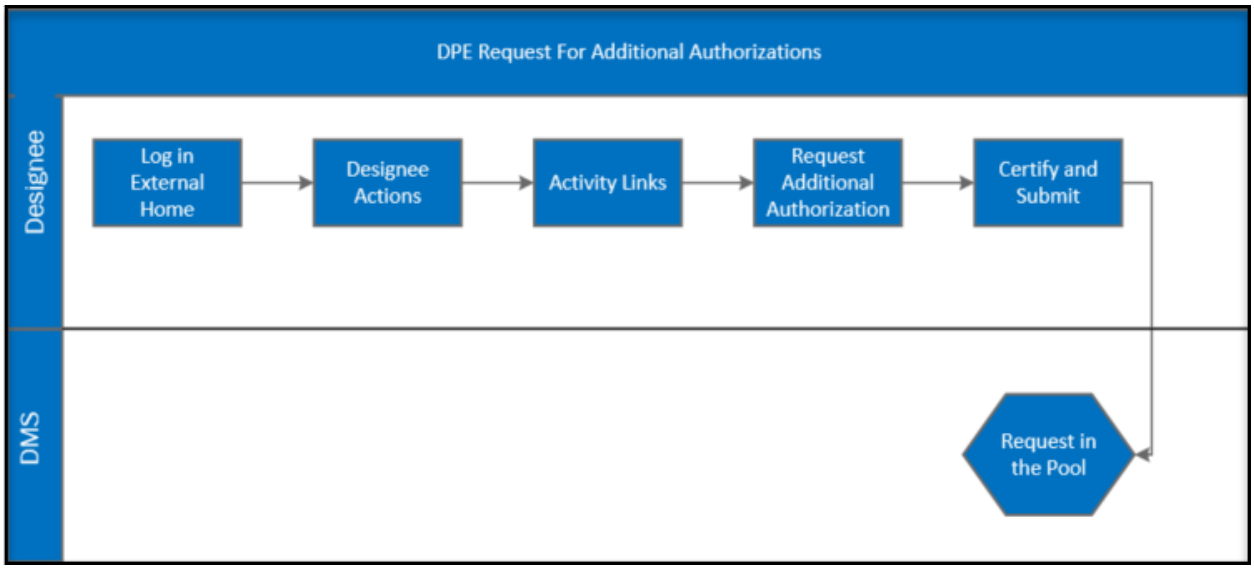


Figure 96: Training Record

4.5 Request Additional Authorizations

The designee can request additional authorization to expand their authority.

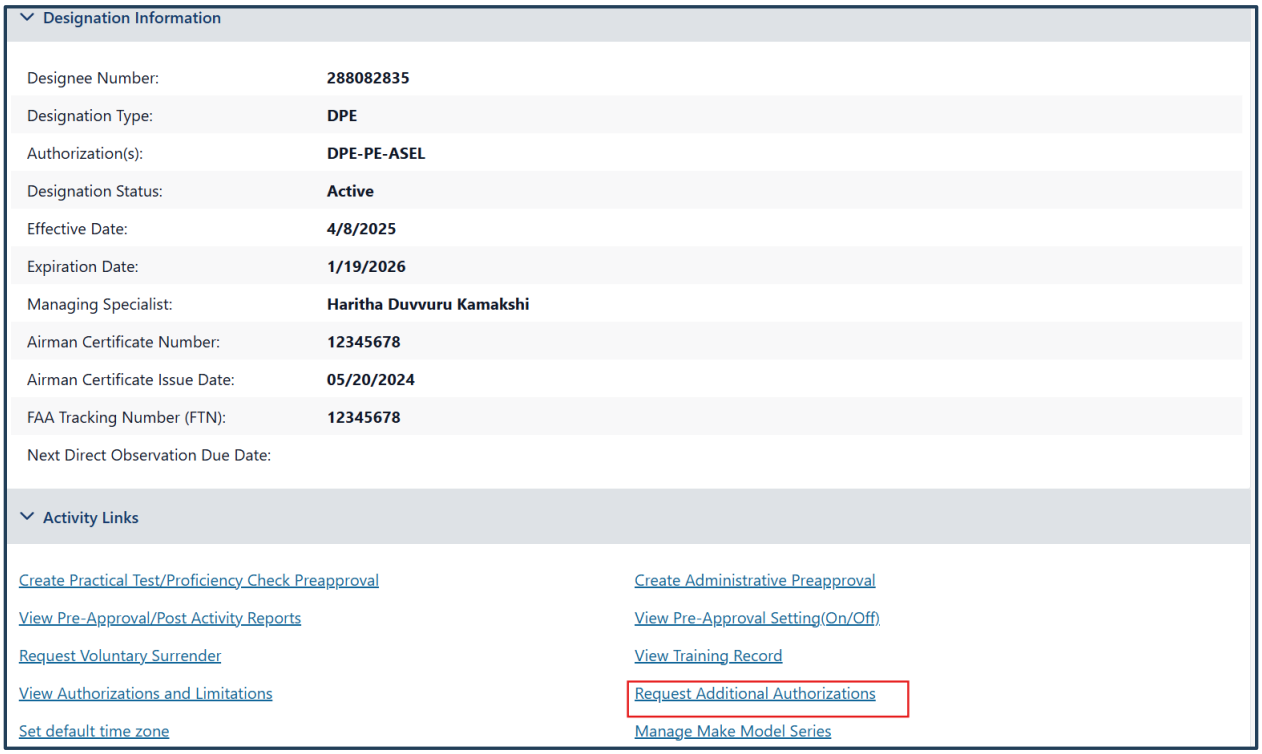
Figure 97: DPE Request for Additional Authorizations Business Process Diagram



Step 1. Click on the 'Action' link from the homepage under the 'My Designations' section

Step 2. Click on the 'Request Additional Authorizations' link under the 'Activity Links' section.

Figure 98: Request Additional Authorizations Activity Link



Step 3. A new screen labeled 'Expand Authorization Request for DPE' is displayed. This shows the existing Function Codes (based on CLOA)

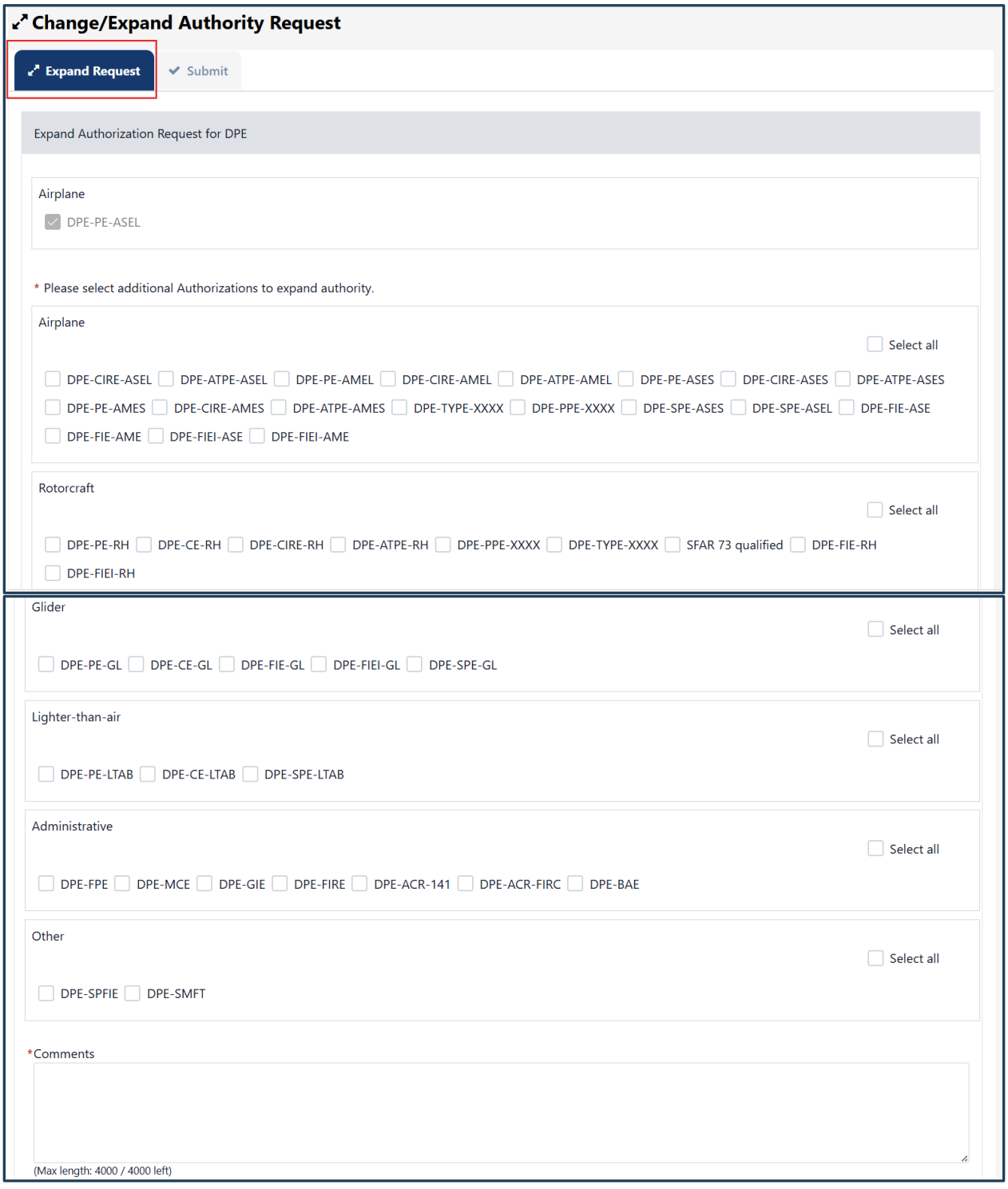
Step 4. Select the additional authorizations by checking the function code boxes.

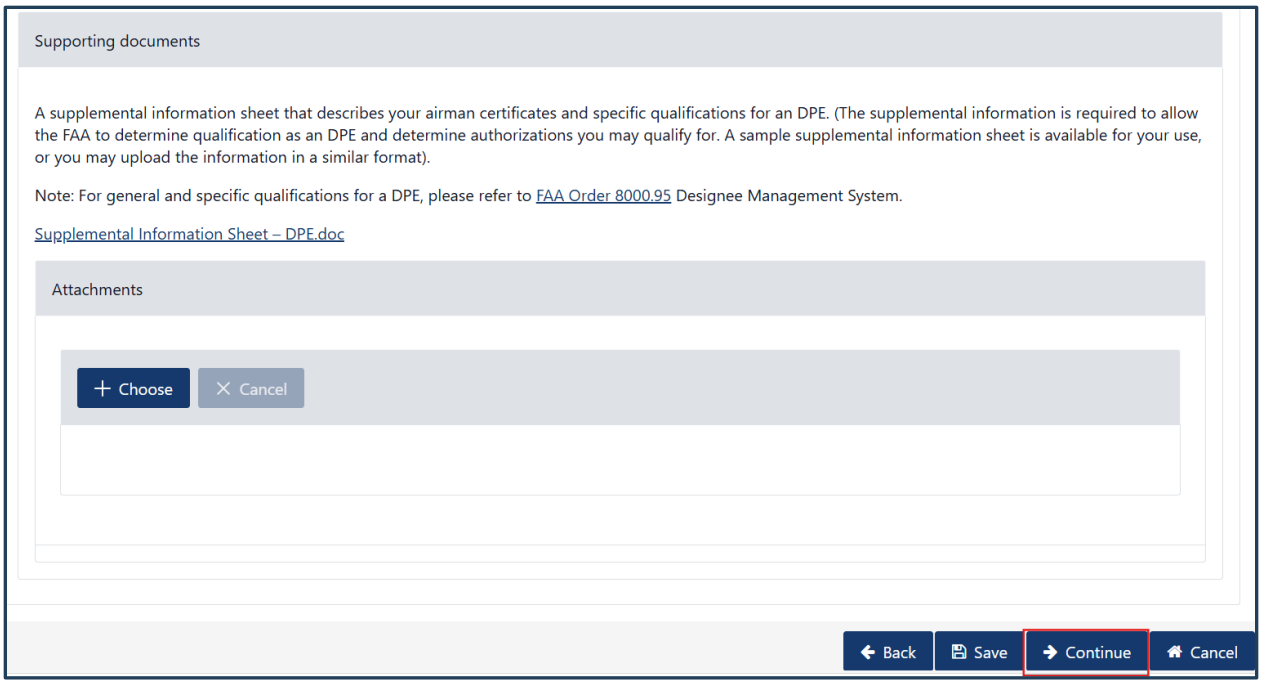
Step 5. In the 'Comments' section, enter why the designee is requesting additional authorizations (max. 4000 characters).

Step 6. In the Supporting Documents section:

- Click on the 'Supplemental Information Sheet- DPE.doc' to download and save.
- Fill-in the form and click 'Save.'
- Click on the '+Choose' button to select and open the saved 'Supplemental Information Sheet,' which shows as 'Pending files to upload.'
- Click on the 'Upload' button to attach the files.
- The attached file is displayed under 'Uploaded Files.'
- Click on the 'Continue' button.

Figure 99: Request Additional Authorizations – Expand Request Tab



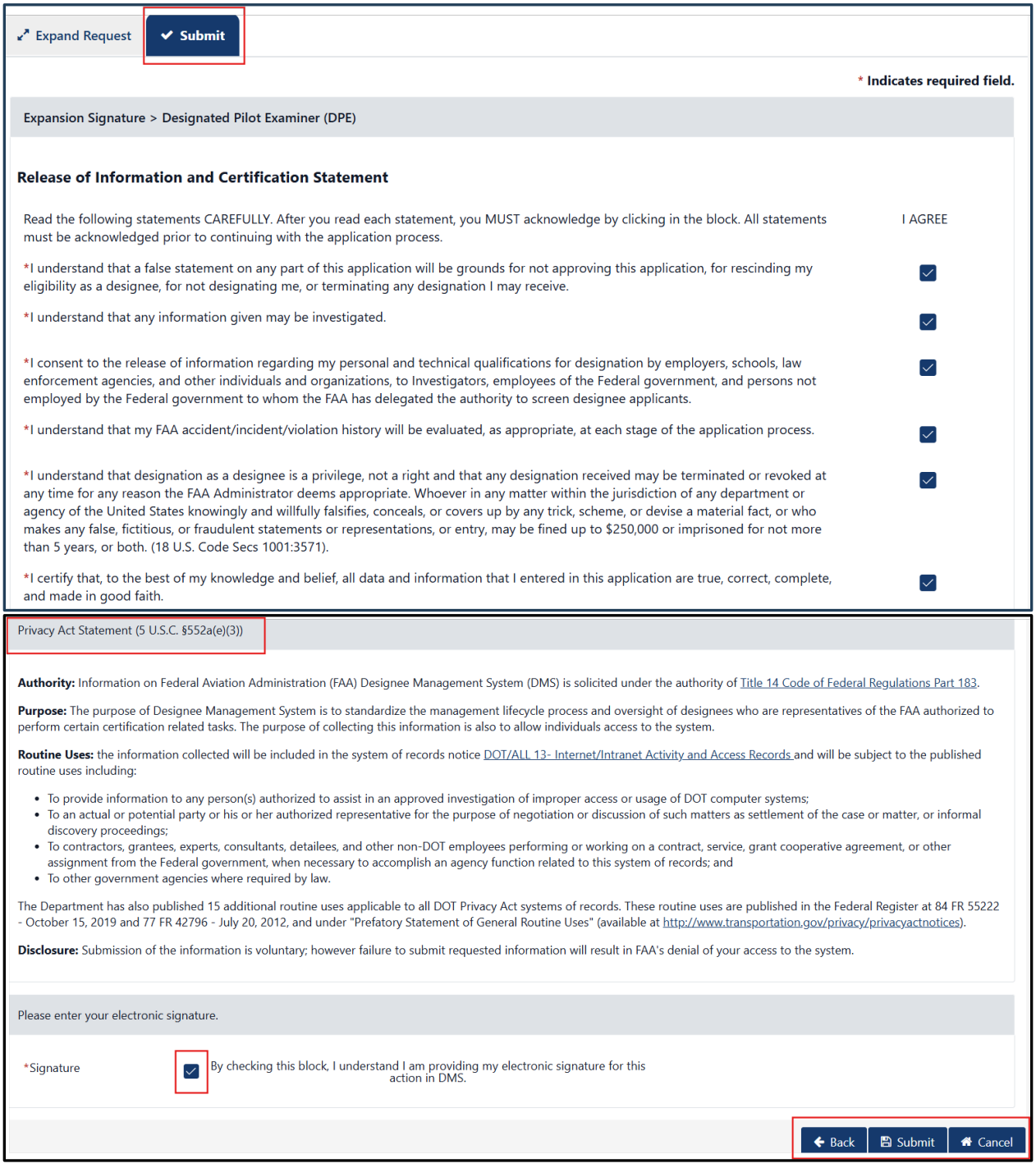


Upon clicking the 'Continue' button the Release of Information and Certification Statement page displays

Step 7. Click on all of the checkboxes under 'I agree' after reviewing the information.

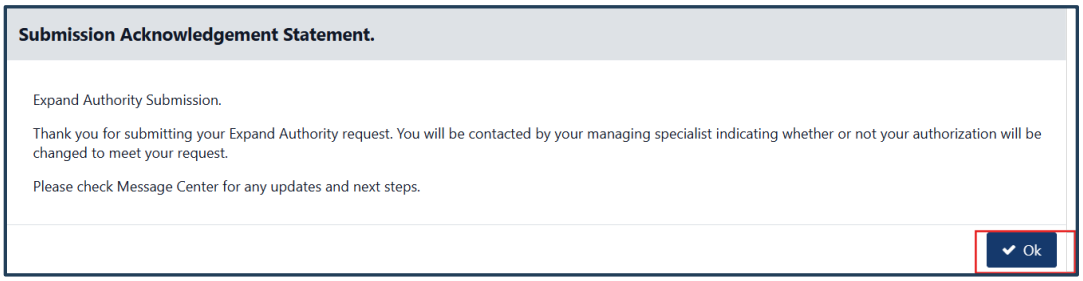
Step 8. Check the signature box as part of electronic signature and click the 'Submit' button.

Figure 100: Request Additional Authorizations – Submit Tab



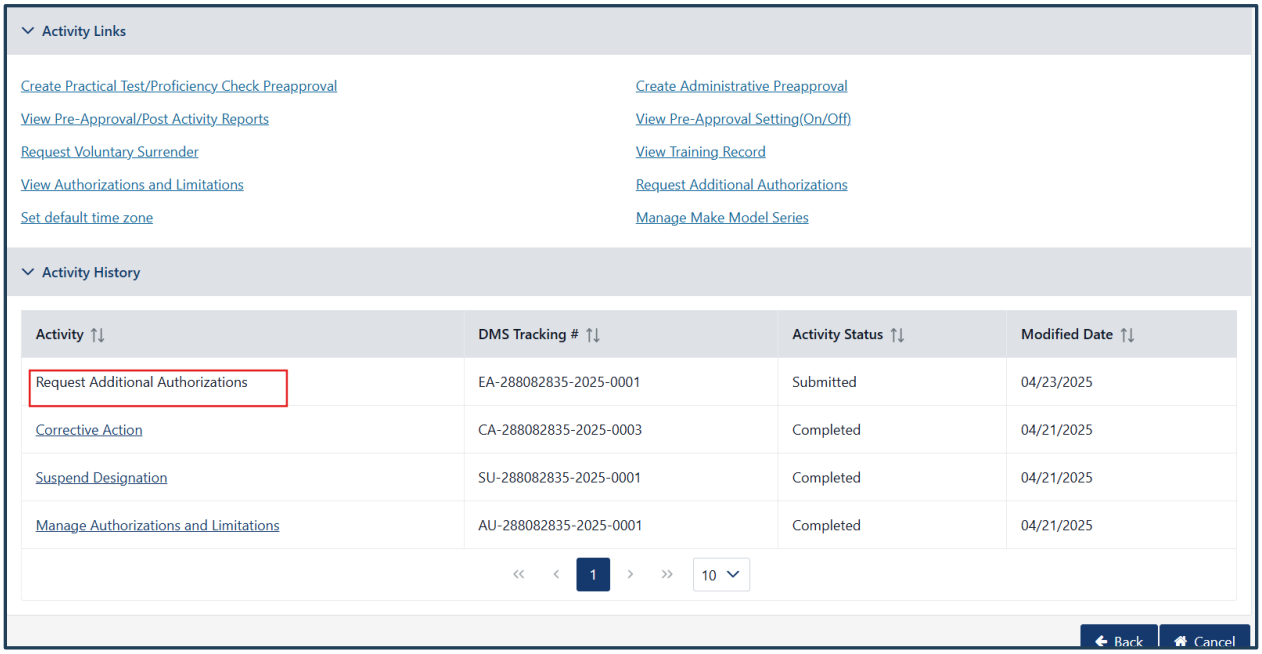
Note: After the designee submits the authorization request the 'Submission Acknowledge Statement' message displays. The designee clicks the 'Ok' button to return to the Activity Links page.

Figure 101: Submission Acknowledge Statement



The Activity History section displays the submitted request.

Figure 102: Activity History

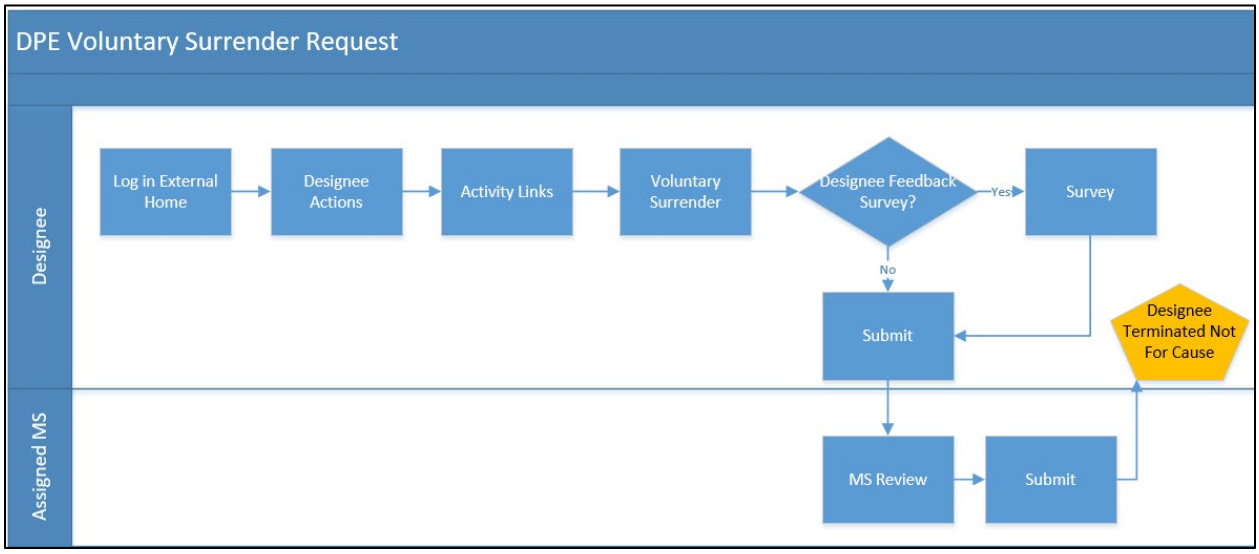


Note: The designee is not able to initiate another additional authorization request until the first one is completed. The system displays a pop-up window to notify the designee about the limitation.

1.6 Request Voluntary Surrender

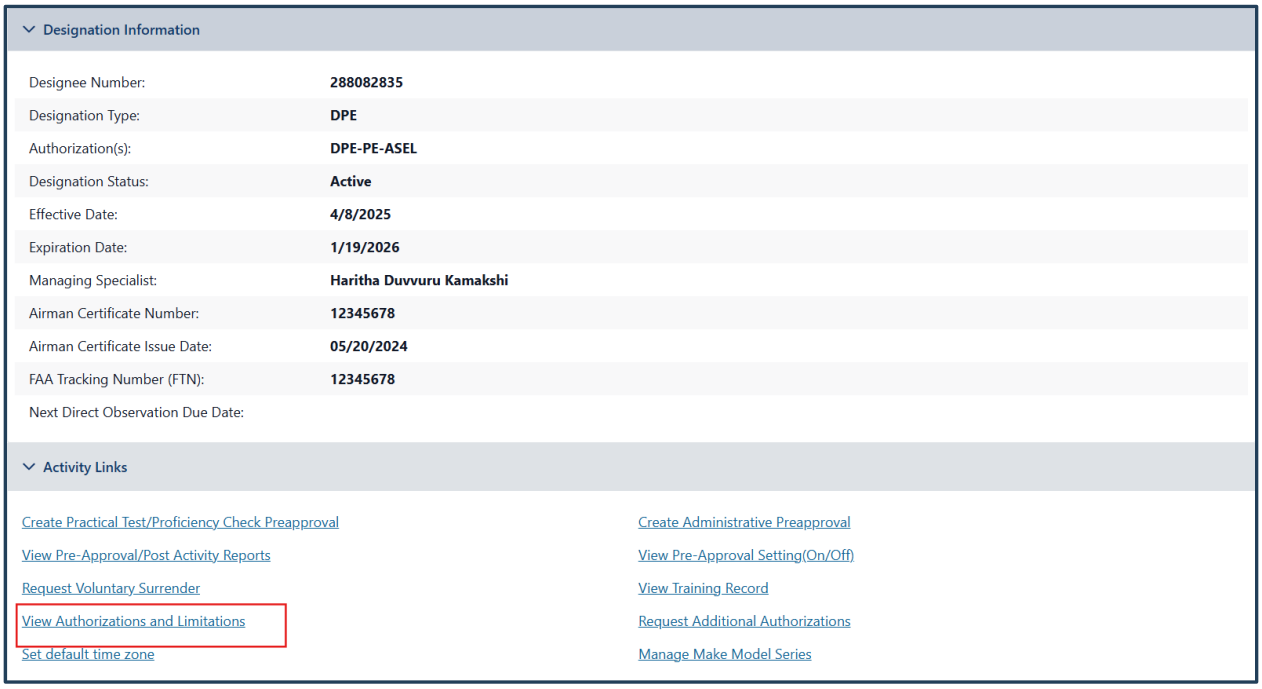
A designee can voluntarily surrender a designation if they no longer wish to be a designee. A notification with the surrender reason will be sent to the MS if a designee surrenders a designation.

Figure 103: DPE Voluntary Surrender Request Business Process Diagram



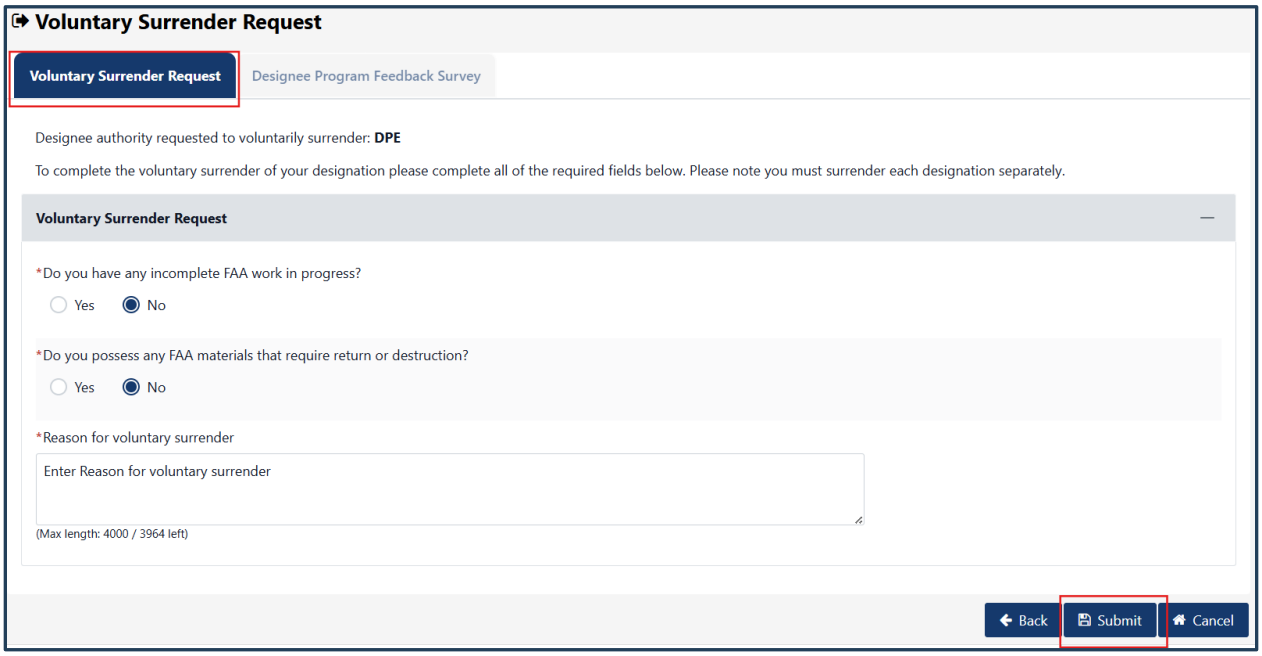
Note: Click on the 'Voluntary Surrender Request' link from the 'Activity Links' section.

Figure 104:Request Voluntary Surrender Activity Link



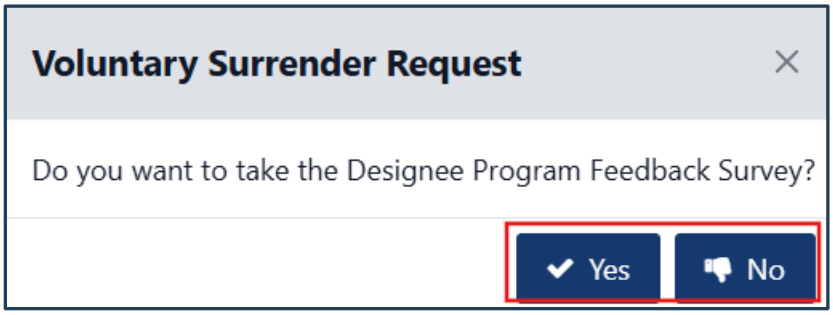
Step 1. The Voluntary Surrender Request page is displayed; the designee should fill-in the required relevant fields

Figure 105: Voluntary Surrender Request



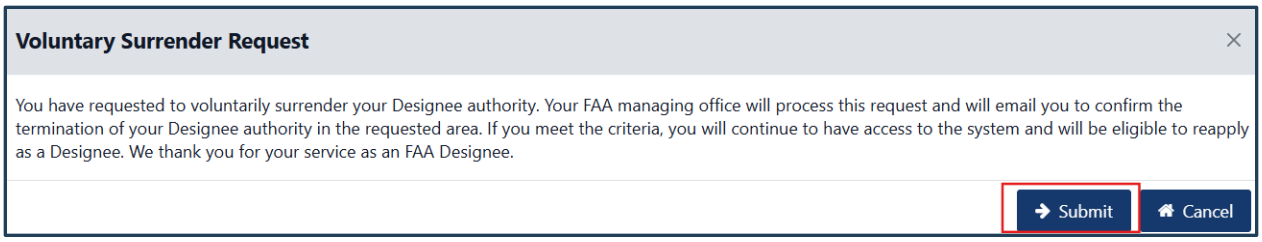
Step 2. Upon selecting 'Yes' to the stated questions, more questions will appear. Fill-in the information and click the 'Submit' button. A feedback survey message appears (Figure 108).

Figure 106: Voluntary Surrender Request – Feedback Survey



Step 3. The survey is optional. If the designee clicks 'No,' the system will complete the surrender request process (Figure 110).

Figure 107: Voluntary Surrender Request Confirm Message



Step 4. Click 'Submit' to return to the homepage.

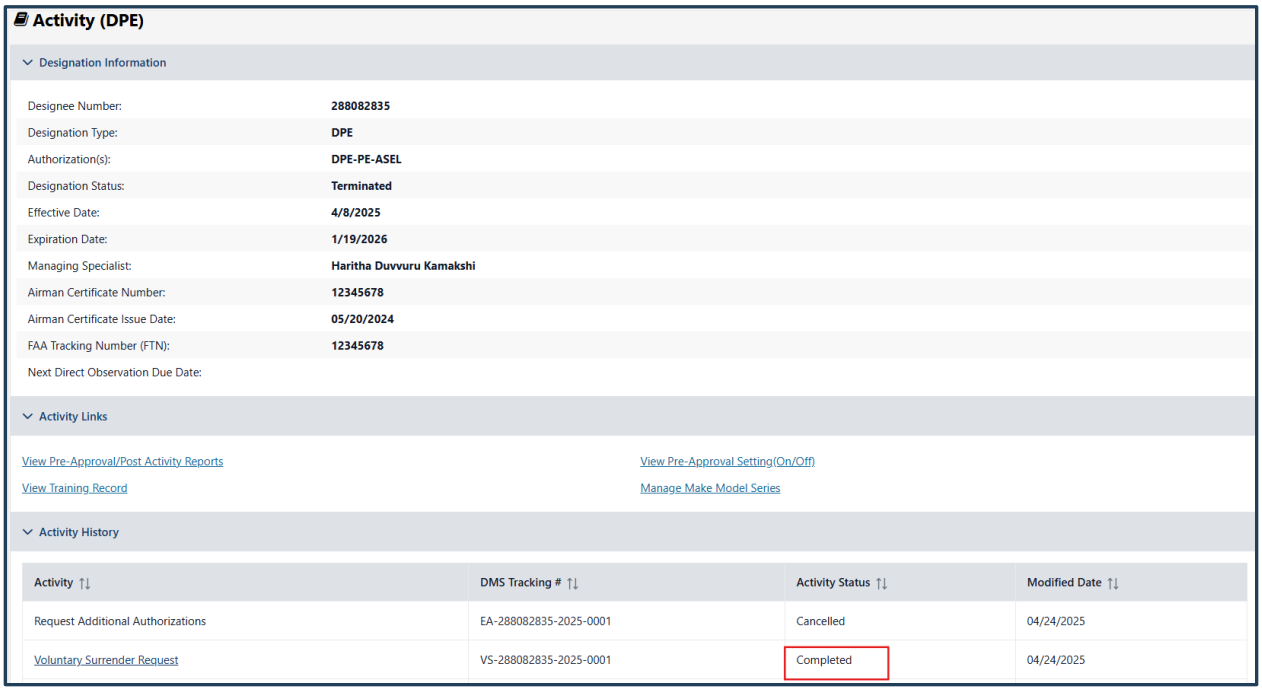
Note: The designation status changes from 'Active' to 'Terminated' after the request is approved.

Figure 108: Terminated Designated Status

Note: After the designee initiates the request and the MS approves the request, the designee has an option to reinstate their designation and return to the FAA at any time within a year. After a year has passed, the designee must reapply to be a designee.

When the designee's request for Voluntary Surrender is approved by the MS, the status in the Activity History section changes from 'Submitted' to 'complete'

Figure 109: Activity History Status



Authorizations and Limitations

The designee clicks the 'Authorizations and Limitations' link within the Activity Links section to view a list of all DPE authorizations and the limitations.

Figure 110: DPE View Authorizations and Limitations Business Process Diagram

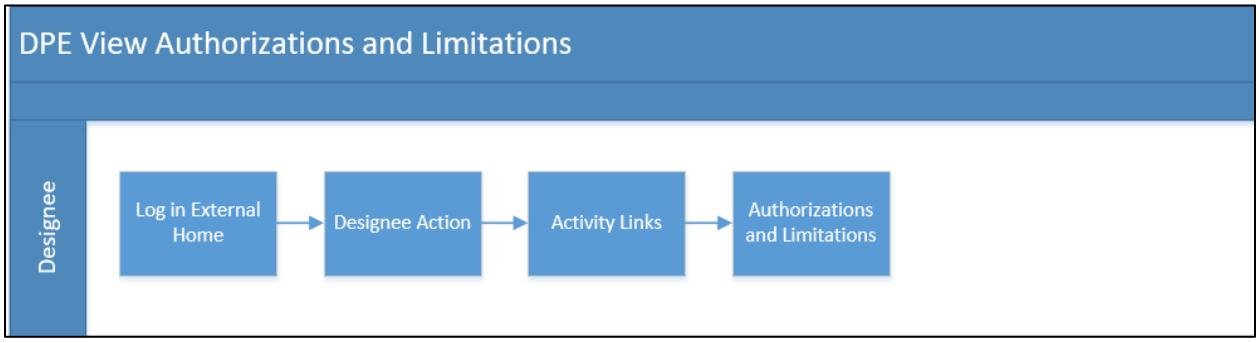
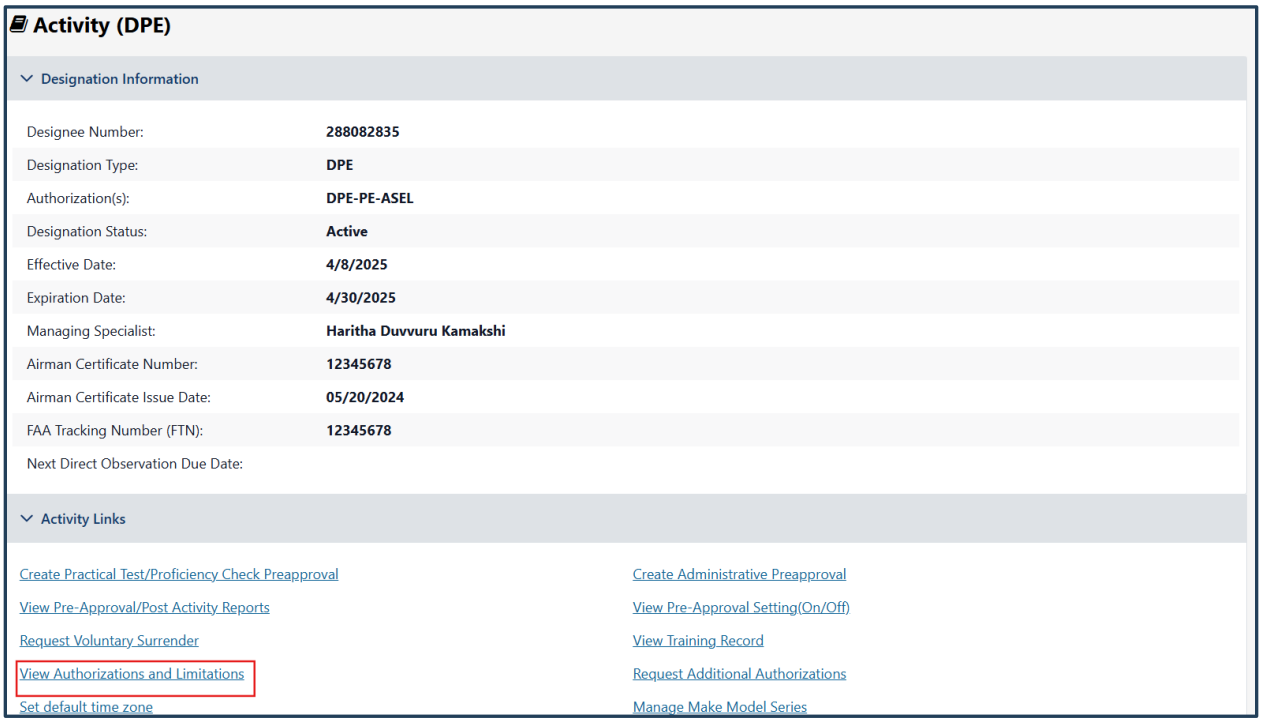


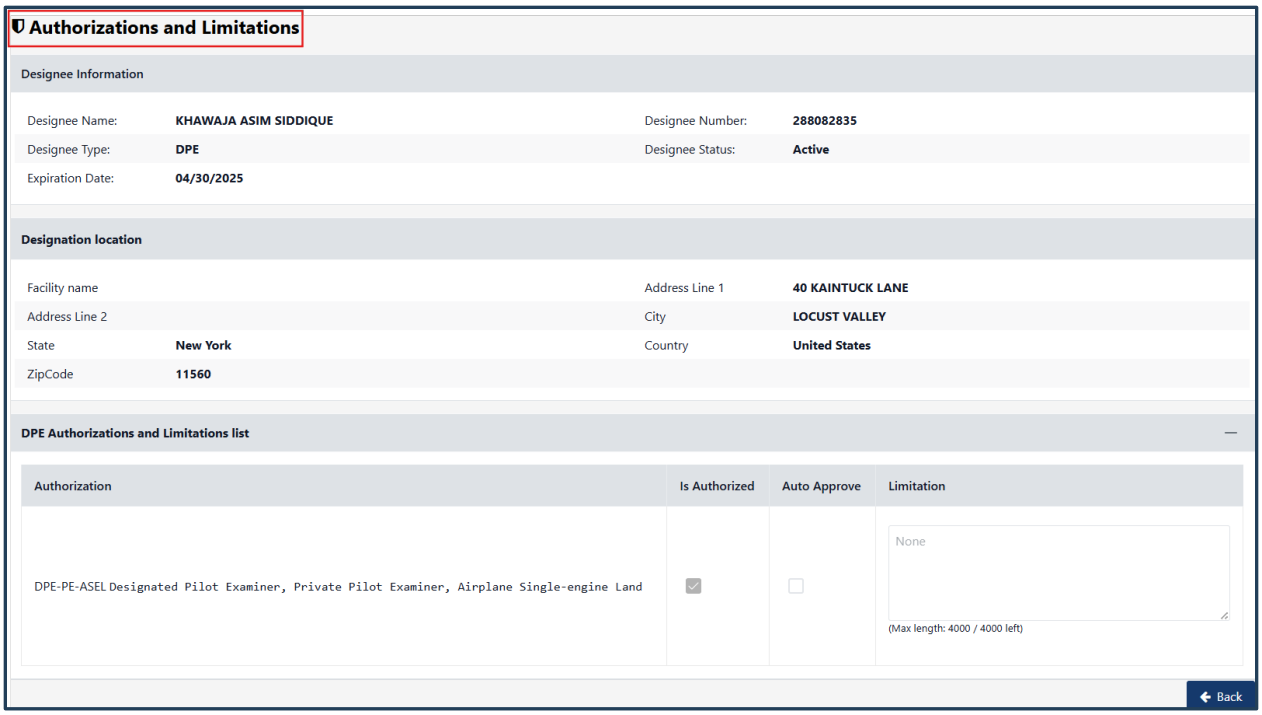
Figure 111: View Authorizations and Limitations Activity Link



Note: To view all DPE authorizations and limitations, click on the 'Authorizations and Limitations' link.

This is a read-only screen for the designee to view the authorizations currently approved and the auto-approval status for pre-approvals.

Figure 112: Authorizations and Limitations

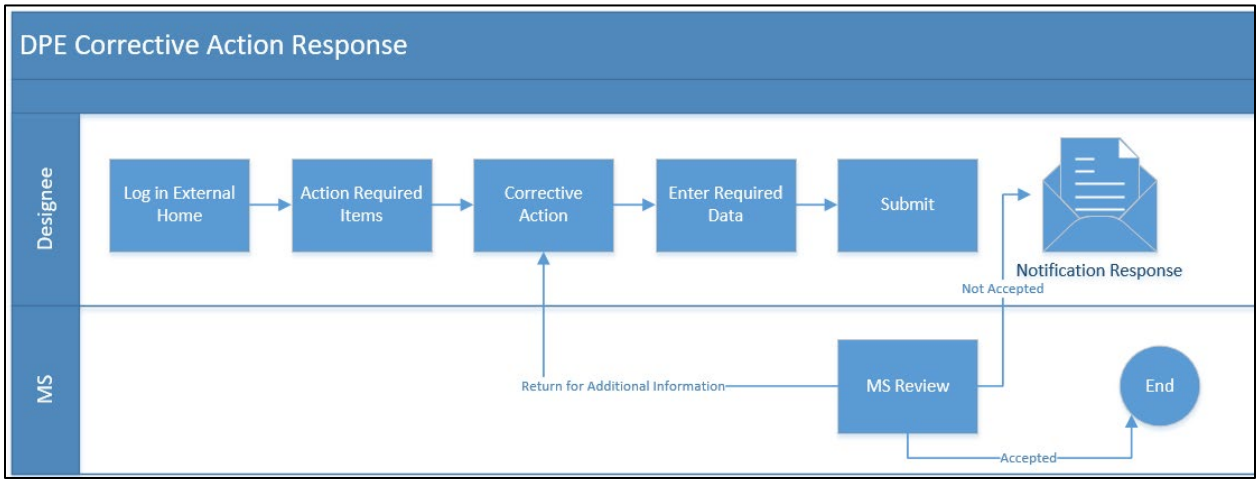


Action Required Items

Corrective Action Response

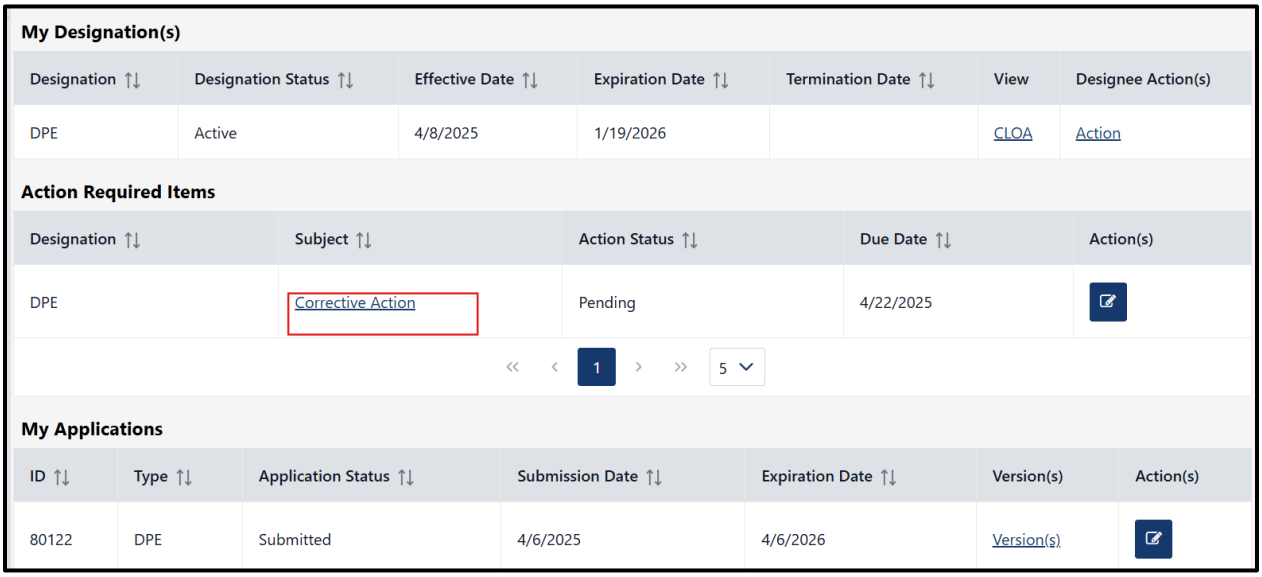
The MS can assign the designee a Corrective Action in DMS. The designee will receive the Corrective Action in the Action Required Items section.

Figure 113: DPE Corrective Action Response Business Process Diagram



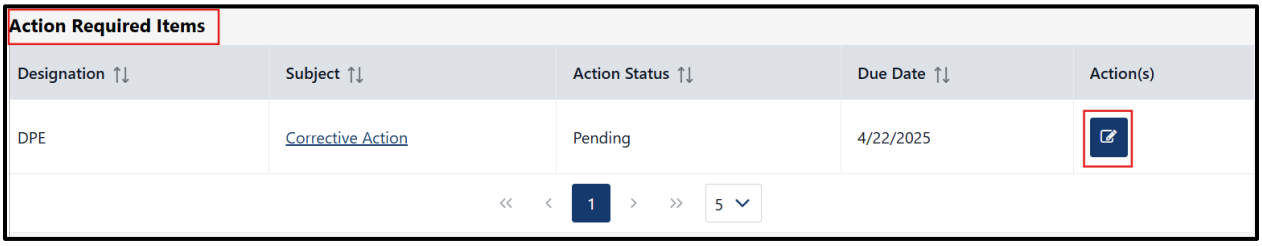
Note: The MS can assign the designee a Corrective Action in DMS. The designee will receive the corrective Action in the 'Action Require Items' section (Figure 116)

Figure 114: Corrective Action Response



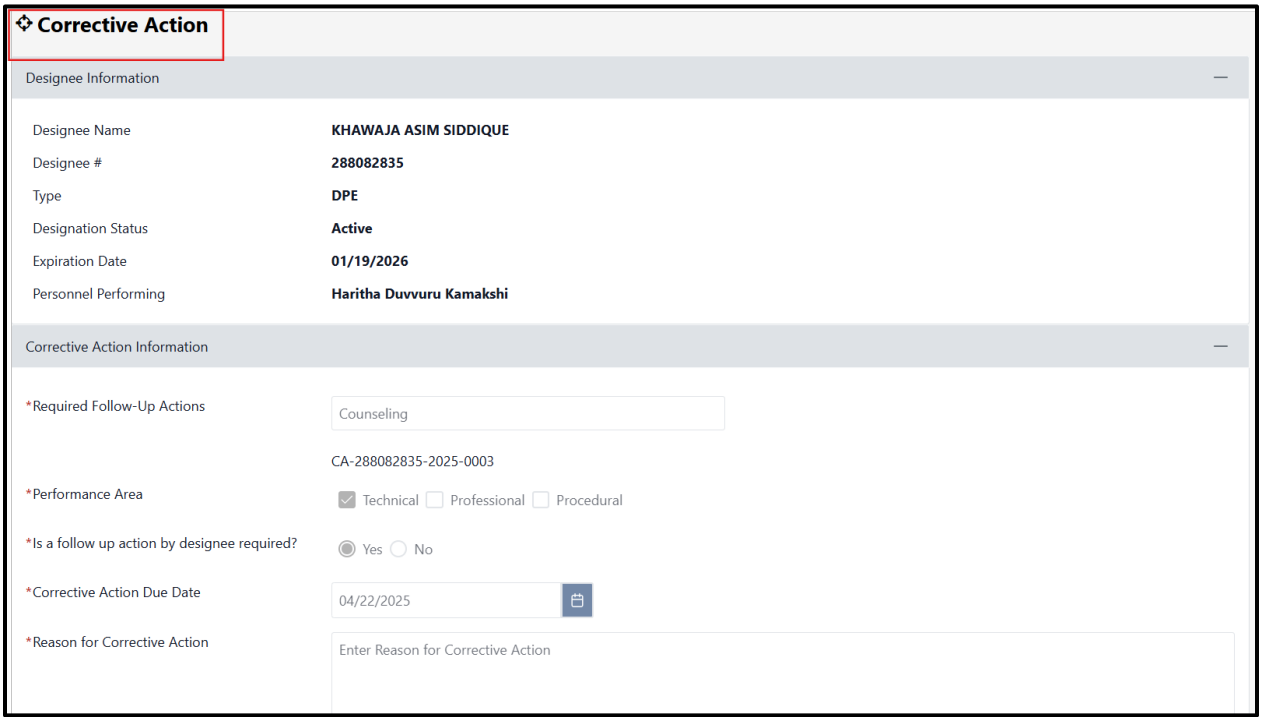
Step 1. Click the 'Corrective Action' blue edit button to open the task and edit it (Figure 117).

Figure 115: Edit Corrective Action



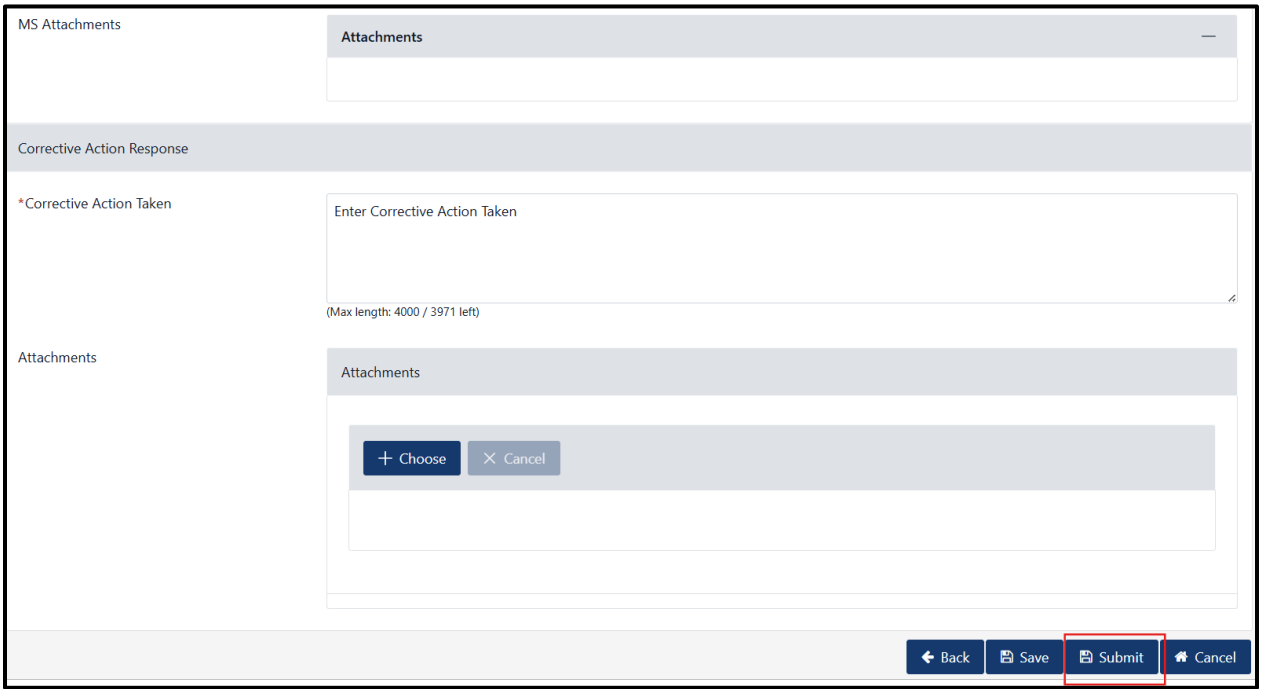
Step 2. The Corrective Action page will open and display the Designee Information and Corrective Activity Information that was entered by the MS. This portion of the screen is read-only (Figure 118).

Figure 116: Corrective Action



Step 3. The bottom portion of the screen allows the designee to enter the Corrective Action Taken and upload any attachments for the MS to review (Figure 119).

Figure 117: Corrective Action Response

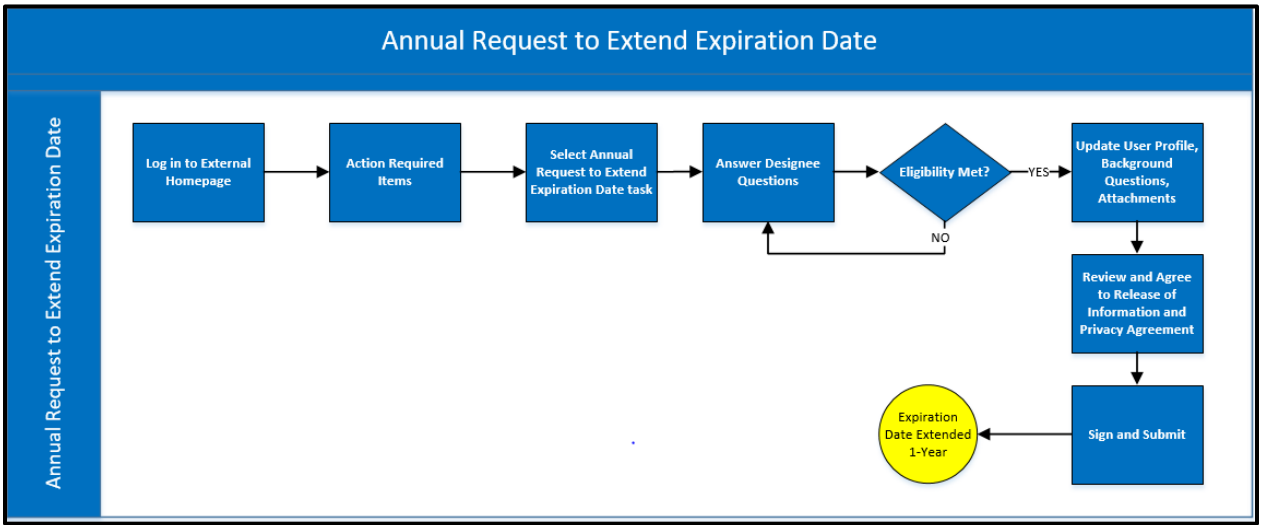


Note: Submitting sends the response back to the assigned MS. The MS will accept the Corrective Action Response, send it back to the designee for more information, or decline the response. If the MS does not accept the Corrective Action, a response will be in the **Message Center**.

Annual Request to Extend Expiration Date

Active and suspended designees receive a task under 'Action Required Items' for the Annual Request to Extend Expiration Date. This task is assigned 60 days before the designee's expiration date. The task is required by all designees to ensure that their profile, designee and background information remain current. When this task is completed, the expiration date will be extended by 12 calendar months and the designee's CLOA will be updated to reflect the new expiration date.

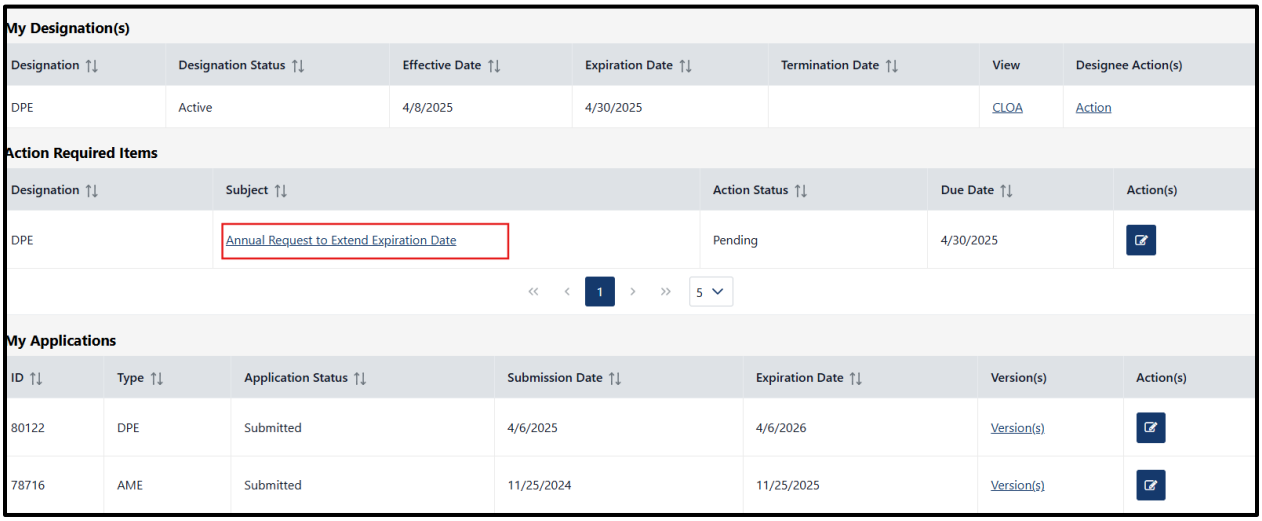
Figure 118: DPE Annual Request to Extend Expiration Date Business Flow Diagram



To complete the Annual Request to Extend the Expiration Date task:

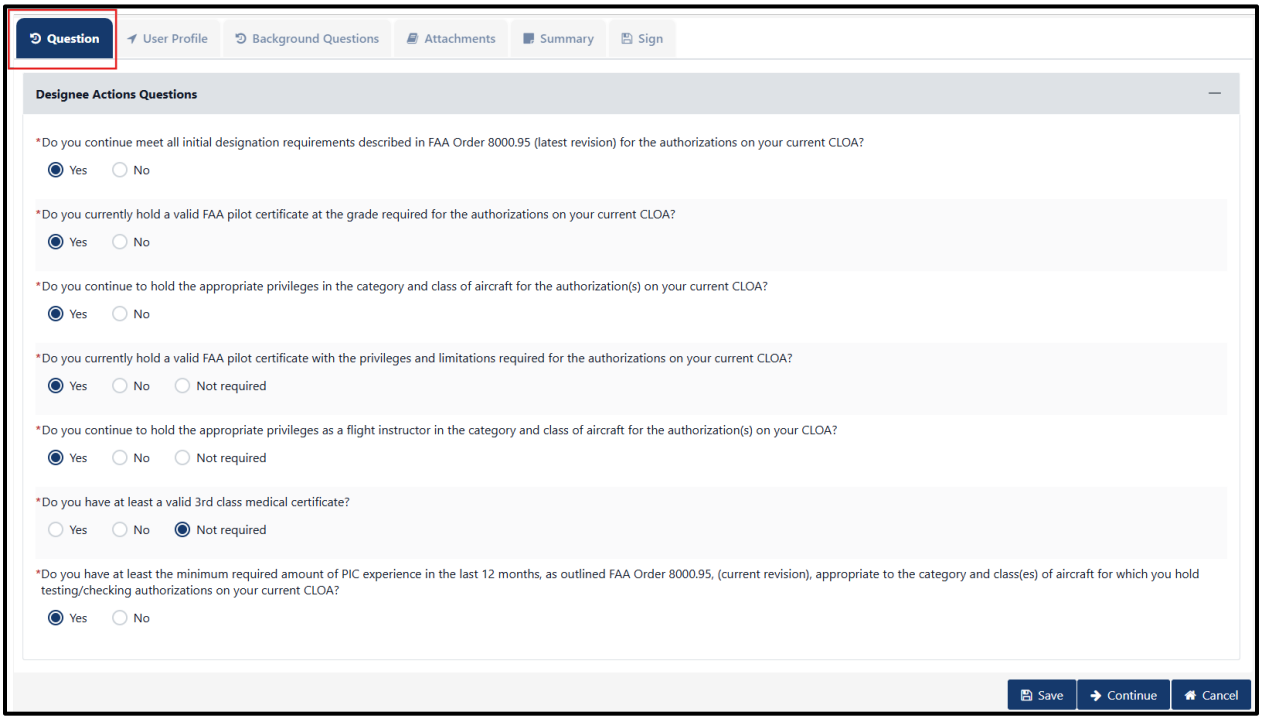
Step 1. Click on the blue edit icon under the Action(s) column, in the Annual Request to Extend Expiration Date task. The Annual Request to Extend Expiration Date **Questions** tab will display.

Figure 119: Annual Request to Extend Expiration Date Task



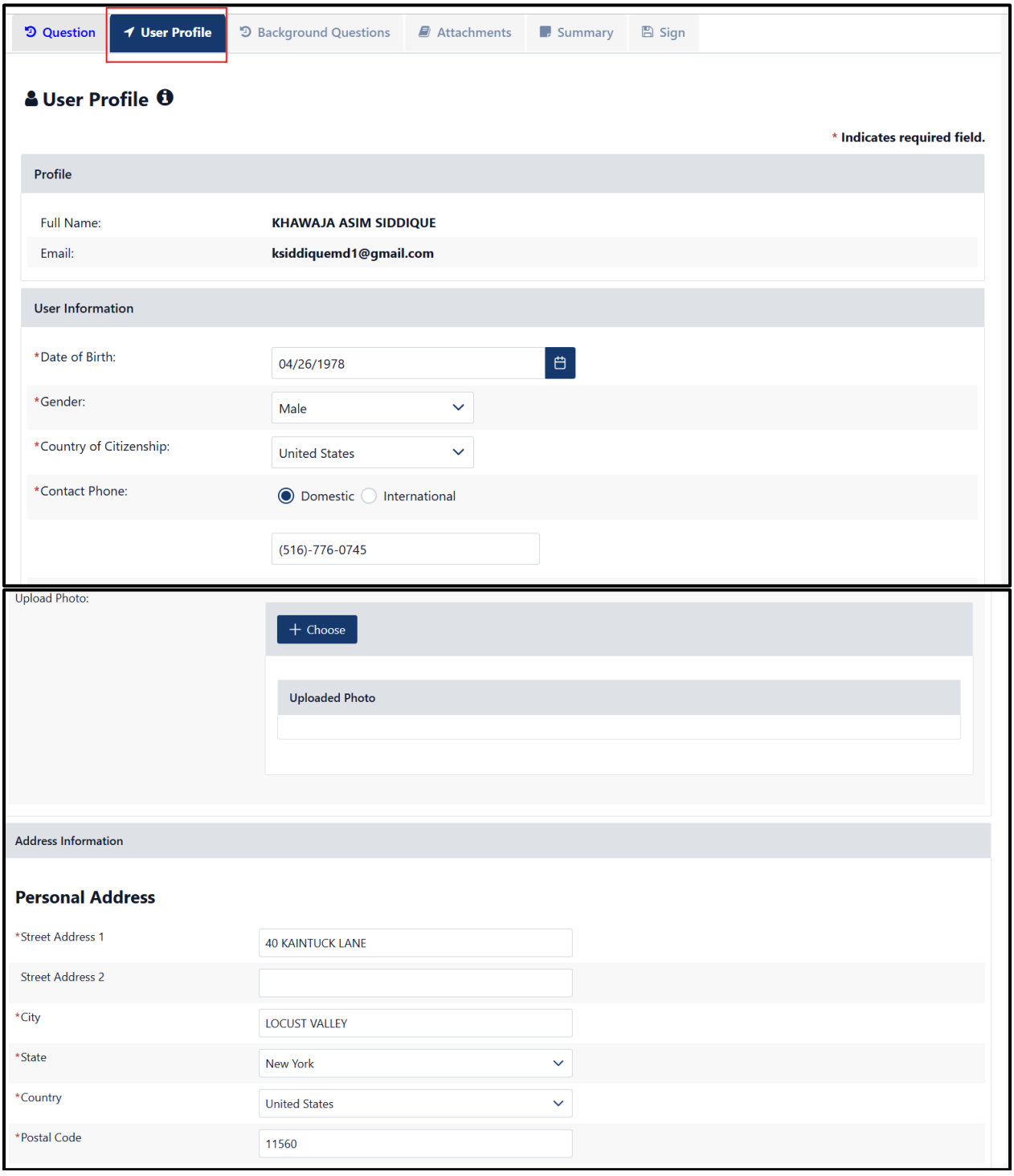
Step 2. Select 'Yes' or 'No' to the 'Designee Action Questions' (Figure 122). Click the 'Continue' button, the User Profile tab displays

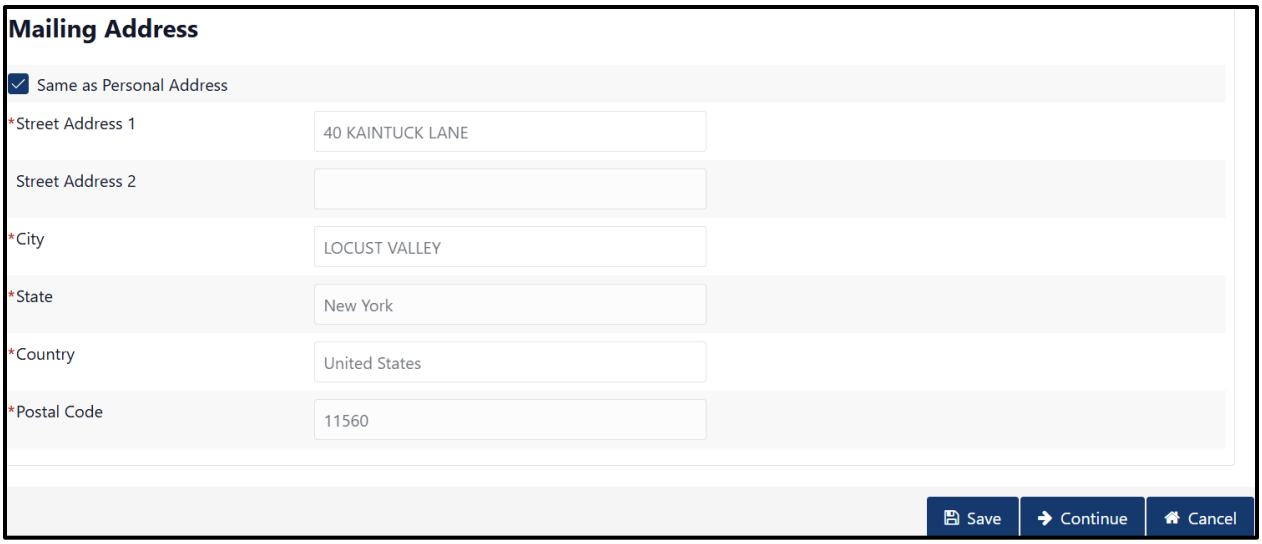
Figure 120: Annual Request to Extend Expiration Date – Questions Tab



Step 3. On the **User Profile** tab, enter user profile contact and address information. Click the 'Continue' button, the **Background Questions** tab displays

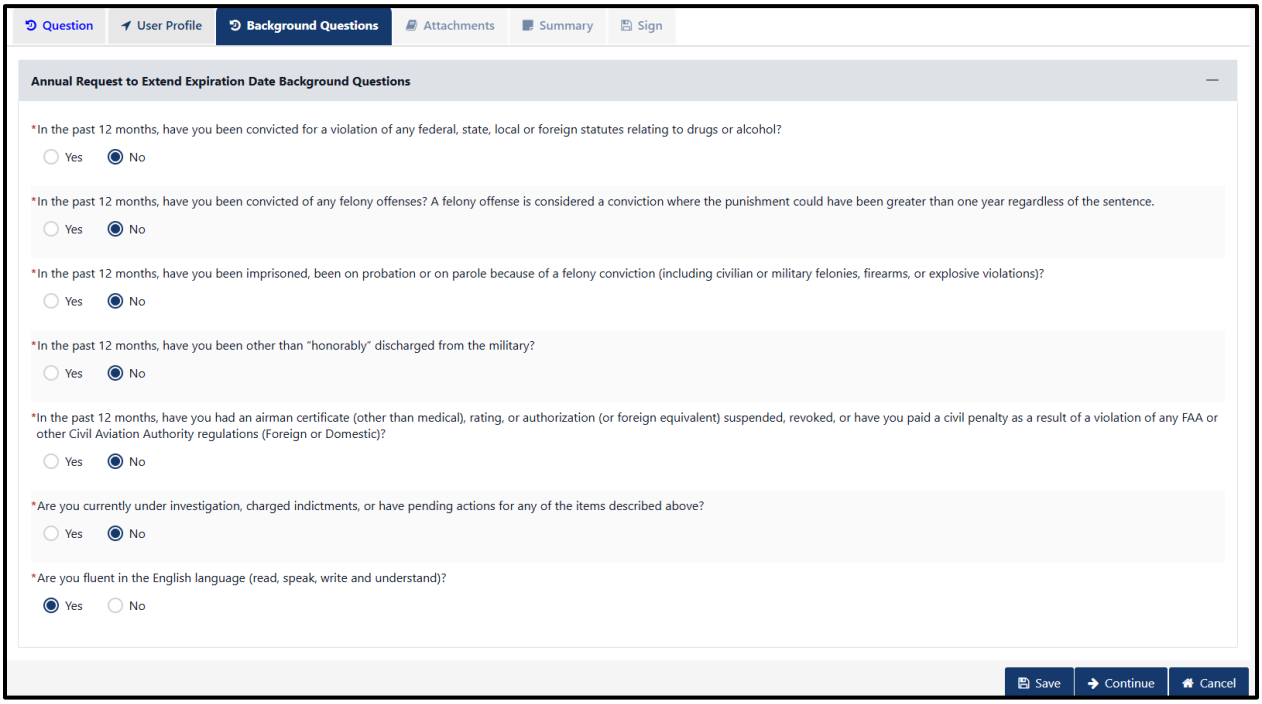
Figure 121: Annual Request to Extend Expiration Date – User Profile Tab





Step 4. On the **Background Questions** tab, select 'Yes' or 'No' to the questions. When complete, click the 'Continue' button, the **Attachments** tab will display.

Figure 122: Annual Request to Extend Expiration Date – Background Questions Tab



Step 5. On the **Attachments** tab, add updated documents by clicking the 'Choose' button and selecting documents from your PC then click the 'Open' button to attach the documents as shown below.

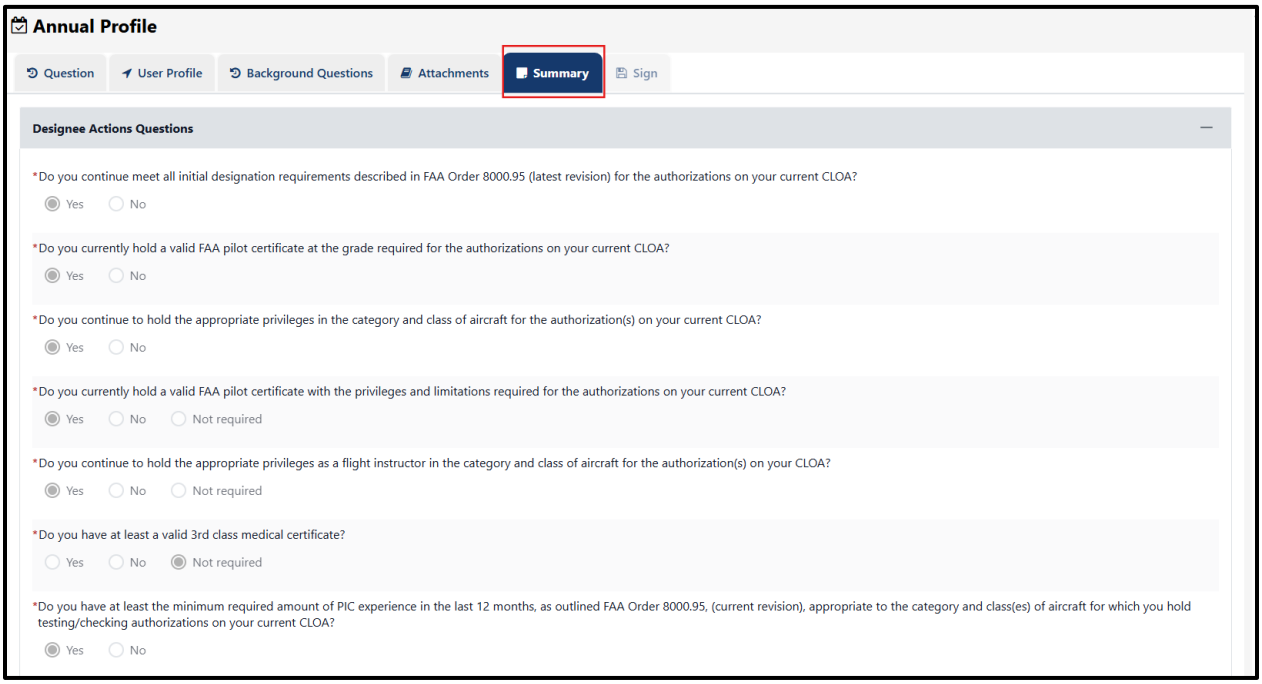
Note: Documents can be deleted by clicking the blue 'X' button beside the document.

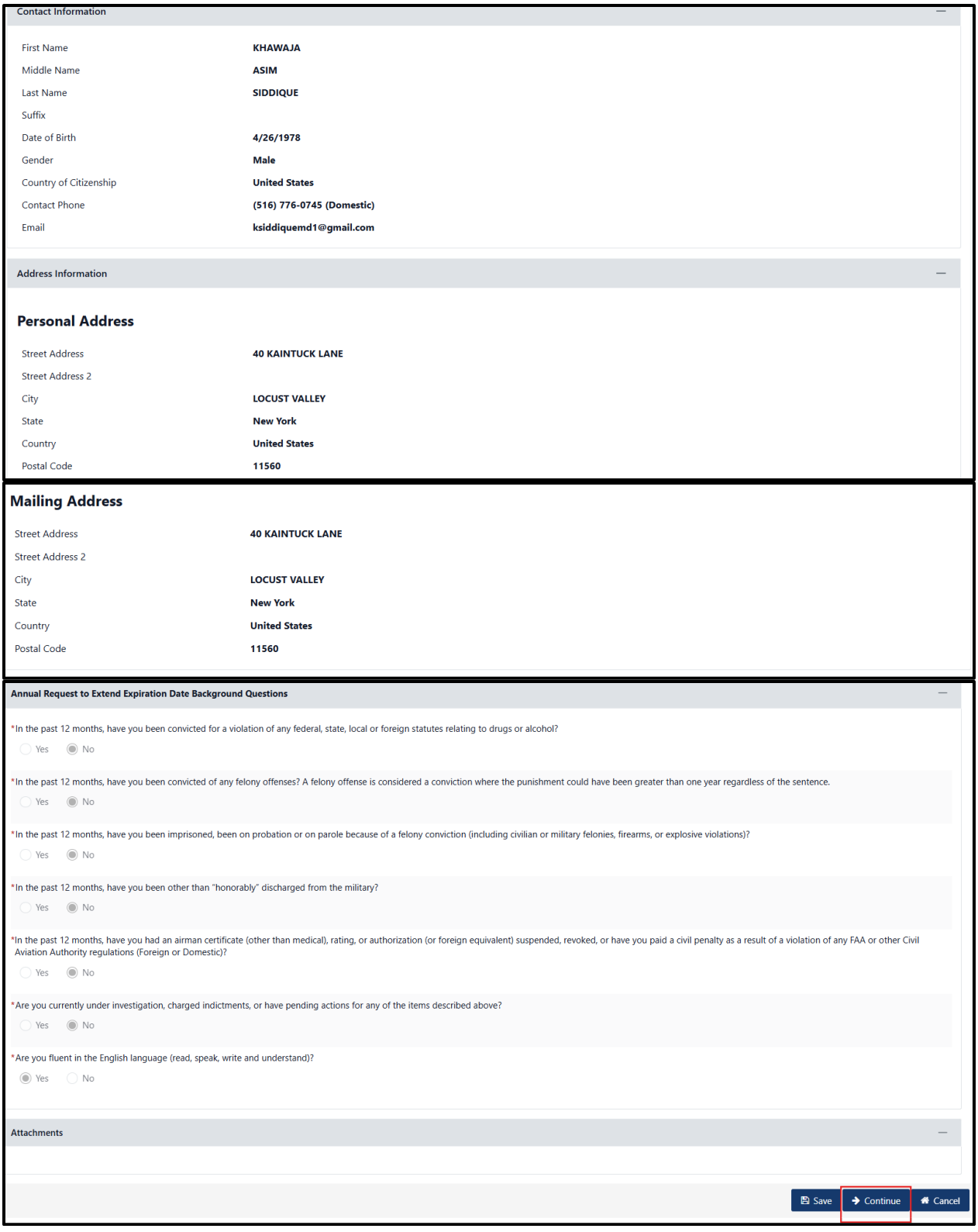
Step 6: Once all relevant documents have been attached, click the 'Continue' button, the **Summary** Page displays.

Figure 123: Annual Request to Extend Expiration Date – Attachments Tab

Step 7: On the **Summary** tab, review all the information that has been entered. Click the 'Continue' button, the **Sign** tab displays.

Figure 124: Annual Request to Extend Expiration Date – Summary Tab





Contact Information

First Name	KHAWAJA
Middle Name	ASIM
Last Name	SIDDIQUE
Suffix	
Date of Birth	4/26/1978
Gender	Male
Country of Citizenship	United States
Contact Phone	(516) 776-0745 (Domestic)
Email	ksiddiquemd1@gmail.com

Address Information

Personal Address

Street Address	40 KAINTUCK LANE
Street Address 2	
City	LOCUST VALLEY
State	New York
Country	United States
Postal Code	11560

Mailing Address

Street Address	40 KAINTUCK LANE
Street Address 2	
City	LOCUST VALLEY
State	New York
Country	United States
Postal Code	11560

Annual Request to Extend Expiration Date Background Questions

*In the past 12 months, have you been convicted for a violation of any federal, state, local or foreign statutes relating to drugs or alcohol?
Yes No

*In the past 12 months, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence.
Yes No

*In the past 12 months, have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms, or explosive violations)?
Yes No

*In the past 12 months, have you been other than "honorably" discharged from the military?
Yes No

*In the past 12 months, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?
Yes No

*Are you currently under investigation, charged indictments, or have pending actions for any of the items described above?
Yes No

*Are you fluent in the English language (read, speak, write and understand)?
Yes No

Attachments

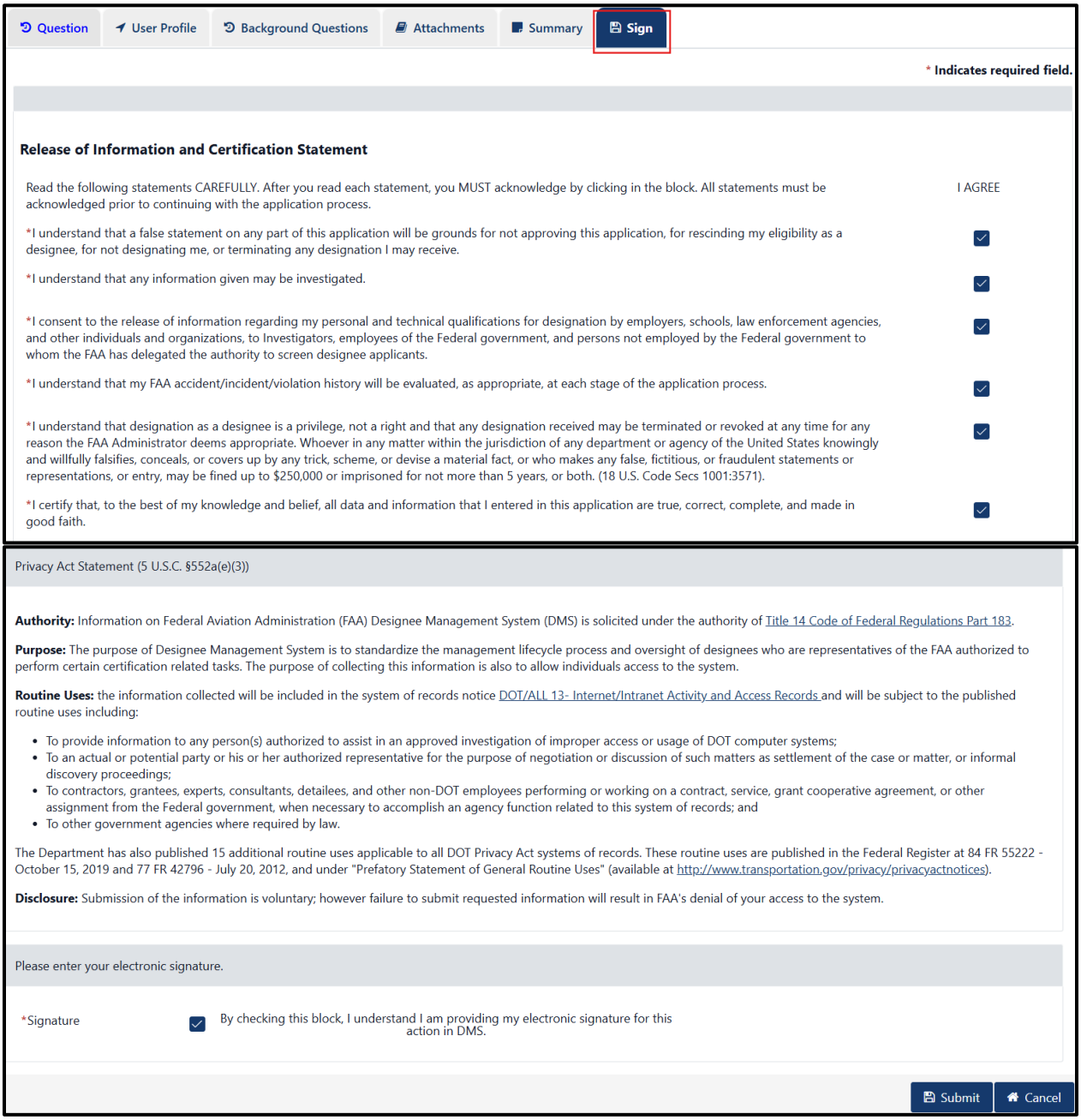
Save Continue Cancel

Step 8: On the **Sign** tab, read the 'Release of Information and Certification Statement' and click the checkboxes under the I Agree column.

Step 9. Read the 'Privacy Act Statement' and check the signature box as the electronic signature.

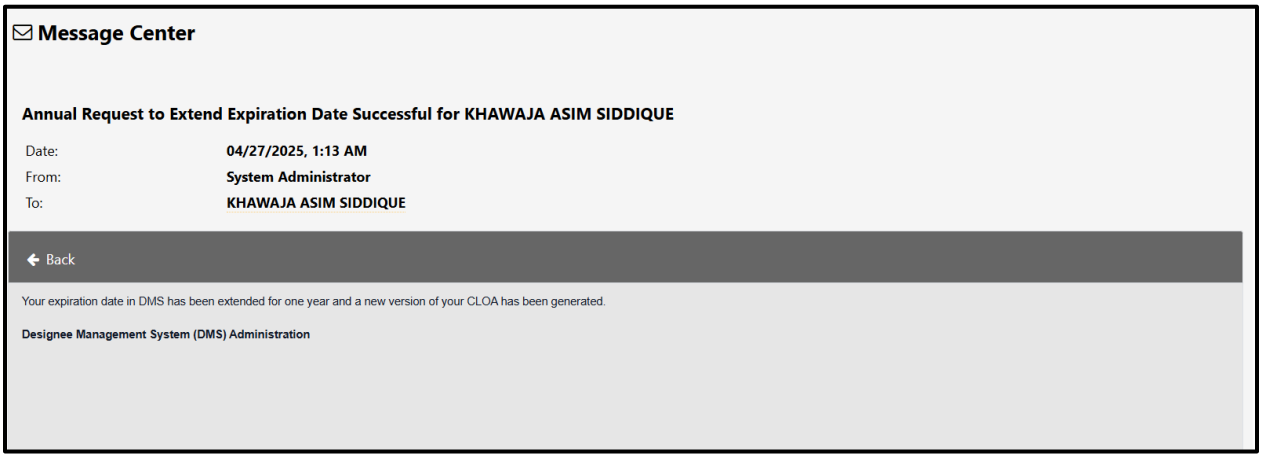
Step 10. Click the 'Submit' button. A pop-up message will display with a 'Success' message, click 'OK' and the user will return to the homepage.

Figure 125: Annual Request to Extend Expiration Date – Sign Tab



After submitting the Annual Request to Extend Expiration Date, the designee will receive a 'Designee Annual Request to Extend Expiration Date Successful' notification in the **Message Center**. After the updates are submitted, the expiration date changes on the CLOA, with a new expiration date for the designee extended by one year from their original expiration date.

Figure 126: Annual Request to Extend Expiration Date – Success Message



***Note*:** If the information provided in the Annual Request to Extend Expiration Date no longer meets basic eligibility or qualification requirements for FAA designation, the designee will receive a 'Designee Profile Update Unsuccessful' notification in the **Message Center**.

Suspension Release Request

If a designee is suspended by the MS, the designation status will change to 'Suspended' and a pending 'Suspension Release Request task' will generate in the Action Required Items section. This task will be available to the designee for 180 days. The designee will receive a notification with the subject 'Designee Authorization Suspended' in **Message Center**.

To initiate suspension release request, click the blue edit button to open the 'Suspension Release Request'.

Figure 127: DPE Suspension Release Request Business Process Diagram

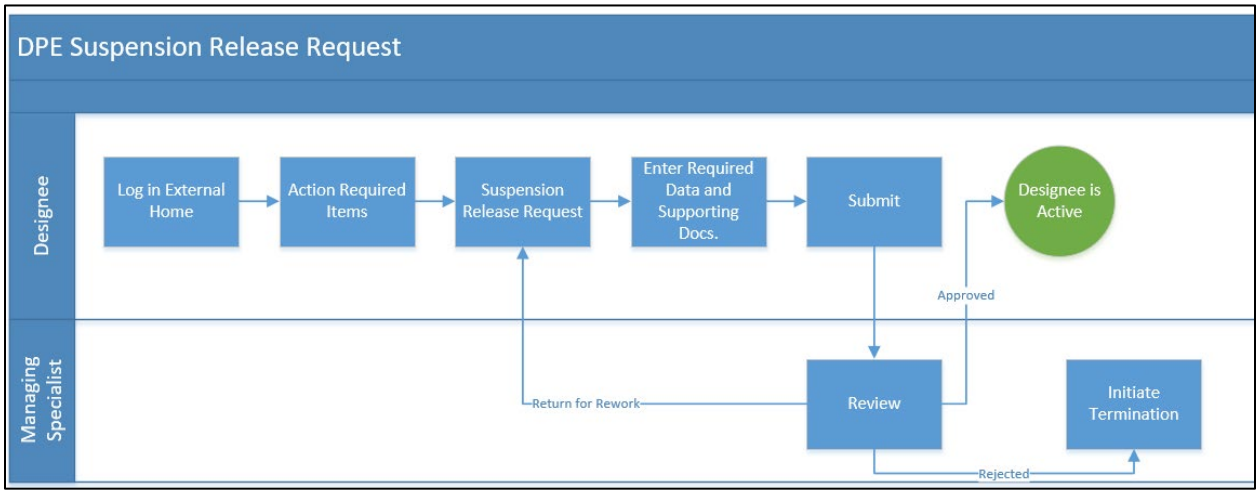
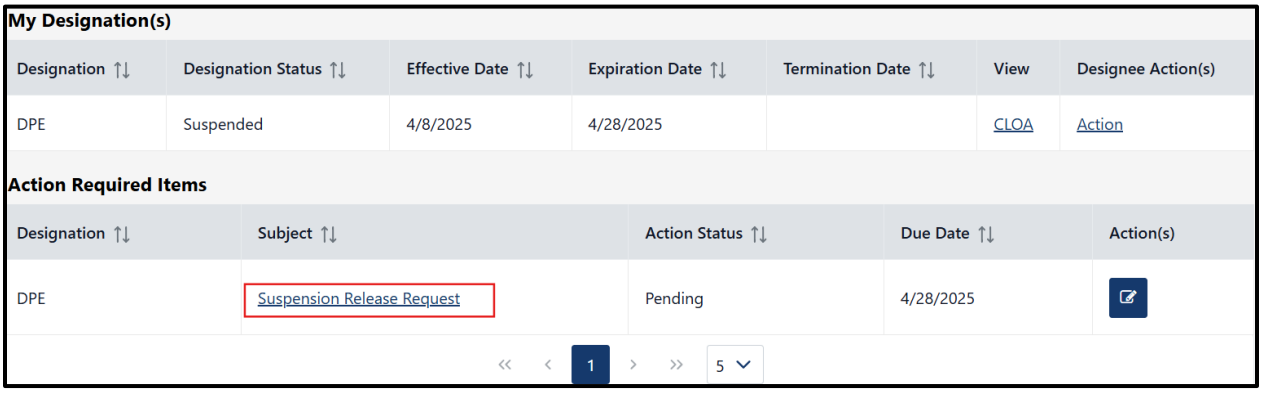


Figure 128: Suspension Release Request



My Designation(s)

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Suspended	4/8/2025	4/28/2025		CLOA	Action

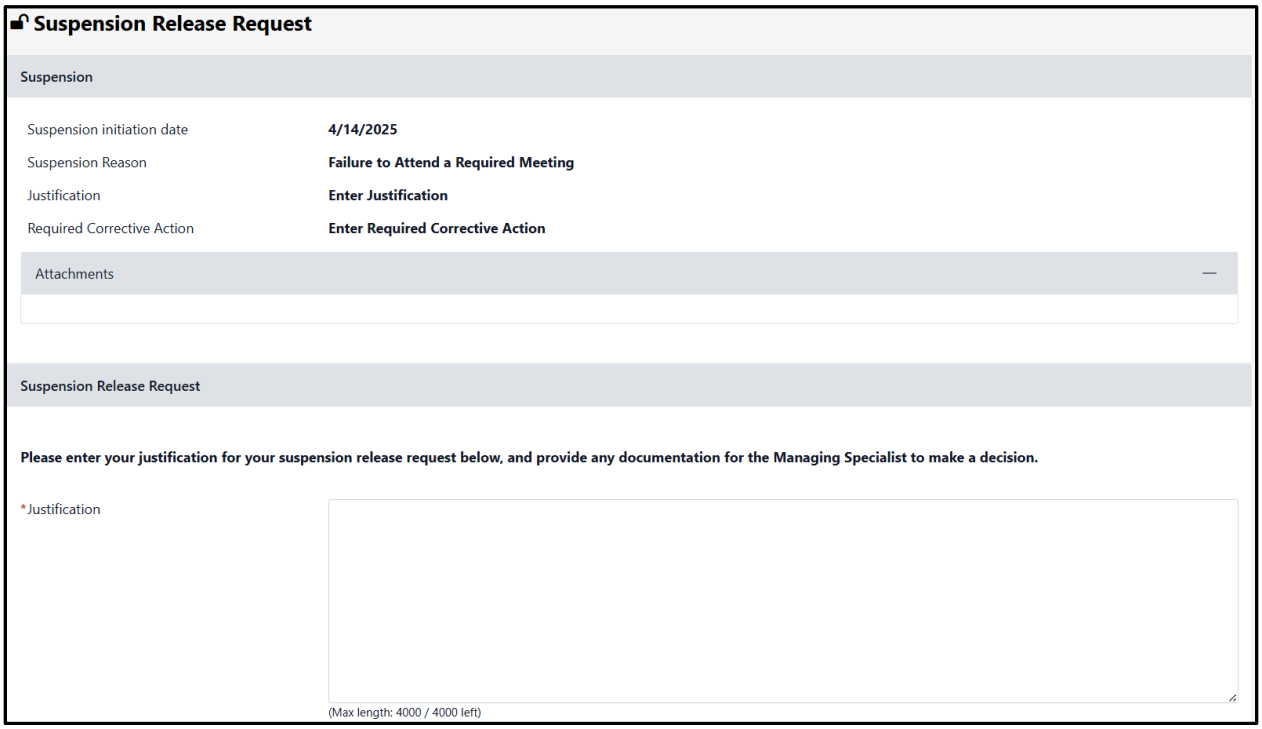
Action Required Items

Designation	Subject	Action Status	Due Date	Action(s)
DPE	Suspension Release Request	Pending	4/28/2025	

1 5

Note: Enter a justification for why the suspension should be lifted and attach any supporting documentation; then, click 'Submit'.

Figure 129: Enter Suspension Release Request

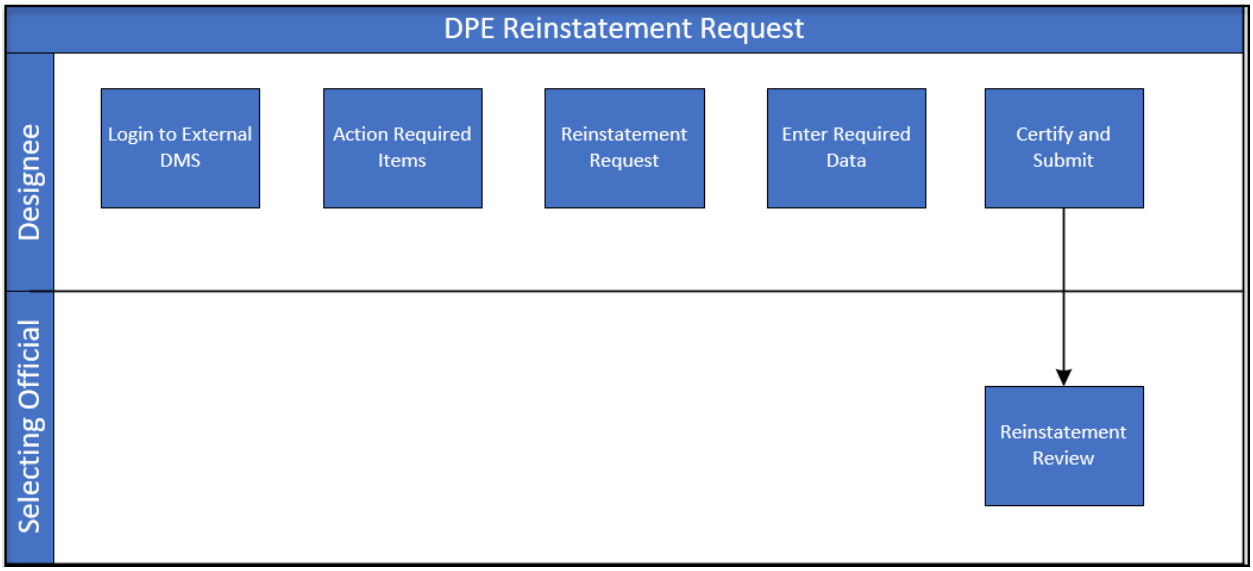


Request Reinstatement

The MS can reinstate their designation (restoring the designee to their former position/condition) and change their status to 'Active' in DMS any time within one year after termination not for cause. After a year of termination, the designee must re-apply if they wish to be a designee.

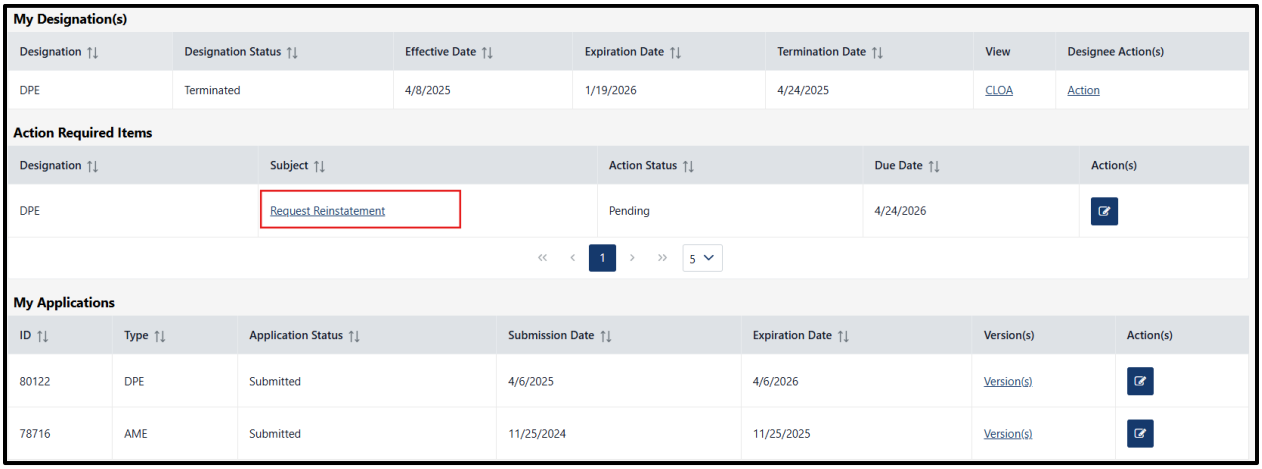
The designee clicks the blue edit button to open and edit the request questions.

Figure 130: DPE Reinstatement Request Business Process Diagram



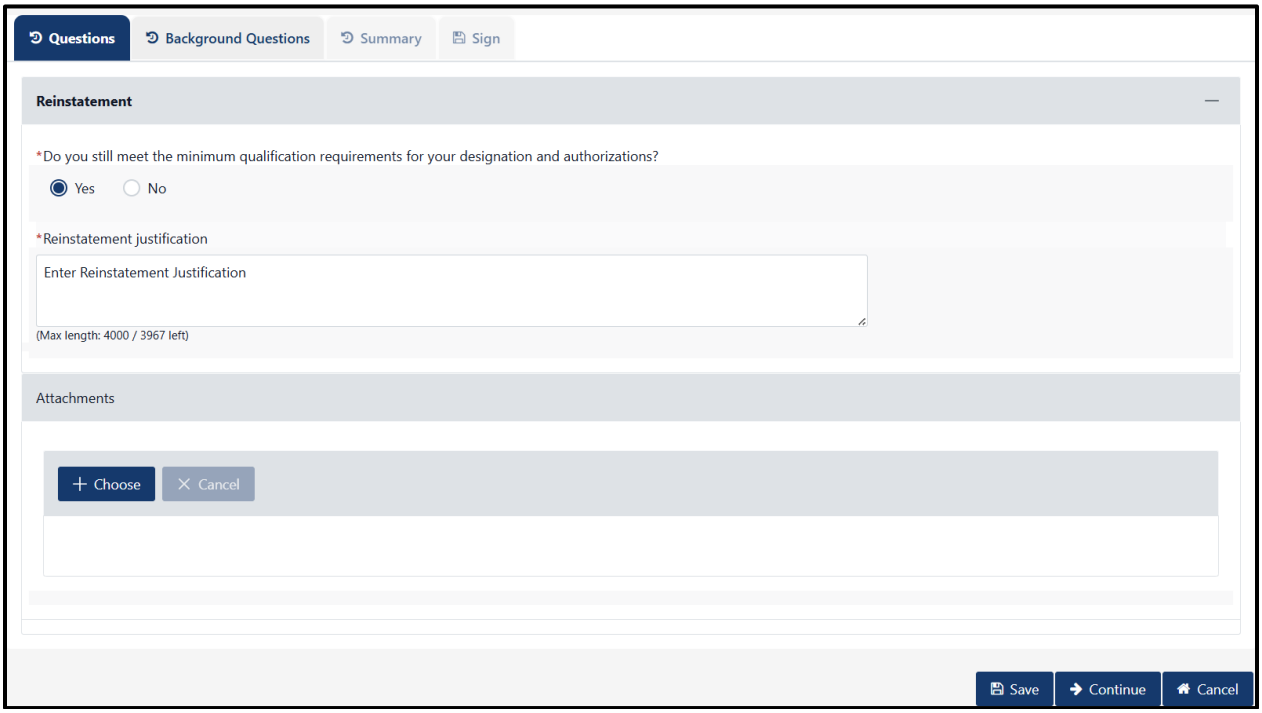
Note: The designee clicks the blue edit button to open and edit the request questions

Figure 131: Request Reinstatement



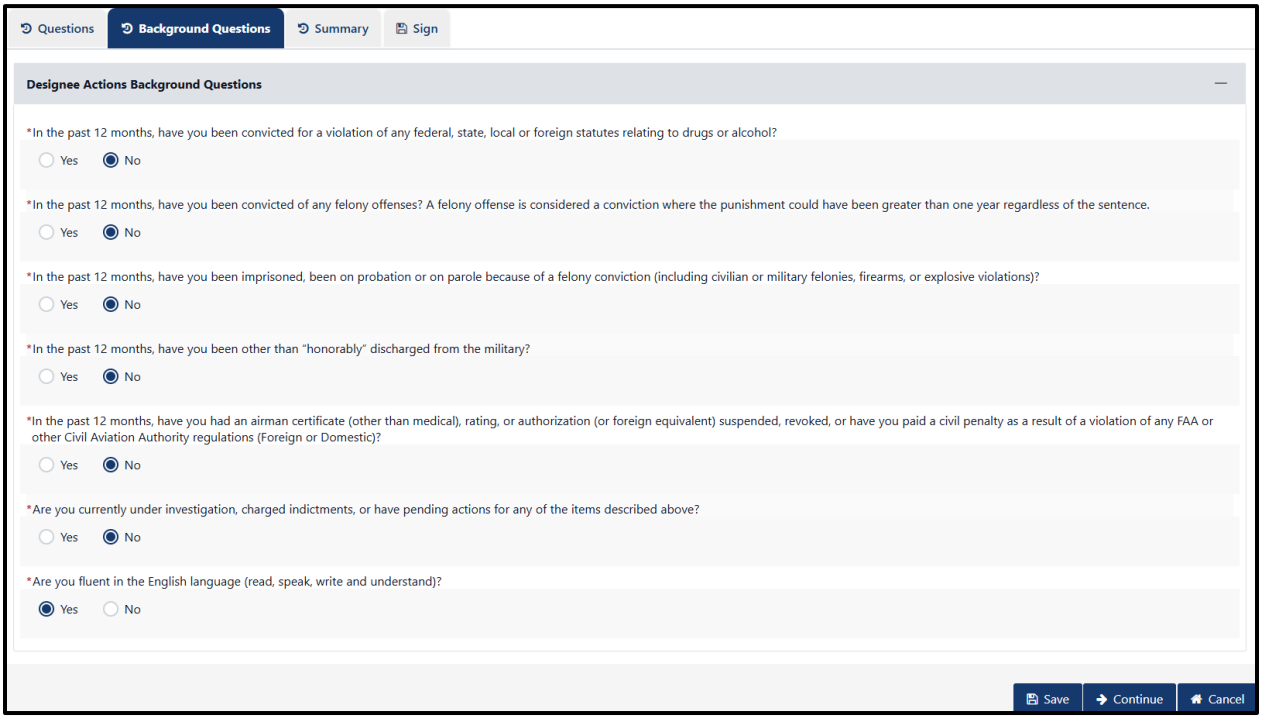
The designee answers requested questions in the **Questions** tab and clicks the 'Continue' button to proceed to the **Background Questions** tab.

Figure 132: Reinstatement Request – Questions Tab



Note: The designee answers the requested questions in the 'Questions' tab and clicks the 'Continue' button to proceed to the 'Background Questions' tab.

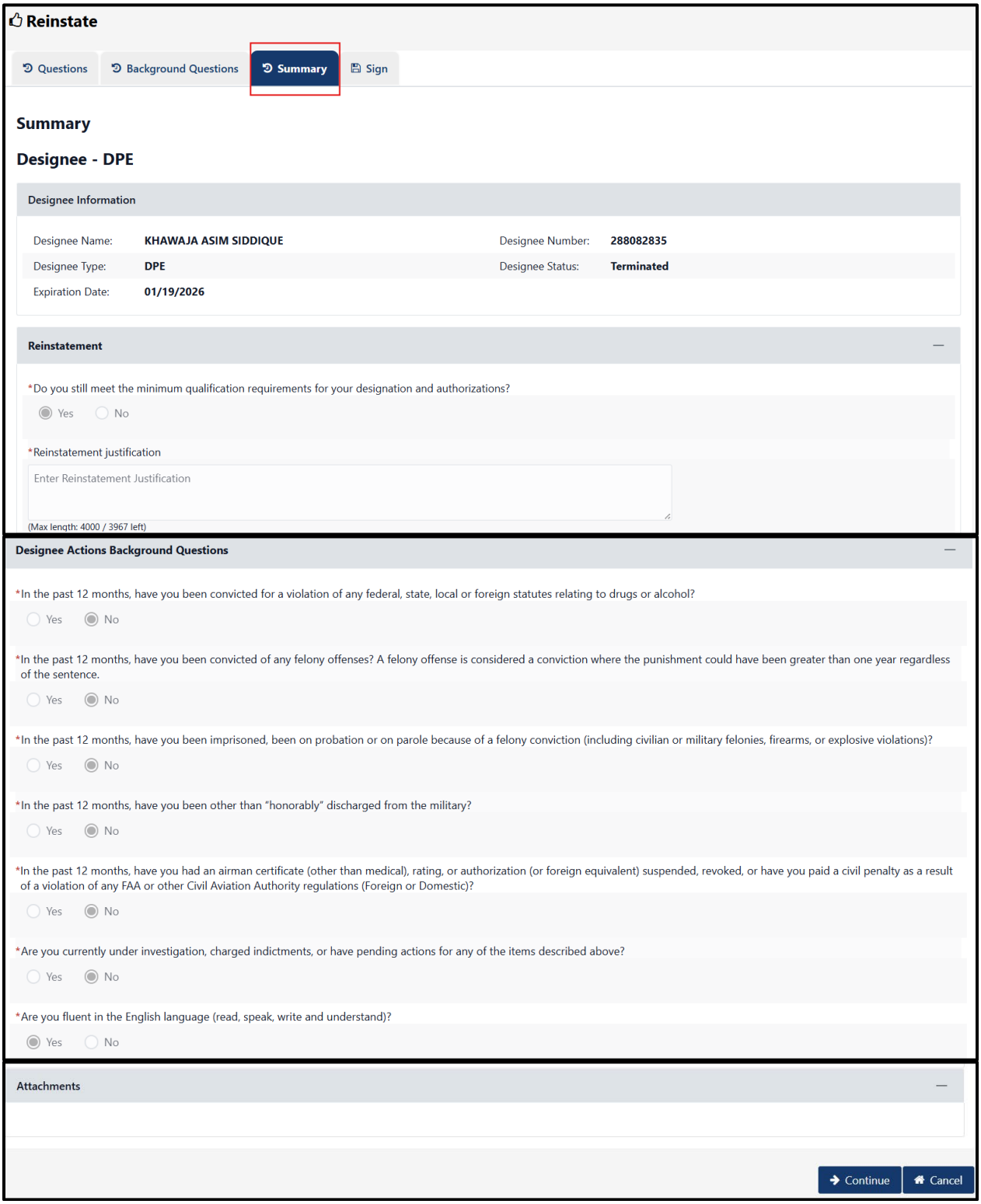
Figure 133: Reinstatement Request – Background Questions Tab



Note: The designee answers all the questions requested in the Designee Actions 'Background Questions' tab. The designee clicks 'Continue' to proceed to the 'Summary' tab.

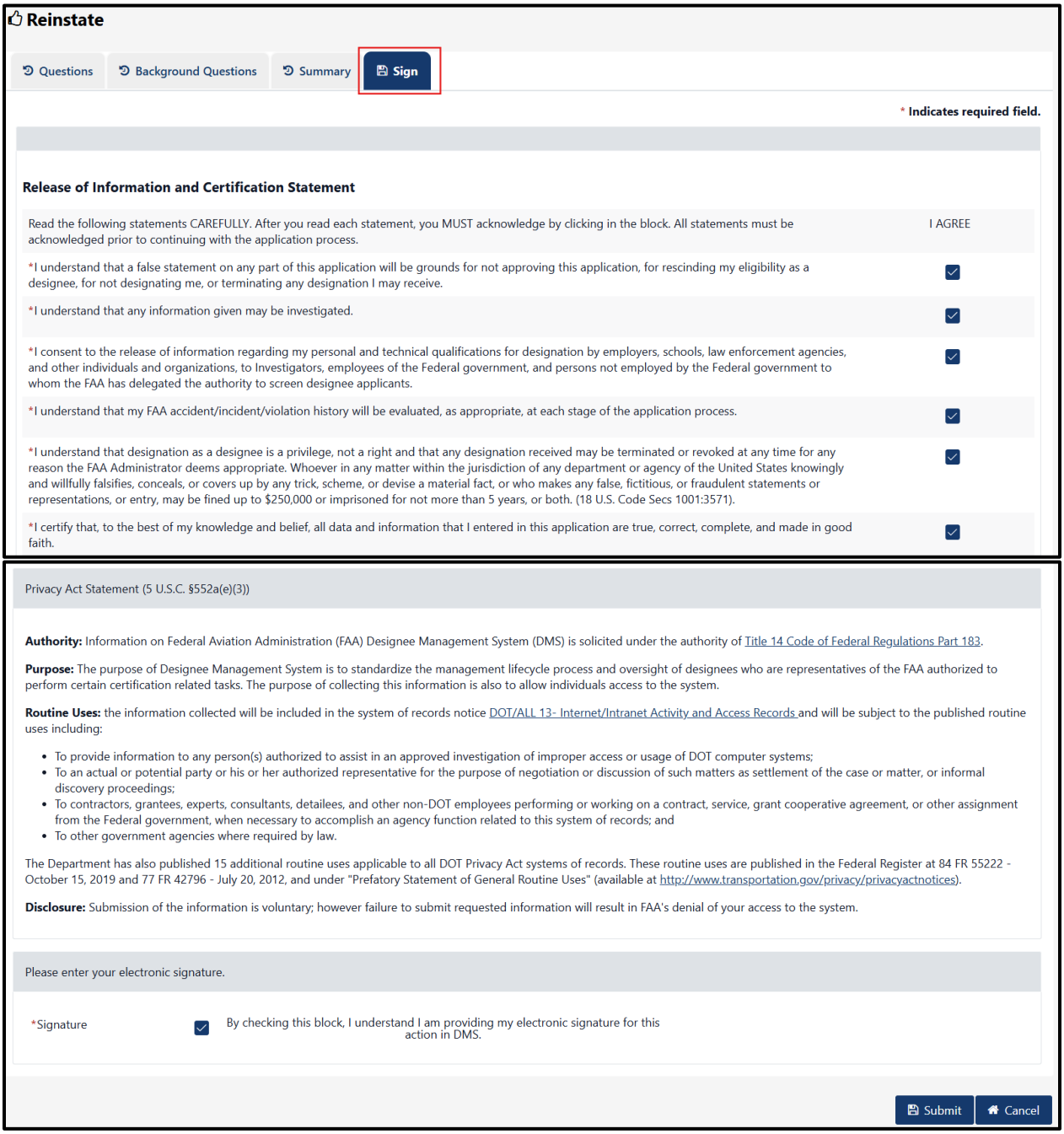
The designee can review all of the information in the 'Summary' tab. The designee clicks 'Continue' to proceed to the 'Signature' tab.

Figure 134: Reinstatement Request – Summary Tab



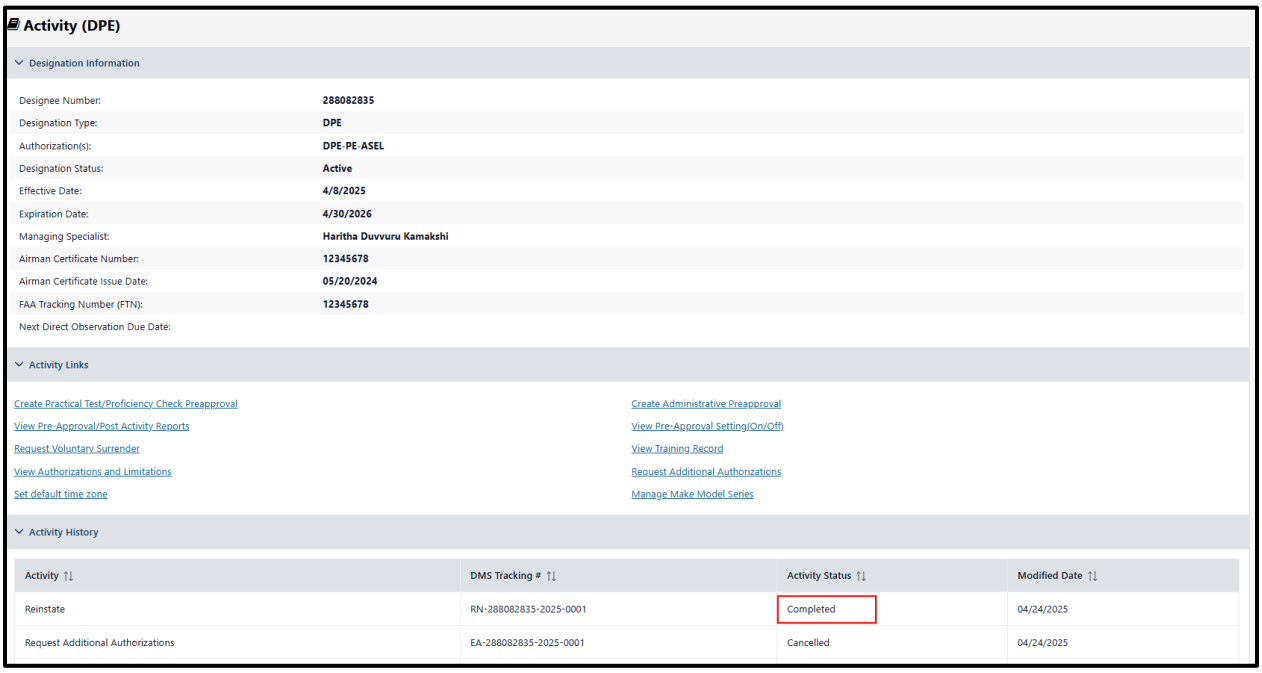
Note: The designee checks the boxes next to each part of the Release of Information and the Certification Statement section, check the signature box, and clicks the 'Submit' button.

Figure 135: Reinstatement Request – Signature Tab



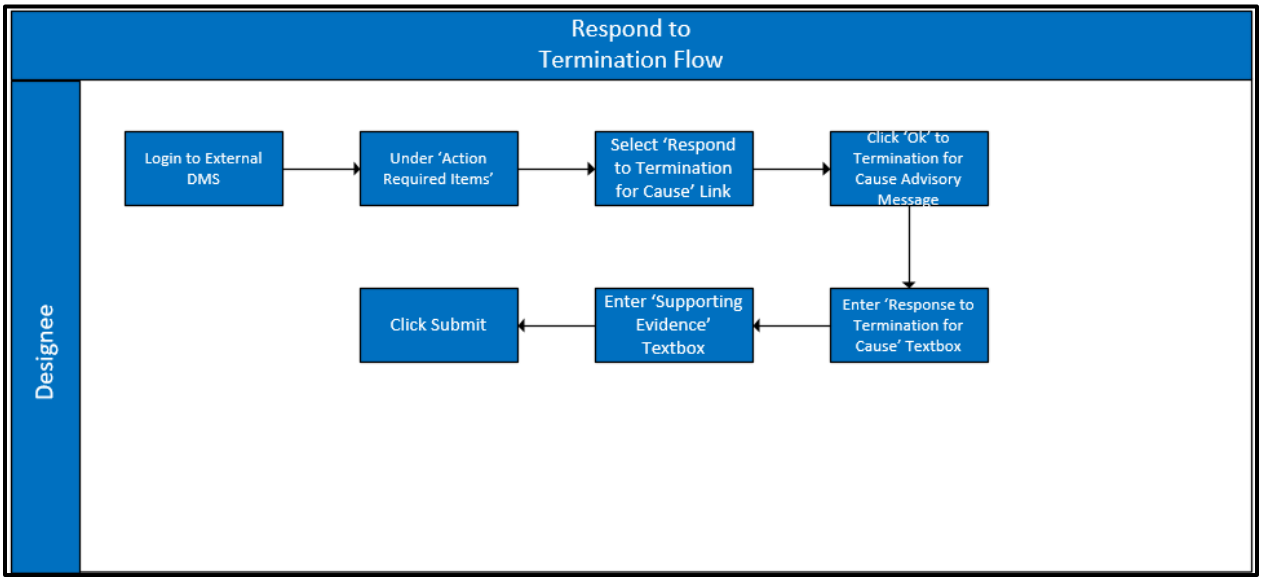
Note: The designee can see their reinstatement status by following this pathway: Home > Action > Activity History Section. The designee's request status changes from 'Pending' to 'Completed' when their request is submitted

Figure 136: Activity History – Completed Reinstatement Status



Respond to Termination For Cause

Figure 137:Respond to Termination Process Flow Chart

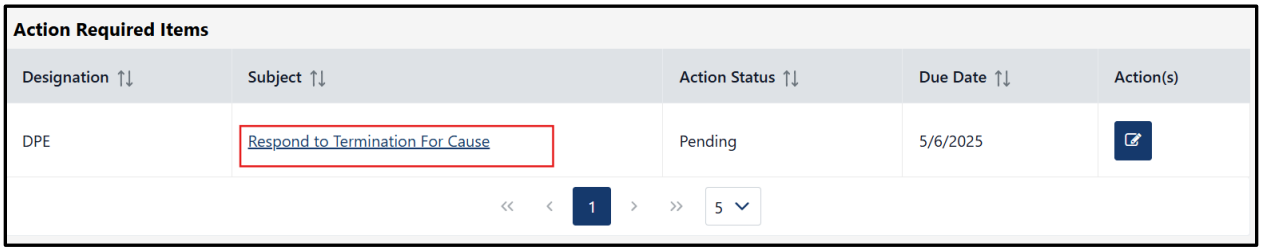


The MS has successfully initiated a Termination for Cause, system shall provide Designee with the option to respond to Termination.

Step 1. Selects 'Respond to Termination for Cause' on external landing page.

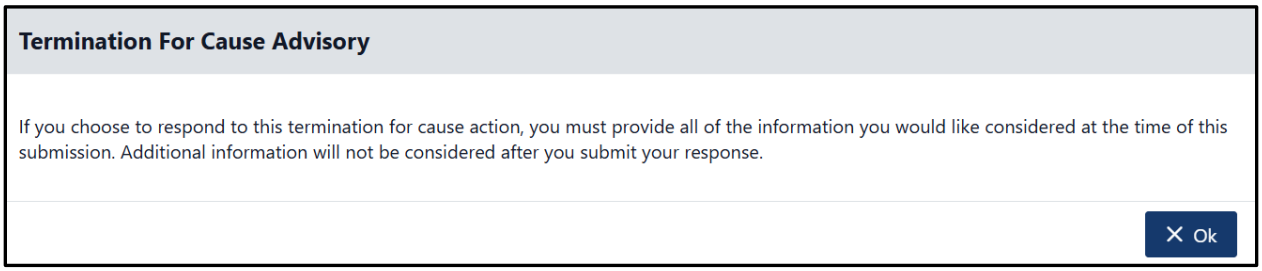
Note: The designation status for the designee will remain 'Suspended' throughout the Termination process until final decision is made by AO.

Figure 138: Respond to Termination for Cause



System shall require Designee to select 'Ok' for Termination For Cause Advisory popup message.

Figure 139 Termination for Cause Advisory Message



Step 2. Click 'Ok' on the 'Termination For Cause Advisory' popup.

Step 3. Enter all the required information: Response to Termination For Cause and Supporting Evidence.

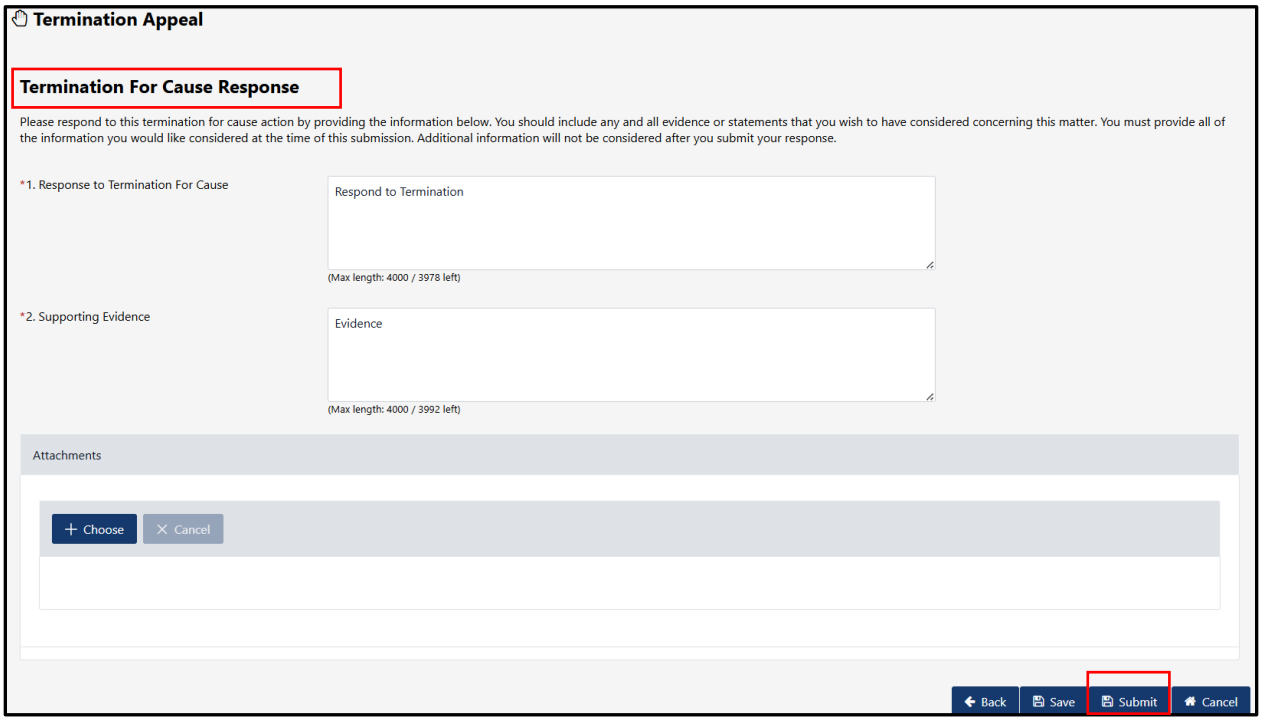
Step 4. Upload supporting attachments

Step 5. Click 'Submit'.

Note: Designee will have 15 days to complete the action required item. After 15 days, the 'Respond to Termination For Cause' link will no longer be accessible.

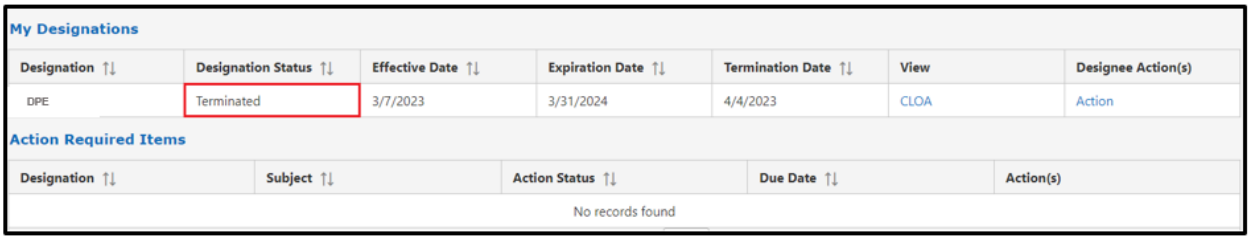
A notification will be sent in Message Center when a decision has been finalized.

Figure 140 - Termination for Cause Response



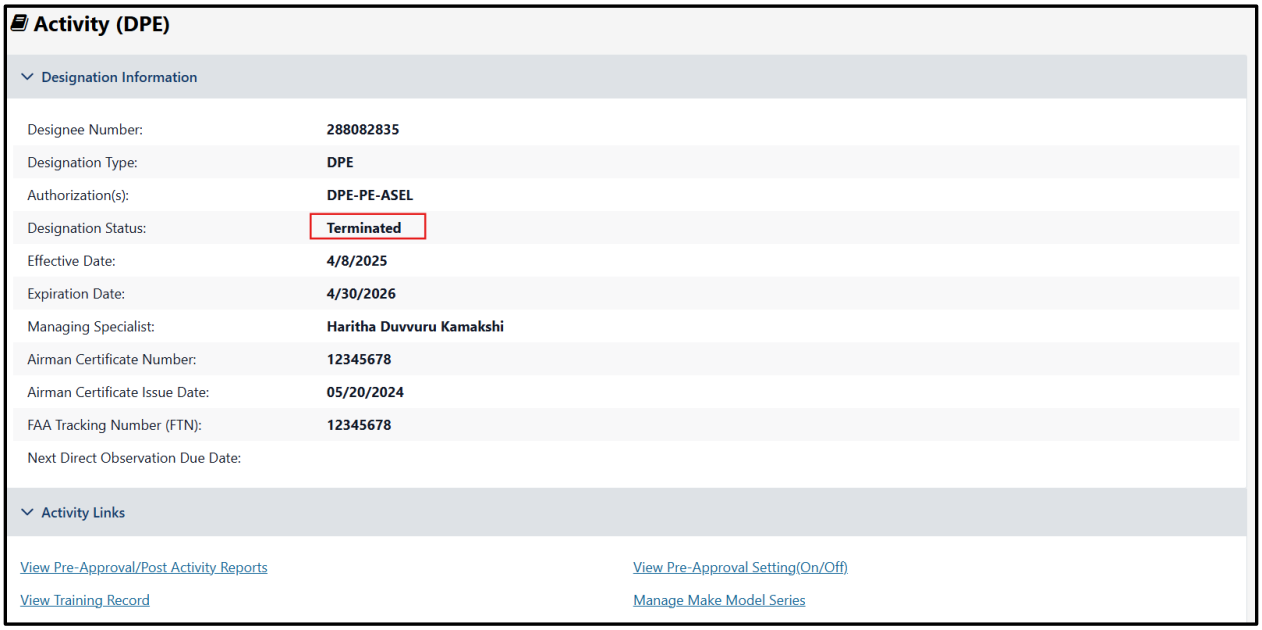
When Appointing Official has concurred with the Termination Decision, system will now update Designee's status to 'Terminated' as shown on the landing page.

Figure 141 - Designee Landing Page



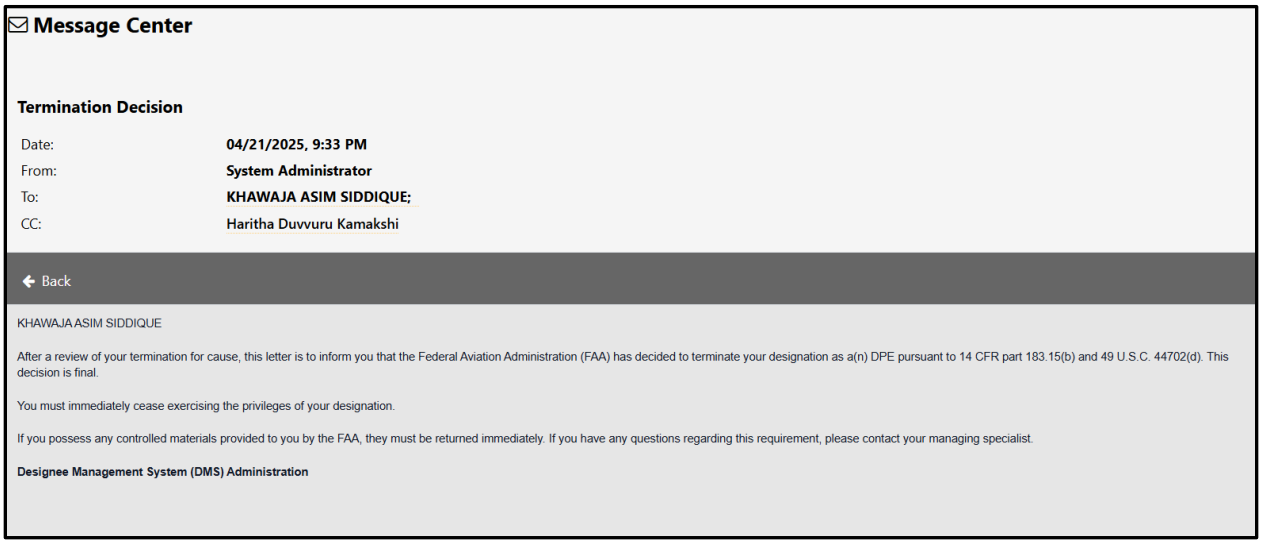
System shall also display Designee as Terminated on Activity page.

Figure 142 - Designee Activity Page



Designee shall receive notification in message center

Figure 143 – Message Center Notification



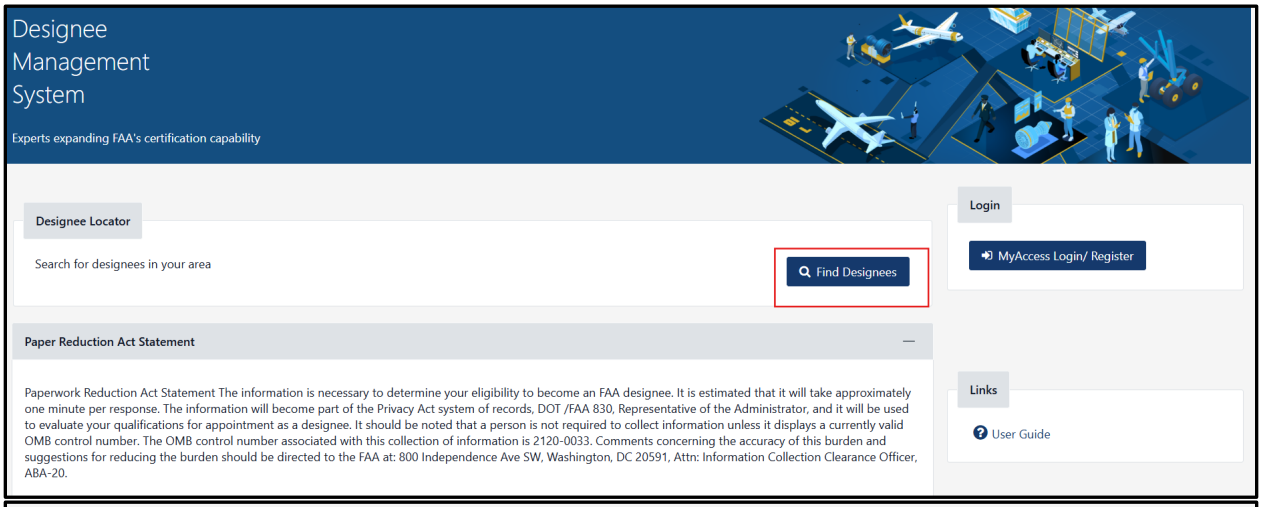
Additional DMS Features

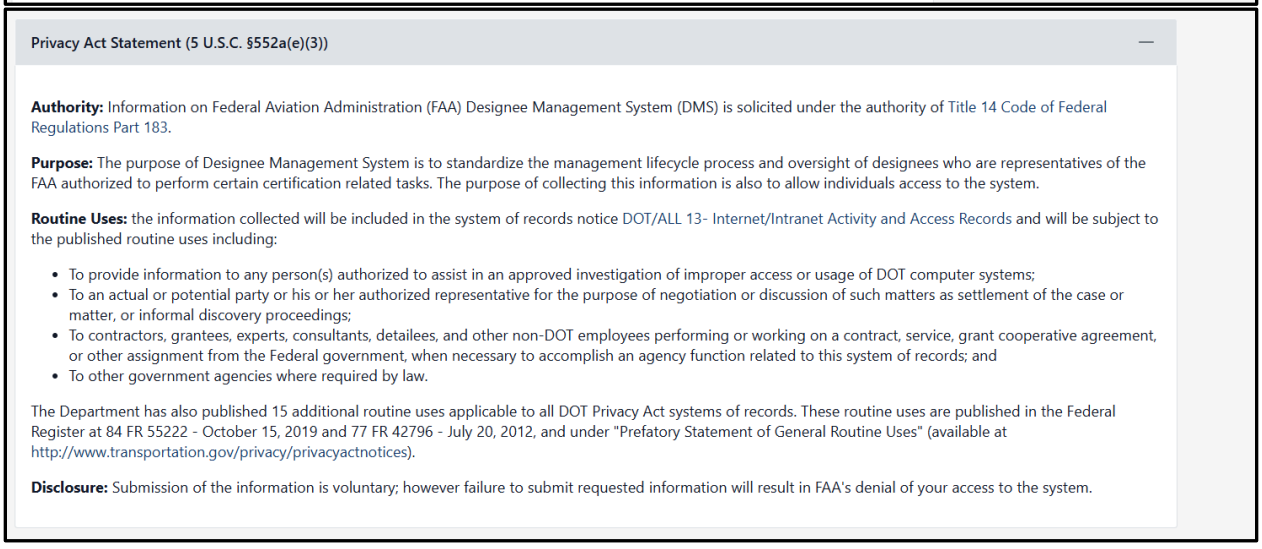
Designee Locator

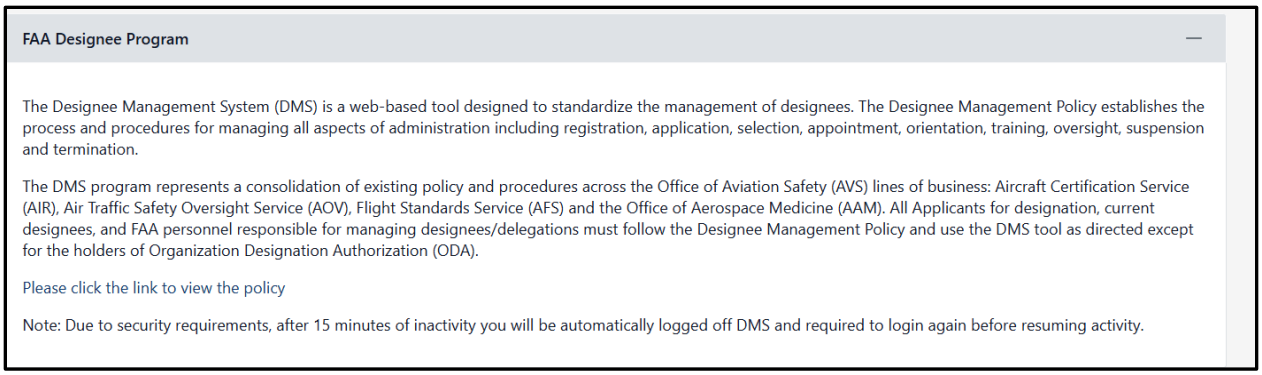
Designees in an area can be located with the designee Locator function.

Step 1. Click on 'Find Designees' on the right of the login page to display the Designee Locator Search page (see figures below).

Figure 144: Designee Locator

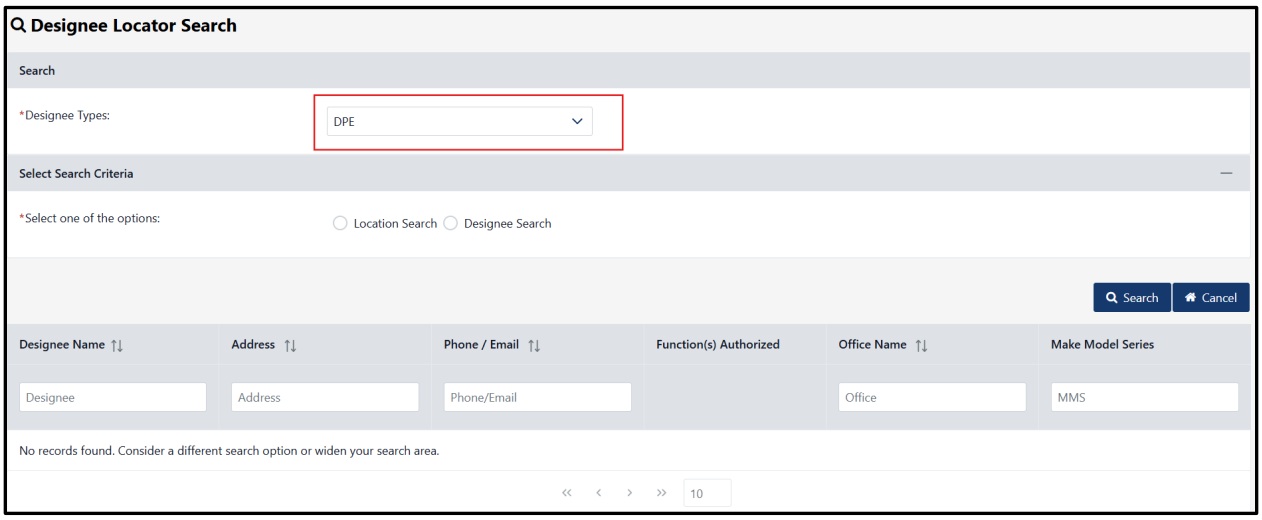






Step 2. On the Designee Locator Search page, select 'DPE' from the Designee Types drop-down menu. The system will display a Select Search Criteria section with two options: Location Search and Designee Search.

Figure 145: Designee Locator Search Options



Step 3. If the Location Search option is selected, enter the information in any or all of the address fields displayed and select a Designation Type from the list. Click the 'Search' button (see figure below). A table will display with the designee name, address, class type and managing office

Figure 146: Designee Locator – Location Search

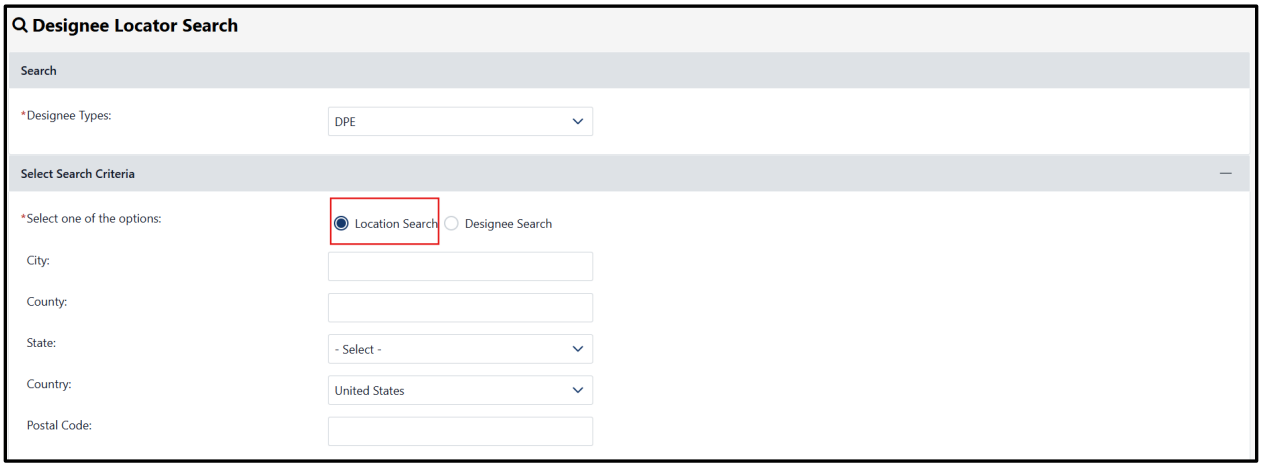
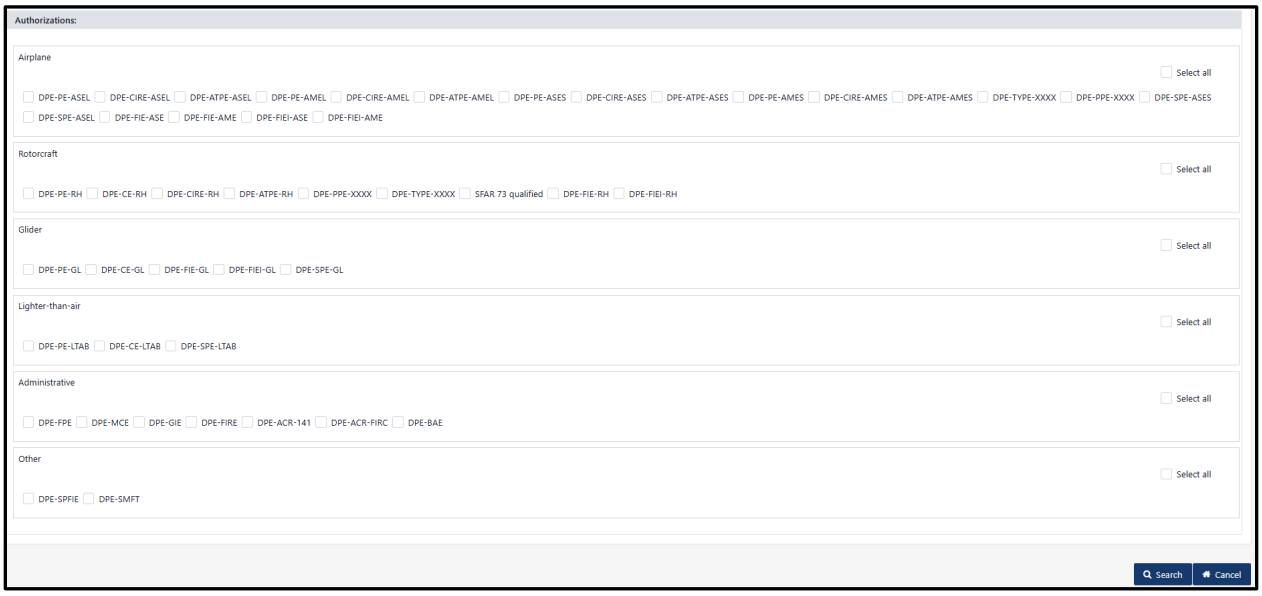


Figure 147: Location Search Results



Step 4. If the ‘Designee Search’ option is selected, enter the first name, last name or both and click the ‘Search’ button (see figure below). A table will display with the designee name, address, class type and managing office (see figure below).

Figure 148: Designee Locator – Designee Search

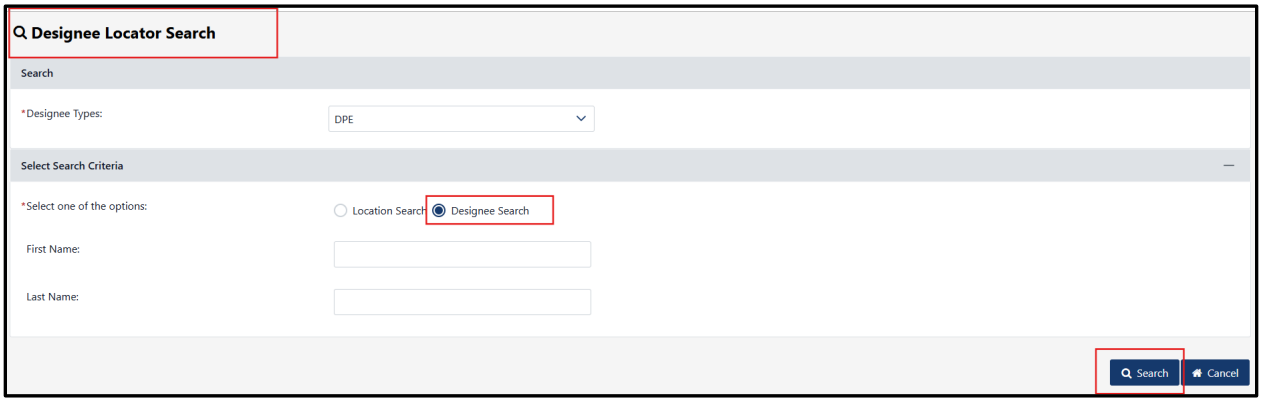
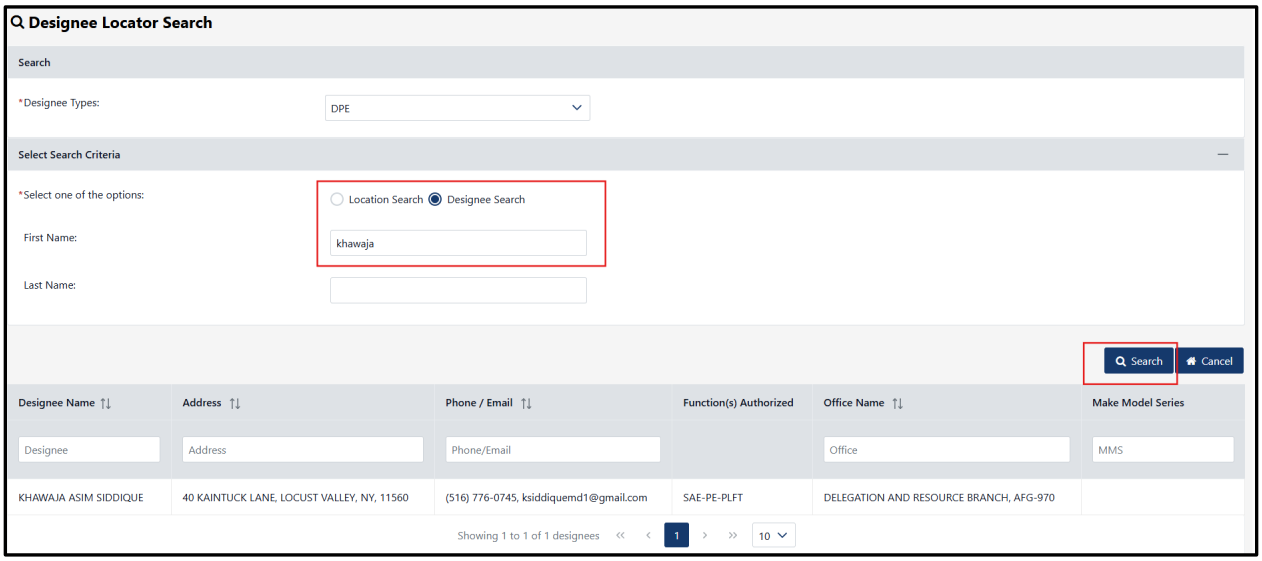



Figure 149: Designee Search Results