



**Federal  
Aviation  
Administration**

**DESIGNATED PILOT EXAMINER (DPE)  
EXTERNAL USER  
SOFTWARE USER MANUAL**

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## Revision History

<b>Version Number</b>	<b>Date</b>	<b>Author</b>	<b>Justification</b>
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:

<b>Term/Acronym</b>	<b>Definition</b>
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**

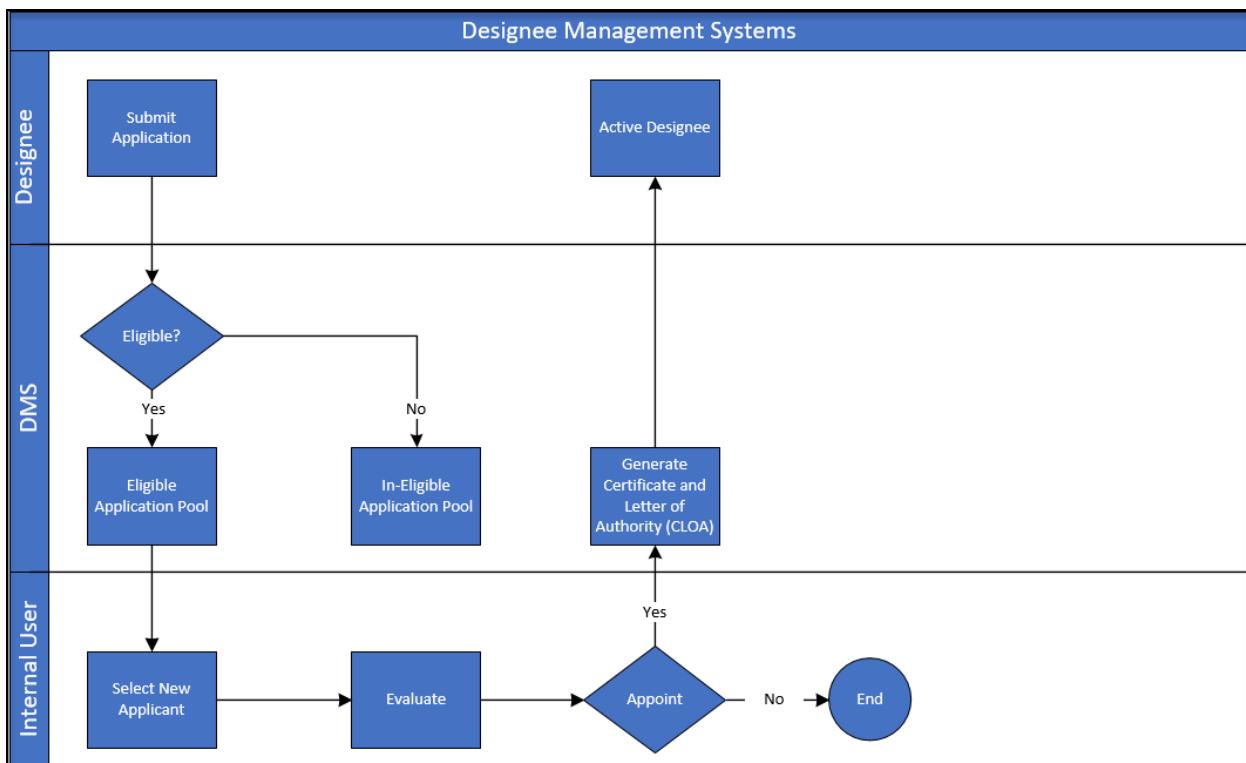


Figure 2: DMS Use Case Diagram

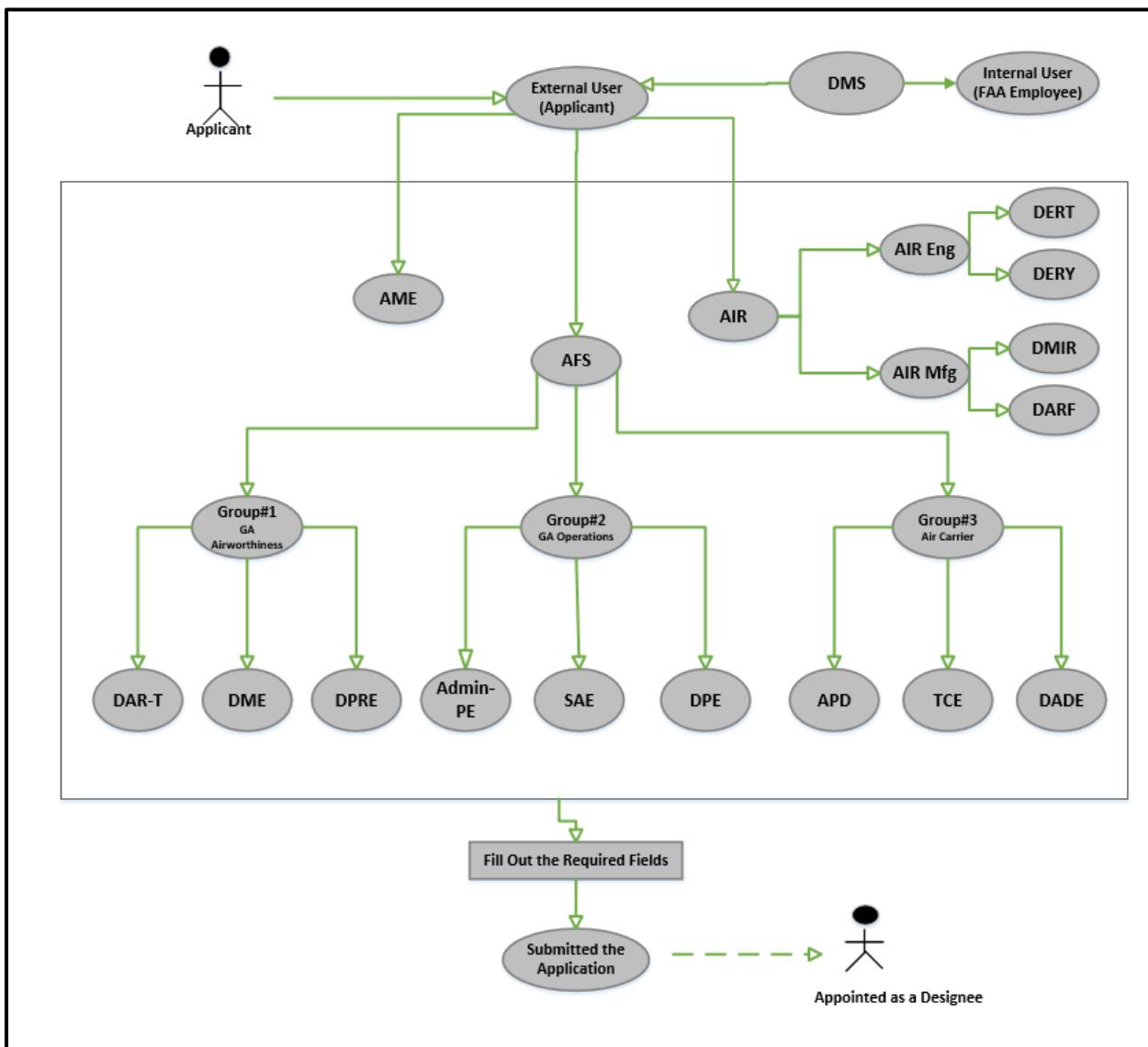
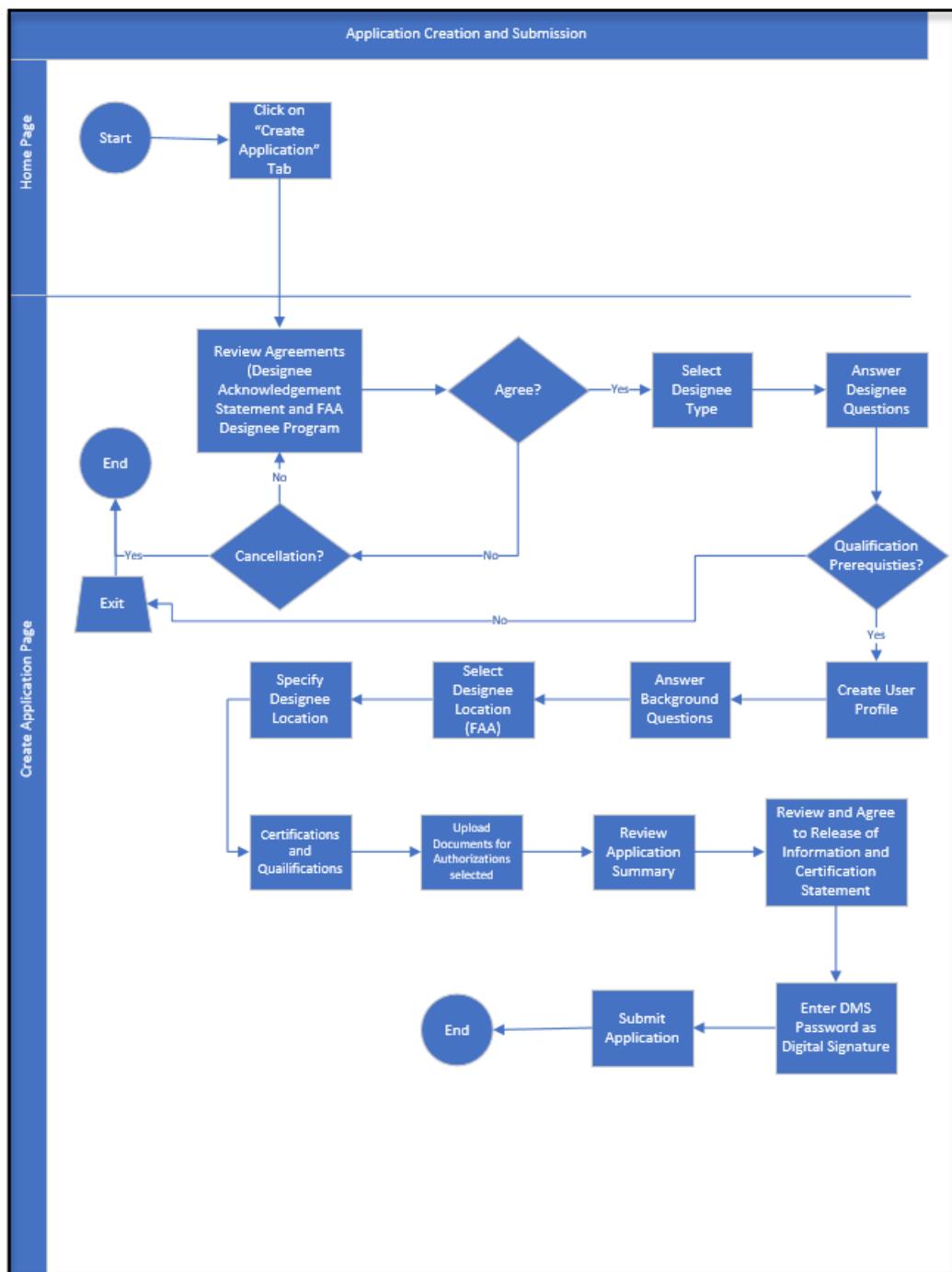


Figure 3: Designated Pilot Examiner (DPE) Activity Diagram



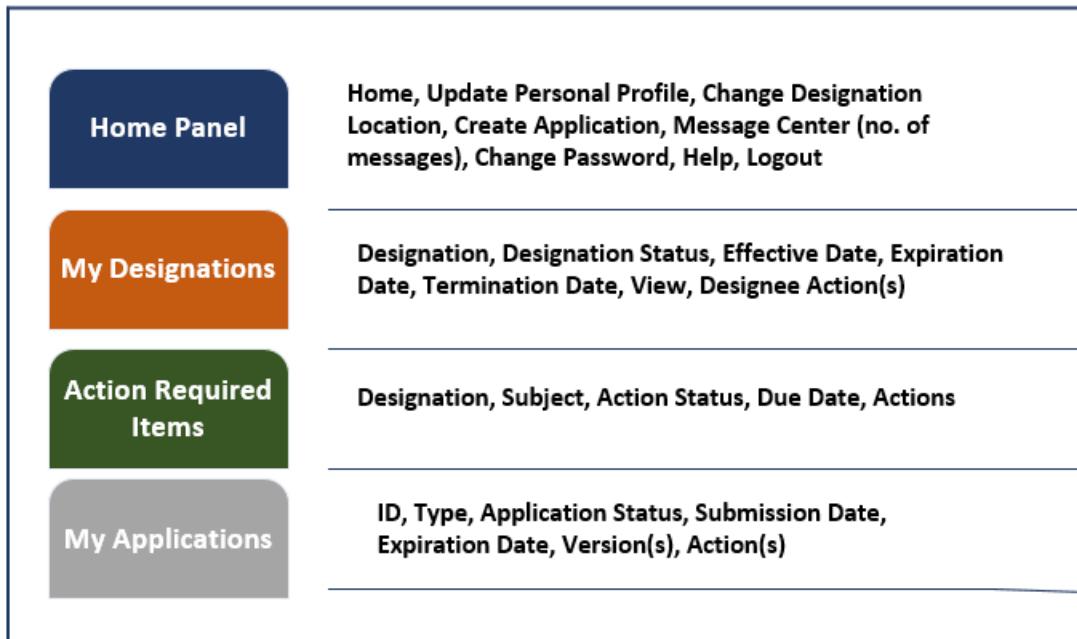
## Designee Management System Home Page

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**

The screenshot shows the Application/Designee Home Page with the following sections:

- My Designation(s):** A table listing two designations: SAE (Active, 5/13/2025 - 5/31/2026) and DCTO-E (Active, 5/20/2025 - 9/26/2025). Each row includes a [View](#) and [Action](#) link.
- Action Required Items:** A table showing a search result: "No records found".
- My Applications:** A table with columns: ID, Type, Application Status, Submission Date, Expiration Date, Version(s), and Action(s).

The left sidebar includes navigation links: Home, Update Personal Profile, Change Designation Location, **+ Create Application** (highlighted with a red box), Company Administrator Page, ODA Information, Training, Message Center (33), Help, and Logout.

## 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**

The screenshot shows the 'Create Application' interface. On the left is a sidebar with links: Home, Update Personal Profile, Change Designation Location, Create Application (which is highlighted with a blue box), ODA Information, Training, Message Center (36), Help, and Logout. The main area is titled 'Create Application' and has a sub-section 'Agreements' (also highlighted with a red box). Below this are tabs for Designee Types, Create Personal Profile, Background Questions, Designation Location, and Document Upload. Under 'Agreements', there is a section for 'Designee Acknowledgement Statement' with a text box containing a detailed statement about designation responsibilities. At the bottom are two buttons: 'I Agree' (highlighted with a red box) and 'I Decline'.

**Figure 7: FAA Designee Program Agreement**

Agreements

Designee Types Create Personal Profile Background Questions Designation Location Document Upload Summary

Signature

Designee Acknowledgement Statement

If designated under Title 49, United States Code, §44702(d) and/or 14 CFR Part 183, I understand that:

I represent the FAA Administrator and must maintain the highest standards, knowledge and skill levels. Designation is a privilege. Designees serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. This privilege conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. The FAA has oversight responsibilities over my designation, and can observe my activity as a designee at any time. I must successfully complete required training within the timeframes established, to include passing the examinations provided during training. I will perform my tasks with integrity and cooperation, exercising sound judgement and a professional attitude in all my dealings with the public and the FAA as related to my designation. My designation is predicated on an FAA need for a designee to perform certifications and the ability of the FAA to manage my designation.

Accepted

FAA Designee Program

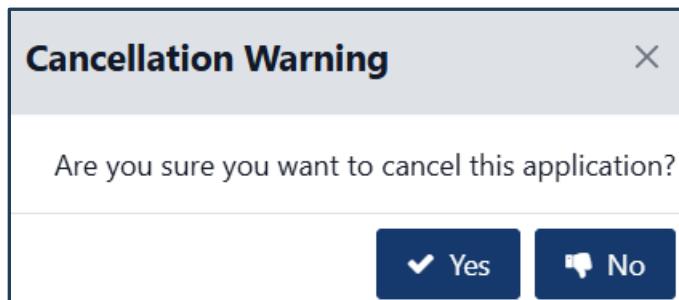
The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Air Traffic Safety Oversight Service (AOV), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).

[Please click the link to view the policy](#)

Note: Due to security requirements, after 15 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

✓ Accept    Decline

**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
<ul style="list-style-type: none"> <li>• Designated Engineering Representative Consultant (DER-T)</li> <li>• Designated Engineering Representative Company (DER-Y)</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Manufacturing Inspection Representative (DMIR)</li> <li>• Designated Airworthiness Representative – Manufacturing (DAR-F)</li> </ul>	• Aviation Medical Examiner	• Designated Control Tower Operator Examiner (DCTO-E)	<ul style="list-style-type: none"> <li>• Designated Airworthiness Representative (DAR-T)</li> <li>• Designated Mechanic Examiner (DME)</li> <li>• Designated Parachute Rigger Examiner (DPRE)</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Pilot Examiner (DPE)</li> <li>• Specialty Craft Examiner</li> <li>• Administrative Pilot Examiner (Admin-PE)</li> </ul>	<ul style="list-style-type: none"> <li>• Aircrew Program Designee (APD)</li> <li>• Designated Aircraft Dispatcher Examiner (DADE)</li> <li>• Training Center Evaluator (TCE)</li> </ul>

*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

The screenshot shows the 'Create Application' interface with the 'Designee Types' tab selected. The page is divided into several sections:

- Header:** 'Create Application' with tabs for 'Agreements', 'Designee Types' (selected), 'Create Personal Profile', 'Background Questions', 'Designation Location', 'Document Upload', 'Summary', and 'Signature'.
- Content:** A list of designee types with sub-options:
  - Aircraft Certification Service (AIR) – Manufacturing Designees:**
    - Designated Airworthiness Representative - Manufacturing (DAR-F)
    - Designated Manufacturing Inspection Representative (DMIR)
  - Aircraft Certification Service (AIR) – Engineering Designees:**
    - Designated Engineering Representative - Consultant (DER-T)
    - Designated Engineering Representative - Company (DER-Y)
  - Air Traffic Safety Oversight Service (AOV):**
    - Designated Control Tower Operator Examiner (DCTO-E)
  - Flight Standards Service - Airworthiness Certification and Airman Examiners:**
    - Designated Airworthiness Representative (DAR-T)
    - Designated Mechanic Examiner (DME)
    - Designated Parachute Rigger Examiner (DPRE)



Flight Standards Service - General Aviation Pilot Examiners

Designated Pilot Examiner (DPE)

Specialty Aircraft Examiner (SAE)

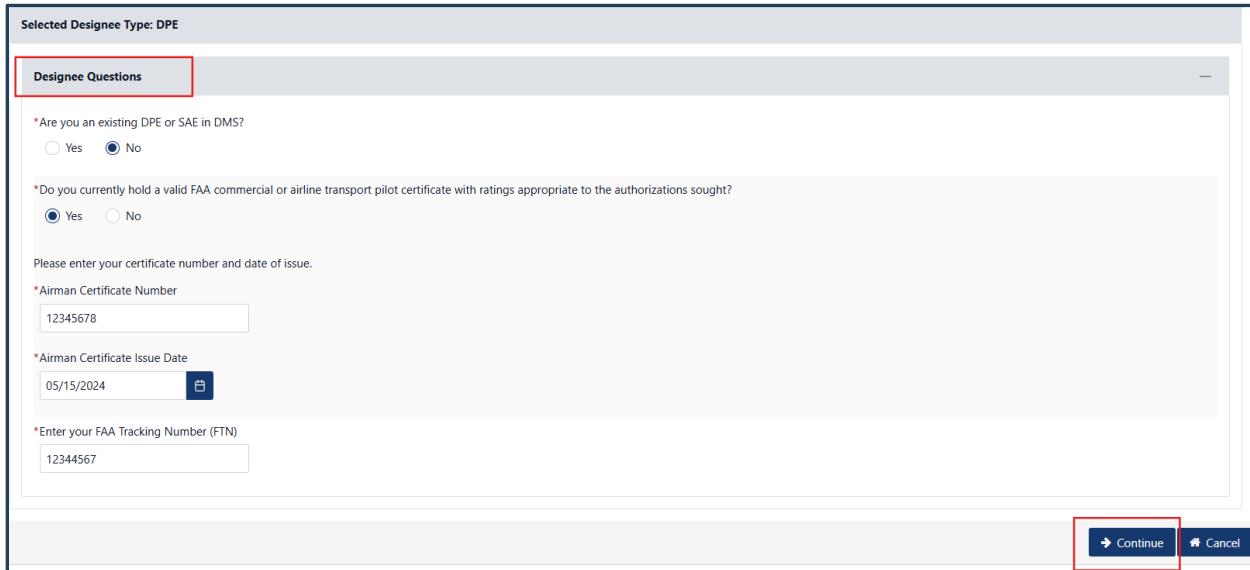
Administrative Pilot Examiner (Admin-PE)

Flight Standards Service - Air Transportation Designated Examiners

Aircrew Program Designee (APD)

Designated Aircraft Dispatcher Examiner (DADE)

Training Center Evaluator (TCE)

**Figure 11: Designee Questions**

Selected Designee Type: DPE

**Designee Questions**

\* Are you an existing DPE or SAE in DMS?  
 Yes  No

\* Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought?  
 Yes  No

Please enter your certificate number and date of issue.

\* Airman Certificate Number  
12345678

\* Airman Certificate Issue Date  
05/15/2024 

\* Enter your FAA Tracking Number (FTN)  
12344567

**Continue** **Cancel**

**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**

The screenshot shows a software interface for 'Selected Designee Type: DPE'. In the 'Designee Questions' section, there is a question: 'Are you an existing DPE or SAE in DMS?' with 'Yes' selected. Another question follows: 'Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought?' with 'Yes' selected. A text input field for 'Please enter your certificate number' contains '12345678'. A message box displays the text: 'Please contact the Managing Specialist for your existing DPE/SAE Designation, before you proceed with this application.' A blue 'Exit' button is visible in the bottom right of the message box.



**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**

The screenshot shows a software interface with a question: 'Are you an existing DPE or SAE in DMS?' with 'No' selected. A message box displays the text: 'Based on the information you have provided, you don't meet the basic qualification requirement for the designation you are applying for. Please refer to FAA Order 8000.95 for designee qualification requirements.' A blue 'Exit' button is visible in the bottom right of the message box. At the bottom of the screen, there are 'Continue' and 'Cancel' buttons.

### 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**

**User Profile** Indicates required field.

**Profile**

Full Name: KHAWAJA ASIM SIDDIQUE  
Email: ksiddiquemd1@gmail.com

**User Information**

\*Date of Birth: 04/26/1978

\*Gender: Male

\*Country of Citizenship: United States

\*Contact Phone: (516)-776-0745

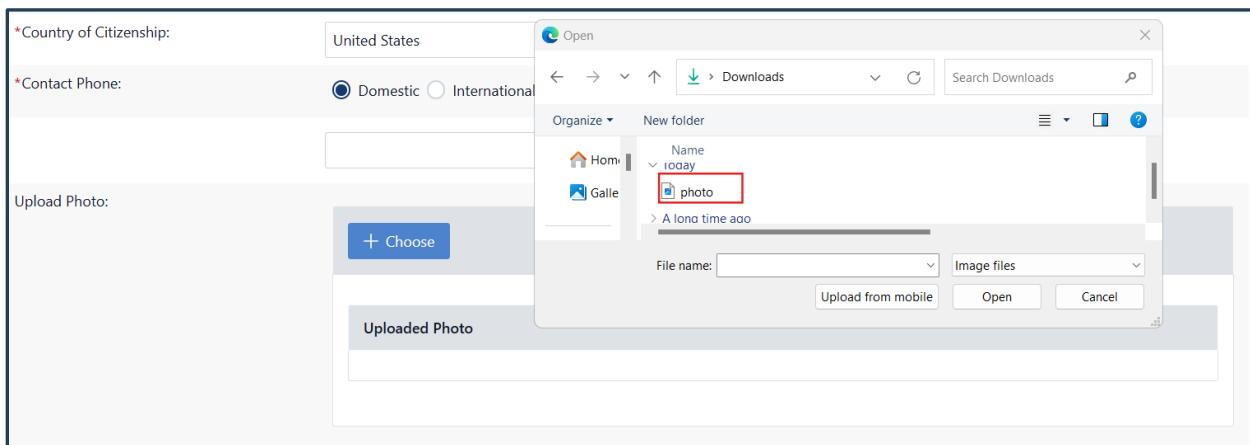
Upload Photo: + Choose

Uploaded Photo

**Figure 15: User Profile (Continued)**

The screenshot shows a user profile form with two address sections: Personal Address and Mailing Address. Both sections include fields for Street Address 1 (40 KAINTUCK LANE), Street Address 2, City (LOCUST VALLEY), State (New York), Country (United States), and Postal Code (11560). A checkbox labeled 'Same as Personal Address' is checked in the Mailing Address section. At the bottom right are 'Save', 'Continue', and 'Cancel' buttons.

Address Information	
<b>Personal Address</b>	
*Street Address 1	40 KAINTUCK LANE
Street Address 2	
*City	LOCUST VALLEY
*State	New York
*Country	United States
*Postal Code	11560
<b>Mailing Address</b>	
<input checked="" type="checkbox"/> Same as Personal Address	
*Street Address 1	40 KAINTUCK LANE
Street Address 2	
*City	LOCUST VALLEY
*State	New York
*Country	United States
*Postal Code	11560

**Figure 16: Upload Photo**

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

**Save**

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

**Continue**



**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**

The screenshot shows the 'Background Questions' tab selected in a software interface. The tab bar includes 'Agreements', 'Designee Types', 'Create Personal Profile', 'Background Questions' (highlighted with a red box), 'Designation Location', 'Document Upload', 'Summary', and 'Signature'. The 'Background Questions' section contains the following 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

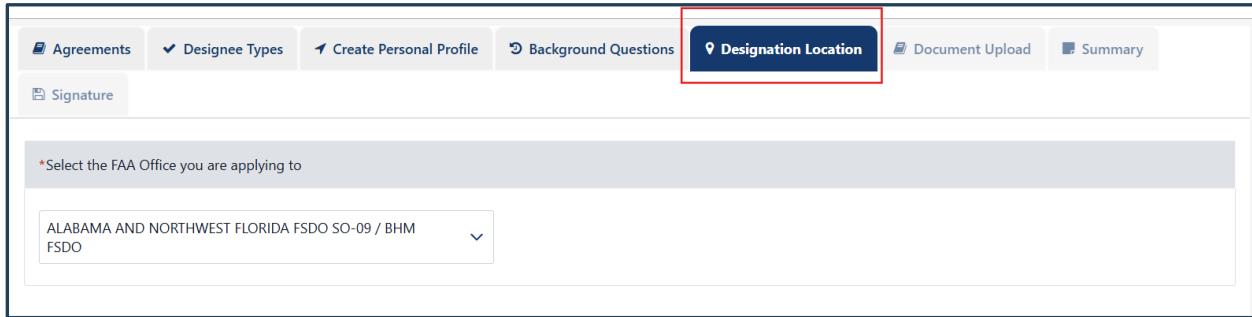
At the bottom right of the form, there are three buttons: 'Save' (with a disk icon), 'Continue' (with a right-pointing arrow icon), and 'Cancel' (with a house icon).

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.

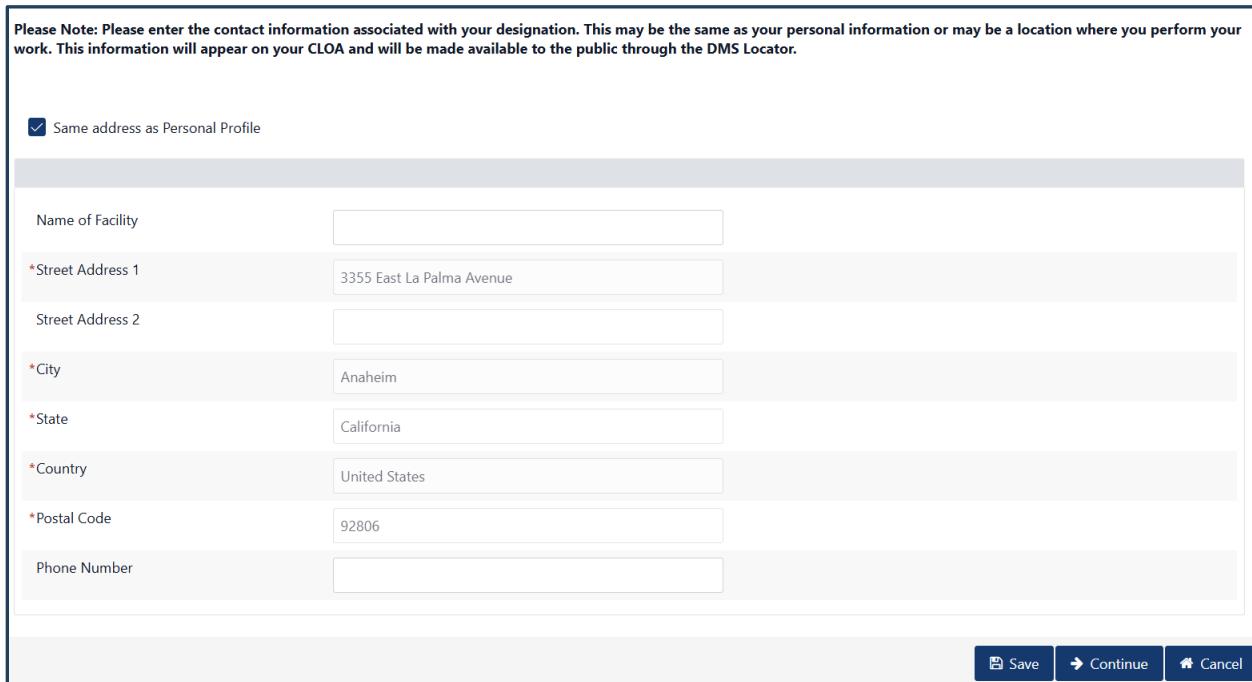
**Figure 18: Designation Location**



The screenshot shows a software interface with a top navigation bar containing links for 'Agreements', 'Designee Types', 'Create Personal Profile', 'Background Questions', 'Designation Location' (which is highlighted with a red box), 'Document Upload', and 'Summary'. Below the navigation is a 'Signature' button. A note at the top says 'Select the FAA Office you are applying to'. A dropdown menu shows 'ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO'.

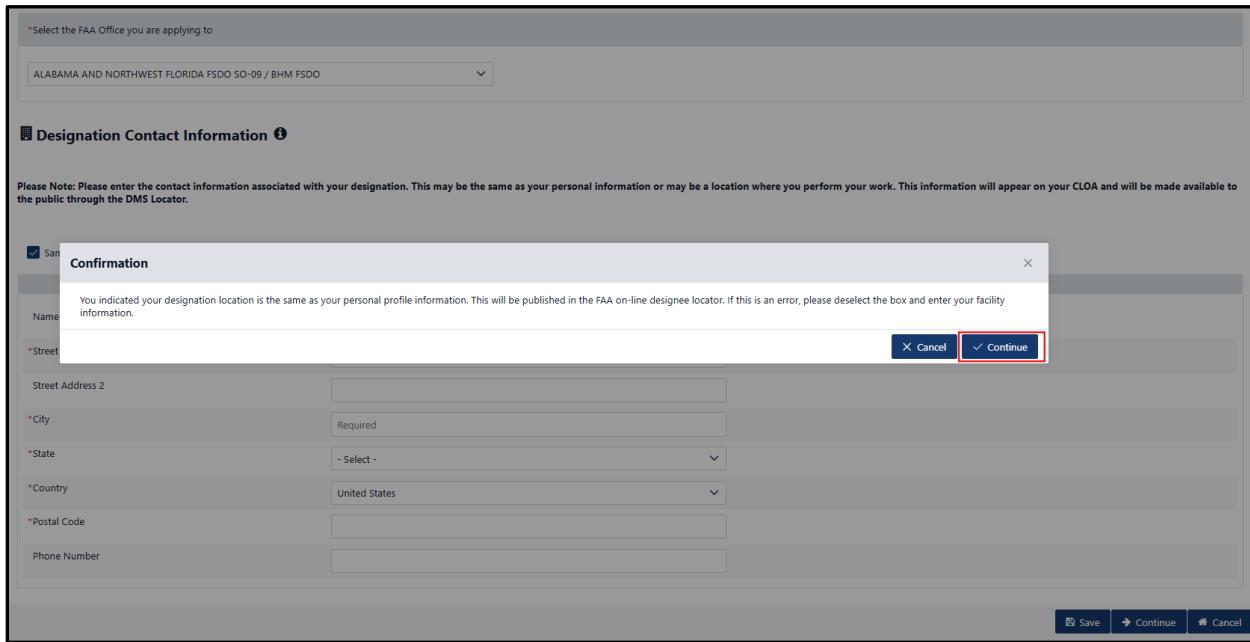
- Step 2.* If the mailing address and the home address are the same, select the checkbox for the 'Same address as Personal Profile' (**Error! Reference source not found.**). A Confirmation message box displays the following: 'You indicated your designation location is the same as your personal profile 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**



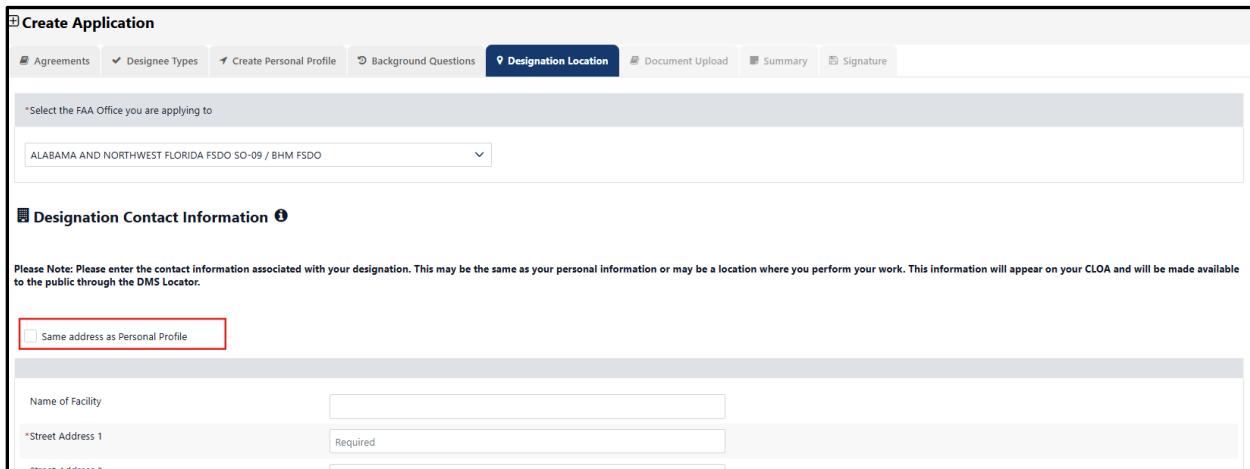
The screenshot shows a form for selecting a designation location. A note at the top says: 'Please Note: Please enter the contact information associated with your designation. This may be the same as your personal information or may be a location where you perform your work. This information will appear on your CLOA and will be made available to the public through the DMS Locator.' Below this, there is a checked checkbox for 'Same address as Personal Profile'. The form then lists address fields: 'Name of Facility' (empty), 'Street Address 1' (3355 East La Palma Avenue), 'Street Address 2' (empty), 'City' (Anaheim), 'State' (California), 'Country' (United States), 'Postal Code' (92806), and 'Phone Number' (empty). At the bottom are 'Save', 'Continue', and 'Cancel' buttons.

**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**

Flight Standards Service - General Aviation Pilot Examiners - Designated Pilot Examiner (DPE)

**DPE Authorization Code Descriptions**

\* Please select the Authorizations you are qualified for

Airplane  Select all

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  Select all

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  Select all

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

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**

Flight Standards Service - General Aviation Pilot Examiners - Designated Pilot Examiner (DPE)

**DPE Authorization Code Descriptions**

\* Please select the Authorizations you are qualified for

Airplane  Select all

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  Select all

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  Select all

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



**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**

**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

## DPE User Software User Manual

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

**Attachments**

In order to complete your application, additional information will need to be uploaded on this page. Please upload the following:

1. A professional resume detailing your work experience.
2. A supplemental information sheet that describes your airman certificates and specific qualifications for a DPE. (The supplemental information is required to allow the FAA to determine qualification as a DPE and determine what authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format).

Note: For general and specific qualifications for a DPE, please refer to [FAA Order 8000.95](#) Designee Management Policy.

[Supplemental Information Sheet – DPE.doc](#)

**Attachments**

**+ Choose** **X Cancel**

File Name	File Type	File Size	Delete?
DMS Sample Attachment.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0 (Kb)	<input checked="" type="checkbox"/>

**Save** **Continue** **Cancel**

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**

**\*Attachments**

In order to complete your application, additional information will need to be uploaded on this page. Please upload the following:

1. A professional resume detailing your work experience.
2. A supplemental information sheet that describes your airman certificates and specific qualifications for a DPE. (The supplemental information is required to allow the FAA to determine qualification as a DPE and determine what authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format).

Note: For general and specific qualifications for a DPE, please refer to [FAA Order 8000.95](#) Designee Management Policy.

[Supplemental Information Sheet – DPE.doc](#)

**Attachments**

**+ Choose** **X Cancel**

File Name	File Type	File Size	Delete?
DMS Sample Attachment.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0 (Kb)	<input checked="" type="checkbox"/>

**Save** **Continue** **Cancel**

*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**

In order to complete your application, additional information will need to be uploaded on this page. Please upload the following:

1. A professional resume detailing your work experience.
2. A supplemental information sheet that describes your airmen certificates and specific qualifications for a DPE. (The supplemental information is required to allow the FAA to determine qualification as a DPE and determine what authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format.)

Note: For general and specific qualifications for a DPE, please refer to [FAA Order 8000.95 Designee Management Policy](#).

[Supplemental Information Sheet – DPE.doc](#)

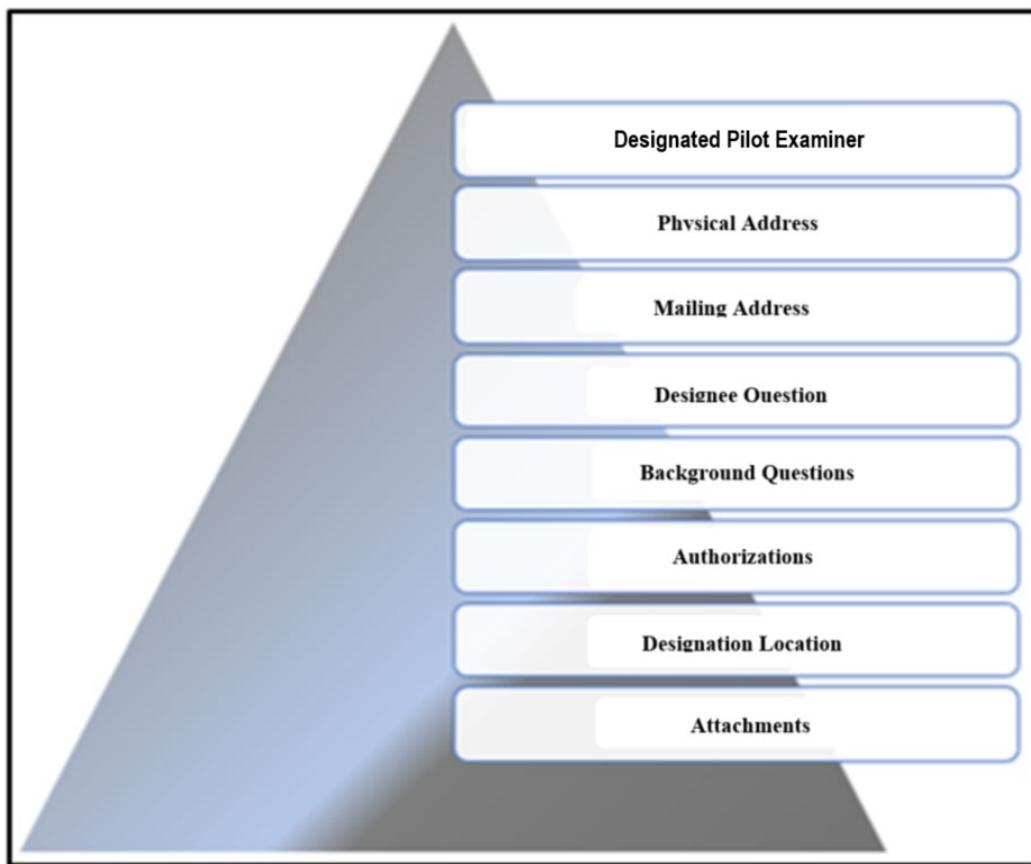
Attachments								
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center; gap: 10px;"><span>+ Choose</span><span>X Cancel</span></div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>File Name</th><th>File Type</th><th>File Size</th><th>Delete?</th></tr></thead><tbody><tr><td>DMS Sample Attachment.docx</td><td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td><td>0 (Kb)</td><td><span>X</span></td></tr></tbody></table> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"><span>Save</span><span style="margin-left: 10px;">Continue</span><span style="margin-left: 10px;">Cancel</span></div>	File Name	File Type	File Size	Delete?	DMS Sample Attachment.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0 (Kb)	<span>X</span>
File Name	File Type	File Size	Delete?					
DMS Sample Attachment.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0 (Kb)	<span>X</span>					

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**

**Create Application**

Agreements  Designee Types  Create Personal Profile  Background Questions  Designation Location  Document Upload  **Summary**  Signature

**Summary**

**Designee - Designated Pilot Examiner (DPE)**

**Application Profile**

Application Date	KHAWAJA ASIM SIDDIQUE
Name	KHAWAJA ASIM SIDDIQUE
Date of birth	4/26/1978
Gender	Male
Country of Citizenship	United States
Phone Number	(516) 776-0745 - Domestic
Email Address	ksiddiquemd1@gmail.com

**Physical Address**

Address Line 1	40 KAINTUCK LANE
Address Line 2	LOCUST VALLEY
City	New York
State	United States
Country	United States
Postal Code	11560

**Mailing Address**

Address Line 1	40 KAINTUCK LANE
Address Line 2	LOCUST VALLEY
City	New York
State	United States
Country	United States
Postal Code	11560

**Designee Questions**

\*Are you an existing DPE or SAE in DMS?  
 Yes  No

\*Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought?  
 Yes  No

Please enter your certificate number and date of issue.

\*Airmen Certificate Number  
12345678

\*Airmen Certificate Issue Date  
05/21/2024

\*Enter your FAA Tracking Number (FTN)  
12345678

## DPE User Software User Manual

**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

\*Airman Certificate Issue Date

\*Do you currently hold a valid FAA medical certificate?  
 Yes  No  Not Required

\*Class

\*Date of Issuance

**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

## DPE User Software User Manual

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 50-09 / 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	40 KAINTUCK LANE
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**

**Create Application**

Agreements Desigee Types Create Personal Profile Background Questions Designation Location Document Upload Summary **Signature**

\* Indicates required field.

**Release of Information and Certification Statement**

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

\* I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.

\* I understand that any information given may be investigated.

\* I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.

\* I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.

\* I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571).

\* I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

**I AGREE**

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**

Privacy Act Statement (5 U.S.C. §552a(e)(3))

**Authority:** Information on Federal Aviation Administration (FAA) Designee Management System (DMS) is solicited under the authority of [Title 14 Code of Federal Regulations Part 183](#).

**Purpose:** The purpose of Designee Management System is to standardize the management lifecycle process and oversight of designees who are representatives of the FAA authorized to perform certain certification related tasks. The purpose of collecting this information is also to allow individuals access to the system.

**Routine Uses:** the information collected will be included in the system of records notice [DOT/ALL 13- Internet/Intranet Activity and Access Records](#) and will be subject to the published routine uses including:

- To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" available at <http://www.transportation.gov/privacy/privacyactnotices>.

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

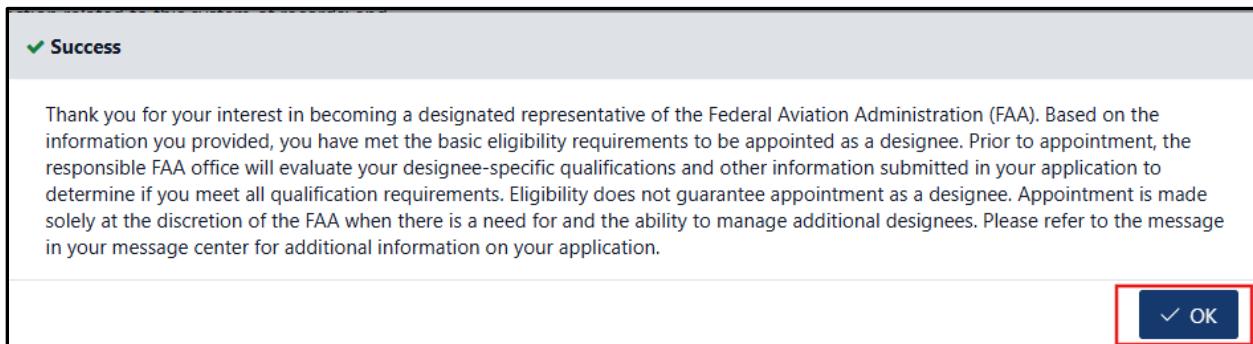
Please enter your electronic signature.

\* Signature  By checking this block, I understand I am providing my electronic signature for this action in DMS.

**Submit** **Cancel**

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**

My Applications						
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
80122	DPE	Submitted	4/6/2025	4/6/2026	<a href="#">Version(s)</a>	
78716	AME	Submitted	11/25/2024	11/25/2025	<a href="#">Version(s)</a>	

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

**Figure 34: Edit Application**

My Applications						
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
80122	DPE	Submitted	4/6/2025	4/6/2026	<a href="#">Version(s)</a>	
78716	AME	Submitted	11/25/2024	11/25/2025	<a href="#">Version(s)</a>	



**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**

Message Center						
Inbox						
	From ↑↓	Subject	Date ↑↓			
<input type="checkbox"/>	 System Administrator	<a href="#">DPE Application Submitted Successfully--Basic Eligibility Requirements have been Met</a>				04/06/2025, 9:33 PM
<input type="checkbox"/>	 System Administrator	<a href="#">AME Application Submitted Successfully--Basic Eligibility Requirements have been Met</a>				11/25/2024, 11:50 AM

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 guarantee selection and/or appointment.

**Figure 36: Application Submitted Message**

**DPE Application Submitted Successfully--Basic Eligibility Requirements have been Met**

Date: 04/06/2025, 9:33 PM  
From: System Administrator  
To: KHAWAJA ASIM SIDDIQUE

[◀ Back](#)

KHAWAJA ASIM SIDDIQUE,

Your designee application has been successfully submitted in DMS.

Thank you for your interest in becoming a designated representative of the Federal Aviation Administration (FAA). Based on the information you provided, you have met the basic eligibility requirements to be appointed as a designee. Prior to appointment, the responsible FAA office will evaluate your specific qualifications and other information submitted in your application to determine if you meet all the qualification requirements. Eligibility does not guarantee you will be appointed as a designee. Appointment is made solely at the discretion of the FAA when there is a need for and the ability to manage additional designees. To remain in consideration, you must continue to meet the basic eligibility requirements for the designation for which you applied.

Your application will remain active in the database of eligible applicants for one year. If you have not been appointed within a year of the date you submitted your application, you must revalidate the information in your application if you wish to continue to be eligible. Please keep your system contact information current so that we may contact you if we determine a need for your services as a designee.

Thank you for applying to be a designee.

**Designee Management System (DMS) Administration**

Attachments

[◀ Back](#)

### **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**

The screenshot shows the 'User Profile' section of the DPE User Software. The 'Update Personal Profile' button is highlighted with a red box. A note at the top right states: 'Updating your user profile does NOT affect your authorized designation location. To update your name or email, you will have to submit a request in MyAccess.' A note at the top right of the form area indicates: '\* Indicates required field.'

**User Profile**

**Profile**

Full Name: KHAWAJA ASIM SIDDIQUE  
Email: ksiddiquemd1@gmail.com

**User Information**

\*Date of Birth: 04/26/1978  
\*Gender: Male  
\*Country of Citizenship: United States  
\*Contact Phone: (516)-776-0745  
     Domestic  International

Upload Photo:

+ Choose

Uploaded Photo

**Address Information**

**Personal Address**

\*Street Address 1: 40 KAITUCK LANE  
Street Address 2:   
\*City: LOCUST VALLEY  
\*State: New York  
\*Country: United States  
\*Postal Code: 11560

**Mailing Address**

Same as Personal Address

\*Street Address 1: 40 KAINTUCK LANE

Street Address 2:

\*City: LOCUST VALLEY

\*State: New York

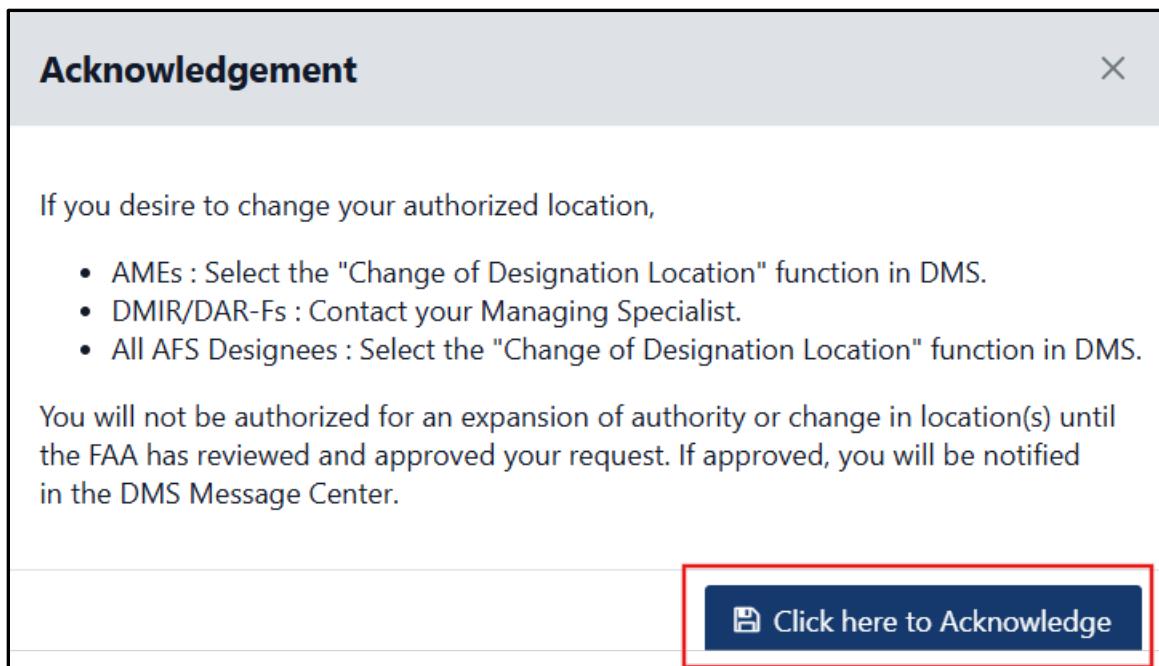
\*Country: United States

\*Postal Code: 11560

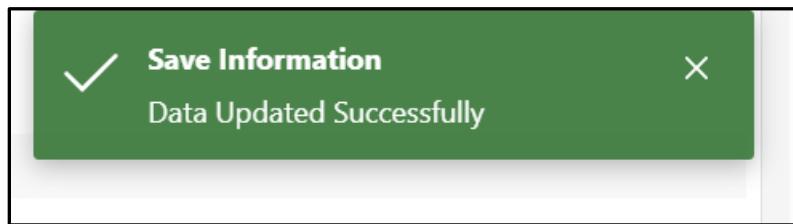
 Save  Back

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**

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2026		<a href="#">CLOA</a>	<a href="#">Action</a>
Action Required Items						
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓		Action(s)	
No records found						

## 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**

Change Designation Location

Designation Location

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

+ Add Authorized Location

Submit Cancel

## Message Center

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

**Figure 44: Message Center**

Message Center

Compose Inbox Sent Reload Settings

Inbox

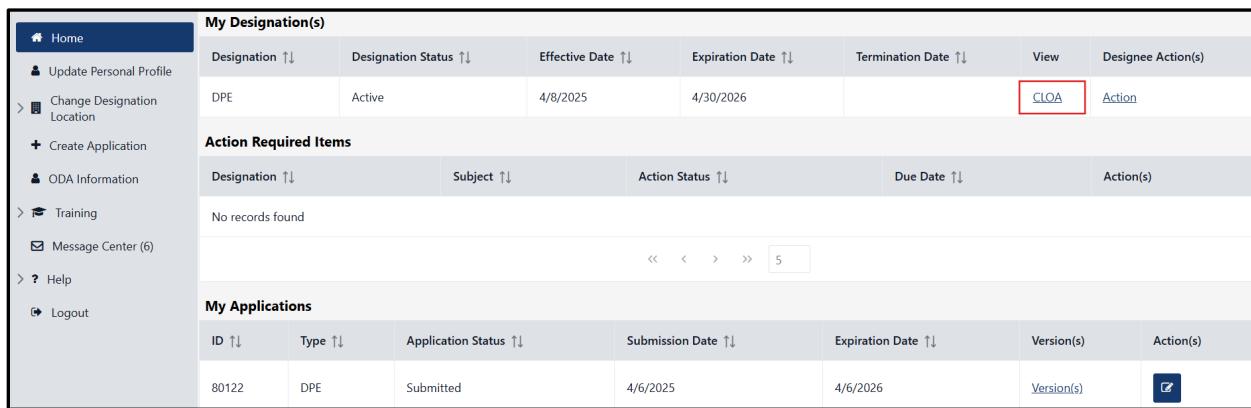
Search through subject, content and recipient

	From	Subject	Date
<input type="checkbox"/>	System Administrator	Managing Specialist Reassignment	04/08/2025, 2:17 PM
<input type="checkbox"/>	System Administrator	Managing Specialist Reassignment	04/08/2025, 2:15 PM
<input type="checkbox"/>	System Administrator	Appointing Official Reassignment	04/08/2025, 2:11 PM
<input type="checkbox"/>	System Administrator	Appointing Official Reassignment	04/08/2025, 2:09 PM
<input type="checkbox"/>	System Administrator	Appointment Decision for KHAWAJA ASIM SIDDIQUE	04/08/2025, 1:42 PM
<input type="checkbox"/>	System Administrator	DPE Application Submitted Successfully--Basic Eligibility Requirements have been Met	04/06/2025, 9:33 PM
<input type="checkbox"/>	System Administrator	AME Application Submitted Successfully--Basic Eligibility Requirements have been Met	11/25/2024, 11:50 AM

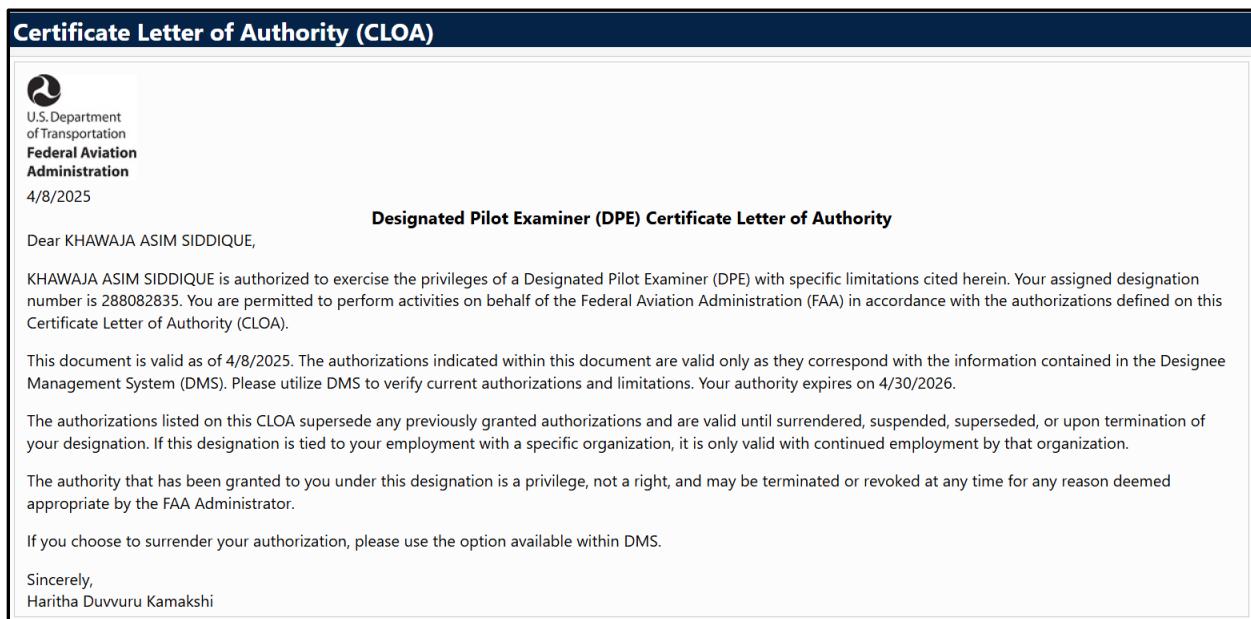
## CLOA

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**

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2026		<a href="#">View</a>	<a href="#">CLOA</a> <a href="#">Action</a>
Action Required Items						
Designation ↑↓		Subject ↑↓		Action Status ↑↓	Due Date ↑↓	Action(s)
No records found						
My Applications						
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
80122	DPE	Submitted	4/6/2025	4/6/2026	Version(s)	<a href="#">View</a>

**Figure 46: CLOA**

**Certificate Letter of Authority (CLOA)**

U.S. Department of Transportation  
**Federal Aviation Administration**  
4/8/2025

**Designated Pilot Examiner (DPE) Certificate Letter of Authority**

Dear KHAWAJA ASIM SIDDIQUE,

KHAWAJA ASIM SIDDIQUE is authorized to exercise the privileges of a Designated Pilot Examiner (DPE) with specific limitations cited herein. Your assigned designation number is 288082835. You are permitted to perform activities on behalf of the Federal Aviation Administration (FAA) in accordance with the authorizations defined on this Certificate Letter of Authority (CLOA).

This document is valid as of 4/8/2025. The authorizations indicated within this document are valid only as they correspond with the information contained in the Designee Management System (DMS). Please utilize DMS to verify current authorizations and limitations. Your authority expires on 4/30/2026.

The authorizations listed on this CLOA supersede any previously granted authorizations and are valid until surrendered, suspended, superseded, or upon termination of your designation. If this designation is tied to your employment with a specific organization, it is only valid with continued employment by that organization.

The authority that has been granted to you under this designation is a privilege, not a right, and may be terminated or revoked at any time for any reason deemed appropriate by the FAA Administrator.

If you choose to surrender your authorization, please use the option available within DMS.

Sincerely,  
Haritha Duvvuru Kamakshi

**Figure 47: CLOA (Continued)**

<b>Official Letter of Authority as of 4/8/2025</b>	
<b>Designated Pilot Examiner (DPE)</b>	
Designee Name:	<b>KHAWAJA ASIM SIDDIQUE</b>
Facility Address:	40 KAINTUCK LANE, LOCUST VALLEY, New York, 11560, United States
DMS Designee Number:	<b>288082835</b>
Date of Designation:	<b>4/8/2025</b>
Designation Expiration:	<b>4/30/2026</b>
<b>Authorization Details</b>	
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 <b>Federal Aviation Administration</b>								
<b>Certificate of Designation</b>								
<i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i>								
<b>KHAWAJA ASIM SIDDIQUE</b>								
<i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as</i>								
<b>Designated Pilot Examiner (DPE)</b>								
<i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.</i>								
<table border="1"><tr><td>Issued at</td><td>DMS Designee#</td><td>By Direction of the Administrator</td><td>Dated</td></tr><tr><td>ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO</td><td>288082835</td><td>Haritha Duvvuru Kamakshi</td><td>4/8/2025</td></tr></table>	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
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					
<small>This document is current only at the time of printing. The Designee Management System (DMS) is the official record regarding designee privileges.</small>								
<b>Close</b> <b>Print</b>								

### 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**

The screenshot shows a user interface for managing designations. On the left is a sidebar with links: Home, Update Personal Profile, Change Designation Location, Create Application, ODA Information, Training, and Message Center (6). The main area has a header 'My Designation(s)'. Below it is a table with columns: Designation, Designation Status, Effective Date, Expiration Date, Termination Date, View, and Designee Action(s). A row shows 'DPE' as the designation, 'Active' as the status, '4/8/2025' as the effective date, '4/30/2026' as the expiration date, and a 'View' button. The 'Designee Action(s)' button is highlighted with a red box. Below this is a section titled 'Action Required Items' with columns: Designation, Subject, Action Status, Due Date, and Action(s). A message 'No records found' is displayed.

**Figure 50: Designee Action Screen**

The screenshot shows a detailed view of a designation. The top bar says 'Activity (DPE)'. Below it is a section titled 'Designation Information' with a collapse arrow. The following information is listed:  
Designee Number: 288082835  
Designation Type: DPE  
Authorization(s): DPE-PE-ASEL  
Designation Status: Active  
Effective Date: 4/8/2025  
Expiration Date: 4/30/2026  
Managing Specialist: Haritha Duvvuru Kamakshi  
Airman Certificate Number: 12345678  
Airman Certificate Issue Date: 05/20/2024  
FAA Tracking Number (FTN): 12345678  
Next Direct Observation Due Date:

## 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**

## Activity (DPE)

Designation Information

Designee Number:	<b>288082835</b>
Designation Type:	<b>DPE</b>
Authorization(s):	<b>DPE-PE-ASEL</b>
Designation Status:	<b>Active</b>
Effective Date:	<b>4/8/2025</b>
Expiration Date:	<b>4/30/2026</b>
Managing Specialist:	<b>Haritha Duvvuru Kamakshi</b>
Airman Certificate Number:	<b>12345678</b>
Airman Certificate Issue Date:	<b>05/20/2024</b>
FAA Tracking Number (FTN):	<b>12345678</b>
Next Direct Observation Due Date:	

Activity Links

[Create Practical Test/Proficiency Check Preapproval](#)

[View Pre-Approval/Post Activity Reports](#)

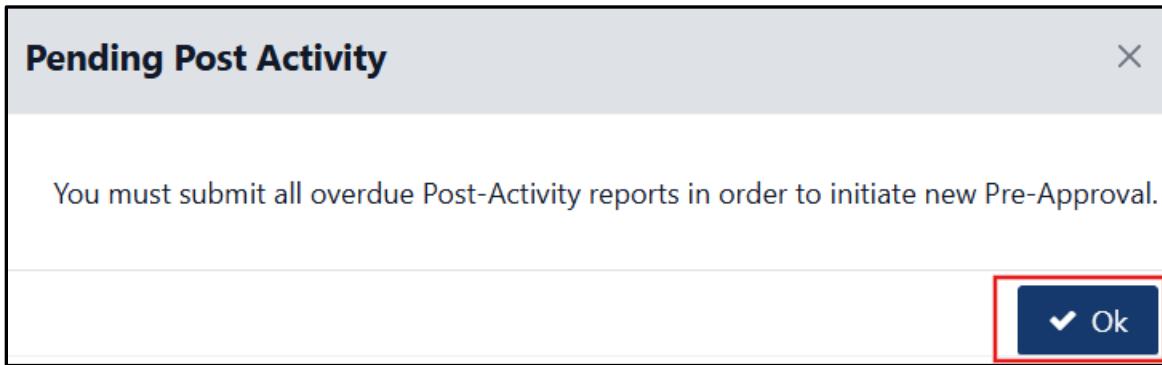
[Create Administrative Preapproval](#)

[View Pre-Approval Setting\(On/Off\)](#)

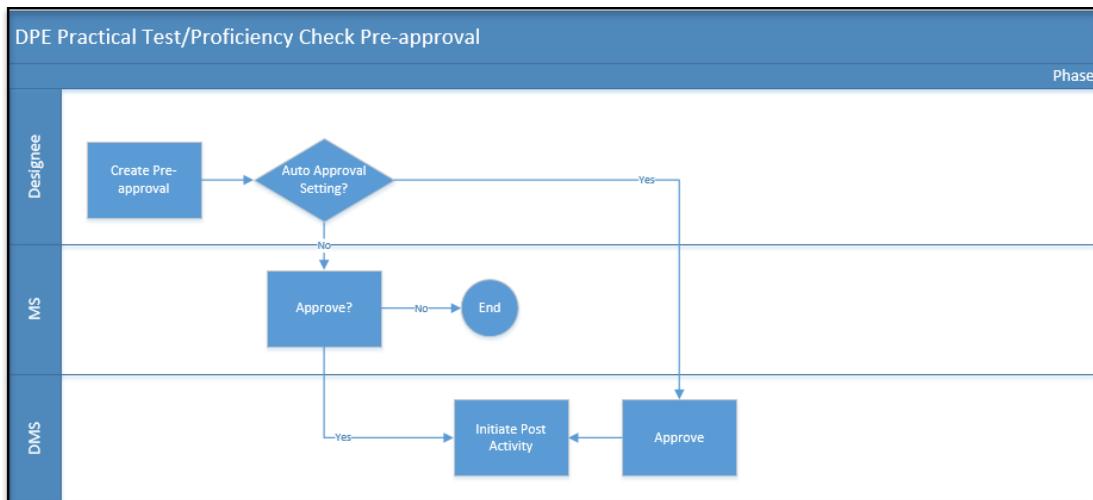


**Note:** The system will not allow the designee to create a new pre-approval request if the designee has Post Activity Reports that are overdue. The designee has 7 (seven) days to complete the report after completion of the test or check.

**Figure 52: Pending Post Activity Message**

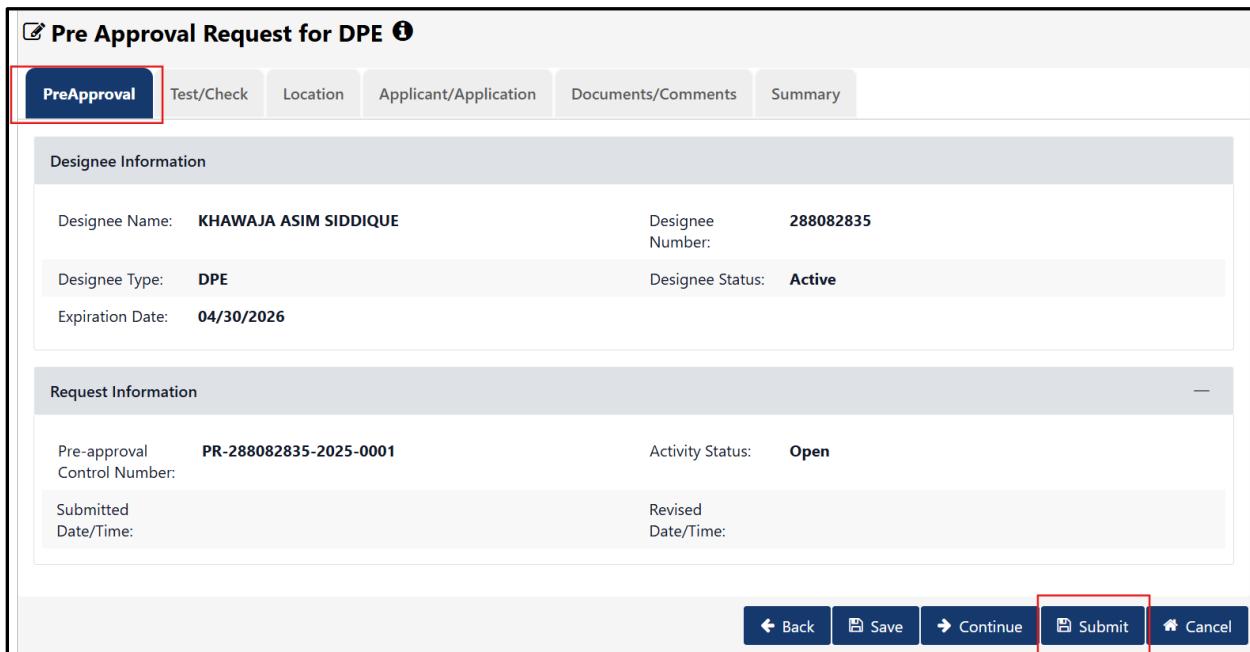


**Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram**



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

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



**Pre Approval Request for DPE**

**PreApproval** Test/Check Location Applicant/Application Documents/Comments Summary

**Designee Information**

Designee Name: KHAWAJA ASIM SIDDIQUE Designee Number: 288082835

Designee Type: DPE Designee Status: Active

Expiration Date: 04/30/2026

**Request Information**

Pre-approval Control Number: PR-288082835-2025-0001 Activity Status: Open

Submitted Date/Time: Revised Date/Time:

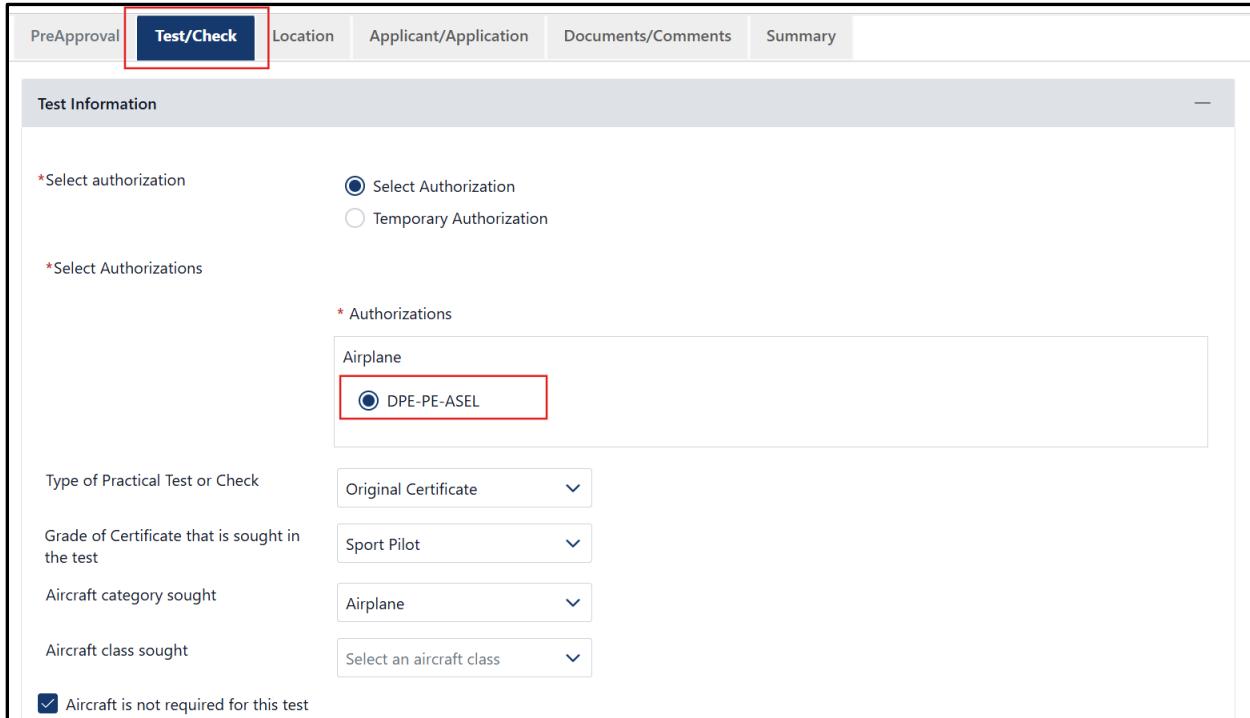
Back Save Continue **Submit** Cancel

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



**Test/Check** PreApproval Location Applicant/Application Documents/Comments Summary

**Test Information**

\*Select authorization  Select Authorization  Temporary Authorization

\*Select Authorizations

\* Authorizations

Airplane  DPE-PE-ASEL

Type of Practical Test or Check: Original Certificate

Grade of Certificate that is sought in the test: Sport Pilot

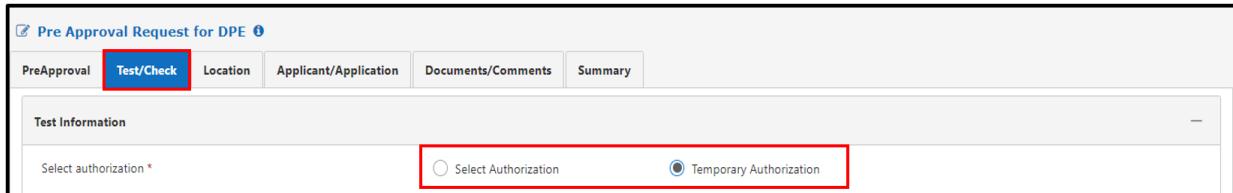
Aircraft category sought: Airplane

Aircraft class sought: Select an aircraft class

Aircraft is not required for this test

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**



The screenshot shows a software interface for a 'Pre Approval Request for DPE'. At the top, there are tabs: 'PreApproval' (disabled), 'Test/Check' (selected and highlighted in blue), 'Location', 'Applicant/Application', 'Documents/Comments', and 'Summary'. Below the tabs, there is a section titled 'Test Information'. Under 'Test Information', there are two radio buttons: 'Select Authorization' (unchecked) and 'Temporary Authorization' (checked and highlighted with a red box). The 'Temporary Authorization' button is selected.

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.

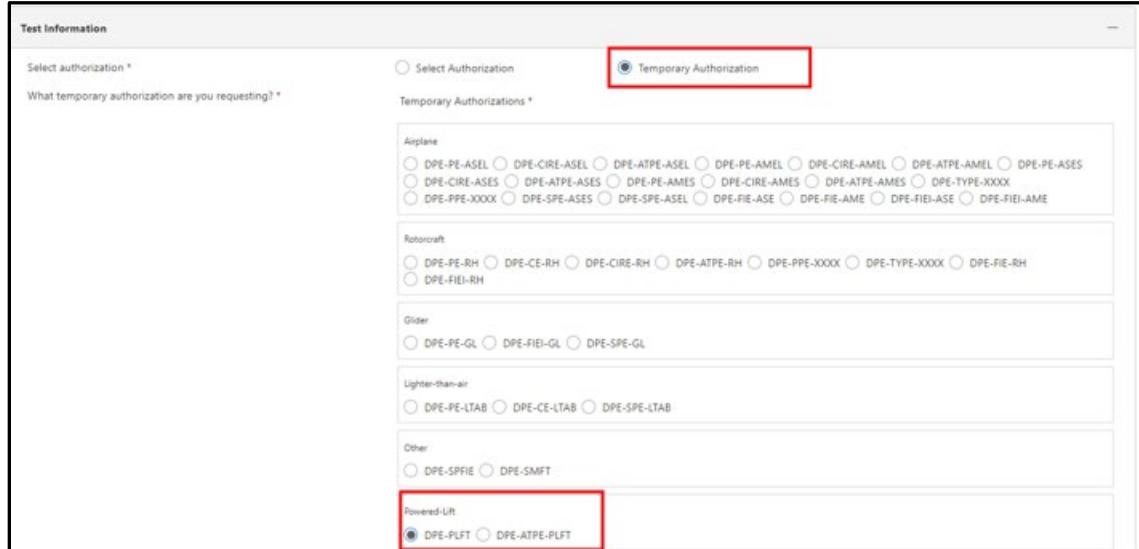


**Note:** A pre-approval with temporary authorizations will always go through the manual approval process because temporary authorizations are not part of the designee’s CLOA.



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

**Figure 57: Temporary Authorizations**



The screenshot shows a 'Temporary Authorizations' interface. At the top, there are two radio buttons: 'Select Authorization' (unchecked) and 'Temporary Authorization' (checked and highlighted with a red box). Below the radio buttons, there is a section titled 'Temporary Authorizations \*'. This section contains several groups of radio buttons for different aircraft categories: 'Airplane', 'Rotorcraft', 'Glider', 'Lighter-than-air', 'Other', and 'Powered-Lift'. In the 'Powered-Lift' section, the 'DPE-PLFT' radio button is selected and highlighted with a red box.

*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	<input type="checkbox"/> Recommending Instructor N/A	
Name of Recommending Instructor	<input type="text"/>	
Flight Instructor Certificate number of Recommending Instructor	<input type="text"/>	
<input alt="Back icon" data-bbox="926 874 951 906"/> Back  Save  Continue  Submit  Cancel		

**Figure 58: Select Authorizations**

PreApproval	<b>Test/Check</b>	Location	Applicant/Application	Documents/Comments	Summary
<p><b>Test Information</b></p> <p>*Select authorization <input checked="" type="radio"/> Select Authorization <input type="radio"/> Temporary Authorization</p> <p>*Select Authorizations</p> <p>* Authorizations</p> <p>Airplane <input checked="" type="radio"/> DPE-PE-ASEL</p> <p>Type of Practical Test or Check <input type="text"/> Original Certificate</p> <p>Grade of Certificate that is sought in the test <input type="text"/> Sport Pilot</p> <p>Aircraft category sought <input type="text"/> Airplane</p> <p>Aircraft class sought <input type="text"/> Select an aircraft class</p> <p><input checked="" type="checkbox"/> Aircraft is not required for this test</p>					

*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	
<hr/>		
Name of the Applicant	KHAWAJA ASIM SIDDIQUE	
Certificate number of the Applicant	1234567	
Recommending Instructor	<input type="checkbox"/> Recommending Instructor N/A	
Name of Recommending Instructor	<input type="text"/>	
Flight Instructor Certificate number of Recommending Instructor	<input type="text"/>	
<hr/>		
 Back  Save  Continue  Submit  Cancel		



**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

PreApproval Test/Check **Location** Applicant/Application Documents/Comments Summary

**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

**Back** **Save** **Continue** **Submit** **Cancel**

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**

PreApproval Test/Check Location **Applicant/Application** Documents/Comments Summary

Application Information

Certificate or Rating applied for on the basis of

Completion of Test or Activity  
 U. S. Military Competence or Experience  
 Graduate of an Approved Course  
 Holder of Foreign License  
 Air Carrier Training Program

Back Save Continue Submit Cancel

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**

Pre Approval Request for DPE ⓘ

PreApproval Test/Check Location Applicant/Application **Documents/Comments** Summary

Comments

(Max length: 4000 / 4000 left)

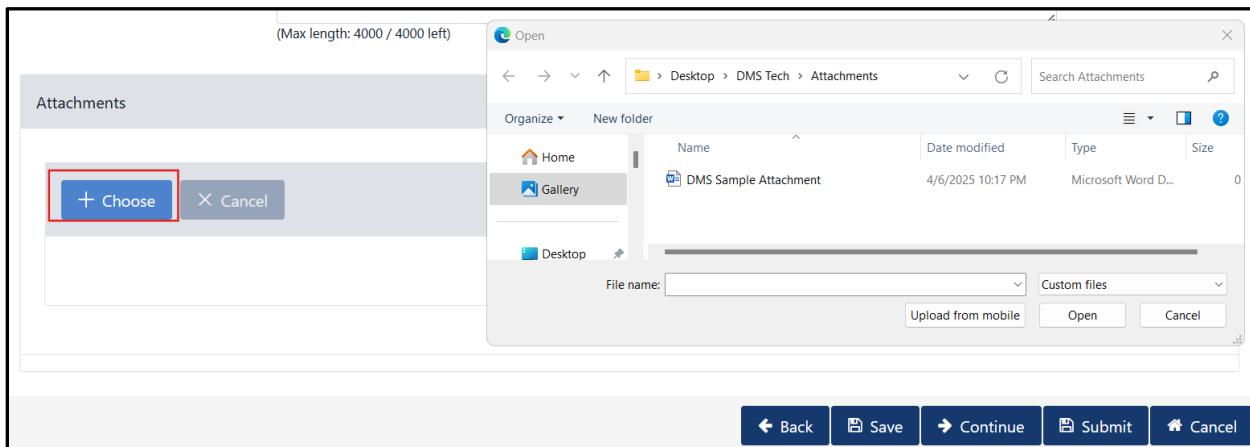
Attachments

+ Choose X Cancel

Back Save Continue Submit Cancel

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**

**Pre Approval Request for DPE** 

**Summary**  

Designee Information	
Designee Name: <b>KHAWAJA ASIM SIDDIQUE</b>	Designee Number: <b>288082835</b>
Designee Type: <b>DPE</b>	Designee Status: <b>Active</b>
Expiration Date: <b>04/30/2026</b>	Personnel Performing:

Request Information	
Pre-approval Control Number: <b>PR-288082835-2025-0001</b>	Activity Status: <b>Open</b>
Submitted Date/Time:	Revised Date/Time:

Test Information	
Select authorization	<input checked="" type="radio"/> Select Authorization <input type="radio"/> Temporary Authorization
*Select Authorizations	
<b>* Authorizations</b>	
Airplane	
<input checked="" type="radio"/> DPE-PE-ASEL	
Type of Practical Test or Check	Original Certificate
Grade of Certificate that is sought in the test	Sport Pilot
Aircraft category sought	Select an aircraft category
<input checked="" type="checkbox"/> Aircraft is not required for this test	

\*Proposed Activity Start Date/Time

06:00

Time Zone

\*Proposed Activity End Date

Name of the Applicant

Certificate number of the Applicant

Recommending Instructor  Recommending Instructor N/A

Name of Recommending Instructor

Flight Instructor Certificate number of Recommending Instructor

**Location**

Departure Airport or Nearest Airport

Facility on Record  Other Facility

Name of Facility for Ground Portion

Street Address 1

Street Address 2

City

State

Country

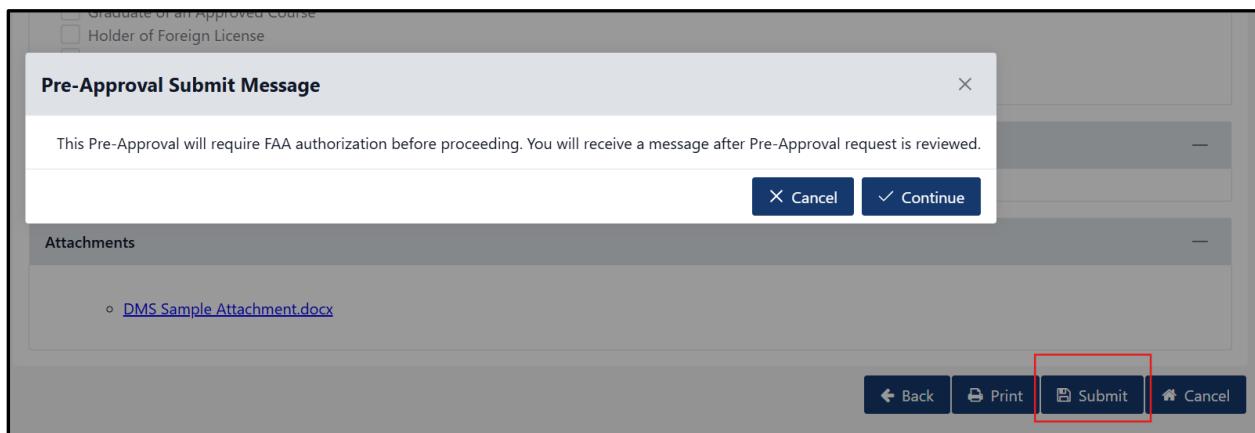
Postal Code

<b>Application Information</b>	
Certificate or Rating applied for on the basis of	
<input checked="" type="checkbox"/> Completion of Test or Activity	
<input type="checkbox"/> U. S. Military Competence or Experience	
<input type="checkbox"/> Graduate of an Approved Course	
<input type="checkbox"/> Holder of Foreign License	
<input type="checkbox"/> Air Carrier Training Program	
<b>Comments</b>	
<b>Attachments</b>	
<ul style="list-style-type: none"><li>o <a href="#">DMS Sample Attachment.docx</a></li></ul>	
<div style="text-align: right;"><a href="#"> Back</a> <a href="#"> Print</a> <a href="#"> Submit</a> <a href="#"> Cancel</a></div>	



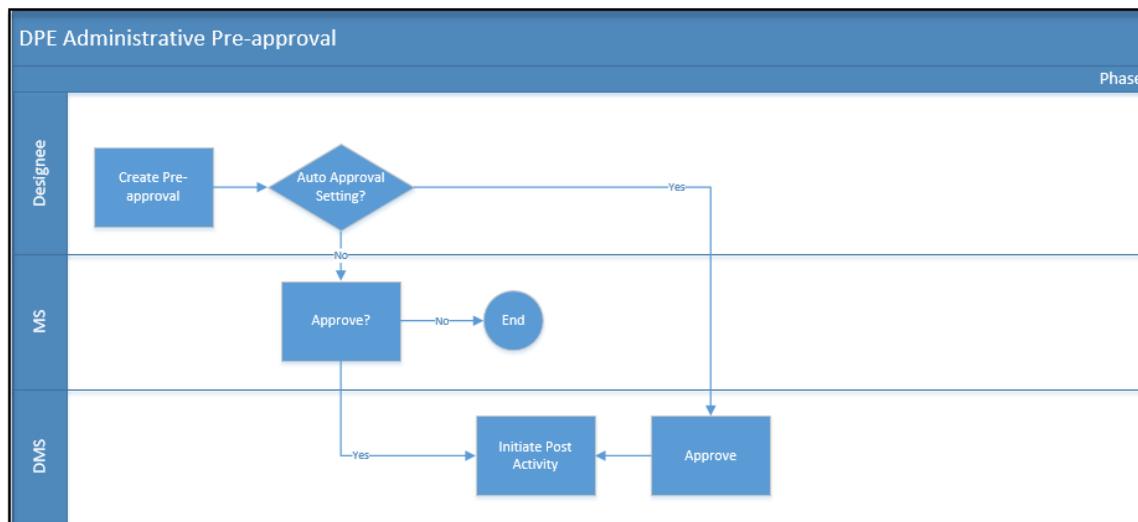
**Note:** Review the page and click the ‘Submit’ button. The Pre-Approval Submit Message displays (Figure 67). Click the ‘Continue’ button and the message reads, “Pre-Approval has been successfully submitted.”

**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**

The screenshot shows the 'Activity (DPE)' page. Under 'Designation Information', the following details are listed:

- Designee Number: 288082835
- Designation Type: DPE
- Authorization(s): DPE-PE-ASEL
- Designation Status: Active
- Effective Date: 4/8/2025
- Expiration Date: 4/30/2026
- Managing Specialist: Haritha Duvvuru Kamakshi
- Airman Certificate Number: 12345678
- Airman Certificate Issue Date: 05/20/2024
- FAA Tracking Number (FTN): 12345678
- Next Direct Observation Due Date: (empty)

Under 'Activity Links', the following options are available:

- [Create Practical Test/Proficiency Check Preapproval](#)
- [Create Administrative Preapproval](#) (highlighted with a red box)
- [View Pre-Approval/Post Activity Reports](#)
- [View Pre-Approval Setting\(On/Off\)](#)
- [Request Voluntary Surrender](#)
- [View Training Record](#)

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

The screenshot shows the 'Administrative Activity Pre-Approval Request' page. The 'PreApproval' tab is selected. The 'Desigee Information' section contains the following data:

Designee Name:	KHAWAJA ASIM SIDDIQUE	Designee Number:	288082835
Designee Type:	DPE	Designee Status:	Active
Expiration Date:	04/30/2026		

The 'Request Information' section contains the following data:

Pre-approval Control Number:	PR-288082835-2025-0002	Activity Status:	Open
Submitted Date/Time:		Revised Date/Time:	

At the bottom, there are navigation buttons: Back, Save, Continue, Submit, and Cancel.

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

**Administrative Activity Pre-Approval Request**

PreApproval **Test/Check** Location Applicant/Application Documents/Comments Summary

Test Information

Other administrative activity

Type of Activity: Original Grade Pilot Certificate

\*Proposed Activity Start Date/Time: 04/09/2025

06:00

\*Time Zone: (GMT-06:00) Central Time (US & Canada)

\*Proposed Activity End Date: 04/16/2025

Multiple Applicants?  Yes  No

Name of the Applicant: khawaja

Certificate number of the Applicant: 1234567

Back  Save  Continue  Submit  Cancel

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**

Location

Facility on Record  Other Facility

Name of Facility

\*Street Address 1: 40 KAINTUCK LANE

Street Address 2

\*City: LOCUST VALLEY

\*State: New York

\*Country: United States

\*Postal Code: 11560

Back Save Continue Continue Submit Cancel

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**

Application Information

Certificate or Rating applied for on the basis of:

Completion of Test or Activity  
 U. S. Military Competence or Experience  
 Graduate of an Approved Course  
 Holder of Foreign License  
 Air Carrier Training Program  
 Duties and Responsibilities  
 Completion of Knowledge Test (Remote Pilot)  
 Completion of Training Course (Remote Pilot)

Back Save Continue Continue Submit Cancel

 **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)**

The screenshot shows the 'Applicant/Application' tab selected in a software interface. The 'Application Information' section contains a list of checkboxes for certificate or rating types, with 'Holder of Foreign License' checked. A dropdown menu shows 'United States' as the country of issuance. At the bottom are standard navigation buttons: Back, Save, Continue (highlighted with a red box), Submit, and Cancel.

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

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

The screenshot shows the 'Documents/Comments' tab selected. The 'Comments' section is empty. The 'Attachments' section shows a file selection dialog from 'This PC' with 'DMS Sample Attachment' selected. The 'Attachments' list is empty. At the bottom are standard navigation buttons: Back, Save, Continue (highlighted with a red box), Submit, and Cancel.

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**

PreApproval	Test/Check	Location	Applicant/Application	Documents/Comments	Summary
<b>Designee Information</b>					
Designee Name: KHAWAJA ASIM SIDDIQUE			Designee Number: 288082835		
Designee Type: DPE			Designee Status: Active		
Expiration Date: 04/30/2026			Personnel Performing: (empty)		
<b>Request Information</b>					
Pre-approval Control Number: PR-288082835-2025-0002			Activity Status: Open		
Submitted Date/Time: (empty)			Revised Date/Time: (empty)		
<b>Test Information</b>					
<input checked="" type="checkbox"/> Other administrative activity					
<b>Type of Activity</b>					
Original Grade Pilot Certificate					
<b>*Proposed Activity Start Date/Time</b>					
04/09/2025			06:00		
<b>Time Zone</b>					
(GMT-06:00) Central Time (US & Canada)					
<b>*Proposed Activity End Date</b>					
04/16/2025			06:00		

Multiple Applicants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of the Applicant	khawaja
Certificate number of the Applicant	1234567
<b>Location</b>	
<input checked="" type="radio"/> Facility on Record <input type="radio"/> Other Facility	
Name of Facility	
Street Address 1	40 KAINTUCK LANE
Street Address 2	
City	LOCUST VALLEY
State	New York
Country	United States
Postal Code	11560
<b>Application Information</b>	
Certificate or Rating applied for on the basis of	
<input type="checkbox"/> Completion of Test or Activity	
<input type="checkbox"/> U. S. Military Competence or Experience	
<input type="checkbox"/> Graduate of an Approved Course	
<input checked="" type="checkbox"/> Holder of Foreign License	
<input type="checkbox"/> Air Carrier Training Program	
<input type="checkbox"/> Duties and Responsibilities	
<input type="checkbox"/> Completion of Knowledge Test (Remote Pilot)	
<input type="checkbox"/> Completion of Training Course (Remote Pilot)	
*Country that Issued the foreign pilot license	United States
<b>Comments</b>	
<b>Attachments</b>	
<ul style="list-style-type: none"><li>o <a href="#">DMS Sample Attachment.docx</a></li></ul>	
<a href="#">Back</a> <a href="#">Print</a> <a href="#">Submit</a> <a href="#">Cancel</a>	



**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."

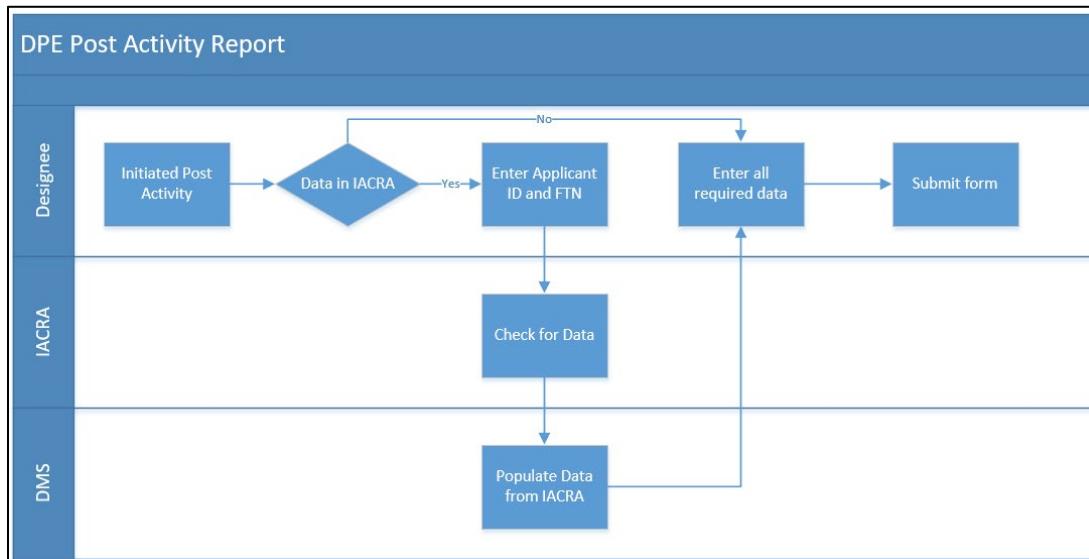
**Figure 75: Pre-Approval Submit Message**

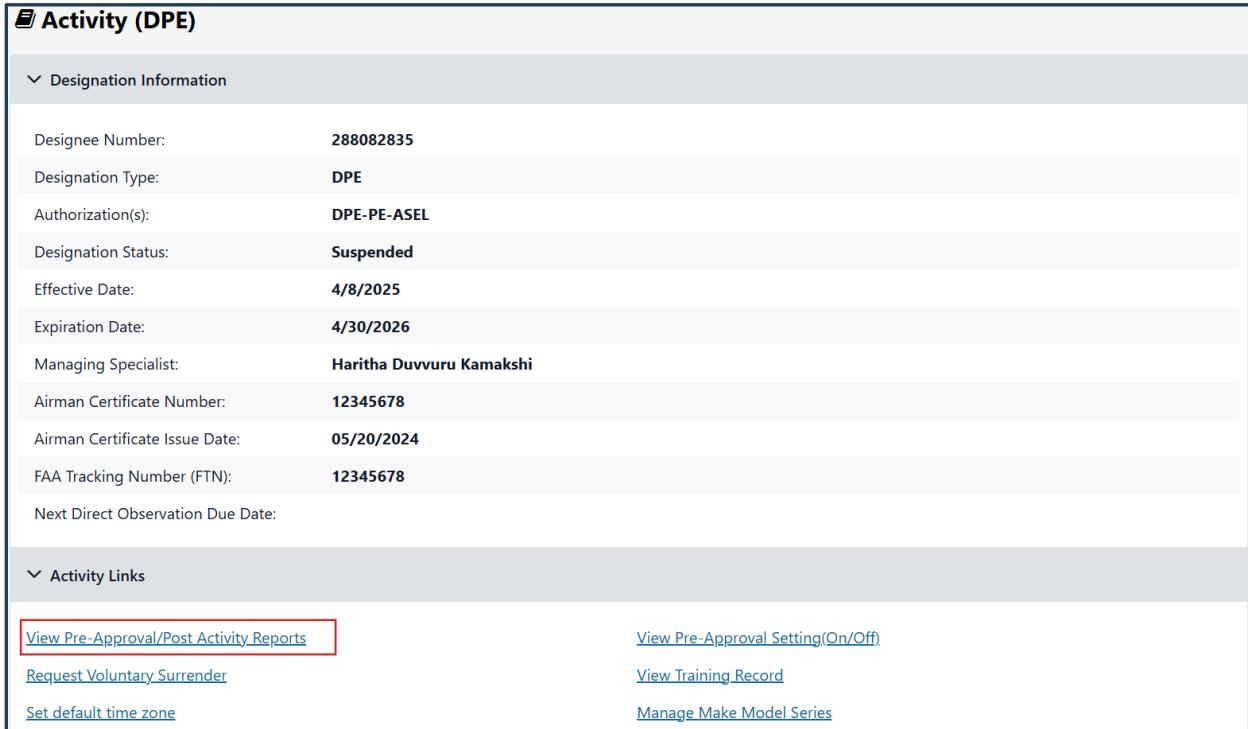


### View Pre-approval/Post Activity Reports

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**

**Activity (DPE)**

Designee Number: 288082835

Designation Type: DPE

Authorization(s): DPE-PE-ASEL

Designation Status: Suspended

Effective Date: 4/8/2025

Expiration Date: 4/30/2026

Managing Specialist: Haritha Duvvuru Kamakshi

Airman Certificate Number: 12345678

Airman Certificate Issue Date: 05/20/2024

FAA Tracking Number (FTN): 12345678

Next Direct Observation Due Date:

Activity Links

[View Pre-Approval/Post Activity Reports](#) View Pre-Approval Setting(On/Off)

[Request Voluntary Surrender](#) [View Training Record](#)

[Set default time zone](#) [Manage Make Model Series](#)

## 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 is 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**

DMS Tracking # ↓	Type of Request ↑↓	Pre-Approval Type	Activity Status ↑↓	Modified Date ↑↓	Applicant Names ↑↓	Cancel
<a href="#">PR-288082835-2025-0002</a>	Designated Pilot Examiner	Other Activity	Approved	04/08/2025	khawaja	<a href="#">Cancel This Request</a>
<a href="#">PR-288082835-2025-0001</a>	Designated Pilot Examiner	DPE-PE-ASEL	Pending	04/08/2025	KHAWAJA ASIM SIDDIQUE	<a href="#">Cancel This Request</a>

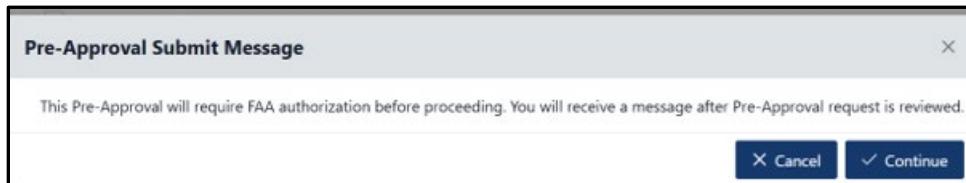
Showing 1 to 2 of 2 Pre-Approvals << < 1 > >>

DMS Tracking # ↓	Type of Request ↑↓	Pre-Approval Type	Activity Status ↑↓	Post Activity Report Due Date ↑↓	Submission Date ↑↓	Applicant Names ↑↓	Version(s)
<a href="#">PO-288082835-2025-0002</a>	Designated Pilot Examiner	Other Activity	Initiated	04/23/2025		khawaja	

*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.

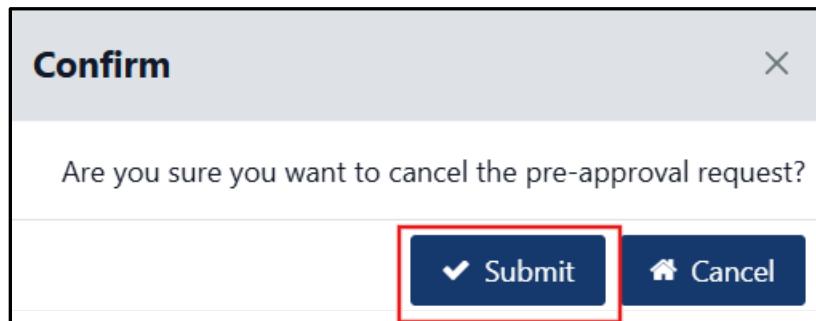
*Step 2.* Click on the ‘View Pre-Approval/Post-Activity Reports’ link under the ‘Activity Links’ section. The ‘Activity Paperwork’ page displays.

*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**

DMS Tracking # ↓	Type of Request ↑↓	Pre-Approval Type	Activity Status ↑↓	Modified Date ↑↓	Applicant Names ↑↓	Cancel
PR-288082835-2025-0003	Designated Pilot Examiner	Other Activity	Approved	04/27/2025	khawaja	<a href="#">Cancel This Request</a>
PR-288082835-2025-0002	Designated Pilot Examiner	Other Activity	Canceled	04/08/2025	khawaja	
PR-288082835-2025-0001	Designated Pilot Examiner	DPE-PE-ASEL	Approved	04/08/2025	KHAWAJA ASIM SIDDIQUE	<a href="#">Cancel This Request</a>

**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**

Pre-approval Request(s)						
DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Modified Date	Applicant Names	Cancel
PR-288082835-2025					waja	<a href="#">Cancel This Request</a>
PR-288082835-2025					waja	<a href="#">Cancel This Request</a>
PR-288082835-2025					KHAWAJA ASIM SIDDIQUE	<a href="#">Cancel This Request</a>

Post Activity Report(s)						
DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Post Activity Report Due Date	Submission Date	Applicant Names
PO-288082835-2025-0003	Designated Pilot Examiner	Other Activity	Initiated	05/07/2025		khawaja
PO-288082835-2025-0002	Designated Pilot Examiner	Other Activity	Canceled	04/23/2025		khawaja

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**

Pre-approval Request(s)						
DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Modified Date	Applicant Names	Cancel
PR-288082835-2025-0003	Designated Pilot Examiner	Other Activity	Canceled	04/27/2025	khawaja	<a href="#">Cancel This Request</a>
PR-288082835-2025-0002	Designated Pilot Examiner	Other Activity	Canceled	04/08/2025	khawaja	<a href="#">Cancel This Request</a>
PR-288082835-2025-0001	Designated Pilot Examiner	DPE-PE-ASEL	Approved	04/08/2025	KHAWAJA ASIM SIDDIQUE	<a href="#">Cancel This Request</a>

Showing 1 to 3 of 3 Pre-Approvals << < 1 > >>



**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**

**Pre Approval Request for DPE**

**PreApproval**   [Test/Check](#)   [Location](#)   [Applicant/Application](#)   [Documents/Comments](#)   [Summary](#)

**Designee Information**

Designee Name:	<b>KHAWAJA ASIM SIDDIQUE</b>	Designee Number:	<b>288082835</b>
Designee Type:	<b>DPE</b>	Designee Status:	<b>Active</b>
Expiration Date:	<b>04/30/2025</b>		

**Request Information**

Pre-approval Control Number:	<b>PR-288082835-2025-0001</b>	Activity Status:	<b>Approved</b>
Submitted Date/Time:	<b>04/08/2025 21:35</b>	Revised Date/Time:	
Approved By:	<b>Haritha Duvvuru Kamakshi</b>	Approved Date:	<b>04/09/2025 13:17 PM</b>

**Actions**

[Back](#)   [Save](#)   [Continue](#)   [Submit](#)   [Cancel](#)

 **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**

**Application Information**

Certificate or Rating applied for on the basis of

Completion of Test or Activity  
 U. S. Military Competence or Experience  
 Graduate of an Approved Course  
 Holder of Foreign License  
 Air Carrier Training Program

**Comments**

**Attachments**

- o [DMS Sample Attachment.docx](#)

**Decision Information**

MS Decision: **Approved**

Comments

**Back** **Print** **Copy** **Submit** **Cancel**

## 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 screenshot shows a software interface for managing post activity reports. At the top, there is a header with a logo and the text 'Activity Paperwork'. Below this, there are two main sections:

- Pre-approval Request(s):** This section contains a table with two rows of data. The columns are: DMS Tracking #, Type of Request, Pre-Approval Type, Activity Status, Modified Date, Applicant Names, and a 'Cancel' link. The data rows are: PR-288082835-2025-0002 (Designated Pilot Examiner, Other Activity, Approved, 04/08/2025, khawaja, [Cancel This Request](#)) and PR-288082835-2025-0001 (Designated Pilot Examiner, DPE-PE-ASEL, Pending, 04/08/2025, KHAWAJA ASIM SIDDIQUE, [Cancel This Request](#)). Below the table is a pagination bar showing 'Showing 1 to 2 of 2 Pre-Approvals' and buttons for navigation.
- Post Activity Report(s):** This section contains a table with one row of data. The columns are: DMS Tracking #, Type of Request, Pre-Approval Type, Activity Status, Post Activity Report Due Date, Submission Date, Applicant Names, and Version(s). The data row is: PO-288082835-2025-0002 (Designated Pilot Examiner, Other Activity, Initiated, 04/23/2025, khawaja).

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

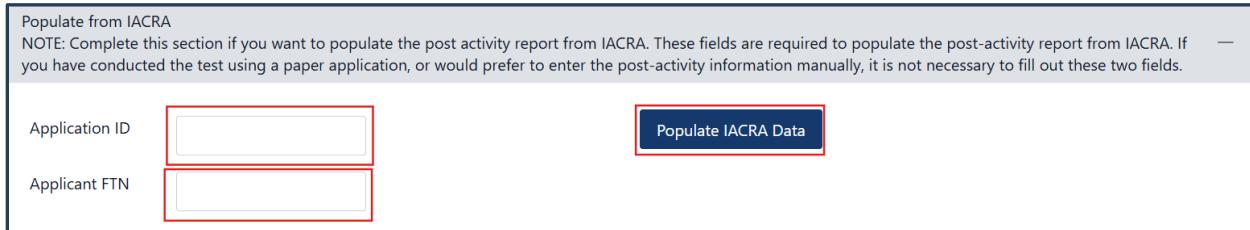
The designee information and request information populate based on the designee profile data and the pre-approval request.

**Figure 87: Post Activity Report – Request Information**

The screenshot shows a software interface for viewing post activity report request information. At the top, there is a header with a logo and the text 'Post Activity'. Below this, there are two main sections:

- Post Activity Report for DPE ⓘ:** This section contains a box labeled 'Post Activity Report for DPE ⓘ'.
- Designee Information:** This section contains the following details:
  - Designee Name: **KHAWAJA ASIM SIDDIQUE**
  - Designee Number: **288082835**
  - Designee Type: **DPE**
  - Designee Status: **Active**
  - Expiration Date: **04/30/2026**
- Request Information:** This section contains the following details:
  - Pre-approval Control Number: **PR-288082835-2025-0001** ([View Pre-approval](#))
  - Activity Status: **Approved**
  - Submitted Date/Time: **04/08/2025 21:35 PM**
  - Revised Date/Time: **04/09/2025 13:17 PM**
  - Approved By: **Haritha Duvvuru Kamakshi**
  - Approved Date: **04/09/2025 13:17 PM**

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**

Populate from IACRA

NOTE: Complete this section if you want to populate the post activity report from IACRA. These fields are required to populate the post-activity report from IACRA. If you have conducted the test using a paper application, or would prefer to enter the post-activity information manually, it is not necessary to fill out these two fields.

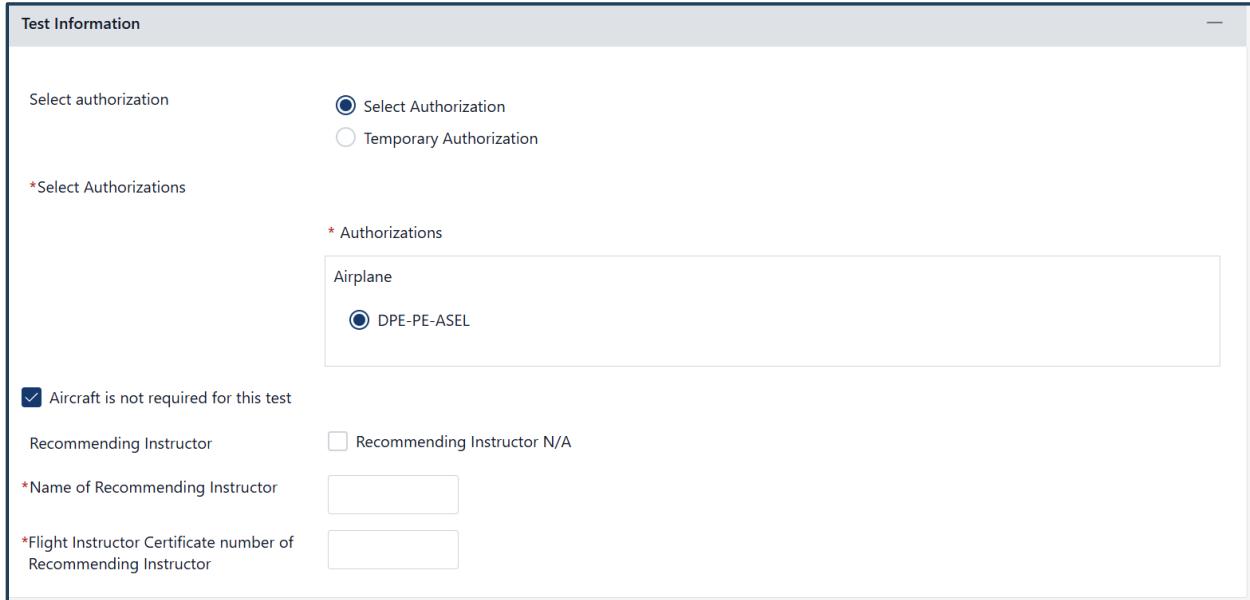
Application ID

Applicant FTN

Populate IACRA Data



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

**Figure 89: Test Information**

Test Information

Select authorization

Select Authorization

Temporary Authorization

\*Select Authorizations

\* Authorizations

Airplane

DPE-PE-ASEL

Aircraft is not required for this test

Recommending Instructor

Recommending Instructor N/A

\*Name of Recommending Instructor

\*Flight Instructor Certificate number of Recommending Instructor



**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 Activity (Continued)**

The screenshot shows a software interface for entering post activity information. The 'Location' tab is selected. The 'Departure Airport or Nearest Airport' field contains 'BALTIMORE WASHINGTON MEDICAL CENTER/ OMDO'. The 'Facility on Record' radio button is selected. The 'Name of Facility for Ground Portion' field is empty. The 'Street Address 1' field contains '40 KAINTUCK LANE'. The 'Street Address 2' field is empty. The 'City' field contains 'LOCUST VALLEY'. The 'State' field contains 'New York'. The 'Country' field contains 'United States'. The 'Postal Code' field contains '11560'.

Enter the post activity data.

**Figure 91: Enter Post Activity Information**

The screenshot shows a software interface for entering post activity information. The 'Enter Post Activity information below' tab is selected. The 'Type of Practical Test or Check' dropdown is set to 'Original Certificate'. The 'Result of the Practical Test' dropdown is set to '- Select -'. The 'Aircraft registration number used for the test or check' field is empty. The 'Simulator FAA ID used for the test or check' field is empty. The 'Actual Start Date of Activity' field shows '04/10/2025' with a calendar icon. The 'Proposed Start Date of Activity' field shows '04/10/2025' with a calendar icon. The 'Actual End Date of the Activity' field is empty with a calendar icon. The 'Duration of the Ground Portion of the Test or Check' field is empty. The 'Duration of the Flight Portion of the Test or Check' field is empty. The 'Duration of the FSTD/Simulator Portion of the Test or Check' field is empty.

**Figure 92: Post Activity Applicant Information**

<b>Applicant Address</b>	
*Street Address 1	Required
Street Address 2	
*City	Required
*State	- Select -
*Country	United States
*Postal Code	
*Name of the Applicant	Name
*Phone number of applicant	Phone
Email Address of applicant	Email
*Certificate # of Applicant	
*Nationality of Applicant	United States
*Airport of primary training or nearest airport to primary training	
*Entered in IACRA	<input type="radio"/> Yes <input type="radio"/> No
<b>Application Information</b>	
*Certificate or Rating applied for on the basis of	
<input checked="" type="checkbox"/> Completion of Test or Activity	
<input type="checkbox"/> U. S. Military Competence or Experience	
<input type="checkbox"/> Graduate of an Approved Course	
<input type="checkbox"/> Holder of Foreign License	
<input type="checkbox"/> Air Carrier Training Program	

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**

Comments

(Max length: 4000 / 4000 left)

Attachments

+ Choose    X Cancel

← Back    Save    Submit    Print    Cancel

#### 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**

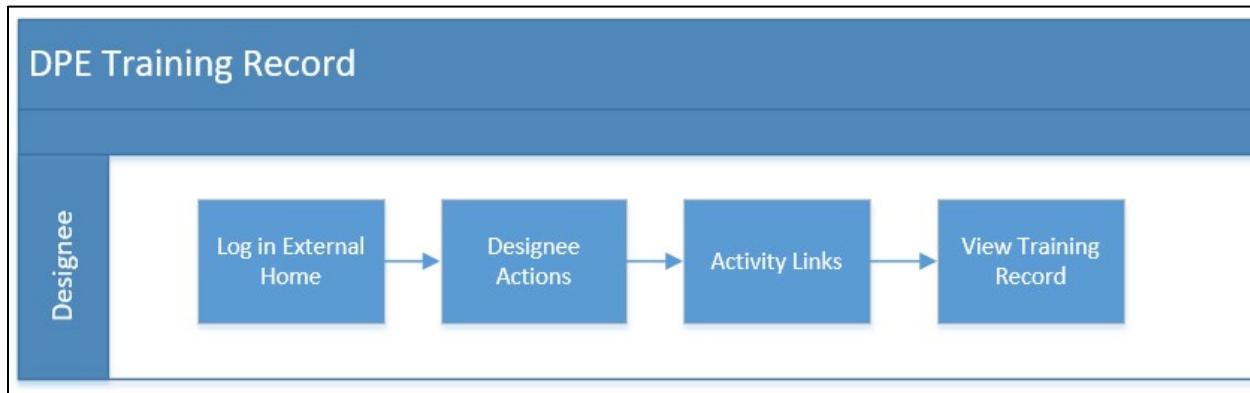


Figure 95: View Training Record Activity Link

▼ Designation Information

Designee Number:	<b>288082835</b>
Designation Type:	<b>DPE</b>
Authorization(s):	<b>DPE-PE-ASEL</b>
Designation Status:	<b>Active</b>
Effective Date:	<b>4/8/2025</b>
Expiration Date:	<b>1/19/2026</b>
Managing Specialist:	<b>Haritha Duvvuru Kamakshi</b>
Airman Certificate Number:	<b>12345678</b>
Airman Certificate Issue Date:	<b>05/20/2024</b>
FAA Tracking Number (FTN):	<b>12345678</b>
Next Direct Observation Due Date:	

▼ Activity Links

[Create Practical Test/Proficiency Check Preapproval](#)  
[View Pre-Approval/Post Activity Reports](#)  
[Request Voluntary Surrender](#)  
[View Authorizations and Limitations](#)  
[Set default time zone](#)

[Create Administrative Preapproval](#)  
[View Pre-Approval Setting\(On/Off\)](#)  

[View Training Record](#)

[Request Additional Authorizations](#)  
[Manage Make Model Series](#)

Figure 96: Training Record

**Training Record**

<p>Designee Information</p>	
Designee Name:	<b>KHAWAJA ASIM SIDDIQUE</b>
Designee Type:	<b>DPE</b>
Expiration Date:	<b>01/19/2026</b>
Designee Number:	<b>288082835</b>
Designee Status:	<b>Active</b>

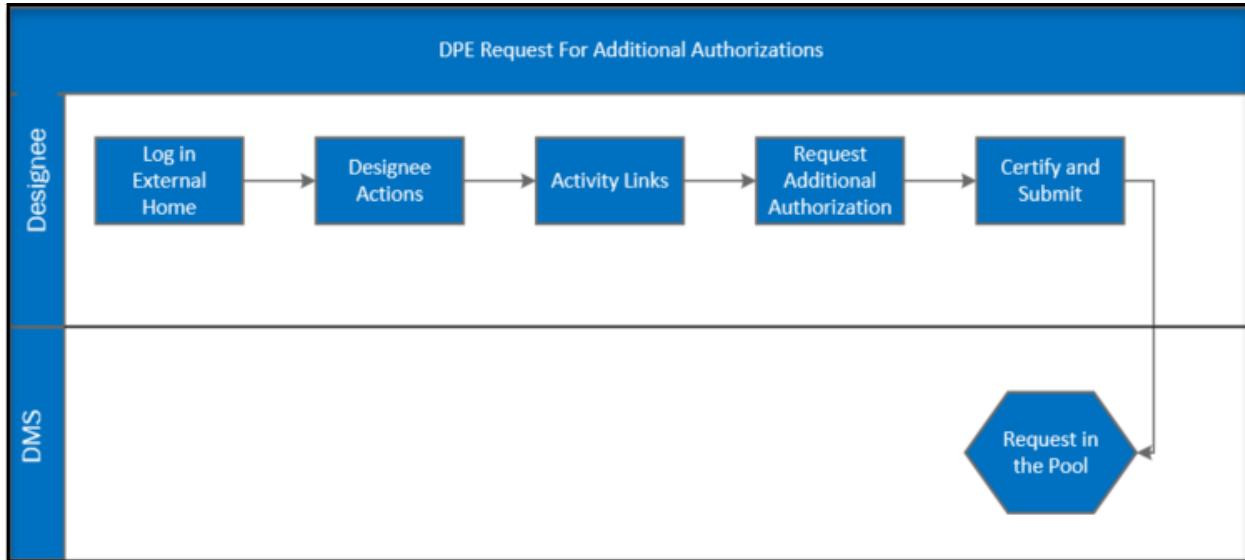
Training Entered By ↑↓	Course ID/Name ↑↓	Offering ID/Name ↑↓	Mapped Course Name ↑↓	Training Completed Date ↑↓	Next Training Due Date ↑↓	Result (Pass/Fail) ↑↓	Action(s)
Haritha Duvvuru Kamakshi	/ Web-based Administrative DPE Training (Online)			04/09/2025	08/07/2025	Pass	

← Back
Cancel

#### 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

<b>Designation Information</b>	
Designee Number:	288082835
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL
Designation Status:	Active
Effective Date:	4/8/2025
Expiration Date:	1/19/2026
Managing Specialist:	Haritha Duvvuru Kamakshi
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
Next Direct Observation Due Date:	
<b>Activity Links</b>	
<a href="#">Create Practical Test/Proficiency Check Preapproval</a>	<a href="#">Create Administrative Preapproval</a>
<a href="#">View Pre-Approval/Post Activity Reports</a>	<a href="#">View Pre-Approval Setting(On/Off)</a>
<a href="#">Request Voluntary Surrender</a>	<a href="#">View Training Record</a>
<a href="#">View Authorizations and Limitations</a>	<a href="#">Request Additional Authorizations</a>
<a href="#">Set default time zone</a>	<a href="#">Manage Make Model Series</a>

- 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**

**Change/Expand Authority Request**

**Expand Request**

Expand Authorization Request for DPE

Airplane

DPE-PE-ASEL

\* Please select additional Authorizations to expand authority.

Airplane

Select all

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

Select all

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

Select all

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

Lighter-than-air

Select all

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

Administrative

Select all

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

Other

Select all

DPE-SPFIE  DPE-SMFT

\*Comments

(Max length: 4000 / 4000 left)

Supporting documents

A supplemental information sheet that describes your airman certificates and specific qualifications for an DPE. (The supplemental information is required to allow the FAA to determine qualification as an DPE and determine authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format).

Note: For general and specific qualifications for a DPE, please refer to [FAA Order 8000.95](#) Designee Management System.

[Supplemental Information Sheet – DPE.doc](#)

Attachments

+ Choose    X Cancel

← Back        **Continue**   

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

◀ Expand Request
✓ Submit
\* Indicates required field.

Expansion Signature > Designated Pilot Examiner (DPE)

**Release of Information and Certification Statement**

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

I AGREE

\*I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.

\*I understand that any information given may be investigated.

\*I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.

\*I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.

\*I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571).

\*I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

**Privacy Act Statement (5 U.S.C. §552a(e)(3))**

**Authority:** Information on Federal Aviation Administration (FAA) Designee Management System (DMS) is solicited under the authority of [Title 14 Code of Federal Regulations Part 183](#).

**Purpose:** The purpose of Designee Management System is to standardize the management lifecycle process and oversight of designees who are representatives of the FAA authorized to perform certain certification related tasks. The purpose of collecting this information is also to allow individuals access to the system.

**Routine Uses:** the information collected will be included in the system of records notice [DOT/ALL 13- Internet/Intranet Activity and Access Records](#) and will be subject to the published routine uses including:

- To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

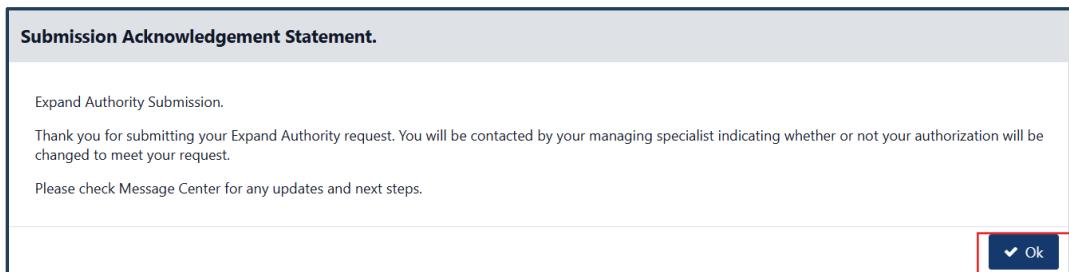
Please enter your electronic signature.

\*Signature  By checking this block, I understand I am providing my electronic signature for this action in DMS.

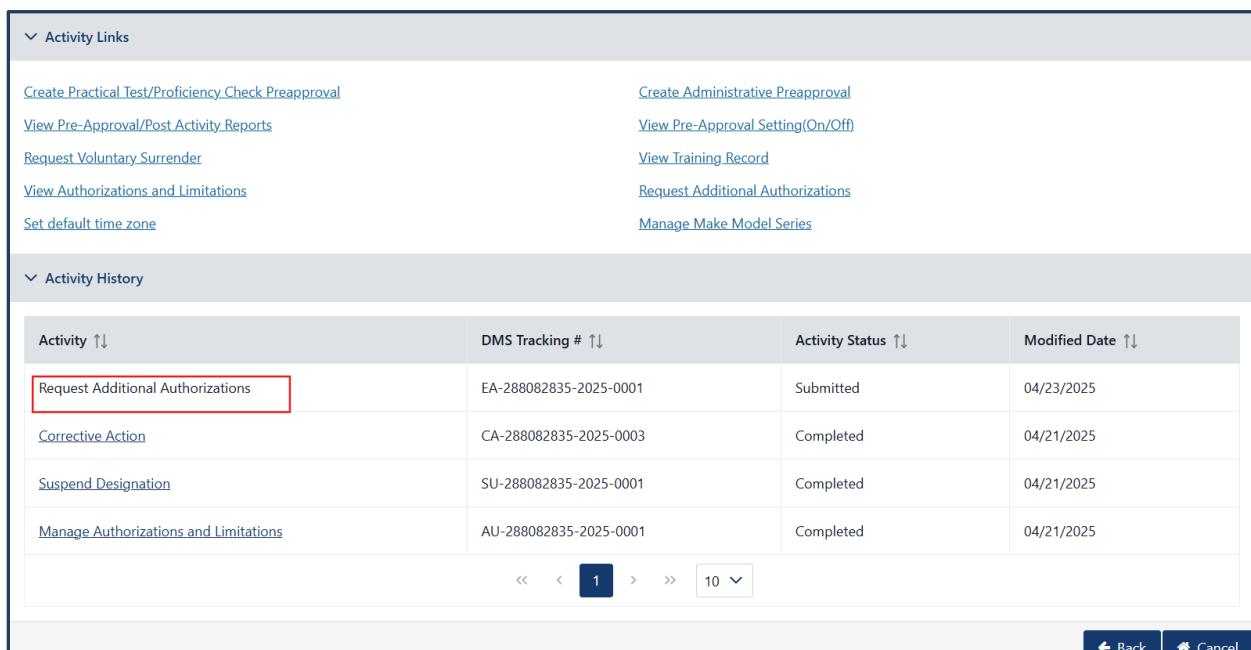
◀ Back
Submit
Cancel



**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**

The Activity History screen shows a table of submitted requests. The columns are: Activity, DMS Tracking #, Activity Status, and Modified Date. The table contains the following data:

Activity ↑↓	DMS Tracking # ↑↓	Activity Status ↑↓	Modified Date ↑↓
Request Additional Authorizations	EA-288082835-2025-0001	Submitted	04/23/2025
Corrective Action	CA-288082835-2025-0003	Completed	04/21/2025
Suspend Designation	SU-288082835-2025-0001	Completed	04/21/2025
Manage Authorizations and Limitations	AU-288082835-2025-0001	Completed	04/21/2025

At the bottom are navigation buttons: <<, <, >, >>, and a page number '10' with a dropdown arrow. Below the table are 'Back' and 'Cancel' buttons.

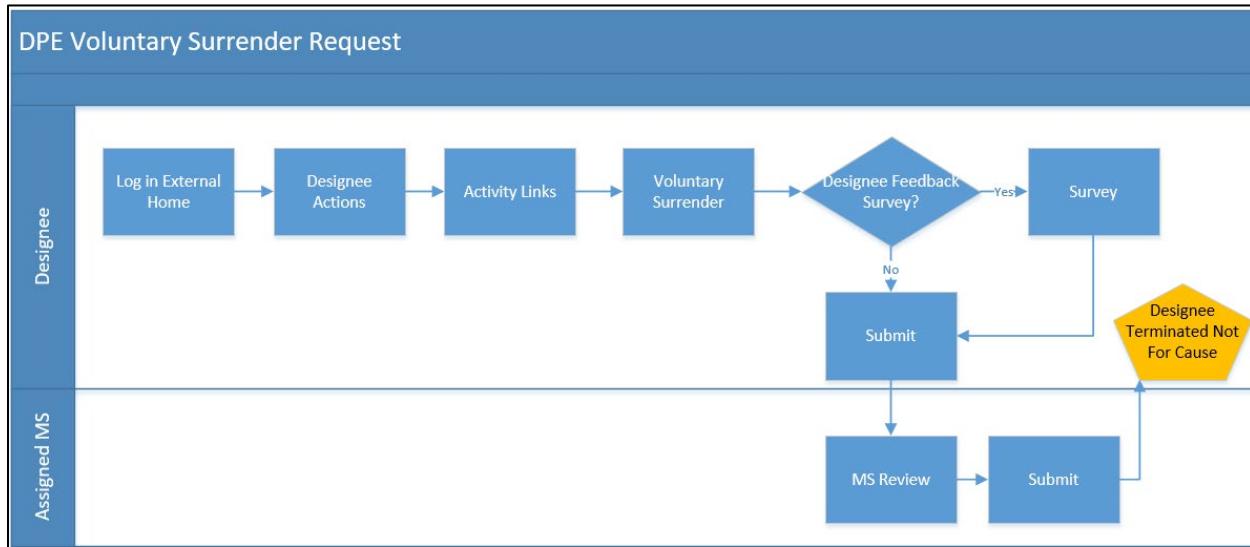


**Note:** The designee is not able to initiate another additional authorization request until the first one is completed. The system displays a pop-up window to notify the designee about the limitation.

## 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**

The screenshot shows the 'Designation Information' and 'Activity Links' sections of the DPE User Software. The 'Designation Information' section displays the following details:

Designee Number:	288082835
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL
Designation Status:	Active
Effective Date:	4/8/2025
Expiration Date:	1/19/2026
Managing Specialist:	Haritha Duvvuru Kamakshi
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
Next Direct Observation Due Date:	

The 'Activity Links' section contains the following links:

- [Create Practical Test/Proficiency Check Preapproval](#)
- [View Pre-Approval/Post Activity Reports](#)
- [Request Voluntary Surrender](#)
- [View Authorizations and Limitations](#) (This link is highlighted with a red box)
- [Set default time zone](#)
- [Create Administrative Preapproval](#)
- [View Pre-Approval Setting\(On/Off\)](#)
- [View Training Record](#)
- [Request Additional Authorizations](#)
- [Manage Make Model Series](#)

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

**Figure 105: Voluntary Surrender Request**

Voluntary Surrender Request

Designee Program Feedback Survey

Designee authority requested to voluntarily surrender: **DPE**

To complete the voluntary surrender of your designation please complete all of the required fields below. Please note you must surrender each designation separately.

**Voluntary Surrender Request**

\* Do you have any incomplete FAA work in progress?  
 Yes  No

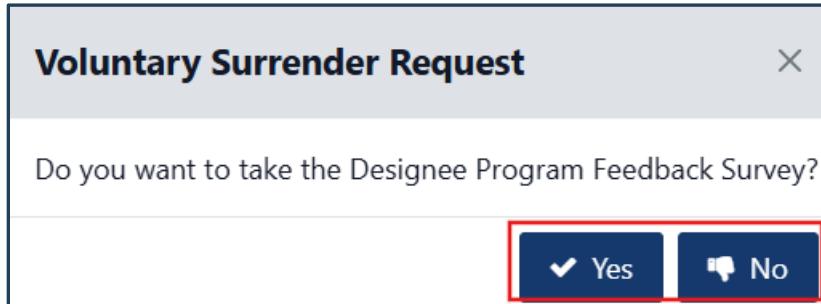
\* Do you possess any FAA materials that require return or destruction?  
 Yes  No

\* Reason for voluntary surrender  
Enter Reason for voluntary surrender  
(Max length: 4000 / 3964 left)

Back Submit Cancel

*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**

**Voluntary Surrender Request**

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

Submit Cancel

*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**

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Terminated	4/8/2025	1/19/2026	4/24/2025	<a href="#">View</a>	<a href="#">Action</a>



**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**

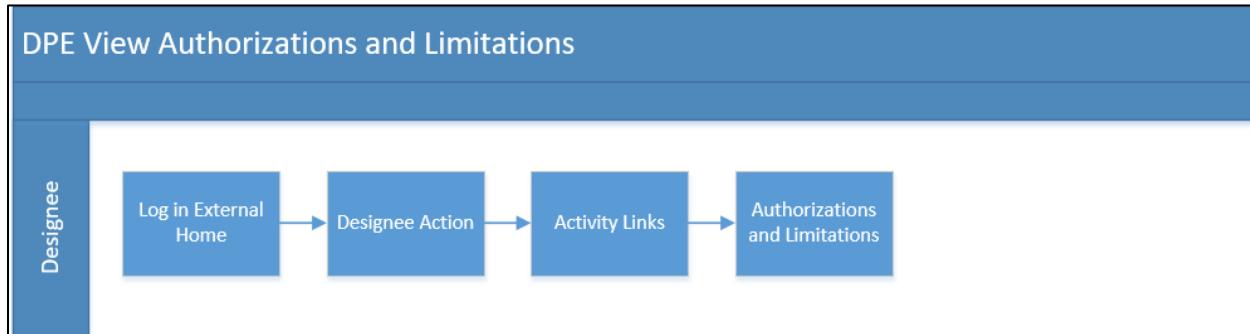
The screenshot shows the 'Activity (DPE)' page with the following sections:

- Designation Information:**
  - Designee Number: 288082835
  - Designation Type: DPE
  - Authorization(s): DPE-PE-ASEL
  - Designation Status: Terminated
  - Effective Date: 4/8/2025
  - Expiration Date: 1/19/2026
  - Managing Specialist: Haritha Duvvuru Kamakshi
  - Airman Certificate Number: 12345678
  - Airman Certificate Issue Date: 05/20/2024
  - FAA Tracking Number (FTN): 12345678
  - Next Direct Observation Due Date:
- Activity Links:**
  - [View Pre-Approval/Post Activity Reports](#)
  - [View Pre-Approval Setting\(On/Off\)](#)
  - [View Training Record](#)
  - [Manage Make Model Series](#)
- Activity History:**

Activity ↑↓	DMS Tracking # ↑↓	Activity Status ↑↓	Modified Date ↑↓
Request Additional Authorizations	EA-288082835-2025-0001	Cancelled	04/24/2025
Voluntary Surrender Request	VS-288082835-2025-0001	Completed	04/24/2025

### 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**

The screenshot shows a software interface for managing DPE authorizations and limitations. The top navigation bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. The main content area is titled 'Activity (DPE)' and contains two expandable sections: 'Designation Information' and 'Activity Links'. The 'Designation Information' section displays the following details:

Designee Number:	288082835
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL
Designation Status:	Active
Effective Date:	4/8/2025
Expiration Date:	4/30/2025
Managing Specialist:	Haritha Duvvuru Kamakshi
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678

The 'Activity Links' section contains several links:

- [Create Practical Test/Proficiency Check Preapproval](#)
- [Create Administrative Preapproval](#)
- [View Pre-Approval/Post Activity Reports](#)
- [View Pre-Approval Setting\(On/Off\)](#)
- [Request Voluntary Surrender](#)
- [View Training Record](#)
- [View Authorizations and Limitations](#) (This link is highlighted with a red box)
- [Request Additional Authorizations](#)
- [Manage Make Model Series](#)
- [Set default time zone](#)



**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**

**DPE Authorizations and Limitations**

Designee Information			
Designee Name:	KHAWAJA ASIM SIDDIQUE	Designee Number:	288082835
Designee Type:	DPE	Designee Status:	Active
Expiration Date:	04/30/2025		
Designation location			
Facility name		Address Line 1	40 KAINTUCK LANE
Address Line 2		City	LOCUST VALLEY
State	New York	Country	United States
ZipCode	11560		
DPE Authorizations and Limitations list			
Authorization	Is Authorized	Auto Approve	Limitation
DPE-PE-ASEL Designated Pilot Examiner, Private Pilot Examiner, Airplane Single-engine Land	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px; height: 100px; overflow: auto;">           None             (Max length: 4000 / 4000 left)         </div>

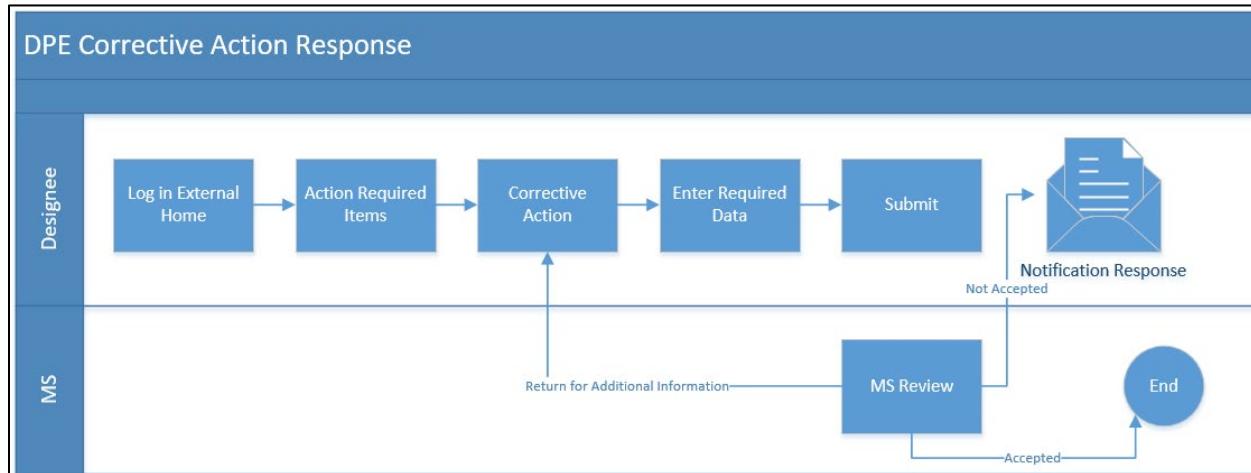
← Back

## 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 Required Items’ section (Figure 116)

**Figure 114: Corrective Action Response**

My Designation(s)								
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)		
DPE	Active	4/8/2025	1/19/2026		<a href="#">CLOA</a>	<a href="#">Action</a>		
Action Required Items								
Designation ↑↓		Subject ↑↓		Action Status ↑↓	Due Date ↑↓	Action(s)		
DPE		<a href="#">Corrective Action</a>		Pending	4/22/2025			
<span style="float: right;">&lt;&lt; &lt; &gt; &gt;&gt; 1 5</span>								
My Applications								
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)		
80122	DPE	Submitted	4/6/2025	4/6/2026	<a href="#">Version(s)</a>			
<span style="float: right;">&lt;&lt; &lt; &gt; &gt;&gt; 1 5</span>								

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

**Figure 115: Edit Corrective Action**

Action Required Items					
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)	
DPE	<a href="#">Corrective Action</a>	Pending	4/22/2025		
<span style="float: right;">&lt;&lt; &lt; &gt; &gt;&gt; 1 5</span>					

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**

Corrective Action	
Designee Information	
Designee Name	KHAWAJA ASIM SIDDIQUE
Designee #	288082835
Type	DPE
Designation Status	Active
Expiration Date	01/19/2026
Personnel Performing	Haritha Duvvuru Kamakshi
Corrective Action Information	
*Required Follow-Up Actions	Counseling
CA-288082835-2025-0003	
*Performance Area	<input checked="" type="checkbox"/> Technical <input type="checkbox"/> Professional <input type="checkbox"/> Procedural
*Is a follow up action by designee required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Corrective Action Due Date	04/22/2025 <input type="button" value="Change Date"/>
*Reason for Corrective Action	Enter Reason for 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

MS Attachments

Attachments

Corrective Action Response

\*Corrective Action Taken

Enter Corrective Action Taken

(Max length: 4000 / 3971 left)

Attachments

Attachments

+ Choose    X Cancel

Back    Save    **Submit**    Cancel

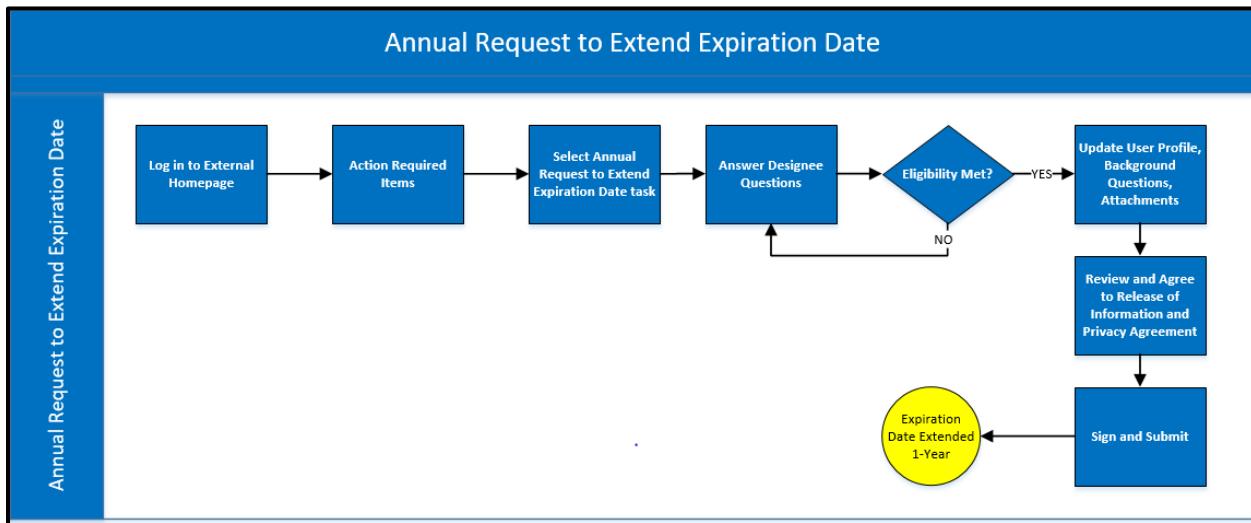


**Note:** Submitting sends the response back to the assigned MS. The MS will accept the Corrective Action Response, send it back to the designee for more information, or decline the response. If the MS does not accept the Corrective Action, a response will be in the **Message Center**.

### 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:

**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

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2025		CLOA	Action

Action Required Items						
Designation ↑↓	Subject ↑↓	Action Status ↑↓		Due Date ↑↓	Action(s)	
DPE	Annual Request to Extend Expiration Date	Pending		4/30/2025	<input checked="" type="checkbox"/>	

My Applications						
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
80122	DPE	Submitted	4/6/2025	4/6/2026	Version(s)	<input checked="" type="checkbox"/>
78716	AME	Submitted	11/25/2024	11/25/2025	Version(s)	<input checked="" type="checkbox"/>

**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**

The screenshot shows a software interface for an 'Annual Request to Extend Expiration Date' form. The 'Question' tab is highlighted with a red border. The main content area is titled 'Designee Actions Questions'. It contains seven questions, each with three radio button options: 'Yes' (selected), 'No', and 'Not required'. The questions are as follows:

- \* Do you continue meet all initial designation requirements described in FAA Order 8000.95 (latest revision) for the authorizations on your current CLOA?  
● Yes    ○ No
- \* Do you currently hold a valid FAA pilot certificate at the grade required for the authorizations on your current CLOA?  
● Yes    ○ No
- \* Do you continue to hold the appropriate privileges in the category and class of aircraft for the authorization(s) on your current CLOA?  
● Yes    ○ No
- \* Do you currently hold a valid FAA pilot certificate with the privileges and limitations required for the authorizations on your current CLOA?  
● Yes    ○ No    ○ Not required
- \* Do you continue to hold the appropriate privileges as a flight instructor in the category and class of aircraft for the authorization(s) on your CLOA?  
● Yes    ○ No    ○ Not required
- \* Do you have at least a valid 3rd class medical certificate?  
○ Yes    ● No    ○ Not required
- \* Do you have at least the minimum required amount of PIC experience in the last 12 months, as outlined FAA Order 8000.95, (current revision), appropriate to the category and class(es) of aircraft for which you hold testing/checking authorizations on your current CLOA?  
● Yes    ○ No

At the bottom right are three buttons: 'Save' (with a disk icon), 'Continue' (with a right-pointing arrow icon), and 'Cancel' (with a cancel icon).

*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**

The screenshot shows the 'User Profile' tab selected in the top navigation bar. The page is titled 'User Profile' with a help icon. A note at the top right indicates that an asterisk (\*) denotes required fields. The form is divided into several sections: 'Profile' (containing Full Name and Email), 'User Information' (containing Date of Birth, Gender, Country of Citizenship, and Contact Phone), 'Address Information' (containing Personal Address details), and 'Upload Photo' (containing a 'Choose' button and a placeholder for an uploaded photo). The 'User Profile' tab is highlighted with a red box.

**User Profile** ⓘ

\* Indicates required field.

**Profile**

Full Name: KHAWAJA ASIM SIDDIQUE  
Email: ksiddiquemd1@gmail.com

**User Information**

\*Date of Birth: 04/26/1978

\*Gender: Male

\*Country of Citizenship: United States

\*Contact Phone:  Domestic  International  
(516)-776-0745

**Upload Photo:**

**Address Information**

**Personal Address**

\*Street Address 1: 40 KAINTUCK LANE  
Street Address 2:   
\*City: LOCUST VALLEY  
\*State: New York   
\*Country: United States   
\*Postal Code: 11560

**Mailing Address**

Same as Personal Address

\*Street Address 1: 40 KAINTUCK LANE

Street Address 2:

\*City: LOCUST VALLEY

\*State: New York

\*Country: United States

\*Postal Code: 11560

Save Continue Cancel

**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**

Question User Profile **Background Questions** Attachments Summary Sign

**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

Save Continue Cancel

**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**

The screenshot shows the 'Attachments' tab of the software interface. The tab bar includes 'Question', 'User Profile', 'Background Questions', 'Attachments' (which is highlighted in blue), 'Summary', and 'Sign'. Below the bar, a section titled 'Attachments' contains a 'Choose' button and a 'Cancel' button. At the bottom right of the screen are 'Save', 'Continue', and 'Cancel' buttons.

**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**

The screenshot shows the 'Summary' tab of the software interface. The tab bar includes 'Question', 'User Profile', 'Background Questions', 'Attachments', 'Summary' (which is highlighted with a red box), and 'Sign'. Below the bar, a section titled 'Designee Actions Questions' contains the following questions with radio button options:

- \* Do you continue meet all initial designation requirements described in FAA Order 8000.95 (latest revision) for the authorizations on your current CLOA?  
 Yes  No
- \* Do you currently hold a valid FAA pilot certificate at the grade required for the authorizations on your current CLOA?  
 Yes  No
- \* Do you continue to hold the appropriate privileges in the category and class of aircraft for the authorization(s) on your current CLOA?  
 Yes  No
- \* Do you currently hold a valid FAA pilot certificate with the privileges and limitations required for the authorizations on your current CLOA?  
 Yes  No  Not required
- \* Do you continue to hold the appropriate privileges as a flight instructor in the category and class of aircraft for the authorization(s) on your CLOA?  
 Yes  No  Not required
- \* Do you have at least a valid 3rd class medical certificate?  
 Yes  No  Not required
- \* Do you have at least the minimum required amount of PIC experience in the last 12 months, as outlined FAA Order 8000.95, (current revision), appropriate to the category and class(es) of aircraft for which you hold testing/checking authorizations on your current CLOA?  
 Yes  No

At the bottom right are 'Save', 'Continue', and 'Cancel' buttons.

## DPE User Software User Manual

Contact Information	
First Name	<b>KHAWAJA</b>
Middle Name	<b>ASIM</b>
Last Name	<b> SIDDIQUE</b>
Suffix	
Date of Birth	<b>4/26/1978</b>
Gender	<b>Male</b>
Country of Citizenship	<b>United States</b>
Contact Phone	<b>(516) 776-0745 (Domestic)</b>
Email	<b>ksiddiquemd1@gmail.com</b>
Address Information	
<b>Personal Address</b>	
Street Address	<b>40 KAINTUCK LANE</b>
Street Address 2	
City	<b>LOCUST VALLEY</b>
State	<b>New York</b>
Country	<b>United States</b>
Postal Code	<b>11560</b>
<b>Mailing Address</b>	
Street Address	<b>40 KAINTUCK LANE</b>
Street Address 2	
City	<b>LOCUST VALLEY</b>
State	<b>New York</b>
Country	<b>United States</b>
Postal Code	<b>11560</b>
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?	
<input type="radio"/> Yes	<input checked="" type="radio"/> 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.	
<input type="radio"/> Yes	<input checked="" type="radio"/> 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)?	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
*In the past 12 months, have you been other than "honorably" discharged from the military?	
<input type="radio"/> Yes	<input checked="" type="radio"/> 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)?	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
*Are you currently under investigation, charged indictments, or have pending actions for any of the items described above?	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
*Are you fluent in the English language (read, speak, write and understand)?	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
Attachments	
<input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="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**

The screenshot shows the 'Sign' tab of the DPE User Software. The tab is highlighted with a red box. The page displays the 'Release of Information and Certification Statement' and the 'Privacy Act Statement'. The 'Privacy Act Statement' section includes a 'Signature' field with a checkbox and a 'Submit' button.

**Release of Information and Certification Statement**

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

**I AGREE**

\* I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.

\* I understand that any information given may be investigated.

\* I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.

\* I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.

\* I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571).

\* I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

**Privacy Act Statement (5 U.S.C. §552a(e)(3))**

**Authority:** Information on Federal Aviation Administration (FAA) Designee Management System (DMS) is solicited under the authority of [Title 14 Code of Federal Regulations Part 183](#).

**Purpose:** The purpose of Designee Management System is to standardize the management lifecycle process and oversight of designees who are representatives of the FAA authorized to perform certain certification related tasks. The purpose of collecting this information is also to allow individuals access to the system.

**Routine Uses:** the information collected will be included in the system of records notice [DOT/ALL 13- Internet/Intranet Activity and Access Records](#) and will be subject to the published routine uses including:

- To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

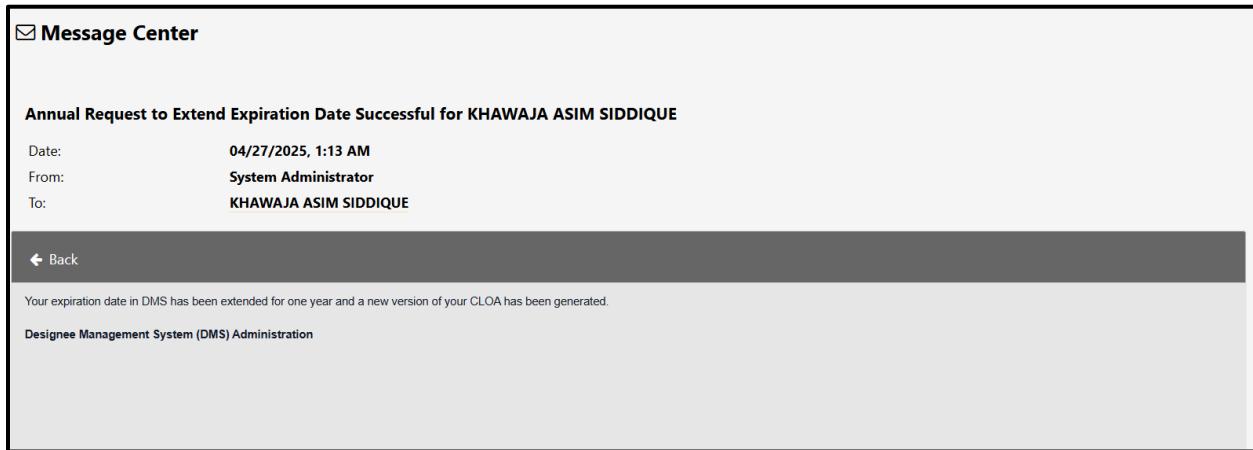
Please enter your electronic signature.

\*Signature  By checking this block, I understand I am providing my electronic signature for this action in DMS.

**Submit** **Cancel**

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**



The screenshot shows a message center window with the following content:

**Message Center**

**Annual Request to Extend Expiration Date Successful for KHAWAJA ASIM SIDDIQUE**

Date: 04/27/2025, 1:13 AM  
From: System Administrator  
To: KHAWAJA ASIM SIDDIQUE

**Back**

Your expiration date in DMS has been extended for one year and a new version of your CLOA has been generated.

Designee Management System (DMS) Administration



**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

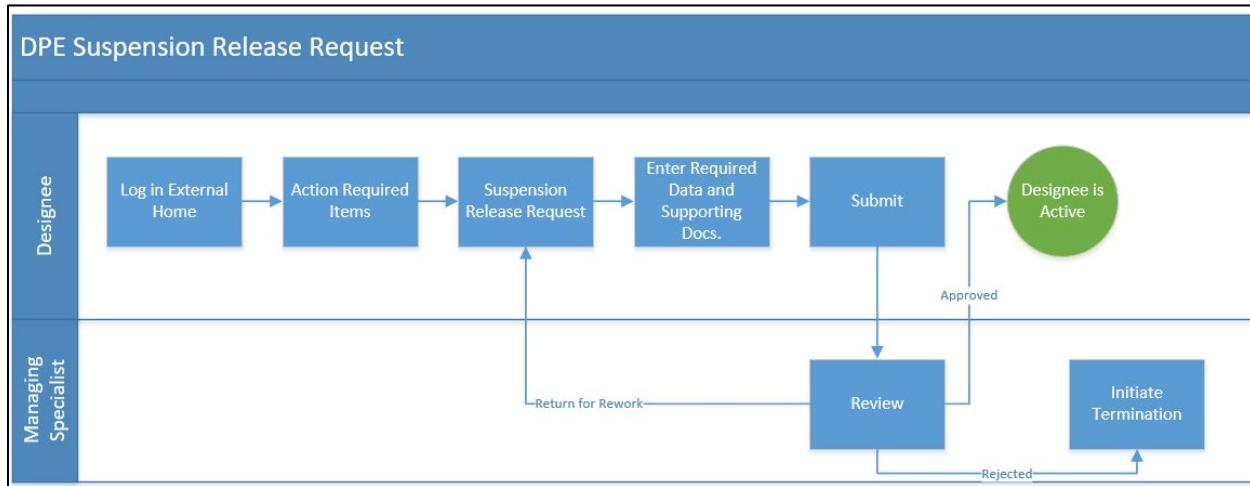


Figure 128: Suspension Release Request

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Suspended	4/8/2025	4/28/2025		<a href="#">CLOA</a>	<a href="#">Action</a>

Action Required Items					
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)	
DPE	Suspension Release Request	Pending	4/28/2025	<input checked="" type="checkbox"/>	

<< < 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**

**Suspension Release Request**

Suspension

Suspension initiation date: 4/14/2025

Suspension Reason: Failure to Attend a Required Meeting

Justification: Enter Justification

Required Corrective Action: Enter Required Corrective Action

Attachments: —

Suspension Release Request

Please enter your justification for your suspension release request below, and provide any documentation for the Managing Specialist to make a decision.

\*Justification

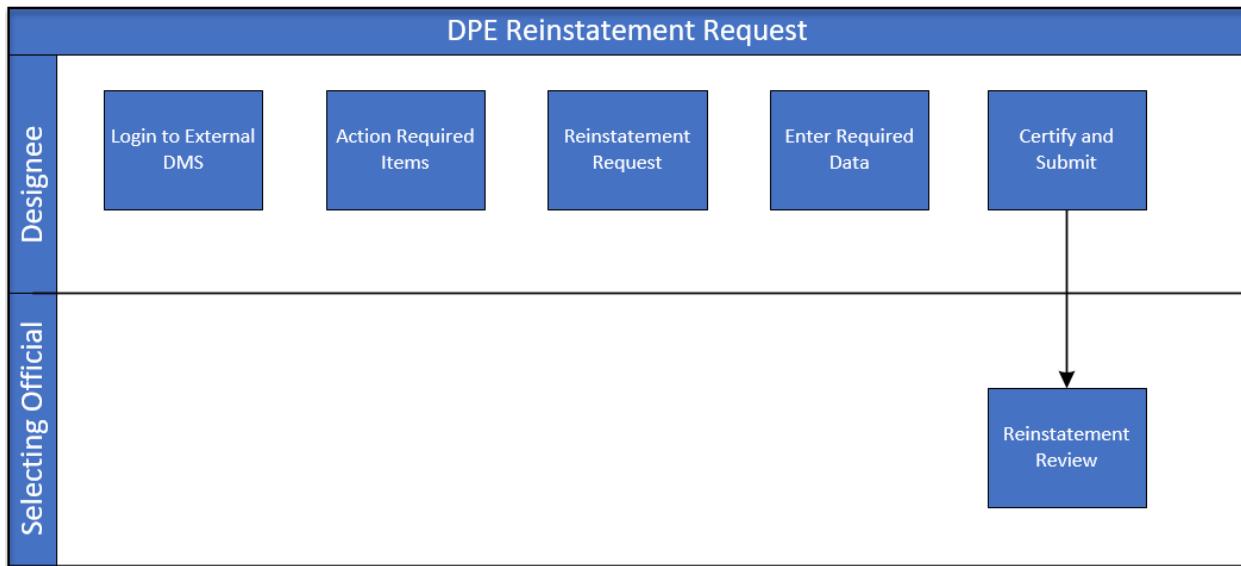
(Max length: 4000 / 4000 left)

### 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

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Terminated	4/8/2025	1/19/2026	4/24/2025	<a href="#">View</a>	<a href="#">Action</a>
Action Required Items						
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)		
DPE	Request Reinstatement	Pending	4/24/2026	<a href="#">Edit</a>		
<< < > >> <span style="border: 1px solid black; padding: 2px;">1</span> 5						
My Applications						
ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
80122	DPE	Submitted	4/6/2025	4/6/2026	<a href="#">Version(s)</a>	<a href="#">Edit</a>
78716	AME	Submitted	11/25/2024	11/25/2025	<a href="#">Version(s)</a>	<a href="#">Edit</a>

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**

**Reinstatement**

\*Do you still meet the minimum qualification requirements for your designation and authorizations?

Yes  No

\*Reinstatement justification

Enter Reinstatement Justification

(Max length: 4000 / 3967 left)

Attachments

+ Choose X Cancel

Save Continue Cancel



**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**

**Designee Actions 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

Save Continue Cancel



**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**

**Reinstate**

**Summary**

**Designee - DPE**

**Designee Information**

Designee Name:	<b>KHAWAJA ASIM SIDDIQUE</b>	Designee Number:	<b>288082835</b>
Designee Type:	<b>DPE</b>	Designee Status:	<b>Terminated</b>
Expiration Date:	<b>01/19/2026</b>		

**Reinstatement**

\* Do you still meet the minimum qualification requirements for your designation and authorizations?

Yes  No

\* Reinstatement justification

Enter Reinstatement Justification

(Max length: 4000 / 3967 left)

**Designee Actions 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**

**Continue** **Cancel**



**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**

**Reinstate**

Questions    Background Questions    Summary    **Sign**  

\* Indicates required field.

**Release of Information and Certification Statement**

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

I AGREE

\*I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.

\*I understand that any information given may be investigated.

\*I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.

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\*I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571).

\*I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

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- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

Please enter your electronic signature.

\*Signature  By checking this block, I understand I am providing my electronic signature for this action in DMS.

**Submit** **Cancel**



**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**

**Activity (DPE)**

**Designation Information**

Designee Number:	288082835
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL
Designation Status:	Active
Effective Date:	4/8/2025
Expiration Date:	4/30/2026
Managing Specialist:	Haritha Duvvuru Kamakshi
Airmen Certificate Number:	12345678
Airmen Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
Next Direct Observation Due Date:	

**Activity Links**

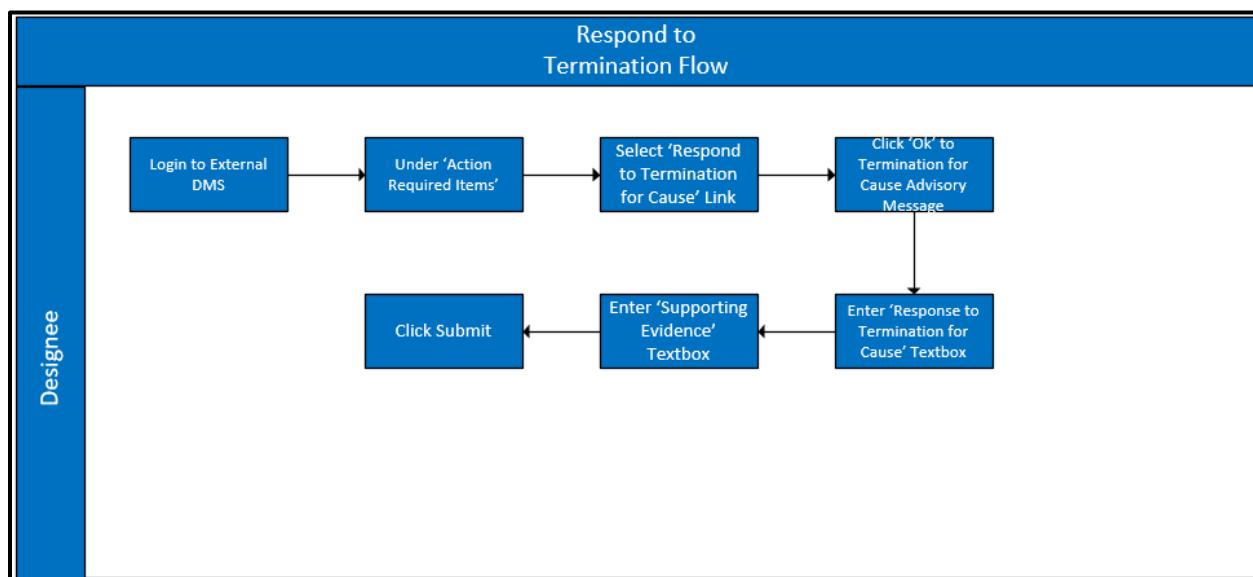
<a href="#">Create Practical Test/Proficiency Check Preapproval</a>	<a href="#">Create Administrative Preapproval</a>
<a href="#">View Pre-Approval/Post Activity Reports</a>	<a href="#">View Pre-Approval Setting(On/Off)</a>
<a href="#">Request Voluntary Surrender</a>	<a href="#">View Training Record</a>
<a href="#">View Authorizations and Limitations</a>	<a href="#">Request Additional Authorizations</a>
<a href="#">Set default time zone</a>	<a href="#">Manage Make Model Series</a>

**Activity History**

Activity ↑↓	DMS Tracking # ↑↓	Activity Status ↑↓	Modified Date ↑↓
Reinstate	RN-288082835-2025-0001	Completed	04/24/2025
Request Additional Authorizations	EA-288082835-2025-0001	Cancelled	04/24/2025

## 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**

<b>Action Required Items</b>				
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DPE	<a href="#">Respond to Termination For Cause</a>	Pending	5/6/2025	<input checked="" type="checkbox"/>
<p>« &lt; 1 &gt; » 5 ▾</p>				

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

**Figure 139 Termination for Cause Advisory Message**

**Termination For Cause Advisory**

If you choose to respond to this termination for cause action, you must provide all of the information you would like considered at the time of this submission. Additional information will not be considered after you submit your response.

*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**

**Termination Appeal**

**Termination For Cause Response**

Please respond to this termination for cause action by providing the information below. You should include any and all evidence or statements that you wish to have considered concerning this matter. You must provide all of the information you would like considered at the time of this submission. Additional information will not be considered after you submit your response.

\*1. Response to Termination For Cause

Respond to Termination  
(Max length: 4000 / 3978 left)

\*2. Supporting Evidence

Evidence  
(Max length: 4000 / 3992 left)

Attachments

+ Choose X Cancel

Back Save **Submit** Cancel

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**

My Designations						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Terminated	3/7/2023	3/31/2024	4/4/2023	CLOA	Action
Action Required Items						
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)		
No records found						

System shall also display Designee as Terminated on Activity page.

**Figure 142 - Designee Activity Page**

The screenshot shows the 'Activity (DPE)' page. At the top, there is a section for 'Designation Information' containing the following data:

Designee Number:	288082835
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL
Designation Status:	Terminated
Effective Date:	4/8/2025
Expiration Date:	4/30/2026
Managing Specialist:	Haritha Duvvuru Kamakshi
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
Next Direct Observation Due Date:	

Below this is a section for 'Activity Links' with the following options:

- [View Pre-Approval/Post Activity Reports](#)
- [View Pre-Approval Setting\(On/Off\)](#)
- [View Training Record](#)
- [Manage Make Model Series](#)

Designee shall receive notification in message center

**Figure 143 – Message Center Notification**

The screenshot shows the 'Message Center' page with a 'Termination Decision' message. The message details are as follows:

Date: 04/21/2025, 9:33 PM  
From: System Administrator  
To: KHAWAJA ASIM SIDDIQUE;  
CC: Haritha Duvvuru Kamakshi

**Termination Decision**

After a review of your termination for cause, this letter is to inform you that the Federal Aviation Administration (FAA) has decided to terminate your designation as a(n) DPE pursuant to 14 CFR part 183.15(b) and 49 U.S.C. 44702(d). This decision is final.

You must immediately cease exercising the privileges of your designation.

If you possess any controlled materials provided to you by the FAA, they must be returned immediately. If you have any questions regarding this requirement, please contact your managing specialist.

Designee Management System (DMS) Administration

## 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**

Designee Management System

Experts expanding FAA's certification capability

Designee Locator

Search for designees in your area

Find Designees

Login

MyAccess Login/ Register

Paper Reduction Act Statement

Paperwork Reduction Act Statement The information is necessary to determine your eligibility to become an FAA designee. It is estimated that it will take approximately one minute per response. The information will become part of the Privacy Act system of records, DOT/FAA 830, Representative of the Administrator, and it will be used to evaluate your qualifications for appointment as a designee. It should be noted that a person is not required to collect information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0033. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

Privacy Act Statement (5 U.S.C. §552a(e)(3))

**Authority:** Information on Federal Aviation Administration (FAA) Designee Management System (DMS) is solicited under the authority of Title 14 Code of Federal Regulations Part 183.

**Purpose:** The purpose of Designee Management System is to standardize the management lifecycle process and oversight of designees who are representatives of the FAA authorized to perform certain certification related tasks. The purpose of collecting this information is also to allow individuals access to the system.

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- To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

**FAA Designee Program**

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

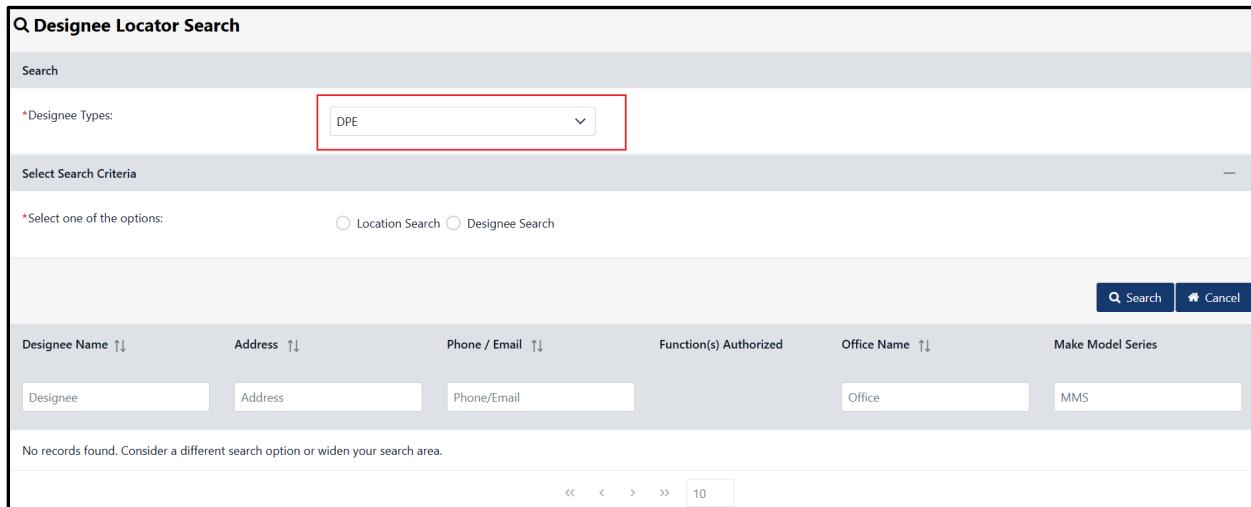
The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Air Traffic Safety Oversight Service (AOV), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).

Please click the link to view the policy

Note: Due to security requirements, after 15 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

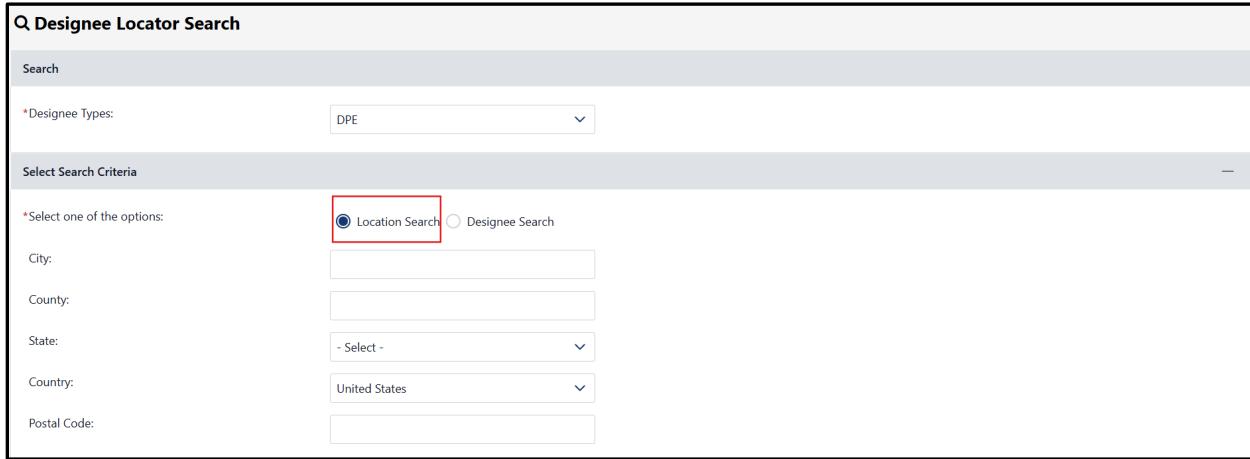
- Step 2.* On the Designee Locator Search page, select ‘DPE’ from the Designee Types drop-down menu. The system will display a Select Search Criteria section with two options: Location Search and Designee Search.

**Figure 145: Designee Locator Search Options**

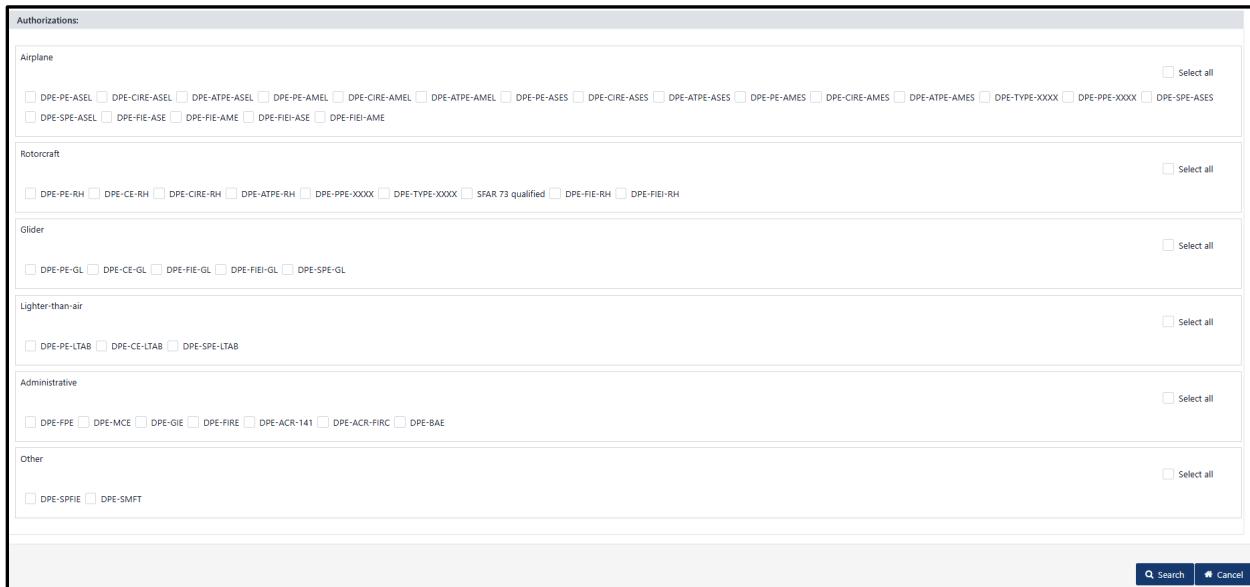


The screenshot shows the 'Designee Locator Search' page. At the top, there is a search bar with a dropdown menu set to 'DPE'. Below the search bar is a 'Select Search Criteria' section with two radio buttons: 'Location Search' and 'Designee Search'. The 'Location Search' option is selected. The main area contains a table with columns for 'Designee Name', 'Address', 'Phone / Email', 'Function(s) Authorized', 'Office Name', and 'Make Model Series'. The table is currently empty, displaying the message 'No records found. Consider a different search option or widen your search area.' At the bottom of the page, there are navigation buttons for 'Search' and 'Cancel'.

- 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**

The screenshot shows the 'Designee Locator Search' interface. At the top, a dropdown menu is set to 'DPE'. Below it, a section titled 'Select Search Criteria' contains a radio button group for 'Location Search' (which is selected and highlighted with a red box) and 'Designee Search'. There are also fields for 'City', 'County', 'State' (with a dropdown menu), 'Country' (set to 'United States'), and 'Postal Code'.

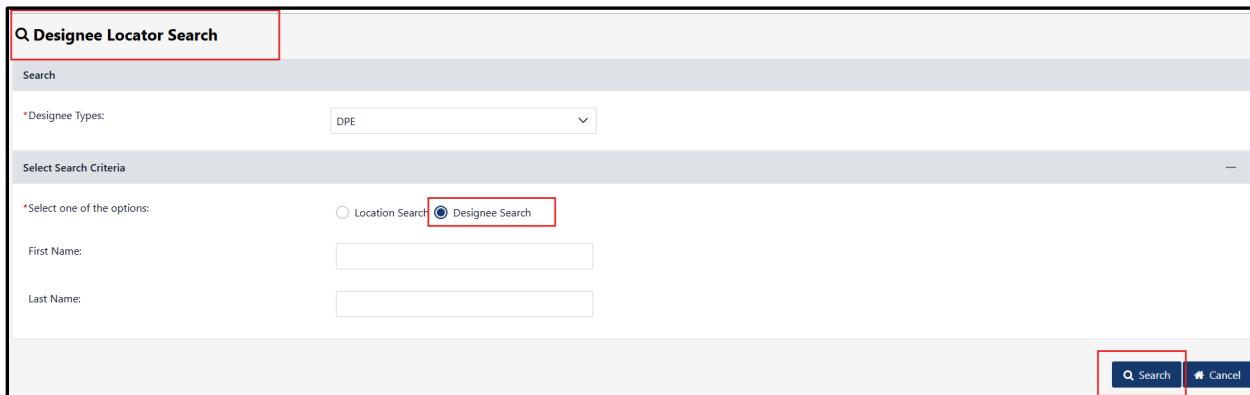
**Figure 147: Location Search Results**

The screenshot shows the 'Location Search Results' interface. It lists various categories of authorizations with checkboxes for selecting multiple items. The categories include:

- Airplane (checkboxes: 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-PE-XXXX, DPE-CIRE-XXXX, DPE-ATPE-XXXX, DPE-PPE-XXXX, DPE-SPE-ASES, DPE-SPE-ASEL, DPE-FIE-ASE, DPE-FIE-AME, DPE-FIEI-ASE, DPE-FIEI-AME)
- Rotocraft (checkboxes: 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 (checkboxes: DPE-PE-GL, DPE-CE-GL, DPE-FIE-GL, DPE-FIEI-GL, DPE-SPE-GL)
- Lighter-than-air (checkboxes: DPE-PE-LTAB, DPE-CE-LTAB, DPE-SPE-LTAB)
- Administrative (checkboxes: DPE-FPE, DPE-MCE, DPE-GIE, DPE-FIRE, DPE-ACR-141, DPE-ACR-FIRC, DPE-BAE)
- Other (checkboxes: DPE-SPFIE, DPE-SMFT)

At the bottom right are 'Search' and 'Cancel' buttons.

*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**

**Q Designee Locator Search**

Search

\*Designee Types: DPE

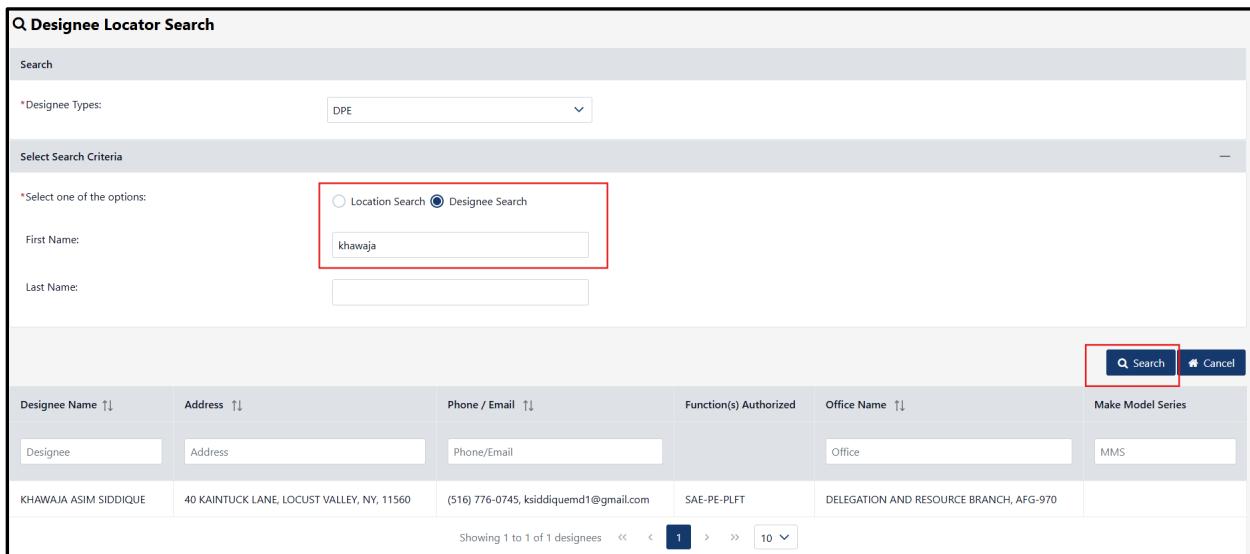
Select Search Criteria

\*Select one of the options:  Location Search  Designee Search

First Name:

Last Name:

**Search** **Cancel**

**Figure 149: Designee Search Results**

**Q Designee Locator Search**

Search

\*Designee Types: DPE

Select Search Criteria

\*Select one of the options:  Location Search  Designee Search

First Name: khawaja

Last Name:

Designee Name ↑↓	Address ↑↓	Phone / Email ↑↓	Function(s) Authorized	Office Name ↑↓	Make Model Series
Designee	Address	Phone/Email		Office	MMS
KHAWAJA ASIM SIDDIQUE	40 KAINTUCK LANE, LOCUST VALLEY, NY, 11560	(516) 776-0745, ksiddiquemd1@gmail.com	SAE-PE-PLFT	DELEGATION AND RESOURCE BRANCH, AFG-970	

Showing 1 to 1 of 1 designees << < 1 > >> 10 ▾