



**Federal
Aviation
Administration**

DESIGNATED PILOT EXAMINER (DPE) EXTERNAL USER SOFTWARE USER MANUAL

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Revision History

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

TERMS/ACRONYMS

The following are terms or acronyms used in this document:

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

Table of Contents

DESIGNATED PILOT EXAMINER (DPE).....	1
Version 1.4.....	1
Revision History	i
TERMS/ACRONYMS	i
1.0 Introduction.....	1
1.1 Application Workflow	1
2.0 Designee Management System Home Page	3
2.1 Agreements	4
2.2 Designee Types.....	6
2.3 Create Personal Profile	9
2.4 Background Questions	12
2.5 Designation Location	12
2.6 Authorizations and Document Upload.....	14
2.7 Summary	18
2.8 Applicant Signature	23
3.0 Designee Management System Home Page – My Applications	24
3.1 Update Personal Profile	26
3.2 My Designations	29
3.3 Change Designation Location.....	29
3.4 Message Center.....	31
3.5 CLOA.....	31
3.6 Action Links.....	33
4.0 Designee Actions	35
4.1 Create Practical Test/Proficiency Check Pre-approval.....	35
4.2 Create Administrative Pre-Approval	47
4.3 View Pre-approval/Post Activity Reports.....	54
4.4 Post Activity.....	60
4.4 Training Record	64
4.5 Request Additional Authorizations.....	65
4.6 Request Voluntary Surrender.....	71
4.7 Authorizations and Limitations.....	75

5.0 Action Required Items	77
5.1 Corrective Action Response	77
5.2 Annual Request to Extend Expiration Date	80
5.3 Suspension Release Request	88
5.4 Request Reinstatement	90
5.5 Respond to Termination For Cause	96
6.0 Designee Locator	100

Table of Figures

Figure 1: DMS Application Business Process Diagram	1
Figure 2: DMS Use Case Diagram	2
Figure 3: Designated Pilot Examiner (DPE) Activity Diagram	3
Figure 4: DMS Home Page	4
Figure 5: Application/Designee Home Page	4
Figure 6: Designee Acknowledgement Statement	5
Figure 7: FAA Designee Program Agreement	6
Figure 8: Cancellation Warning Message	6
Figure 9: Designee Types	7
Figure 10: DPE Type	7
Figure 11: Designee Questions	8
Figure 12: Existing DPE Designation Message	9
Figure 13: DPE Qualifications Message	9
Figure 14: User Profile	10
Figure 15: User Profile (Continued)	11
Figure 16: Upload Photo	11
Figure 17: Background Questions	12
Figure 18: Designation Location	13
Figure 19: Select Same Address as Profile	13
Figure 20: Designation Location Message	14
Figure 21: Enter Different Address	14
Figure 22: DPE Authorizations	15
Figure 23: Select Type Ratings	15
Figure 24: Designee Application Upload	16
Figure 25: Download Supplemental Information Sheet	17
Figure 26: Upload Attachment	18
Figure 27: Summary Page Sections	19
Figure 28: Application Summary	20
Figure 29: Application Summary (Continued)	23
Figure 30: Release of Information and Certification Statement	23
Figure 31: Signature	24
Figure 32: Success Message	24
Figure 33: My Applications	25

Figure 34: Edit Application	25
Figure 35: Message Center	25
Figure 36: Application Submitted Message.....	26
Figure 37: Update Profile.....	27
Figure 38: Acknowledgement.....	28
Figure 39: Save Information Message	29
Figure 40: My Designations.....	29
Figure 41: Change Designation Location	30
Figure 42: Change Designation Location (Continued).....	30
Figure 43: Add Authorized Location.....	31
Figure 44: Message Center	31
Figure 45: CLOA Link.....	32
Figure 46: CLOA	32
Figure 47: CLOA (Continued).....	33
Figure 48: CLOA (Continued).....	33
Figure 49: Action Links	34
Figure 50: Designee Action Screen	34
Figure 51: Create Practical Test/ Proficiency Check Pre-Approval Activity Link	35
Figure 52: Pending Post Activity Message.....	36
Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram.....	36
Figure 54: Pre-Approval Request for DPE – Pre-Approval Tab	37
Figure 55: Pre-Approval Request for DPE – Test/Check Tab.....	37
Figure 56: Select Authorization Type.....	38
Figure 57: Temporary Authorizations	38
Figure 58: Select Authorizations	39
Figure 59: Pre-Approval Request for DPE – Location Tab.....	41
Figure 60: Pre-Approval Request for DPE – Applicant/Application Tab	42
Figure 61: Pre-Approval Request for DPE - Documents/Comments	42
Figure 62: Select Document.....	43
Figure 63: Document Uploaded.....	43
Figure 64: Pre-Approval Request for DPE – Pre-Approval Summary	44
Figure 65: Pre-Approval Submit Message.....	47
Figure 66: DPE Create Administrative Pre-Approval Request Business Process Diagram	47
Figure 67: Create Administrative Pre-Approval Activity Link	48
Figure 68: Administrative Pre-Approval – Pre-Approval Tab	48
Figure 69: Administrative Pre-Approval – Test/Check Tab.....	49
Figure 70: Administrative Pre-Approval – Location Tab.....	50
Figure 71: Administrative Pre-Approval – Applicant/Application Tab	50
Figure 72: Administrative Pre-Approval – Applicant/Application Tab (Continued).....	51
Figure 73: Administrative Pre-Approval – Document/Comments Tab.....	51
Figure 74: Administrative Pre-Approval – Summary Tab	52
Figure 75: Pre-Approval Submit Message.....	54
Figure 76: View Pre-approval/Post Activity Reports Business Process Diagram.....	54
Figure 77: View Pre-approval/Post Activity Reports Activity Link	55
Figure 78: Edit Pre-Approval Request.....	56

Figure 79: Pre-Approval Submit Message.....	56
Figure 80: Cancel Pre-approval Request	57
Figure 81: Pre-Approval Request Cancellation Confirmation.....	57
Figure 82: Activity Paperwork – Reason for Cancellation.....	58
Figure 83: Cancelled Preapproval Request Status	58
Figure 84: View Completed Pre-Approval	59
Figure 85: Copy Pre-Approval.....	59
Figure 86: Post Activity Reports.....	60
Figure 87: Post Activity Report – Request Information	60
Figure 88: Pre-Populate with IACRA Data	61
Figure 89: Test Information	61
Figure 90: Post Activity (Continued).....	62
Figure 91: Enter Post Activity Information	62
Figure 92: Post Activity Applicant Information	63
Figure 93: Comments and Attachments.....	64
Figure 94: DPE Training Record Business Process Diagram.....	64
Figure 95: View Training Record Activity Link	65
Figure 96: Training Record.....	65
Figure 97: DPE Request for Additional Authorizations Business Process Diagram.....	66
Figure 98: Request Additional Authorizations Activity Link.....	67
Figure 99: Request Additional Authorizations – Expand Request Tab.....	68
Figure 100: Request Additional Authorizations – Submit Tab	70
Figure 101: Submission Acknowledge Statement	71
Figure 102: Activity History	71
Figure 103: DPE Voluntary Surrender Request Business Process Diagram	72
Figure 104: Request Voluntary Surrender Activity Link	72
Figure 105: Voluntary Surrender Request	73
Figure 106: Voluntary Surrender Request – Feedback Survey	73
Figure 107: Voluntary Surrender Request Confirm Message.....	73
Figure 108: Terminated Designated Status.....	74
Figure 109: Activity History Status	75
Figure 110: DPE View Authorizations and Limitations Business Process Diagram	76
Figure 111: View Authorizations and Limitations Activity Link.....	76
Figure 112: Authorizations and Limitations	76
Figure 113: DPE Corrective Action Response Business Process Diagram.....	77
Figure 114: Corrective Action Response.....	78
Figure 115: Edit Corrective Action.....	78
Figure 116: Corrective Action	79
Figure 117: Corrective Action Response.....	80
Figure 118: DPE Annual Request to Extend Expiration Date Business Flow Diagram	81
Figure 119: Annual Request to Extend Expiration Date Task.....	81
Figure 120: Annual Request to Extend Expiration Date – Questions Tab	82
Figure 121: Annual Request to Extend Expiration Date – User Profile Tab.....	83
Figure 122: Annual Request to Extend Expiration Date – Background Questions Tab.....	84
Figure 123: Annual Request to Extend Expiration Date – Attachments Tab	85
Figure 124: Annual Request to Extend Expiration Date – Summary Tab.....	85

Figure 125: Annual Request to Extend Expiration Date – Sign Tab.....	87
Figure 126: Annual Request to Extend Expiration Date – Success Message.....	88
Figure 127: DPE Suspension Release Request Business Process Diagram	89
Figure 128: Suspension Release Request	89
Figure 129: Enter Suspension Release Request.....	90
Figure 130: DPE Reinstatement Request Business Process Diagram	91
Figure 131: Request Reinstatement	91
Figure 132: Reinstatement Request – Questions Tab	92
Figure 133: Reinstatement Request – Background Questions Tab	92
Figure 134: Reinstatement Request – Summary Tab	94
Figure 135: Reinstatement Request – Signature Tab.....	95
Figure 136: Activity History – Completed Reinstatement Status.....	96
Figure 137: Respond to Termination Process Flow Chart.....	96
Figure 138: Respond to Termination for Cause.....	97
Figure 139 Termination for Cause Advisory Message	97
Figure 140 - Termination for Cause Response	98
Figure 141 - Designee Landing Page.....	98
Figure 142 - Designee Activity Page.....	99
Figure 143 – Message Center Notification	99
Figure 122: Designee Locator	100
Figure 123: Designee Locator Search Options	101
Figure 124: Designee Locator – Location Search	102
Figure 125: Location Search Results.....	102
Figure 126: Designee Locator – Designee Search	103
Figure 127: Designee Search Results.....	103

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

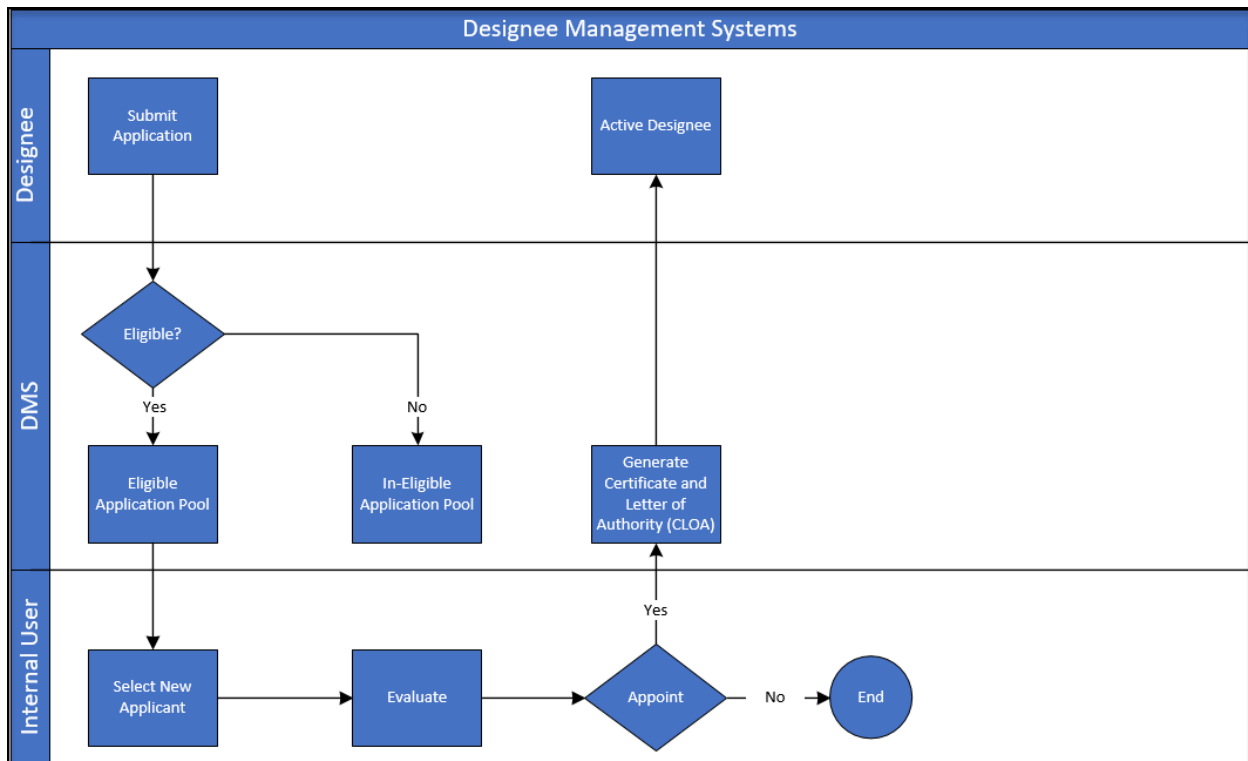


Figure 2: DMS Use Case Diagram

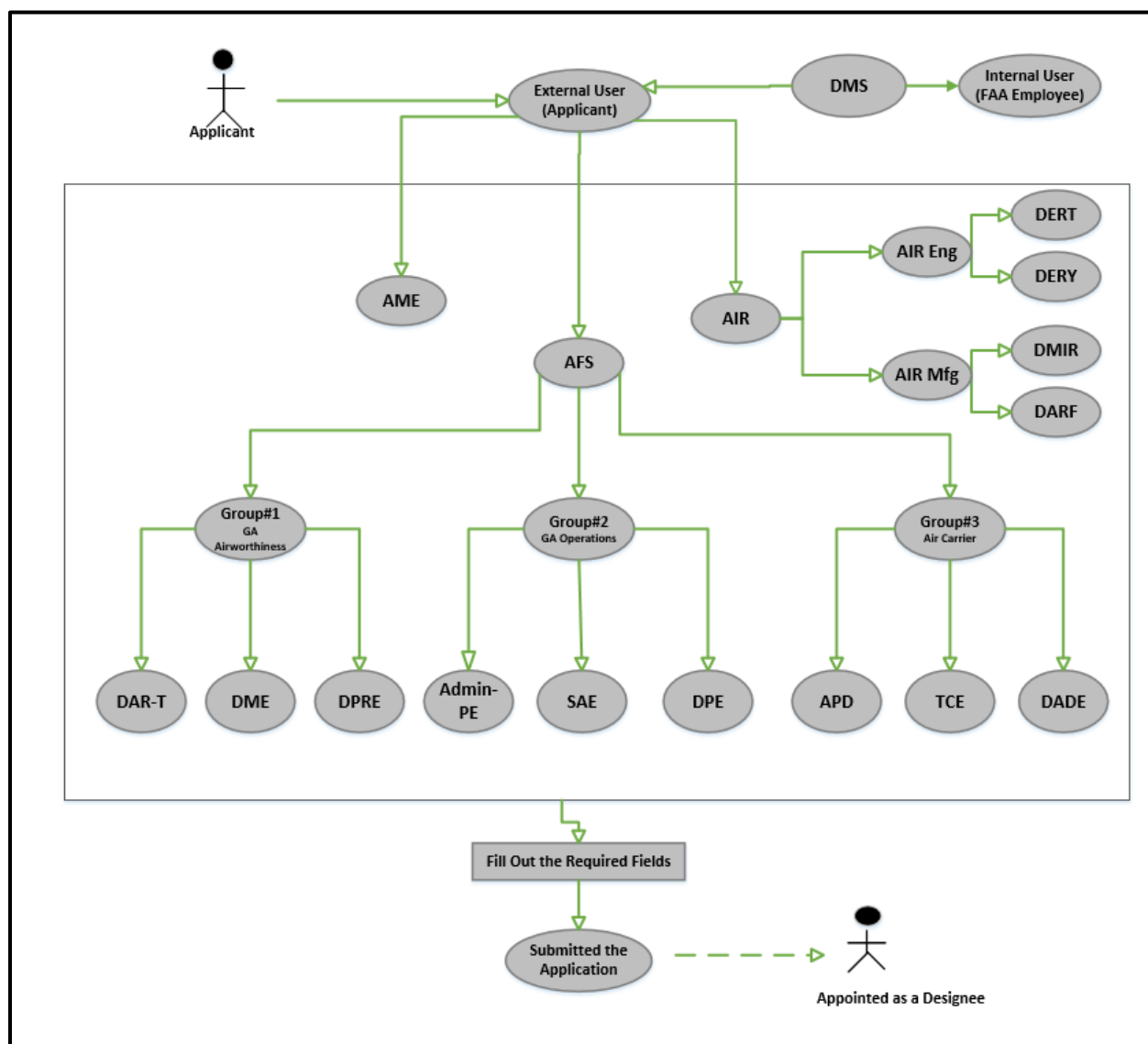
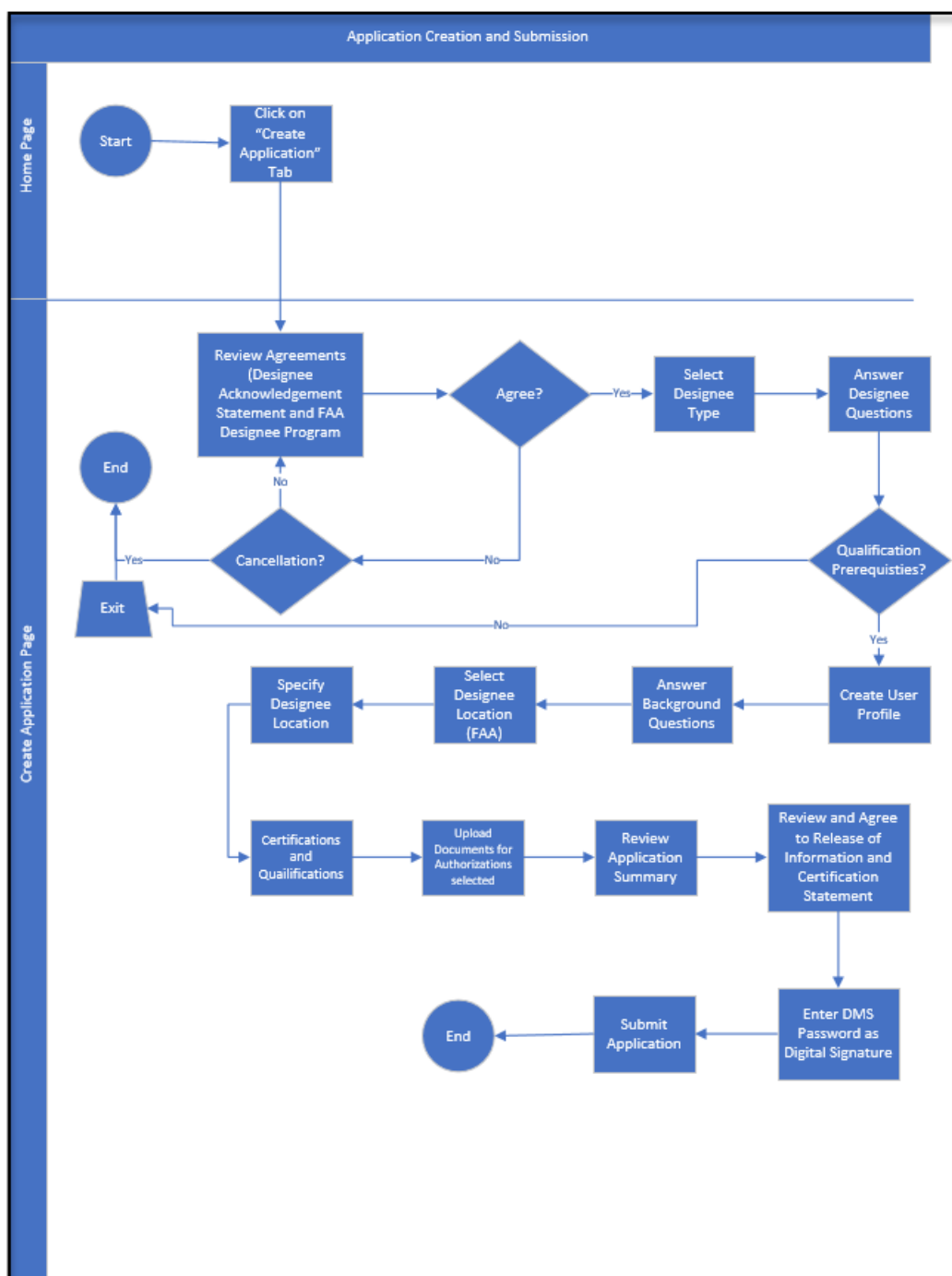


Figure 3: Designated Pilot Examiner (DPE) Activity Diagram



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

Home Panel	Home, Update Personal Profile, Change Designation Location, Create Application, Message Center (no. of messages), Change Password, Help, Logout
My Designations	Designation, Designation Status, Effective Date, Expiration Date, Termination Date, View, Designee Action(s)
Action Required Items	Designation, Subject, Action Status, Due Date, Actions
My Applications	ID, Type, Application Status, Submission Date, Expiration Date, Version(s), Action(s)

Figure 5: Application/Designee Home Page

Home

Update Personal Profile

Change Designation Location

Create Application

Company Administrator Page

ODA Information

Training

Message Center (33)

Help

Logout

My Designation(s)

Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
SAE	Active	5/13/2025	5/31/2026		CLOA	Action
DCTO-E	Active	5/20/2025	9/26/2025		CLOA	Action

Action Required Items

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
No records found				
<div><< < > >> 5</div>				

My Applications

ID ↑↓	Type ↑↓	Application Status ↑↓	Submission Date ↑↓	Expiration Date ↑↓	Version(s)	Action(s)
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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 navigation menu with options: Home, Update Personal Profile, Change Designation Location, Create Application (highlighted), ODA Information, Training, Message Center (36), Help, and Logout. The main area is titled 'Create Application' and contains several tabs: Agreements (highlighted with a red box), Designee Types, Create Personal Profile, Background Questions, Designation Location, and Document Upload. Below these tabs are 'Summary' and 'Signature' sub-tabs. The 'Agreements' tab displays the 'Designee Acknowledgement Statement' section, which includes the following text:

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.

At the bottom right of the statement area, there 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

Cancellation Warning ✕

Are you sure you want to cancel this application?

Yes No

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

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

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

Figure 10: DPE Type

Create Application

Agreements

Designee Types

Create Personal Profile

Background Questions

Designation Location

Document Upload

Summary

Signature

✕

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)



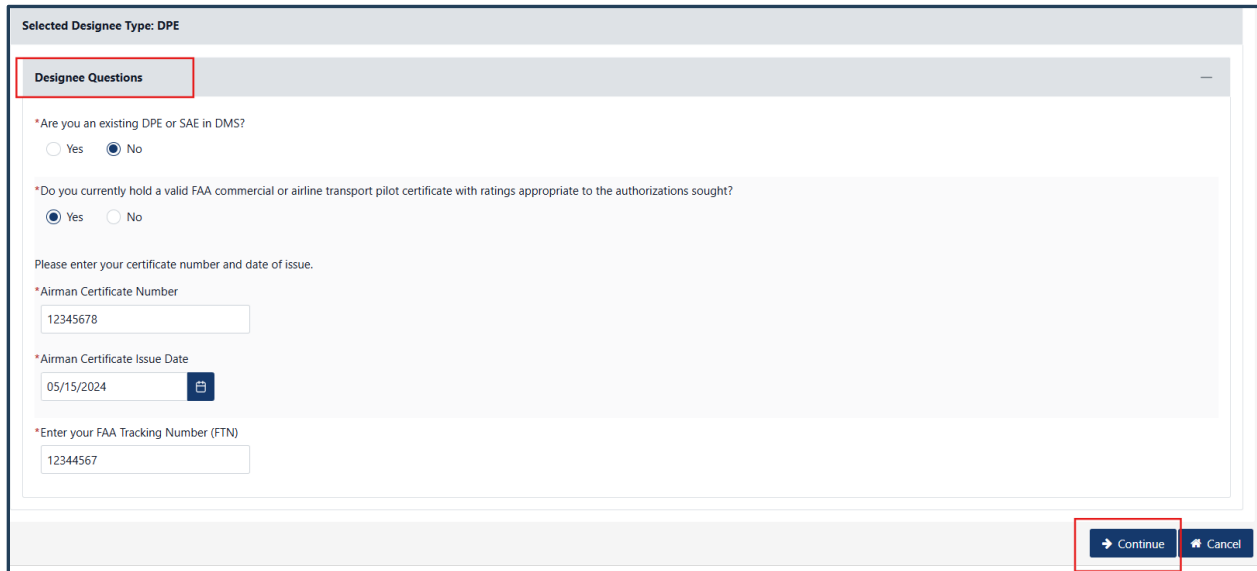
Flight Standards Service - General Aviation Pilot Examiners

- ☒ 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.

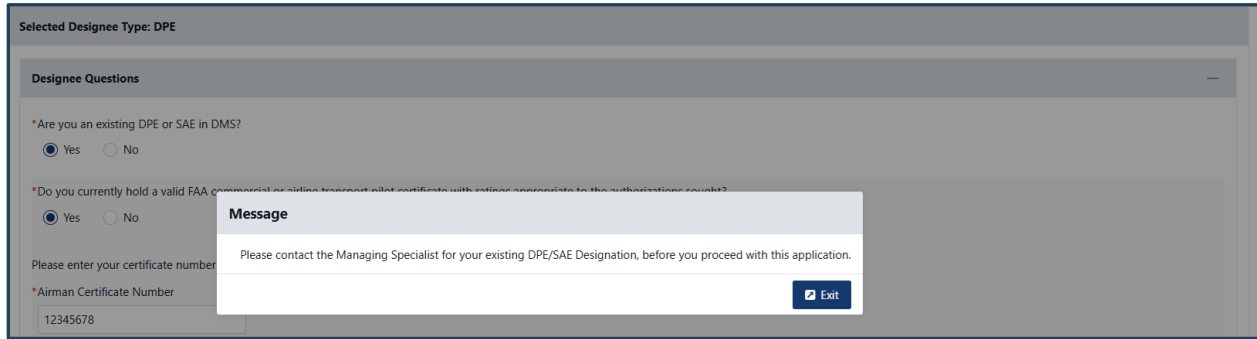


Note: Applicants can locate their FAA Tracking Number (FTN) by logging into Integrated Airman Certification and Rating Application (IACRA).



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

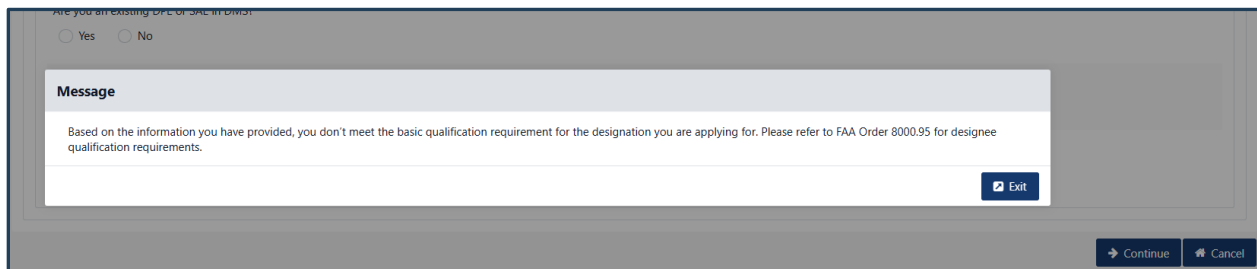


The screenshot shows a web application interface for DPE designation. At the top, it says "Selected Designee Type: DPE". Below this is a section titled "Designee Questions". The first question is "Are you an existing DPE or SAE in DMS?" with radio buttons for "Yes" (selected) and "No". The second question is "Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorization sought?" with radio buttons for "Yes" (selected) and "No". Below the questions, there is a text input field for "Please enter your certificate number" and a label "Airman Certificate Number" with the value "12345678". A modal message box is displayed in the center, containing the text: "Please contact the Managing Specialist for your existing DPE/SAE Designation, before you proceed with this application." and an "Exit" button.



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 web application interface for DPE designation. At the top, it says "Are you an existing DPE or SAE in DMS?" with radio buttons for "Yes" and "No". A modal message box is displayed in the center, containing 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." and an "Exit" button. At the bottom right 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

Agreements

Designee Types

Create Personal Profile

Background Questions

Designation Location

Document Upload

Summary

Signature

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:

+ Choose

Uploaded Photo

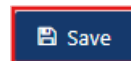
Figure 15: User Profile (Continued)

The screenshot displays the 'Address Information' section of a user profile form. It is divided into two main parts: 'Personal Address' and 'Mailing Address'. The 'Personal Address' section contains fields for Street Address 1 (40 KAINTUCK LANE), Street Address 2, City (LOCUST VALLEY), State (New York), Country (United States), and Postal Code (11560). The 'Mailing Address' section has a checkbox labeled 'Same as Personal Address' which is checked. Below this, it has identical fields for Street Address 1, Street Address 2, City, State, Country, and Postal Code. At the bottom right of the form, there are three buttons: 'Save', 'Continue', and 'Cancel'.

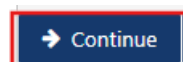
Figure 16: Upload Photo

The screenshot shows the 'Upload Photo' step of the user profile form. It includes fields for 'Country of Citizenship' (United States) and 'Contact Phone' (Domestic selected). A '+ Choose' button is visible next to the 'Upload Photo' label. An 'Uploaded Photo' section is at the bottom. A file selection dialog box is open over the form, showing the 'Downloads' folder. A file named 'photo' is selected and highlighted with a red box. The dialog box also shows a 'File name' field, a file type dropdown set to 'Image files', and buttons for 'Upload from mobile', 'Open', and 'Cancel'.

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

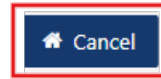


Step 2. Upon completion of the fields, click the 'Continue' button to proceed to the **Background Questions** tab.





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



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

Background Questions

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

Figure 17: Background Questions

The screenshot shows the 'Background Questions' tab in the DPE User Software. The tab is active, and the questions are as follows:

- *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, there are three buttons: 'Save', 'Continue' (highlighted with a red border), and 'Cancel'.

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 navigation bar with tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location (highlighted), Document Upload, and Summary. Below the tabs is a 'Signature' section. The main content area has a header: '*Select the FAA Office you are applying to'. Below this is a dropdown menu with the selected option: '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 titled '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 the note is a checkbox labeled 'Same address as Personal Profile' which is checked. The form contains the following fields:

Name of Facility	
*Street Address 1	3355 East La Palma Avenue
Street Address 2	
*City	Anaheim
*State	California
*Country	United States
*Postal Code	92806
Phone Number	

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

Figure 20: Designation Location Message

The screenshot shows a web application interface for entering designation contact information. A confirmation dialog box is overlaid on the form. The dialog has a title bar with a close button (X). The main text of the dialog reads: "You indicated your designation location is the same as your personal profile information. This will be published in the FAA on-line designee locator. If this is an error, please deselect the box and enter your facility information." Below the text are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red rectangle. In the background, the form includes a dropdown menu for "Select the FAA Office you are applying to" (currently showing "ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO"), a section titled "Designation Contact Information" with a help icon, a "Please Note" paragraph, a checked checkbox labeled "Same address as Personal Profile", and various input fields for Name, Street Address 1, Street Address 2, City, State, Country, Postal Code, and Phone Number. At the bottom right of the form are "Save", "Continue", and "Cancel" buttons.

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

Figure 21: Enter Different Address

The screenshot shows the "Create Application" page with the "Designation Location" tab selected. The page has a top navigation bar with tabs: "Agreements", "Designee Types", "Create Personal Profile", "Background Questions", "Designation Location" (active), "Document Upload", "Summary", and "Signature". Below the navigation bar is a dropdown menu for "Select the FAA Office you are applying to" (showing "ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO"). The "Designation Contact Information" section includes a "Please Note" paragraph and a checkbox labeled "Same address as Personal Profile", which is highlighted with a red rectangle. Below this are input fields for "Name of Facility" and "Street Address 1" (marked as "Required").

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

The screenshot shows the 'Certifications and Qualifications' section of the software. At the top, there is a navigation bar with tabs: 'Agreements', 'Designee Types', 'Create Personal Profile', 'Background Questions', 'Designation Location', 'Document Upload' (highlighted), 'Summary', and 'Signature'. Below the navigation bar, the section is titled 'Certifications and Qualifications' with a help icon. Underneath, it says 'Flight Standards Service - General Aviation Pilot Examiners - Designated Pilot Examiner (DPE)'. A red box highlights the 'DPE Authorization Code Descriptions' link. Below this, a note states: '* Please select the Authorizations you are qualified for'. The form is divided into three categories: 'Airplane', 'Rotorcraft', and 'Glider'. Each category has a 'Select all' checkbox. Under 'Airplane', there is a list of authorization codes: DPE-PE-ASEL (checked), 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, and DPE-FIEI-AME. Under 'Rotorcraft', there is a list of authorization codes: DPE-PE-RH, DPE-CE-RH, DPE-CIRE-RH, DPE-ATPE-RH, DPE-PPE-XXXX, DPE-TYPE-XXXX, SFAR 73 qualified, DPE-FIE-RH, and DPE-FIEI-RH. Under 'Glider', there is a list of authorization codes: DPE-PE-GL, DPE-CE-GL, DPE-FIE-GL, DPE-FIEI-GL, and 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

This screenshot is identical to the one in Figure 22, showing the 'DPE Authorizations' section. The 'DPE Authorization Code Descriptions' link is highlighted with a red box. The form is divided into three categories: 'Airplane', 'Rotorcraft', and 'Glider'. Each category has a 'Select all' checkbox. Under 'Airplane', there is a list of authorization codes: DPE-PE-ASEL (checked), 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, and DPE-FIEI-AME. Under 'Rotorcraft', there is a list of authorization codes: DPE-PE-RH, DPE-CE-RH, DPE-CIRE-RH, DPE-ATPE-RH, DPE-PPE-XXXX, DPE-TYPE-XXXX, SFAR 73 qualified, DPE-FIE-RH, and DPE-FIEI-RH. Under 'Glider', there is a list of authorization codes: DPE-PE-GL, DPE-CE-GL, DPE-FIE-GL, DPE-FIEI-GL, and 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

For Authorization In	Hours in Category
Airplanes	200
Rotorcraft	200
Glider	100
Airship	100
Weight 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)	X

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)	X

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

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 **× Cancel**

File Name	File Type	File Size	Delete?
DMS Sample Attachment.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	0 (Kb)	×

Save **Continue** **Cancel**

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

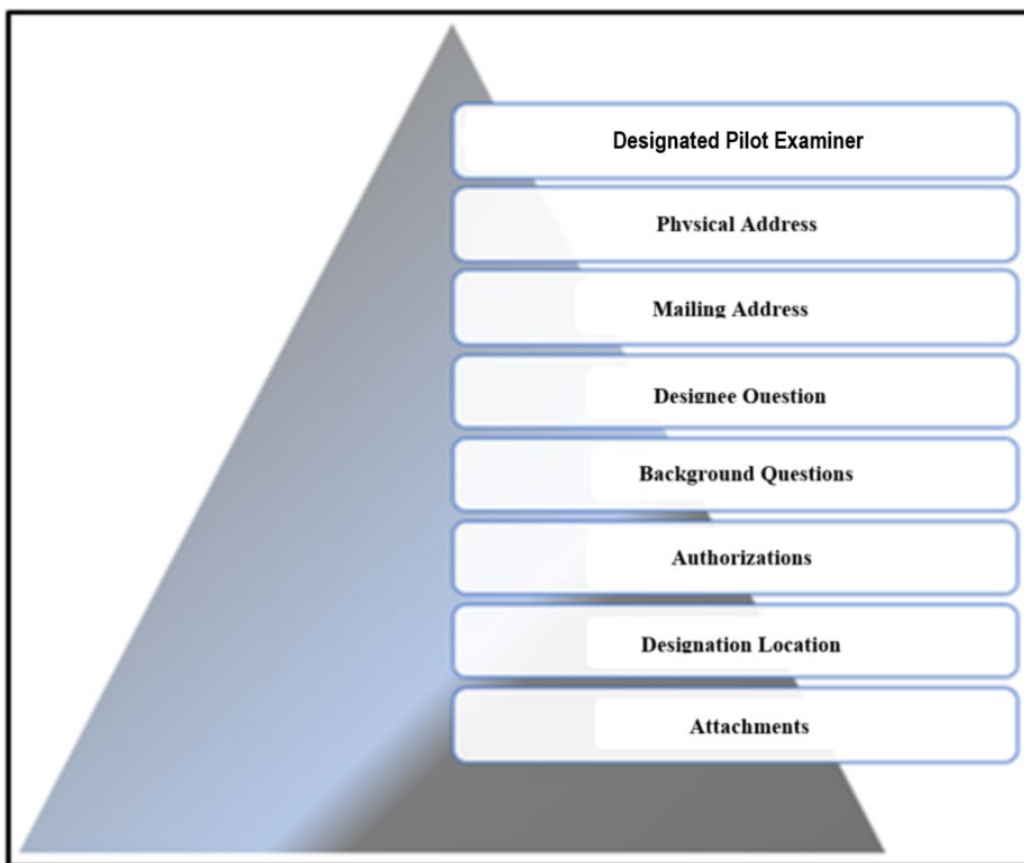


Figure 28: Application Summary

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

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 KAJINTUCK LANE

Address Line 2

City

LOCUST VALLEY

State

New York

Country

United States

Postal Code

11560

Mailing Address

Address Line 1

40 KAJINTUCK LANE

Address Line 2

City

LOCUST VALLEY

State

New York

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.

*Airman Certificate Number

12345678

*Airman Certificate Issue Date

05/21/2024

*Enter your FAA Tracking Number (FTN)

12345678

Background Questions

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

Designee Application Upload

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

☒ Yes ☐ No ☐ Not Required

*Airman Certificate Number

12345677

*Airman Certificate Issue Date

05/08/2023



*Do you currently hold a valid FAA medical certificate?

☒ Yes ☐ No ☐ Not Required

*Class

First

*Date of Issuance

01/08/2024



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

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

Authorizations

* Please select the Authorizations you are qualified for

Airplane

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

Rotorcraft

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

Glider

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

Lighter-than-air

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

Administrative

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

Other

☐ DPE-SPFIE ☐ DPE-SMFT

Designation location

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

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

Name of Facility

Street Address 1 **40 KAJINTUCK 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 Designee 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 device 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.

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

Figure 32: Success Message

✓ Success



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 designee-specific qualifications and other information submitted in your application to determine if you meet all qualification requirements. Eligibility does not guarantee appointment 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. Please refer to the message in your message center for additional information on your application.

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	Version(s)	
78716	AME	Submitted	11/25/2024	11/25/2025	Version(s)	

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	Version(s)	
78716	AME	Submitted	11/25/2024	11/25/2025	Version(s)	



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

[Home](#)
[Update Personal Profile](#)
[Change Designation Location](#)
[Create Application](#)
[ODA Information](#)
[Training](#)
[Message Center \(2\)](#)
[Help](#)
[Logout](#)

Message Center

[Compose](#)
[Inbox](#)
[Sent](#)
[Reload](#)
[Settings](#)

Inbox

Search through subject, content and recipient

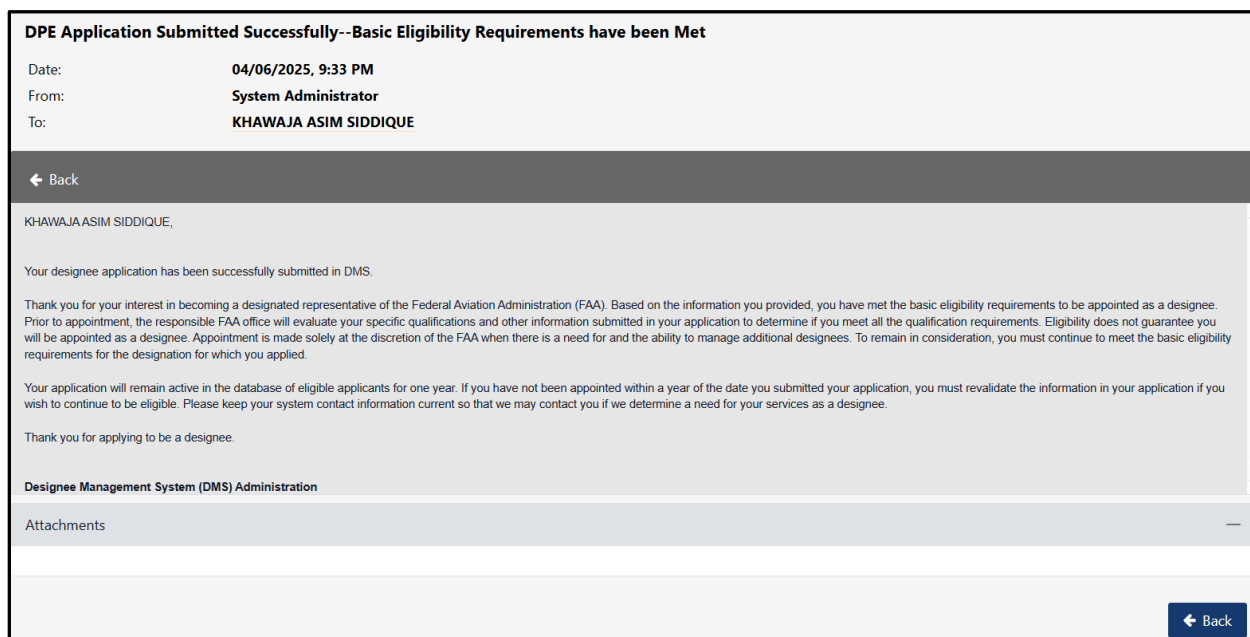
	From ↑↓	Subject	Date ↑↓
<input type="checkbox"/>	System Administrator	DPE Application Submitted Successfully--Basic Eligibility Requirements have been Met	04/06/2025, 9:33 PM
<input type="checkbox"/>	System Administrator	AME Application Submitted Successfully--Basic Eligibility Requirements have been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

Showing 1 to 2 of 2 entries

1
10

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



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

Home

Update Personal Profile

Change Designation Location

Create Application

ODA Information

Training

Message Center (1)

Help

Logout

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.

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:

+ Choose

Uploaded Photo

Address Information

Personal Address

*Street Address 1 40 KAINTECK LANE

Street Address 2

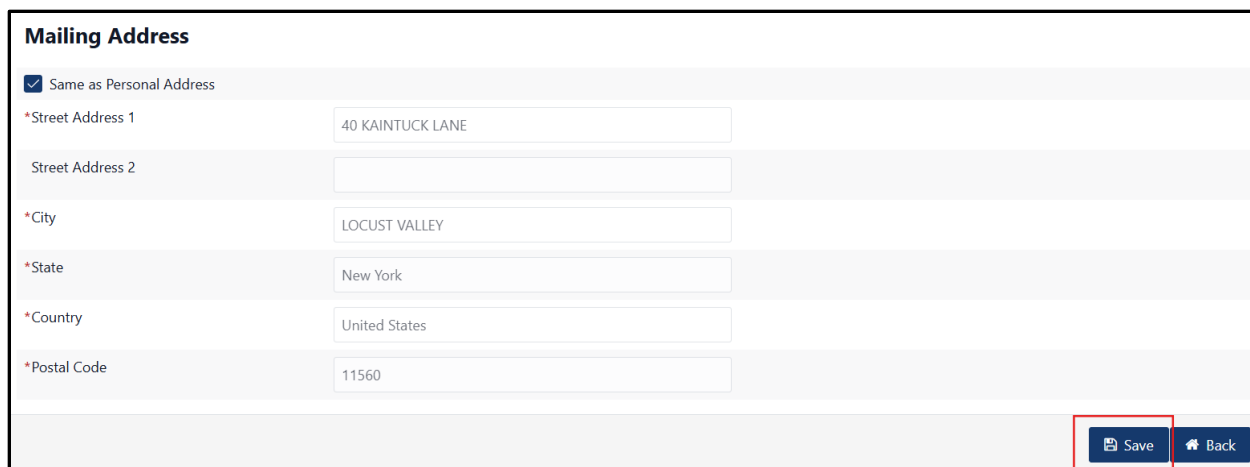
*City LOCUST VALLEY

*State New York

*Country United States

*Postal Code 11560

Page 27



Mailing Address

☒ Same as Personal Address

*Street Address 1 40 KAJINTUCK LANE

Street Address 2

*City LOCUST VALLEY

*State New York

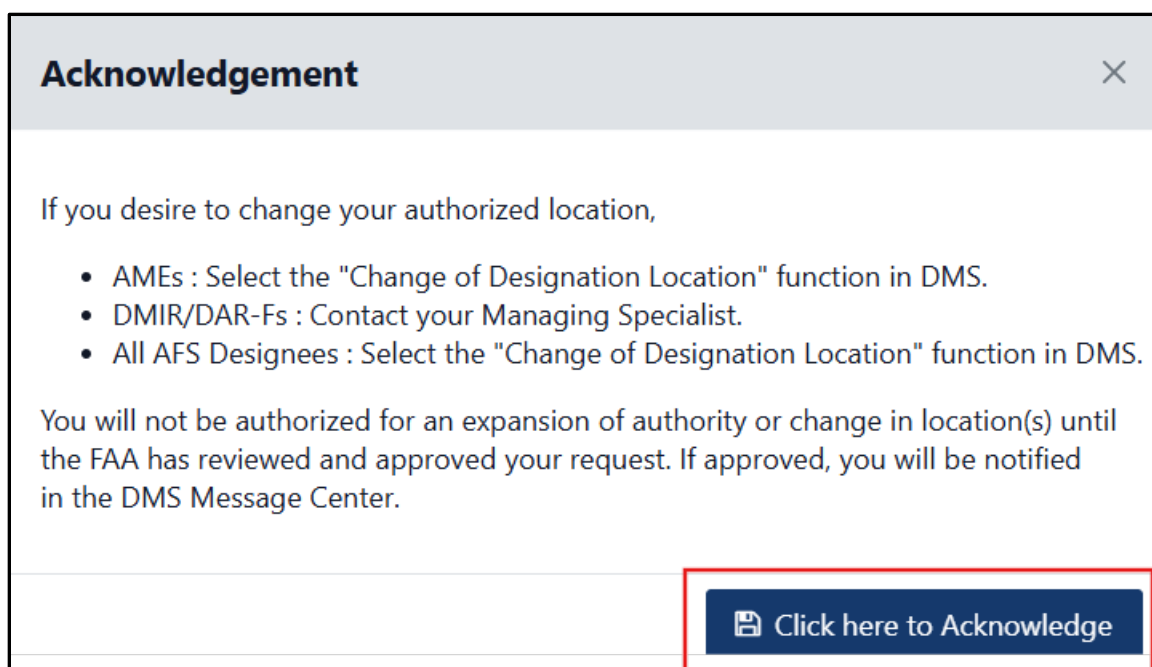
*Country United States

*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



Acknowledgement X

If you desire to change your authorized location,

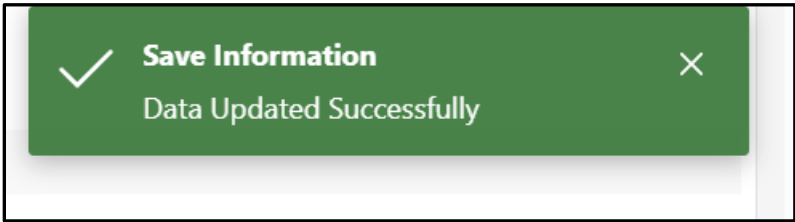
- AMEs : Select the "Change of Designation Location" function in DMS.
- DMIR/DAR-Fs : Contact your Managing Specialist.
- All AFS Designees : Select the "Change of Designation Location" function in DMS.

You will not be authorized for an expansion of authority or change in location(s) until the FAA has reviewed and approved your request. If approved, you will be notified in the DMS Message Center.

Click here to Acknowledge

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		CLOA	Action
Action Required Items						
Designation ↑↓	Subject ↑↓	Action Status ↑↓		Due Date ↑↓	Action(s)	
No records found						
<div>« < > » 5</div>						

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

My Designation(s)						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2026		CLOA	Action

Action Required Items

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
No records found				

<< < > >> 5

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)	

Figure 42: Change Designation Location (Continued)

Change Designation Location

Designation Location

Name of Facility

*Street Address 1

Street Address 2

*City

*State

*Country

*Postal Code

Phone Number

[+ Add Authorized Location](#)

[Submit](#) [Cancel](#)

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 KAINTECK 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

Home

Update Personal Profile

Change Designation Location

+ Create Application

ODA Information

Training

Message Center (6)

Help

Logout

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

Home

Update Personal Profile

Change Designation Location

Create Application

ODA Information

Training

Message Center (6)

Help

Logout

My Designation(s)

Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2026		CLOA	Action

Action Required Items


Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
No records found				
<div><< < > >> 5</div>				

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)	<div></div>

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)

Official Letter of Authority as of 4/8/2025

Designated Pilot Examiner (DPE)

Designee Name: **KHAWAJA ASIM SIDDIQUE**

Facility Address: 40 KAINTUCK LANE ,
LOCUST VALLEY, New York, 11560, United States

DMS Designee Number: **288082835**


Date of Designation: **4/8/2025**

Designation Expiration: **4/30/2026**

Authorization Details

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

Figure 48: CLOA (Continued)


U.S. Department
of Transportation
**Federal Aviation
Administration**

Certificate of Designation

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

KHAWAJA ASIM SIDDIQUE

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

Designated Pilot Examiner (DPE)

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

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

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

[Close](#) [Print](#)

Action Links

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

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

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

- **Activity History**

Figure 49: Action Links

Home

Update Personal Profile

Change Designation Location

Create Application

ODA Information

Training

Message Center (6)

My Designation(s)

Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Active	4/8/2025	4/30/2026		CLOA	Action

Action Required Items

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
No records found				

Figure 50: Designee Action Screen

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
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
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](#)

Activity History

Activity ↑↓	DMS Tracking # ↑↓	Activity Status ↑↓	Modified Date ↑↓
<div> <div><<</div> <div><</div> <div>></div> <div>>></div> <div>10</div> </div>			

Back

Cancel

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: 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:

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

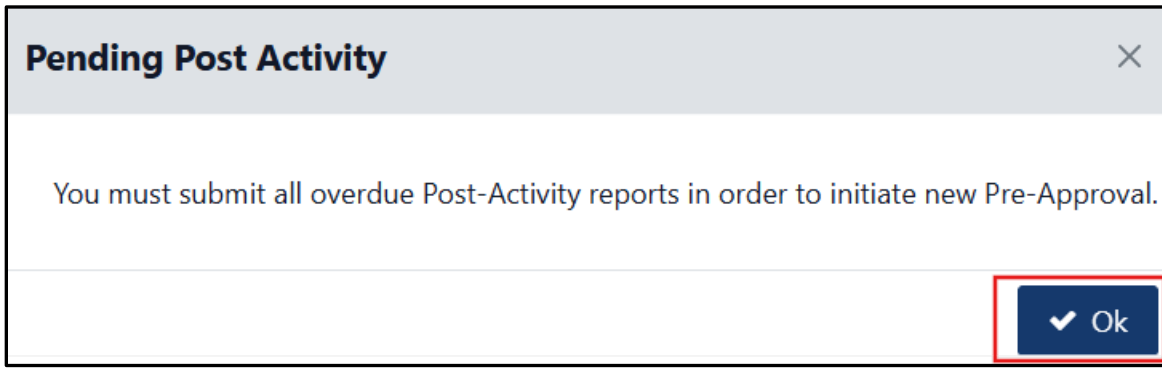
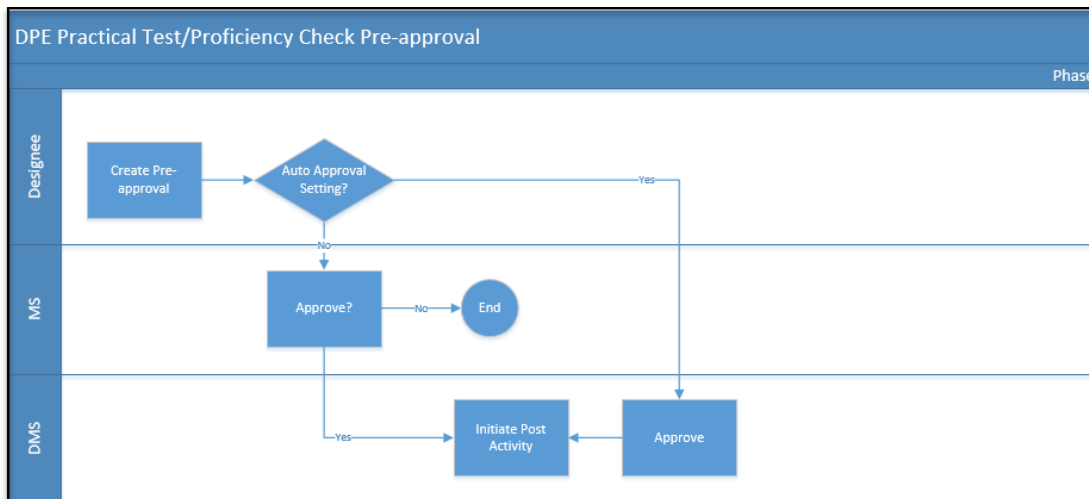


Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram



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

PreApproval | **Test/Check** | 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

Pre Approval Request for DPE

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

Test Information

Select authorization * ☐ Select Authorization ☒ Temporary Authorization

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

Test Information

Select authorization * ☐ Select Authorization ☒ Temporary Authorization

What temporary authorization are you requesting? *

Temporary Authorizations *

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 ☐ DPE-FIE-RH ☐ DPE-FIEI-RH

Glider

☐ DPE-PE-GL ☐ DPE-FIEI-GL ☐ DPE-SPE-GL

Lighter-than-air


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


Other


☐ DPE-SPFIE ☐ DPE-SMFT


Powered-Lift

☒ DPE-PLFT ☐ DPE-ATPE-PLFT

*Proposed Activity Start Date/Time 



*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



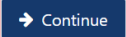
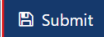

    

Figure 58: Select Authorizations

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

Test Information


*Select authorization ☒ Select Authorization ☐ Temporary Authorization


*Select Authorizations


* Authorizations


Airplane

☒ DPE-PE-ASEL






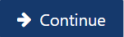
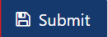

Type of Practical Test or Check 

Grade of Certificate that is sought in the test 

Aircraft category sought 

Aircraft class sought 

☒ Aircraft is not required for this test

*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		
Flight Instructor Certificate number of Recommending Instructor		
<div>    </div>		



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

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

The screenshot shows the 'Location' tab of the 'Pre-Approval Request for DPE' form. The tab is highlighted with a red box. The form contains the following fields and values:

Field	Value
*Departure Airport or Nearest Airport	BALTIMORE WASHINGTON MEDICAL CENTER/ OMD
Facility type	<input checked="" type="radio"/> Facility on Record <input type="radio"/> Other Facility
Name of Facility for Ground Portion	
*Street Address 1	40 KAINUCK LANE
Street Address 2	
*City	LOCUST VALLEY
*State	New York
*Country	United States
*Postal Code	11560

At the bottom right, there are five buttons: Back, Save, Continue, Submit, and Cancel. The 'Continue' button is highlighted.

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

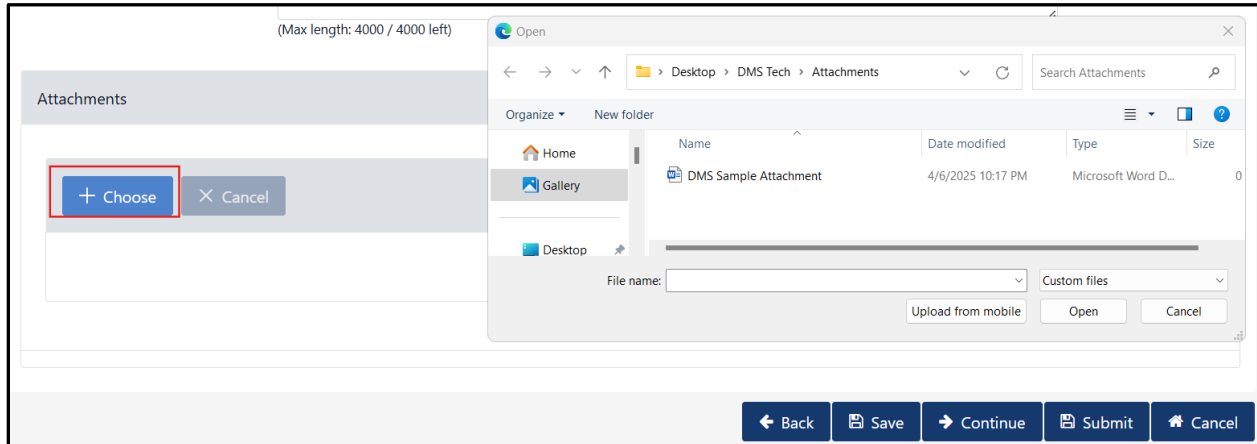
(Max length: 4000 / 4000 left)

Attachments

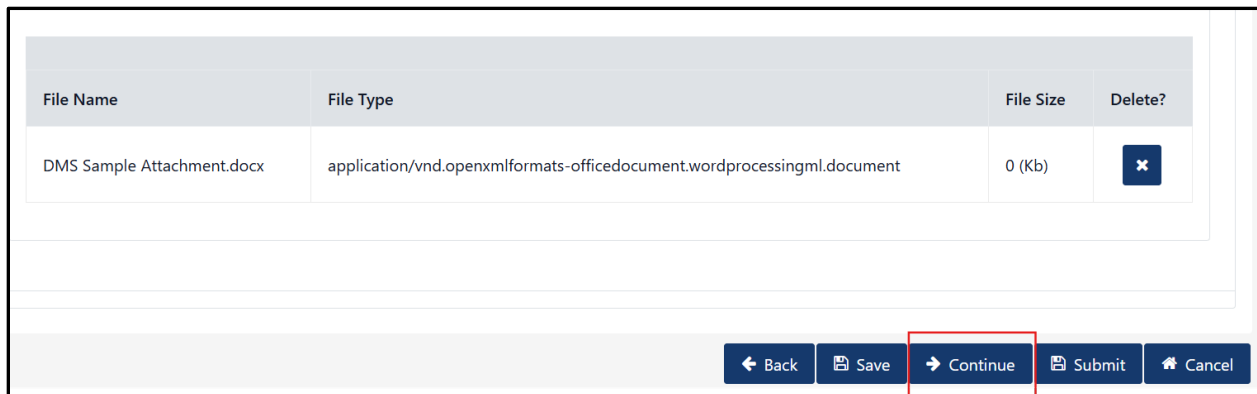
+ Choose Cancel

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

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

Personnel Performing:

Request Information

Pre-approval Control Number:

PR-288082835-2025-0001

Activity Status:

Open

Submitted Date/Time:

Revised Date/Time:

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

Select an aircraft category

☒ Aircraft is not required for this test

*Proposed Activity Start Date/Time	<input type="text" value="04/10/2025"/> 
	<input type="text" value="06:00"/> 
Time Zone	<input type="text" value="(GMT-06:00) Central Time (US & Canada)"/>
*Proposed Activity End Date	<input type="text" value="04/30/2025"/> 

Name of the Applicant	<input type="text" value="KHAWAJA ASIM SIDDIQUE"/>
Certificate number of the Applicant	<input type="text" value="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"/>

Location	
Departure Airport or Nearest Airport	<input type="text" value="BALTIMORE WASHINGTON MEDICAL CENTER/ OMD"/>
<input checked="" type="radio"/> Facility on Record <input type="radio"/> Other Facility	
Name of Facility for Ground Portion	<input type="text"/>
Street Address 1	<input type="text" value="40 KAINTUCK LANE"/>
Street Address 2	<input type="text"/>
City	<input type="text" value="LOCUST VALLEY"/>
State	<input type="text" value="New York"/>
Country	<input type="text" value="United States"/>
Postal Code	<input type="text" value="11560"/>

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

- [DMS Sample Attachment.docx](#)

← Back

Print

Submit

Cancel

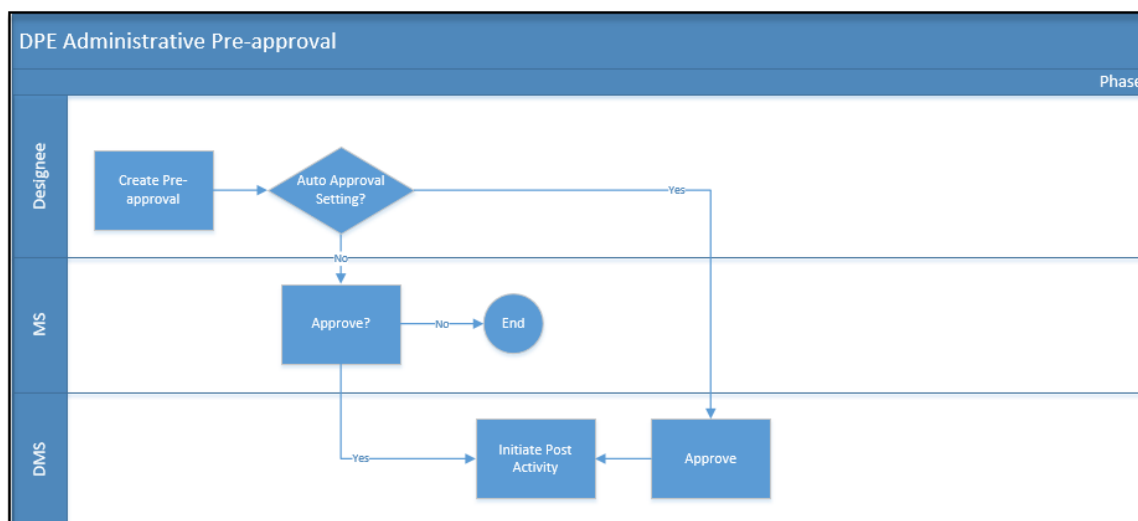


Note: Review the page and click the ‘Submit’ button. The Pre-Approval Submit Message displays (Figure 67). Click the ‘Continue’ button and the message reads, “Pre-Approval has been successfully submitted.”

Figure 65: Pre-Approval Submit Message

The screenshot shows a 'Pre-Approval Submit Message' dialog box. The message text reads: 'This Pre-Approval will require FAA authorization before proceeding. You will receive a message after Pre-Approval request is reviewed.' Below the message are 'Cancel' and 'Continue' buttons. The background shows a form with an 'Attachments' section containing a link to 'DMS Sample Attachment.docx'. At the bottom right of the background form, there are buttons for 'Back', 'Print', 'Submit' (highlighted with a red box), and 'Cancel'.

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

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
Airman Certificate Number:	12345678
Airman Certificate Issue Date:	05/20/2024
FAA Tracking Number (FTN):	12345678
Next Direct Observation Due Date:	

Activity 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

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

Administrative Activity Pre-Approval Request

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-288082835-2025-0002	Activity Status:	Open
Submitted Date/Time:		Revised Date/Time:	

Back Save Continue Submit 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

The screenshot shows the 'Administrative Activity Pre-Approval Request' form with the 'Test/Check' tab selected. The form includes a 'Test Information' section with a checked checkbox for 'Other administrative activity' and a dropdown for 'Type of Activity' set to 'Original Grade Pilot Certificate'. Below this is a section for activity details with fields for start date/time (04/09/2025 06:00), time zone ((GMT-06:00) Central Time (US & Canada)), and end date (04/16/2025). Further down are radio buttons for 'Multiple Applicants?' (set to 'No'), and text input fields for 'Name of the Applicant' (khawaja) and 'Certificate number of the Applicant' (1234567). At the bottom right are buttons for 'Back', 'Save', 'Continue', 'Submit', and 'Cancel'.

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

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

Location

☒ Facility on Record ☐ Other Facility

Name of Facility

*Street Address 1 40 KAIN TUCK 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 proceed to the **Applicants/Application** tab and chooses the basis for the certification.

Figure 71: Administrative Pre-Approval – 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
- ☐ Duties and Responsibilities
- ☐ Completion of Knowledge Test (Remote Pilot)
- ☐ Completion of Training Course (Remote Pilot)

Back Save 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)

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
- ☐ Duties and Responsibilities
- ☐ Completion of Knowledge Test (Remote Pilot)
- ☐ Completion of Training Course (Remote Pilot)

*Country that Issued the foreign pilot license: United States

Back Save Continue Submit Cancel

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

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

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

Comments

(Max length: 4000 / 4000 left)

Attachments

+ Choose X Cancel

Open

Desktop > DMS Tech > Attachments

Search Attachments

Organize New folder

Name	Date modified	Type	Size
DMS Sample Attachment	4/6/2025 10:17 PM	Microsoft Word D...	0

File name: Custom files

Upload from mobile Open Cancel

Back Save Continue Submit 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
-------------	------------	----------	-----------------------	--------------------	----------------

Designee Information

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

Request Information

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

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of the Applicant	<input type="text" value="khawaja"/>
Certificate number of the Applicant	<input type="text" value="1234567"/>

Location

☒ Facility on Record ☐ Other Facility

Name of Facility

Street Address 1

Street Address 2

City

State

Country

Postal Code

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)

*Country that Issued the foreign pilot license

Comments

Attachments

◦ [DMS Sample Attachment.docx](#)

← Back

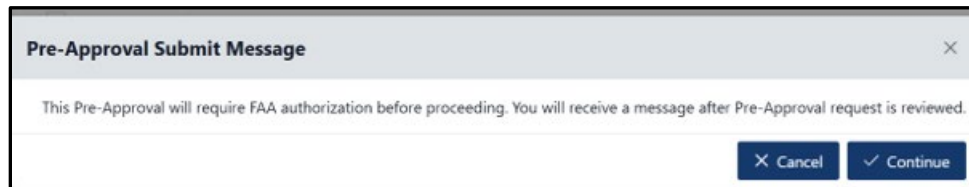
Print

Submit

Cancel



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.

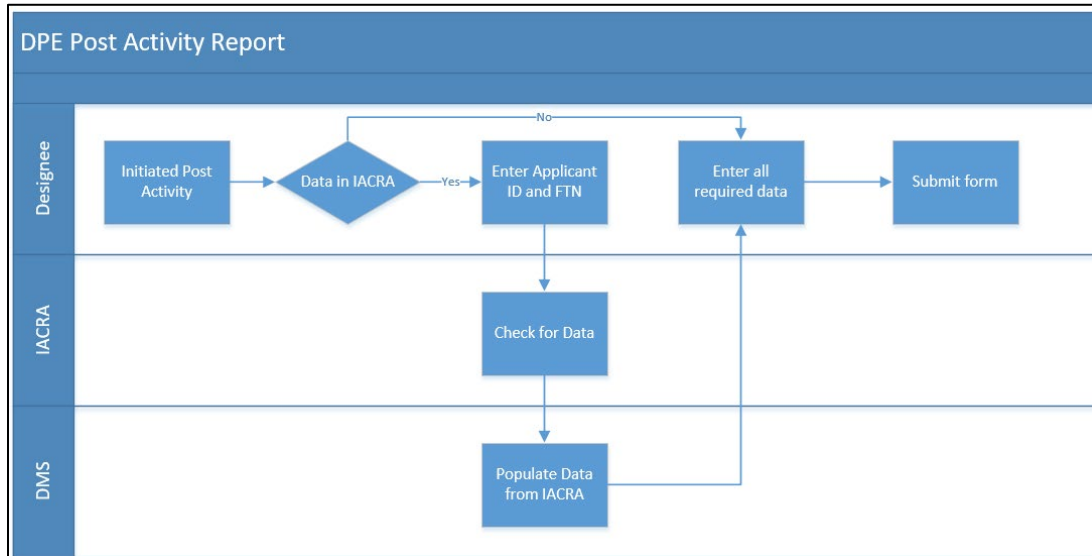
Figure 76: View Pre-approval/Post Activity Reports Business Process Diagram

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

Activity (DPE)	
<div> <div> </div> <div>Designation Information</div> </div>	
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:	
<div> <div> </div> <div>Activity Links</div> </div>	
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

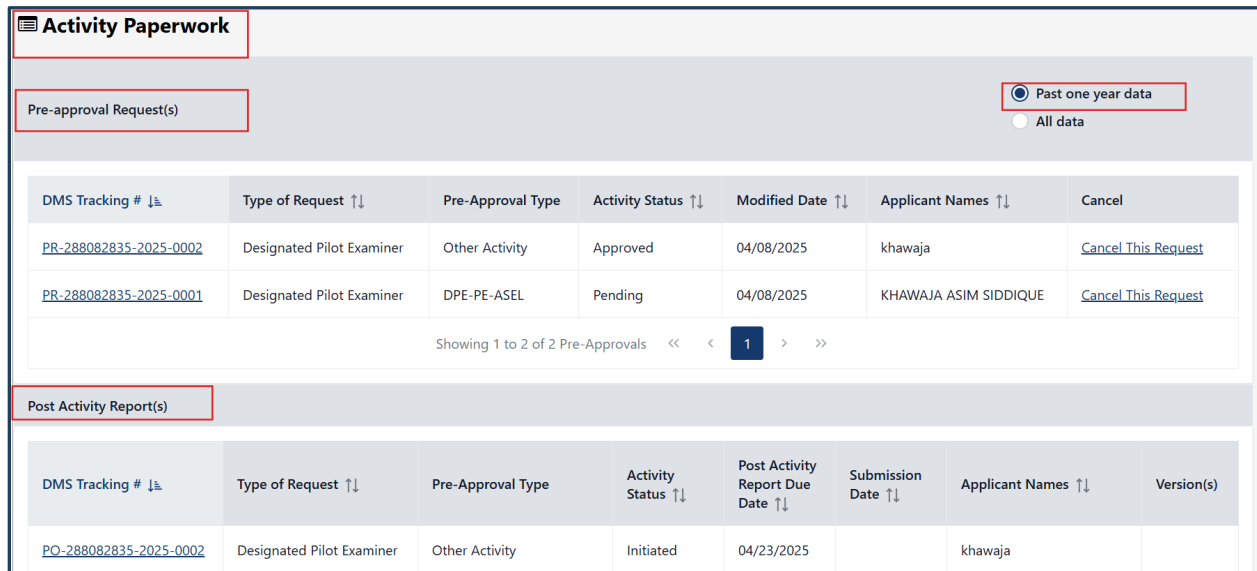
Edit Pre-Approval Request

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 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
PR-288082835-2025-0002	Designated Pilot Examiner	Other Activity	Approved	04/08/2025	khawaja	Cancel This Request
PR-288082835-2025-0001	Designated Pilot Examiner	DPE-PE-ASEL	Pending	04/08/2025	KHAWAJA ASIM SIDDIQUE	Cancel This Request

Showing 1 to 2 of 2 Pre-Approvals

DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Post Activity Report Due Date	Submission Date	Applicant Names	Version(s)
PO-288082835-2025-0002	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


Pre-Approval Submit Message

This Pre-Approval will require FAA authorization before proceeding. You will receive a message after Pre-Approval request is reviewed.

[Cancel](#) [Continue](#)

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

Activity Paperwork						
Pre-approval Request(s)						<input checked="" type="radio"/> Past one year data <input type="radio"/> All data
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	Cancel This Request
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	Cancel This Request
Showing 1 to 3 of 3 Pre-Approvals << < 1 > >>						

Figure 81: Pre-Approval Request Cancellation Confirmation

Confirm

Are you sure you want to cancel the pre-approval request?

Submit **Cancel**

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) Past one year data All data

DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Modified Date	Applicant Names	Cancel
PR-288082835-2025-					khawaja	Cancel This Request
PR-288082835-2025-					khawaja	
PR-288082835-2025-					KHAWAJA ASIM SIDDIQUE	Cancel This Request

Reason for Cancellation

*Reason:

- Select -

- Select -

Applicant No Show

Applicant Not Ready

Error on Pre-Approval

Mechanical

Submit **Cancel**

Post Activity Report(s)

DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Post Activity Report Due Date	Submission Date	Applicant Names	Version(s)
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) Past one year data All data

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	
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	Cancel This Request

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

Request Information

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

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

- [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

Activity Paperwork

Pre-approval Request(s)
☒ Past one year data
☐ All data

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

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

Post Activity Report(s)

DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Post Activity Report Due Date	Submission Date	Applicant Names	Version(s)
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

Post Activity

Post Activity Report for DPE

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: **Approved**

Submitted Date/Time: **04/08/2025 21:35 PM**
Revised Date/Time:

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



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)

Location	
*Departure Airport or Nearest Airport	BALTIMORE WASHINGTON MEDICAL CENTER/ OMD0
<input checked="" type="radio"/> Facility on Record <input type="radio"/> Other Facility	
Name of Facility for Ground Portion	
*Street Address 1	40 KAINUCK LANE
Street Address 2	
*City	LOCUST VALLEY
*State	New York
*Country	United States
*Postal Code	11560

Enter the post activity data.

Figure 91: Enter Post Activity Information

Enter Post Activity information below	
*Type of Practical Test or Check	Original Certificate
*Result of the Practical Test	- Select -
Aircraft registration number used for the test or check	
Simulator FAA ID used for the test or check	
*Actual Start Date of Activity	
Proposed Start Date of Activity	04/10/2025
*Actual End Date of the Activity	
*Duration of the Ground Portion of the Test or Check	
*Duration of the Flight Portion of the Test or Check	
Duration of the FSTD/Simulator Portion of the Test or Check	

Figure 92: Post Activity Applicant Information

Applicant Address	
*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

Application Information	
*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

The screenshot shows a web interface with two main sections: 'Comments' and 'Attachments'. The 'Comments' section at the top has a text area with a character count '(Max length: 4000 / 4000 left)'. Below it, the 'Attachments' section features a '+ Choose' button and an 'X Cancel' button. At the bottom of the interface, there is a row of five buttons: 'Back', 'Save', 'Submit', 'Print', and '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.

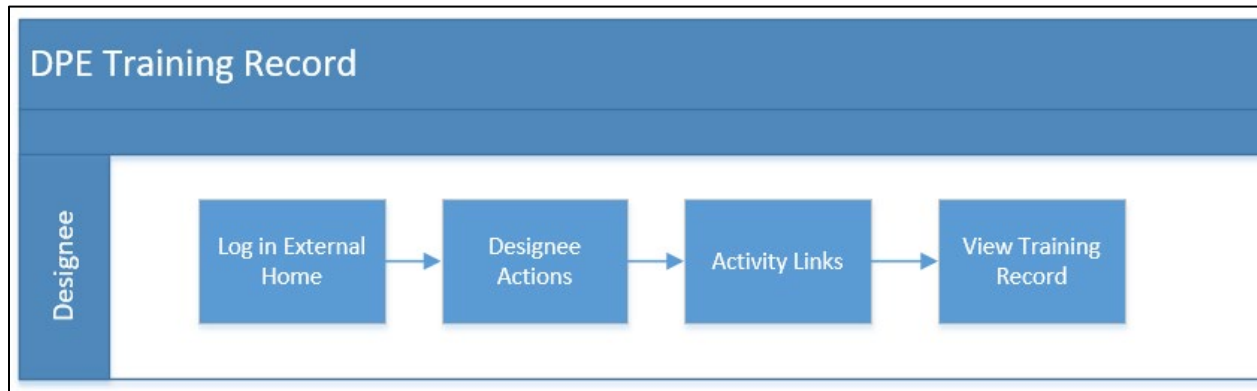
Figure 94: DPE Training Record Business Process Diagram

Figure 95: View Training Record Activity Link

Designation Information	
Designee Number:	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:	

Activity 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	Request Additional Authorizations
Set default time zone	Manage Make Model Series

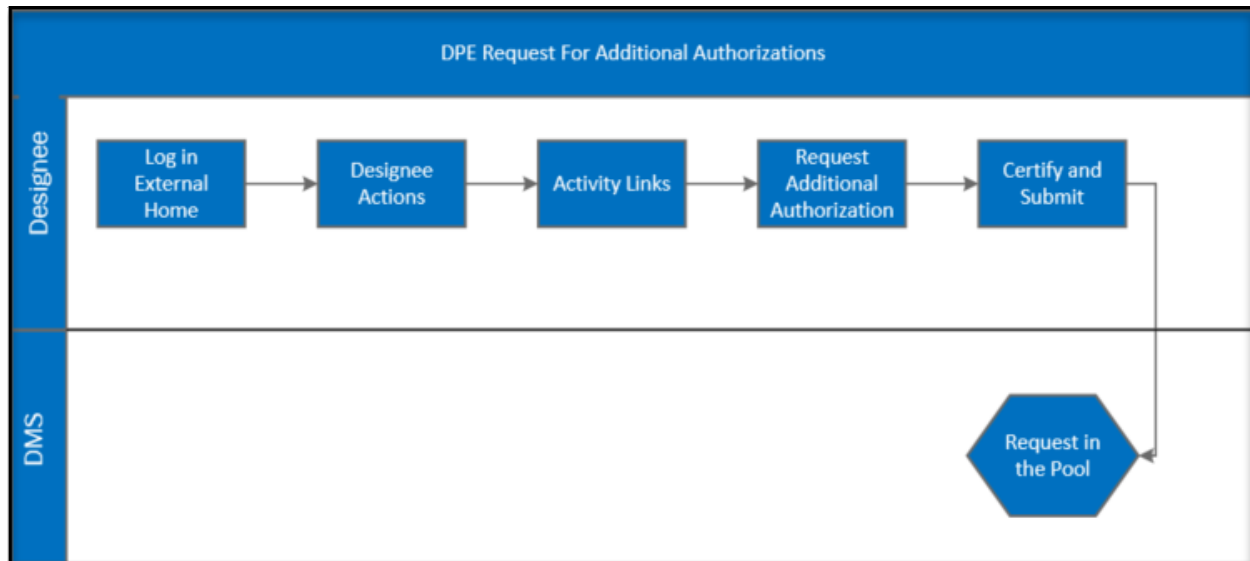
Figure 96: Training Record

Training Record							
Designee Information							
Designee Name: KHAWAJA ASIM SIDDIQUE				Designee Number: 288082835			
Designee Type: DPE				Designee Status: Active			
Expiration Date: 01/19/2026							
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

Designation Information	
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:	

Activity 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	Request Additional Authorizations
Set default time zone	Manage Make Model Series

- 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

Submit

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 × Cancel

← Back Save → Continue Cancel

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 device 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

Submission Acknowledgement Statement.

Expand Authority Submission.

Thank you for submitting your Expand Authority request. You will be contacted by your managing specialist indicating whether or not your authorization will be changed to meet your request.

Please check Message Center for any updates and next steps.

✓ Ok

The Activity History section displays the submitted request.

Figure 102: Activity History

Activity 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

Request Additional Authorizations

Set default time zone

Manage Make Model Series

Activity History

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

<< < 1 > >>

10 ▾

Back

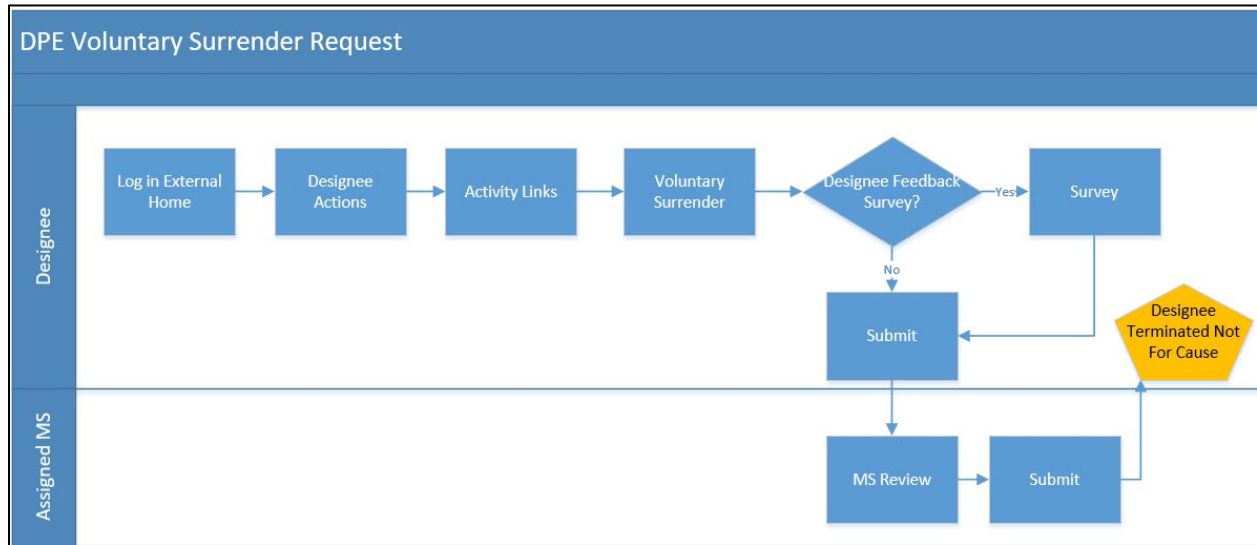
Cancel



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

Designation Information	
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:	

Activity 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	Request Additional Authorizations
Set default time zone	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

The screenshot shows a web form titled "Voluntary Surrender Request". At the top, there are two tabs: "Voluntary Surrender Request" (highlighted with a red box) and "Designee Program Feedback Survey". Below the tabs, the text reads: "Designee authority requested to voluntarily surrender: DPE" and "To complete the voluntary surrender of your designation please complete all of the required fields below. Please note you must surrender each designation separately." The form contains three sections: 1. "*Do you have any incomplete FAA work in progress?" with radio buttons for "Yes" and "No" (the "No" button is selected). 2. "*Do you possess any FAA materials that require return or destruction?" with radio buttons for "Yes" and "No" (the "No" button is selected). 3. "*Reason for voluntary surrender" with a text input field containing the placeholder "Enter Reason for voluntary surrender" and a character count "(Max length: 4000 / 3964 left)". At the bottom right, there are three buttons: "Back", "Submit" (highlighted with a red box), and "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

The screenshot shows a modal dialog box titled "Voluntary Surrender Request" with a close button (X) in the top right corner. The text inside the modal asks: "Do you want to take the Designee Program Feedback Survey?". At the bottom right, there are two buttons: "Yes" (with a checkmark icon) and "No" (with a thumbs down icon). Both buttons are highlighted with a red box.

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	CLOA	Action



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

Activity (DPE)

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](#)

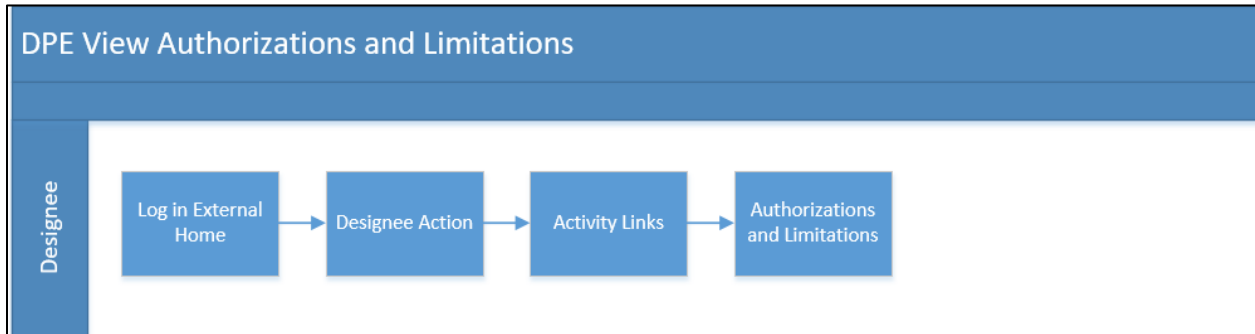
[Manage Make Model Series](#)

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**

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:	4/30/2025
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

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	Request Additional Authorizations
Set default time zone	Manage Make Model Series



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

U 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 KAJINTUCK 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>None</div> <div>(Max length: 4000 / 4000 left)</div>

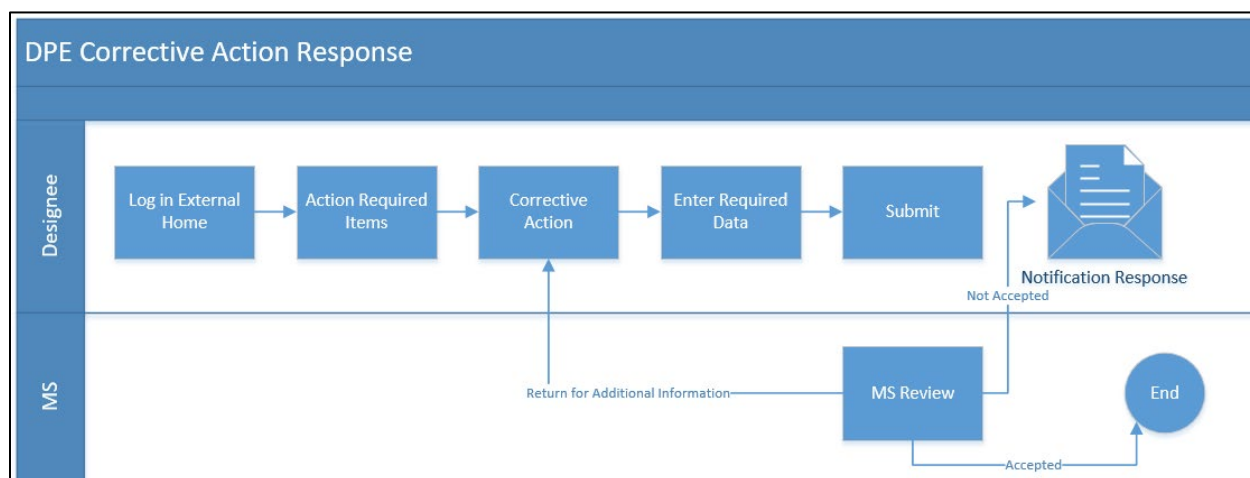
← Back

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 Require 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		CLOA	Action

Action Required Items

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DPE	<div>Corrective Action</div>	Pending	4/22/2025	<div></div>

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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)	<div></div>

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	Corrective Action	Pending	4/22/2025	
<< < 1 > >> 5 ▾				

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

☒ Technical ☐ Professional ☐ Procedural

*Is a follow up action by designee required?

☒ Yes ☐ No

*Corrective Action Due Date

04/22/2025

*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 × Cancel

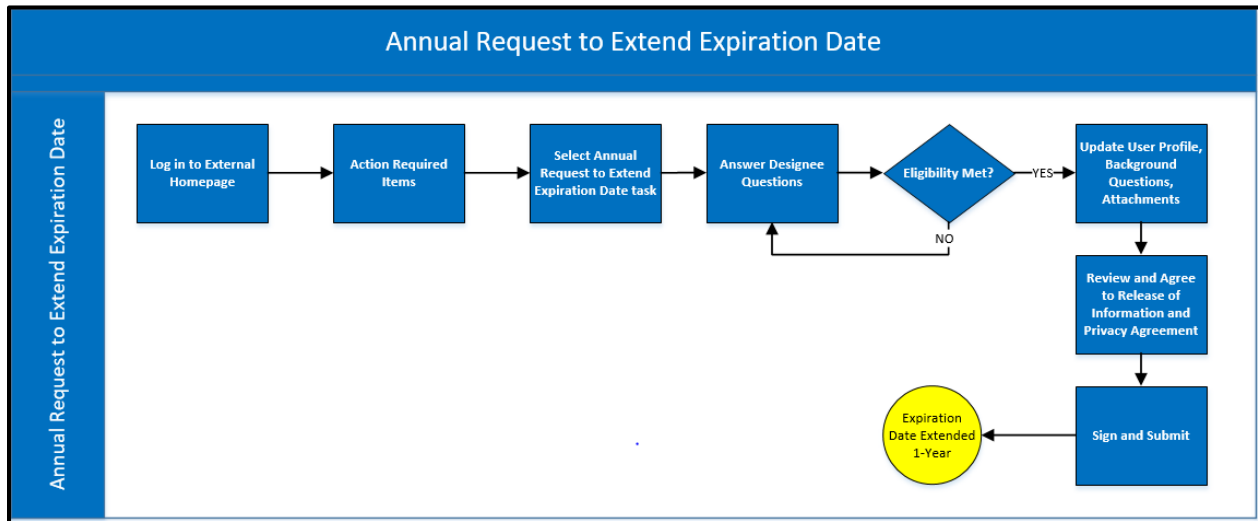
← Back Save **Submit** Cancel



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 task:


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

Figure 119: Annual Request to Extend Expiration Date Task

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	<div>Annual Request to Extend Expiration Date</div>	Pending	4/30/2025	

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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)	
78716	AME	Submitted	11/25/2024	11/25/2025	Version(s)	

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 web application interface with a top navigation bar containing five tabs: 'Question' (highlighted with a red box), 'User Profile', 'Background Questions', 'Attachments', and 'Summary'. Below the navigation bar is a section titled 'Designee Actions Questions' with a minus sign icon on the right. This section contains seven questions, each 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 of the form are three buttons: 'Save', 'Continue', and 'Cancel'.

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

[Question](#) **User Profile** [Background Questions](#) [Attachments](#) [Summary](#) [Sign](#)

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:

+ Choose

Uploaded Photo

Address Information

Personal Address

*Street Address 1

40 KAINTUCK LANE

Street Address 2

*City

LOCUST VALLEY

*State

New York

▼

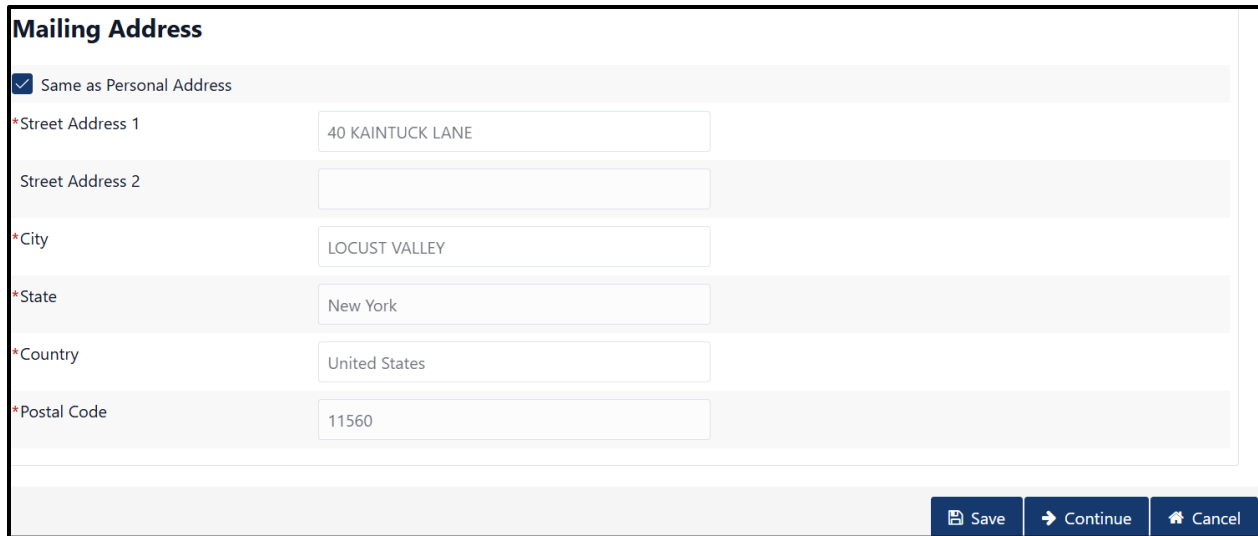
*Country

United States

▼

*Postal Code

11560



Mailing Address

☒ Same as Personal Address

*Street Address 1

Street Address 2

*City

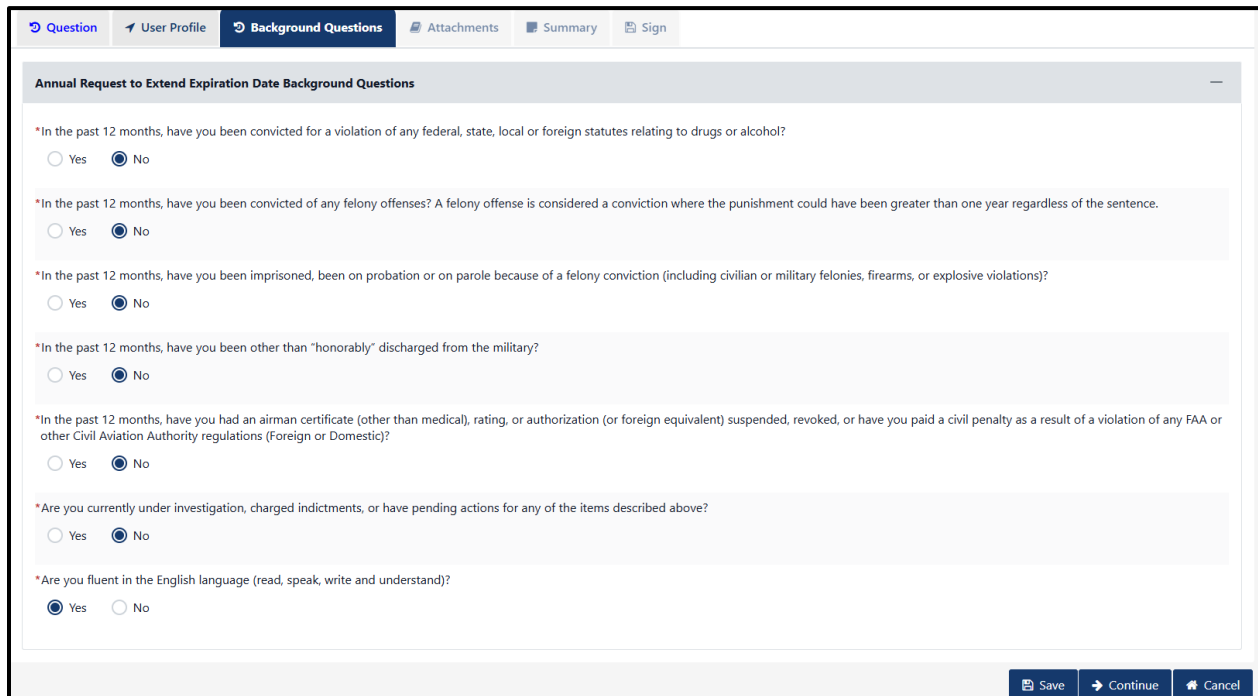
*State

*Country

*Postal Code

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

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 'Annual Profile' interface with the 'Attachments' tab selected. The tab bar includes 'Question', 'User Profile', 'Background Questions', 'Attachments' (active), 'Summary', and 'Sign'. Below the tab bar, the 'Attachments' section contains a '+ Choose' button and an 'X Cancel' button. At the bottom right, there 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 'Annual Profile' interface with the 'Summary' tab selected. The tab bar includes 'Question', 'User Profile', 'Background Questions', 'Attachments', 'Summary' (active), and 'Sign'. Below the tab bar, the 'Designee Actions Questions' section contains several 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

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

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

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

Annual Request to Extend Expiration Date Background Questions	
<p>*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?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*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.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*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)?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*In the past 12 months, have you been other than "honorably" discharged from the military?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*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)?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*Are you currently under investigation, charged indictments, or have pending actions for any of the items described above?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*Are you fluent in the English language (read, speak, write and understand)?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	

Attachments	

Save

Continue

Cancel

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

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

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

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

Question
User Profile
Background Questions
Attachments
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 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.	<input checked="" type="checkbox"/>
*I understand that any information given may be investigated.	<input checked="" type="checkbox"/>
*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.	<input checked="" type="checkbox"/>
*I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.	<input checked="" type="checkbox"/>
*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 device 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).	<input checked="" type="checkbox"/>
*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.	<input checked="" type="checkbox"/>

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.

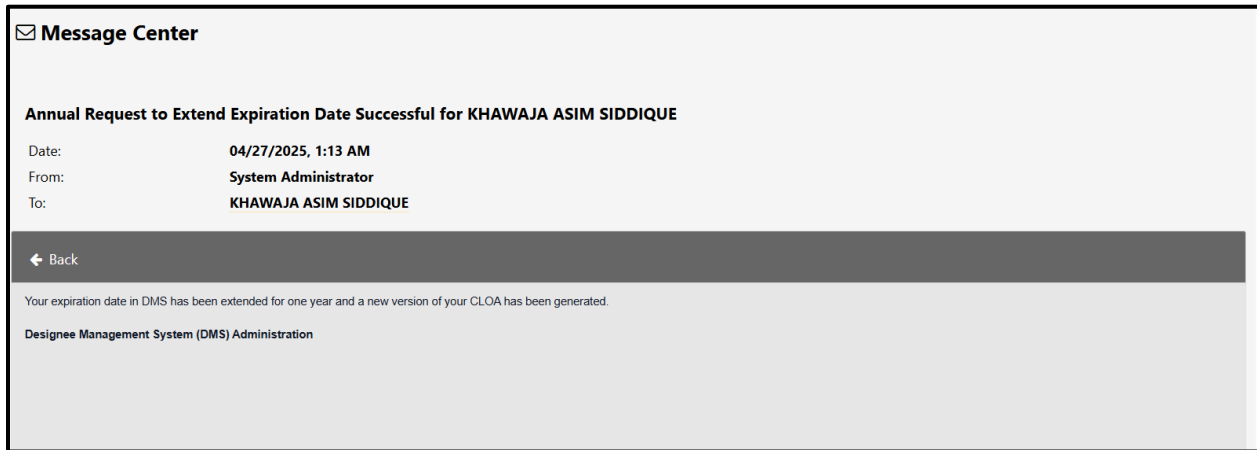
Please enter your electronic signature.

*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

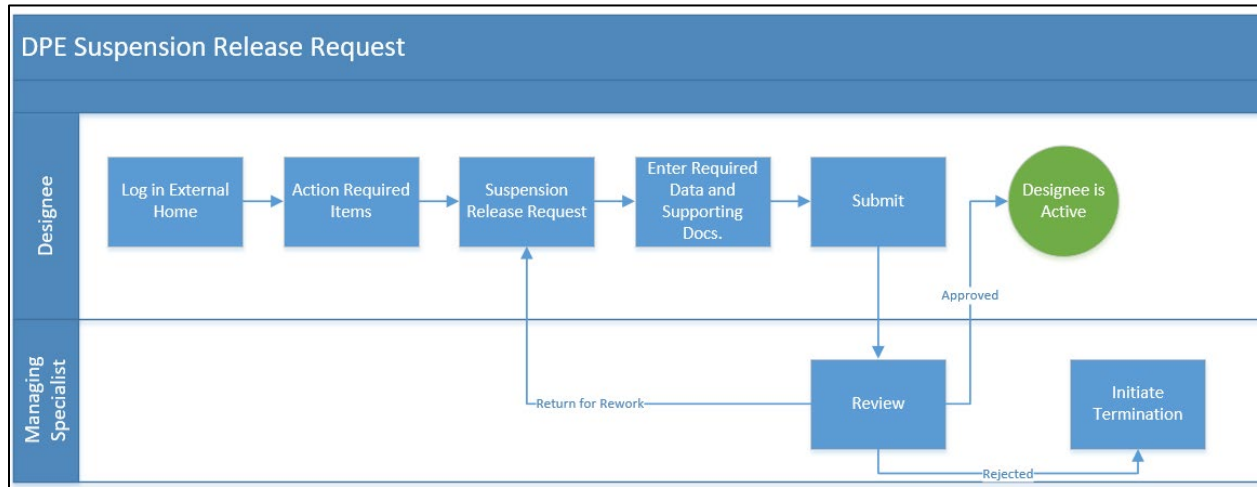


Note: If the information provided in the Annual Request to Extend Expiration Date no longer meets basic eligibility or qualification requirements for FAA designation, the designee will receive a ‘Designee Profile Update Unsuccessful’ notification in the **Message Center**.

Suspension Release Request

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


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

Figure 127: DPE Suspension Release Request Business Process Diagram**Figure 128: Suspension Release Request**

My Designation(s)

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

Action Required Items

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

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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.

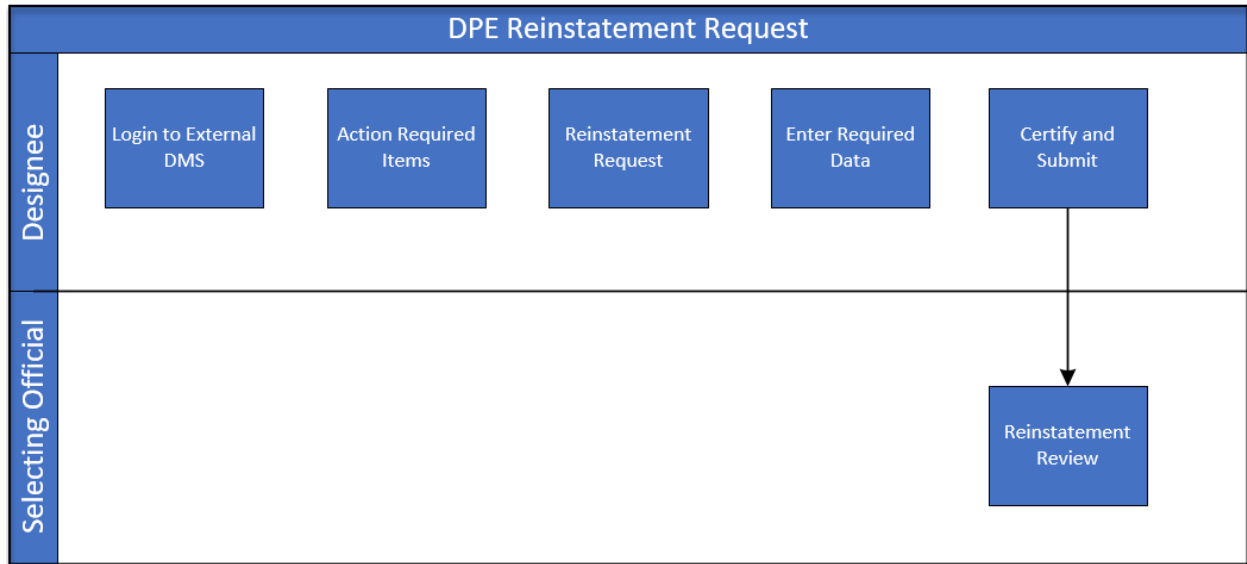
*Justification

(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	CLOA	Action

Action Required Items

Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DPE	Request Reinstatement	Pending	4/24/2026	

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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)	
78716	AME	Submitted	11/25/2024	11/25/2025	Version(s)	

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

The screenshot shows the 'Questions' tab of the Reinstatement Request form. The top navigation bar includes 'Questions' (active), 'Background Questions', 'Summary', and 'Sign'. The main content area is titled 'Reinstatement' and contains the following sections:

- Qualification Requirements:** A question asking if the user meets minimum qualification requirements, with radio buttons for 'Yes' (selected) and 'No'.
- Reinstatement Justification:** A text input field labeled 'Enter Reinstatement Justification' with a character count '(Max length: 4000 / 3967 left)'.
- Attachments:** A section with a '+ Choose' button and a 'Cancel' button.

At the bottom right, there are three buttons: 'Save', 'Continue', and '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

The screenshot shows the 'Background Questions' tab of the Reinstatement Request form. The top navigation bar includes 'Questions', 'Background Questions' (active), 'Summary', and 'Sign'. The main content area is titled 'Designee Actions Background Questions' and contains the following sections:

- Conviction Questions:** Three questions asking about convictions in the past 12 months, each with radio buttons for 'Yes' and 'No' (selected).
 - Question 1: "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?"
 - Question 2: "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."
 - Question 3: "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)?"
- Military Discharge:** A question asking if the user has been other than "honorably" discharged from the military, with radio buttons for 'Yes' and 'No' (selected).
- FAA/Civil Aviation Authority:** A question asking if the user has had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have they paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?, with radio buttons for 'Yes' and 'No' (selected).
- Investigation:** A question asking if the user is currently under investigation, charged indictments, or have pending actions for any of the items described above, with radio buttons for 'Yes' and 'No' (selected).
- Language Proficiency:** A question asking if the user is fluent in the English language (read, speak, write and understand), with radio buttons for 'Yes' (selected) and 'No'.


At the bottom right, there are three buttons: 'Save', 'Continue', and '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

 **Reinstatement**

[Questions](#) [Background Questions](#) [Summary](#) [Sign](#)

Summary

Designee - DPE

Designee Information

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

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

Reinstatement

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.	<input checked="" type="checkbox"/>
*I understand that any information given may be investigated.	<input checked="" type="checkbox"/>
*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.	<input checked="" type="checkbox"/>
*I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.	<input checked="" type="checkbox"/>
*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 device 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).	<input checked="" type="checkbox"/>
*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.	<input checked="" type="checkbox"/>

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



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
Airman Certificate Number: 12345678
Airman Certificate Issue Date: 05/20/2024
FAA Tracking Number (FTN): 12345678
Next Direct Observation Due Date:

Activity Links

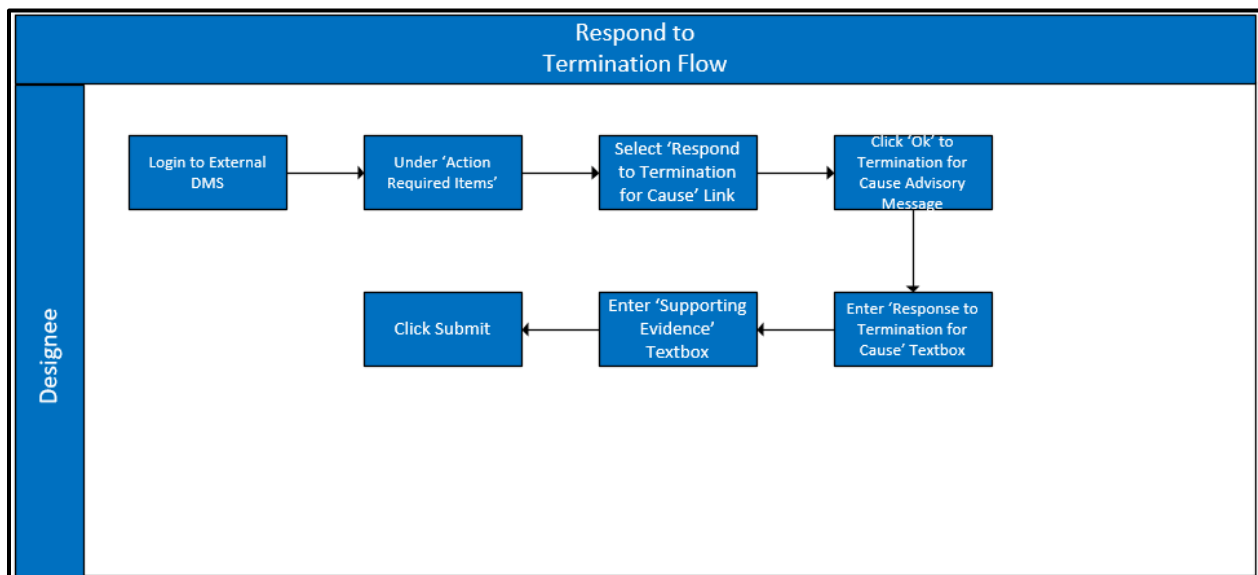
[Create Practical Test/Proficiency Check Preapproval](#)
[View Pre-Approval/Post Activity Reports](#)
[Request Voluntary Surrender](#)
[View Authorizations and Limitations](#)
[Set default time zone](#)
[Create Administrative Preapproval](#)
[View Pre-Approval Setting\(On/Off\)](#)
[View Training Record](#)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

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

Action Required Items				
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DPE	Respond to Termination For Cause	Pending	5/6/2025	
<div><< < 1 > >> 5 ▾</div>				

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.
<div>✕ Ok</div>

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

× 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

Activity (DPE)

Designation Information

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:

Activity Links

[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

Message Center

Termination Decision

Date:

04/21/2025, 9:33 PM

From:

System Administrator

To:

KHAWAJA ASIM SIDDIQUE;

CC:

Haritha Duvvuru Kamakshi

Back

KHAWAJA ASIM SIDDIQUE

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

The screenshot displays the Designee Management System interface. At the top, a blue header contains the text 'Designee Management System' and 'Experts expanding FAA's certification capability' alongside an illustration of an airport tarmac. Below the header, the main content area is divided into sections. On the left, a 'Designee Locator' section features a search bar with the placeholder text 'Search for designees in your area' and a red-bordered button labeled 'Find Designees'. To the right of the search bar is a 'Login' section with a button labeled 'MyAccess Login/ Register'. Below the search bar is a 'Paper Reduction Act Statement' section containing a paragraph of text. At the bottom of the page is a 'Privacy Act Statement (5 U.S.C. §552a(e)(3))' section, which includes sub-sections for 'Authority', 'Purpose', 'Routine Uses' (with a bulleted list of five items), and 'Disclosure'. The 'Routine Uses' list includes: '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', and 'To other government agencies where required by law.'

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.

Links

User Guide

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

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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.

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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

Q Designee Locator Search

Search

*Designee Types:

DPE

Select Search Criteria

*Select one of the options:

☐ Location Search
 ☐ Designee Search

Search

Cancel

Designee Name ↑↓	Address ↑↓	Phone / Email ↑↓	Function(s) Authorized	Office Name ↑↓	Make Model Series
Designee	Address	Phone/Email		Office	MMS

No records found. Consider a different search option or widen your search area.

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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

Page 101

Figure 146: Designee Locator – Location Search

Q Designee Locator Search

Search

*Designee Types:

Select Search Criteria

*Select one of the options: ☒ Location Search ☐ Designee Search

City:

County:

State:

Country:

Postal Code:

Figure 147: Location Search Results

Authorizations:

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

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

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:

Select Search Criteria

*Select one of the options: ☐ Location Search ☒ Designee Search

First Name:

Last Name:

Figure 149: Designee Search Results

Q Designee Locator Search

Search

*Designee Types:

Select Search Criteria

*Select one of the options: ☐ Location Search ☒ Designee Search

First Name:

Last Name:

Designee Name ↑↓	Address ↑↓	Phone / Email ↑↓	Function(s) Authorized	Office Name ↑↓	Make Model Series
Designee	Address	Phone/Email		Office	MMS
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