



**Federal
Aviation
Administration**

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

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Revision History

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

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 1.3.....	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	11
2.5 Designation Location	11
2.6 Authorizations and Document Upload.....	13
2.7 Summary	17
2.8 Applicant Signature	21
3.0 Designee Management System Home Page – My Applications	23
3.1 Update Personal Profile	24
3.2 My Designations	26
3.3 Change Designation Location.....	27
3.4 Message Center.....	28
3.5 CLOA.....	28
3.6 Action Links.....	30
4.0 Designee Actions	31
4.1 Create Practical Test/Proficiency Check Pre-approval.....	31
4.2 Create Administrative Pre-Approval	39
4.3 View Pre-approval/Post Activity Reports.....	44
4.4 Post Activity.....	49
4.4 Training Record	52
4.5 Request Additional Authorizations.....	53
4.6 Request Voluntary Surrender.....	58
4.7 Authorizations and Limitations.....	61

5.0 Action Required Items63

 5.1 Corrective Action Response63

 5.2 Annual Request to Extend Expiration Date65

 5.3 Suspension Release Request.....71

 5.4 Request Reinstatement.....72

 5.5 Respond to Termination For Cause77

6.0 Designee Locator.....81

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..... 8

Figure 13: DPE Qualifications Message..... 9

Figure 14: User Profile..... 9

Figure 15: User Profile (Continued) 10

Figure 16: Upload Photo..... 10

Figure 17: Background Questions 11

Figure 18: Designation Location 12

Figure 19: Select Same Address as Profile..... 12

Figure 20: Designation Location Message 13

Figure 21: Enter Different Address..... 13

Figure 22: DPE Authorizations..... 14

Figure 23: Select Type Ratings..... 15

Figure 24: Designee Application Upload 16

Figure 25: Download Supplemental Information Sheet 17

Figure 26: Upload Attachment..... 17

Figure 27: Summary Page Sections 18

Figure 28: Application Summary..... 19

Figure 29: Application Summary (Continued) 21

Figure 30: Release of Information and Certification Statement 22

Figure 31: Signature..... 22

Figure 32: Success Message 23

Figure 33: My Applications 23

Figure 34: Edit Application	23
Figure 35: Message Center	24
Figure 36: Application Submitted Message.....	24
Figure 37: Update Profile.....	25
Figure 38: Acknowledgement.....	26
Figure 39: Save Information Message	26
Figure 40: My Designations.....	27
Figure 41: Change Designation Location	27
Figure 42: Change Designation Location (Continued).....	27
Figure 43: Add Authorized Location.....	28
Figure 44: Message Center	28
Figure 45: CLOA Link.....	29
Figure 46: CLOA	29
Figure 47: CLOA (Continued).....	29
Figure 48: CLOA (Continued).....	30
Figure 49: Action Links	30
Figure 50: Designee Action Screen	31
Figure 51: Create Practical Test/ Proficiency Check Pre-Approval Activity Link	31
Figure 52: Pending Post Activity Message.....	32
Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram.....	32
Figure 54: Pre-Approval Request for DPE – Pre-Approval Tab	32
Figure 55: Pre-Approval Request for DPE – Test/Check Tab.....	33
Figure 56: Select Authorization Type.....	33
Figure 57: Temporary Authorizations	34
Figure 58: Select Authorizations	35
Figure 59: Pre-Approval Request for DPE – Location Tab.....	36
Figure 60: Pre-Approval Request for DPE – Applicant/Application Tab	36
Figure 61: Pre-Approval Request for DPE - Documents/Comments	37
Figure 62: Select Document.....	37
Figure 63: Document Uploaded.....	37
Figure 64: Pre-Approval Request for DPE – Pre-Approval Summary	38
Figure 65: Pre-Approval Submit Message.....	39
Figure 66: DPE Create Administrative Pre-Approval Request Business Process Diagram.....	39
Figure 67: Create Administrative Pre-Approval Activity Link	40
Figure 68: Administrative Pre-Approval – Pre-Approval Tab	40
Figure 69: Administrative Pre-Approval – Test/Check Tab.....	41
Figure 70: Administrative Pre-Approval – Location Tab.....	41
Figure 71: Administrative Pre-Approval – Applicant/Application Tab	42
Figure 72: Administrative Pre-Approval – Applicant/Application Tab (Continued).....	42
Figure 73: Administrative Pre-Approval – Document/Comments Tab.....	43
Figure 74: Administrative Pre-Approval – Summary Tab	43
Figure 75: Pre-Approval Submit Message.....	44
Figure 76: View Pre-approval/Post Activity Reports Business Process Diagram.....	45
Figure 77: View Pre-approval/Post Activity Reports Activity Link	45
Figure 78: Edit Pre-Approval Request.....	46

Figure 79: Pre-Approval Submit Message.....	46
Figure 80: Cancel Pre-approval Request	47
Figure 81: Pre-Approval Request Cancellation Confirmation.....	47
Figure 82: Activity Paperwork – Reason for Cancellation.....	48
Figure 83: Cancelled Preapproval Request Status	48
Figure 84: View Completed Pre-Approval	49
Figure 85: Copy Pre-Approval.....	49
Figure 86: Post Activity Reports.....	50
Figure 87: Post Activity Report – Request Information	50
Figure 88: Pre-Populate with IACRA Data	50
Figure 89: Test Information	51
Figure 90: Post Activity (Continued).....	51
Figure 91: Enter Post Activity Information	51
Figure 92: Post Activity Applicant Information	52
Figure 93: Comments and Attachments.....	52
Figure 94: DPE Training Record Business Process Diagram.....	53
Figure 95: View Training Record Activity Link	53
Figure 96: Training Record.....	53
Figure 97: DPE Request for Additional Authorizations Business Process Diagram.....	54
Figure 98: Request Additional Authorizations Activity Link.....	54
Figure 99: Request Additional Authorizations – Expand Request Tab	55
Figure 100: Request Additional Authorizations – Submit Tab	56
Figure 101: Submission Acknowledge Statement	57
Figure 102: Activity History	58
Figure 103: DPE Voluntary Surrender Request Business Process Diagram	59
Figure 104: Request Voluntary Surrender Activity Link	59
Figure 105: Voluntary Surrender Request	60
Figure 106: Voluntary Surrender Request – Feedback Survey	60
Figure 107: Voluntary Surrender Request Confirm Message.....	60
Figure 108: Terminated Designated Status.....	61
Figure 109: Activity History Status	61
Figure 110: DPE View Authorizations and Limitations Business Process Diagram	62
Figure 111: View Authorizations and Limitations Activity Link.....	62
Figure 112: Authorizations and Limitations	62
Figure 113: DPE Corrective Action Response Business Process Diagram	63
Figure 114: Corrective Action Response.....	64
Figure 115: Edit Corrective Action.....	64
Figure 116: Corrective Action	64
Figure 117: Corrective Action Response.....	65
Figure 118: DPE Annual Request to Extend Expiration Date Business Flow Diagram	65
Figure 119: Annual Request to Extend Expiration Date Task.....	66
Figure 120: Annual Request to Extend Expiration Date – Questions Tab	66
Figure 121: Annual Request to Extend Expiration Date – User Profile Tab.....	67
Figure 122: Annual Request to Extend Expiration Date – Background Questions Tab.....	68
Figure 123: Annual Request to Extend Expiration Date – Attachments Tab	68
Figure 124: Annual Request to Extend Expiration Date – Summary Tab.....	69

Figure 125: Annual Request to Extend Expiration Date – Sign Tab	70
Figure 126: Annual Request to Extend Expiration Date – Success Message	71
Figure 127: DPE Suspension Release Request Business Process Diagram	71
Figure 128: Suspension Release Request	72
Figure 129: Enter Suspension Release Request.....	72
Figure 130: DPE Reinstatement Request Business Process Diagram	73
Figure 131: Request Reinstatement	73
Figure 132: Reinstatement Request – Questions Tab	74
Figure 133: Reinstatement Request – Background Questions Tab	74
Figure 134: Reinstatement Request – Summary Tab	75
Figure 135: Reinstatement Request – Signature Tab.....	76
Figure 136: Activity History – Completed Reinstatement Status.....	77
Figure 137: Respond to Termination Process Flow Chart.....	77
Figure 138: Respond to Termination for Cause.....	78
Figure 139 Termination for Cause Advisory Message	78
Figure 140 - Termination for Cause Response	79
Figure 141 - Designee Landing Page.....	79
Figure 142 - Designee Activity Page	80
Figure 143 – Message Center Notification	80
Figure 122: Designee Locator	81
Figure 123: Designee Locator Search Options	82
Figure 124: Designee Locator – Location Search	82
Figure 125: Location Search Results.....	83
Figure 126: Designee Locator – Designee Search	83
Figure 127: Designee Search Results.....	84

1.0 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

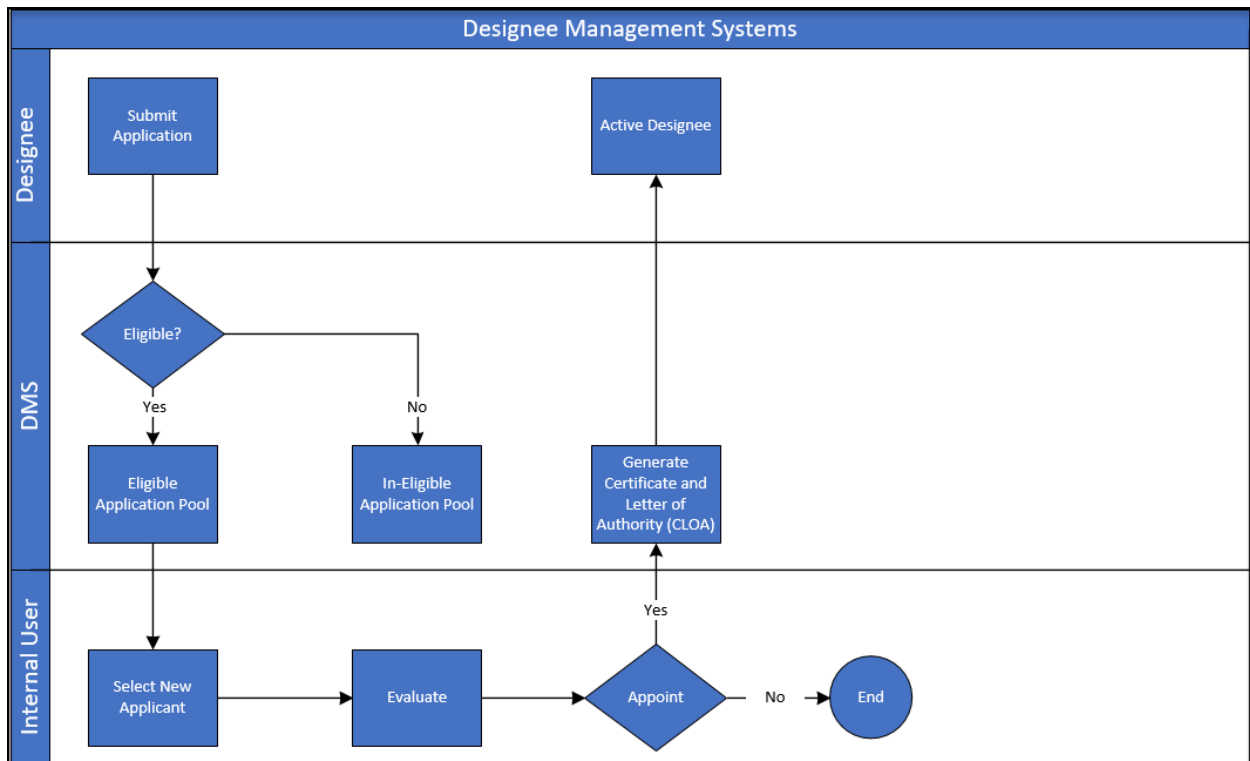


Figure 2: DMS Use Case Diagram

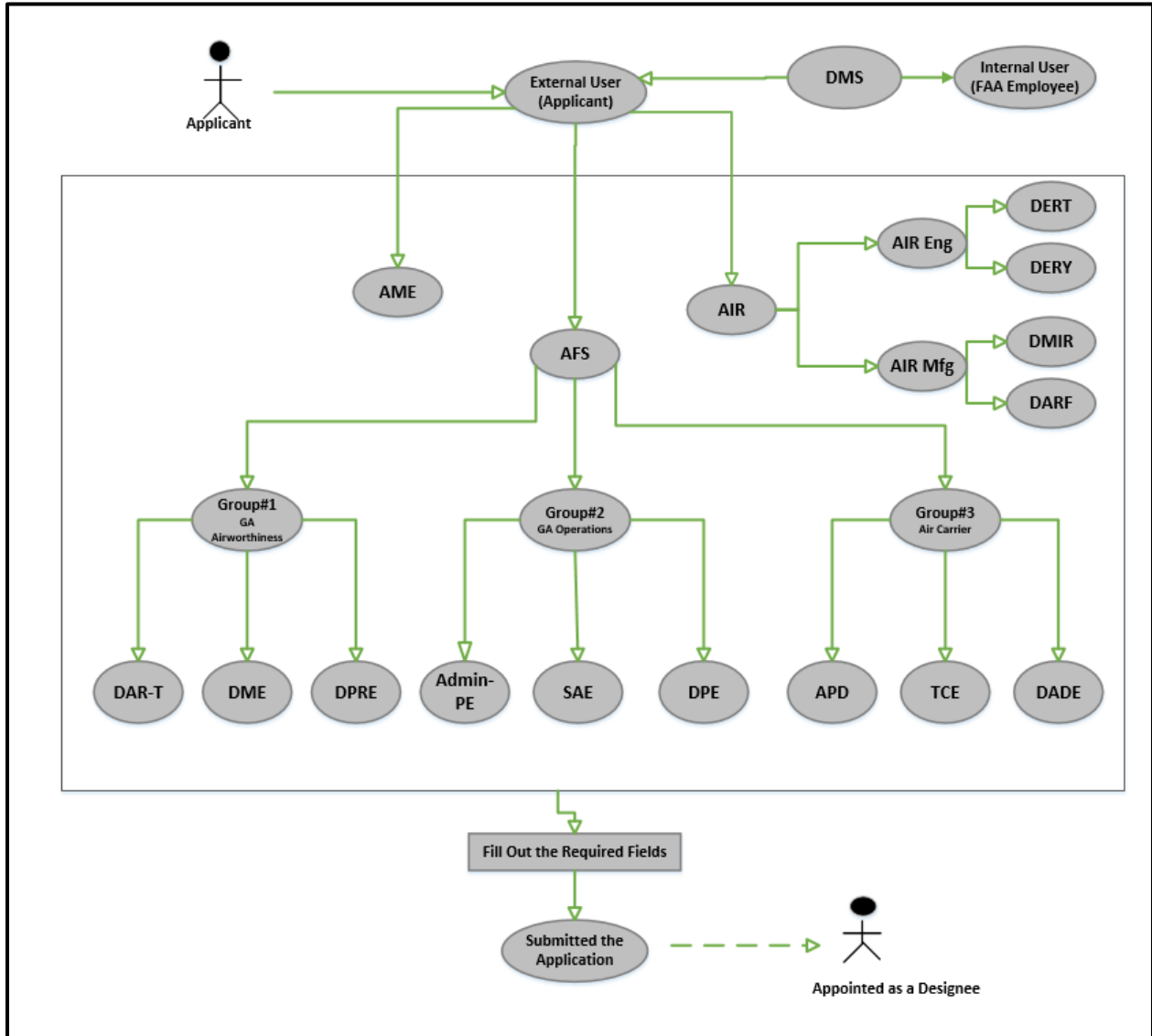
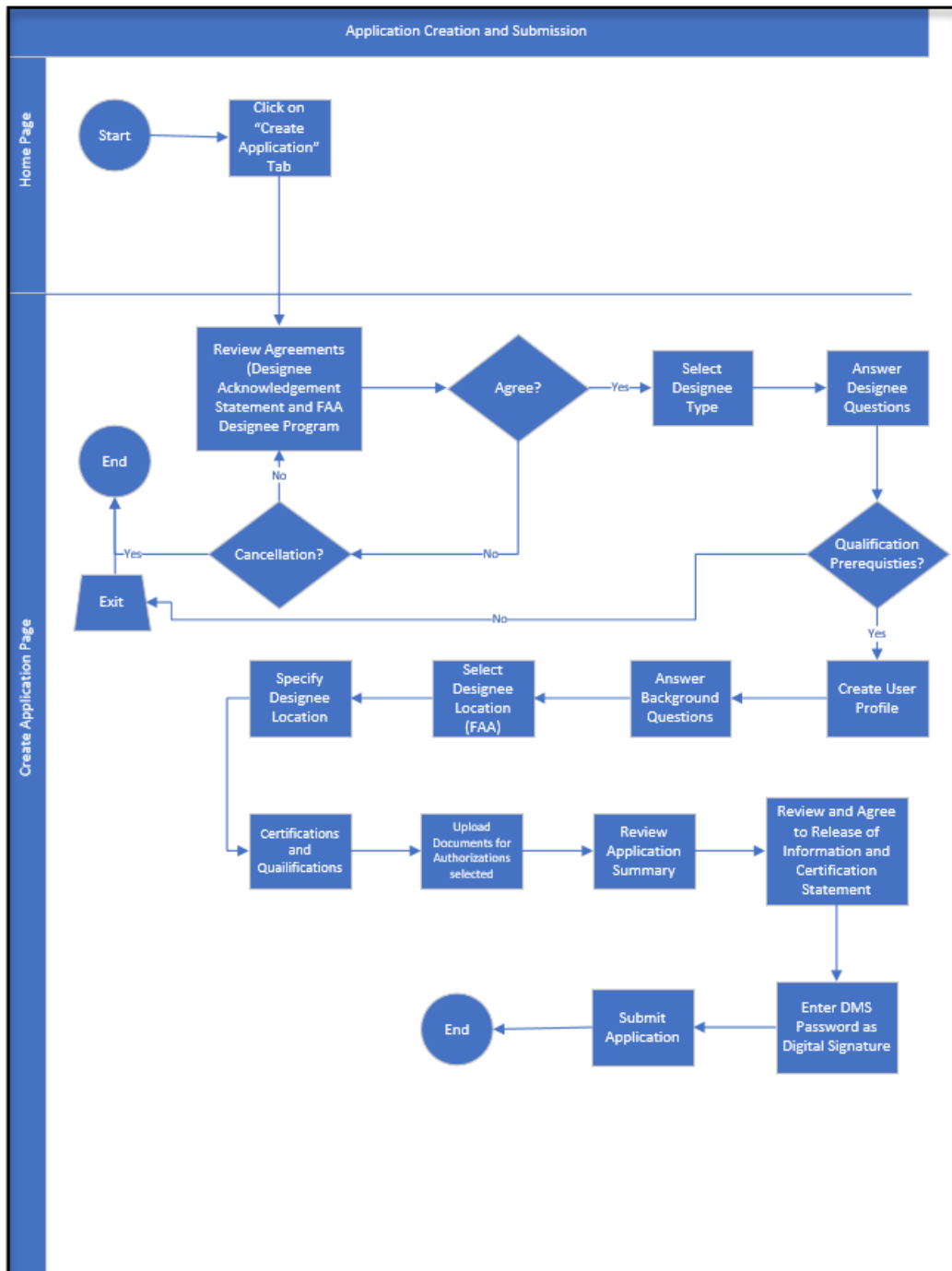


Figure 3: Designated Pilot Examiner (DPE) Activity Diagram



2.0 Designee Management System Home Page

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



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

Figure 4: DMS Home Page

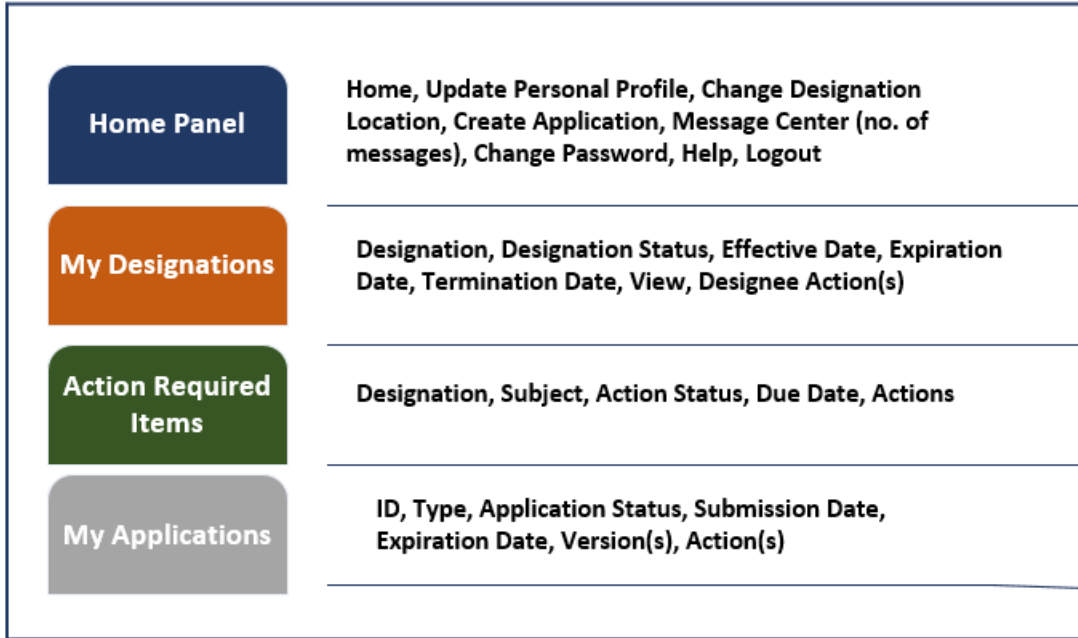
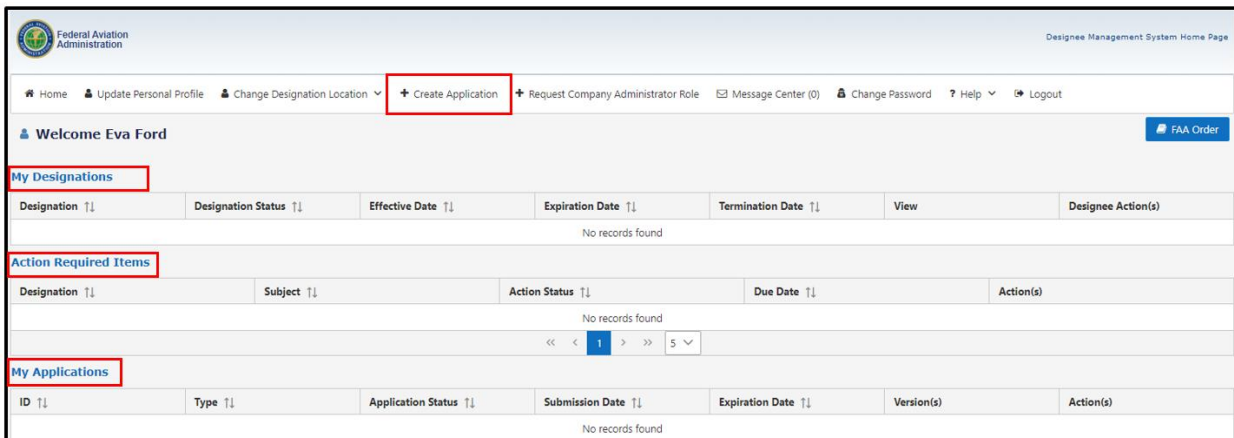


Figure 5: Application/Designee Home Page



2.1 Agreements

- Step 1.* To begin the application process, click the **Create Application** tab.
- Step 2.* Click the 'I Agree' button below the **Agreements** tab upon reviewing the Designee Acknowledgement Statement. A status of 'Accepted' displays and a section called FAA Designee Program appears below.



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

Step 3. Click the ‘Accept’ button for the ‘FAA Designee Program’.



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



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

Figure 6: Designee Acknowledgement Statement

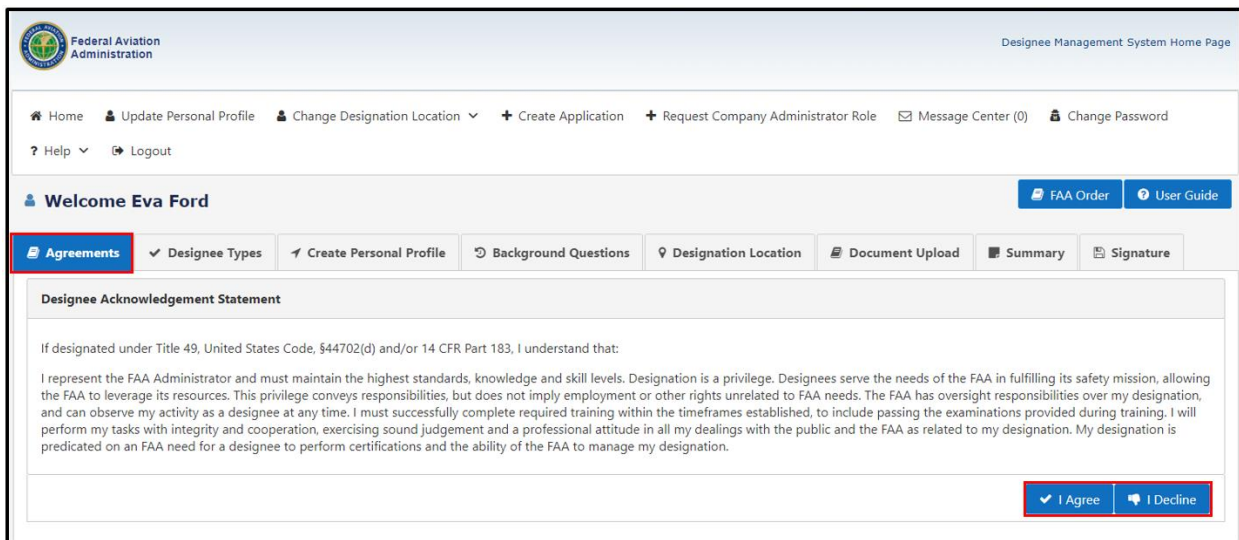


Figure 7: FAA Designee Program Agreement

Welcome Eva Ford

FAA Order User Guide

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), 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 30 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

2.2 Designee Types

The **Designees 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 Services (AME)	Flight Standards Service- Airworthiness Certification and Airman Examiners	Flight Standard 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 Airworthiness Representative (DAR-T) • Designated Mechanic Examiner (DME) • Designated Parachute Rigger Examiner (DPRE) 	<ul style="list-style-type: none"> • Designated Pilot Examiner (DPE) • Specialty Aircraft 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

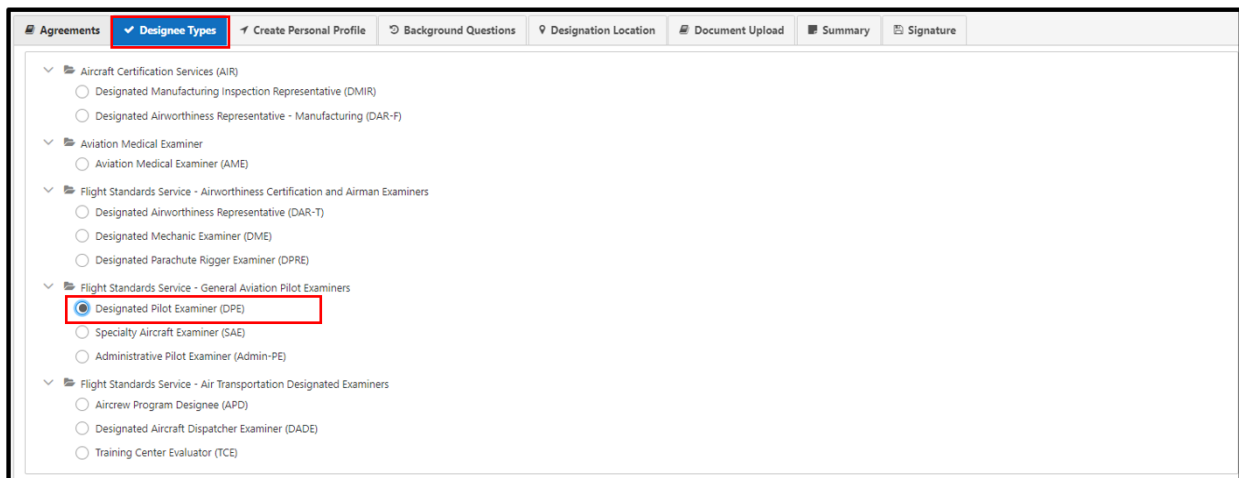


Figure 11: Designee Questions

The screenshot shows a web form titled "Designee Questions". It contains the following elements:

- Question: "Are you an existing DPE or SAE in DMS? *". Radio buttons for "Yes" and "No", with "No" selected.
- Question: "Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought? *". Radio buttons for "Yes" and "No", with "Yes" selected.
- Text: "Please enter your certificate number and date of issue."
- Field: "Airman Certificate Number *" with the value "123456778".
- Field: "Airman Certificate Issue Date *" with the value "01/27/2022" and a calendar icon.
- Field: "Enter your FAA Tracking Number (FTN) *" with the value "23567890".
- Buttons: "Continue" and "Cancel" at the bottom right. The "Continue" button is highlighted with a red box.

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 the "Designee Questions" form with a "Message" dialog box overlaid. The dialog box contains the following text:

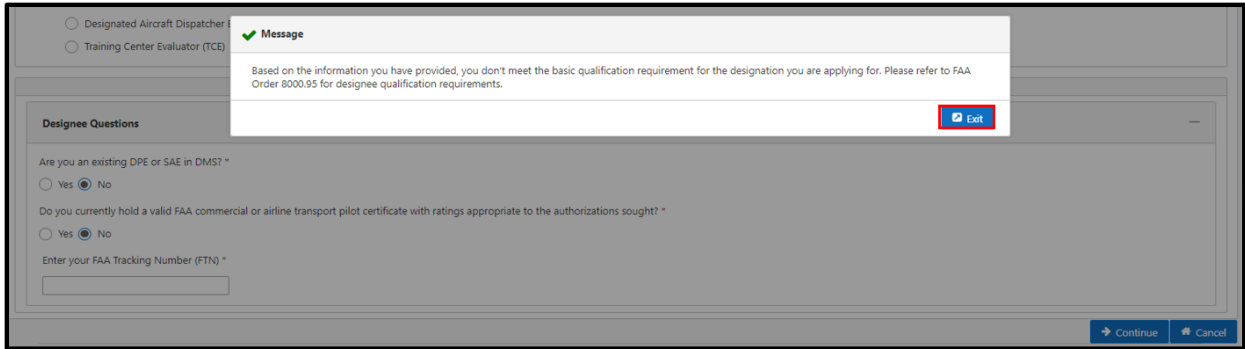
Message
Please contact the Managing Specialist for your existing DPE/SAE Designation, before you proceed with this application.

The "Exit" button in the dialog box is highlighted with a red box. The form behind the dialog box is dimmed, showing the "Designee Questions" section with the "Yes" radio button selected for the question "Do you currently hold a valid FAA commercial or airline transport pilot certificate with ratings appropriate to the authorizations sought? *".



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



2.3 Create Personal Profile

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

Figure 14: User Profile

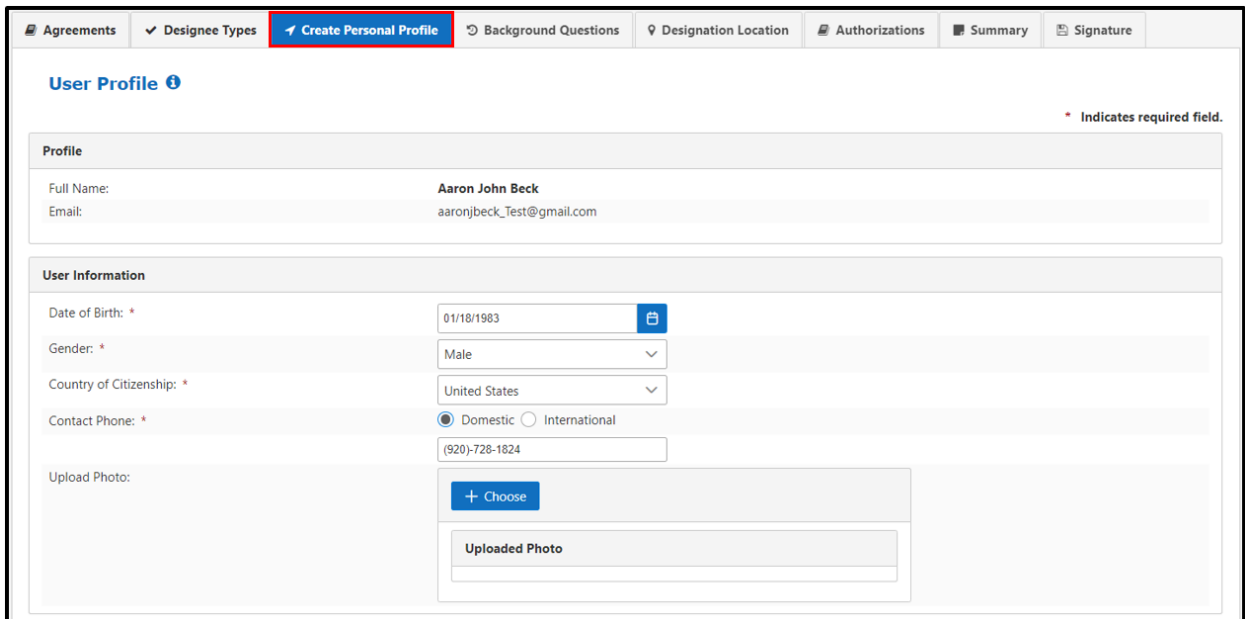


Figure 15: User Profile (Continued)

The screenshot shows a web form titled "Address Information". It is divided into two sections: "Personal Address" and "Mailing Address".

Personal Address:

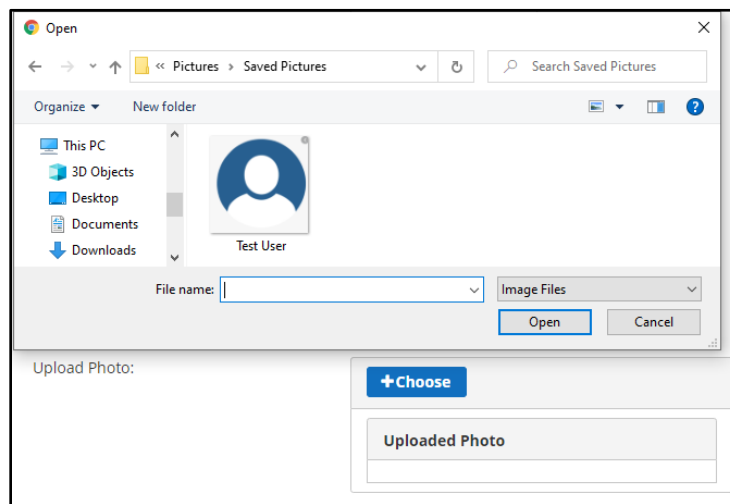
- Street Address 1*: 123 Station Ave
- Street Address 2: (empty)
- City*: clarksburg
- State*: Maryland
- Country*: United States
- Postal Code*: 20871

Mailing Address:

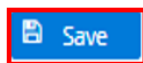
- Same as Personal Address
- Street Address 1*: Required
- Street Address 2: (empty)
- City*: Required
- State*: - Select -
- Country*: United States
- Postal Code*: (empty)

At the bottom right of the form, there are three buttons: "Save", "Continue", and "Cancel".

Figure 16: Upload Photo



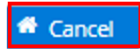
Step 1. Upon completion of the fields, click the 'Save' button to save the data entered.



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



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



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

2.4 Background Questions

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

Figure 17: Background Questions

A screenshot of a web application interface showing the "Background Questions" tab. The tab is highlighted in blue and is part of a navigation bar that includes "Agreements", "Designee Types", "Create Personal Profile", "Background Questions", "Designation Location", "Document Upload", "Summary", and "Signature". The main content area contains seven questions, each with radio button options for "Yes" and "No". The questions are: 1. "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? *", 2. "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. *", 3. "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)? *", 4. "During the last 7 years, have you been other than 'honorably' discharged from the military? *", 5. "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)? *", 6. "Are you currently under investigation, charged indictments, or have pending actions for any of the items described above? *", and 7. "Are you fluent in the English language (read, speak, write and understand)? *". At the bottom right of the form, there are three buttons: "Save", "Continue", and "Cancel".

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

2.5 Designation Location

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

Figure 18: Designation Location

Select the FAA Office you are applying to *

ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO

- Select -

ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO

ALBANY FSDO EA-01 / ALB FSDO

ALBUQUERQUE FSDO SW-01 / ABQ FSDO

ALLEGHENY FSDO EA-03 / AGC FSDO

ALLENTOWN FSDO EA-05 / APE FSDO

may be the same as your personal information or may be a location where you perform your work. This information will appear

Name of Facility:

Street Address 1:*

Street Address 2:

City:*

State:*

Country:*

Postal Code: *

Phone Number:

Save Continue Cancel

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

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

Select the FAA Office you are applying to *

ALABAMA AND NORTHWEST FLORIDA FSDO SO-09 / BHM FSDO

Designation Contact Information ⓘ

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.

Same address as Personal Profile

Name of Facility:

Street Address 1:*

Street Address 2:

City:*

State:*

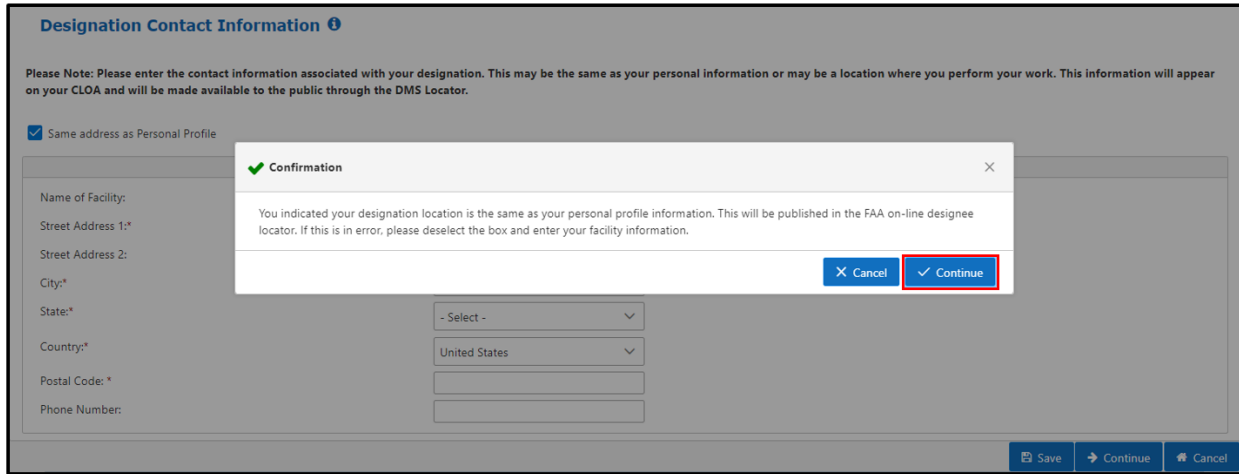
Country:*

Postal Code: *

Phone Number:

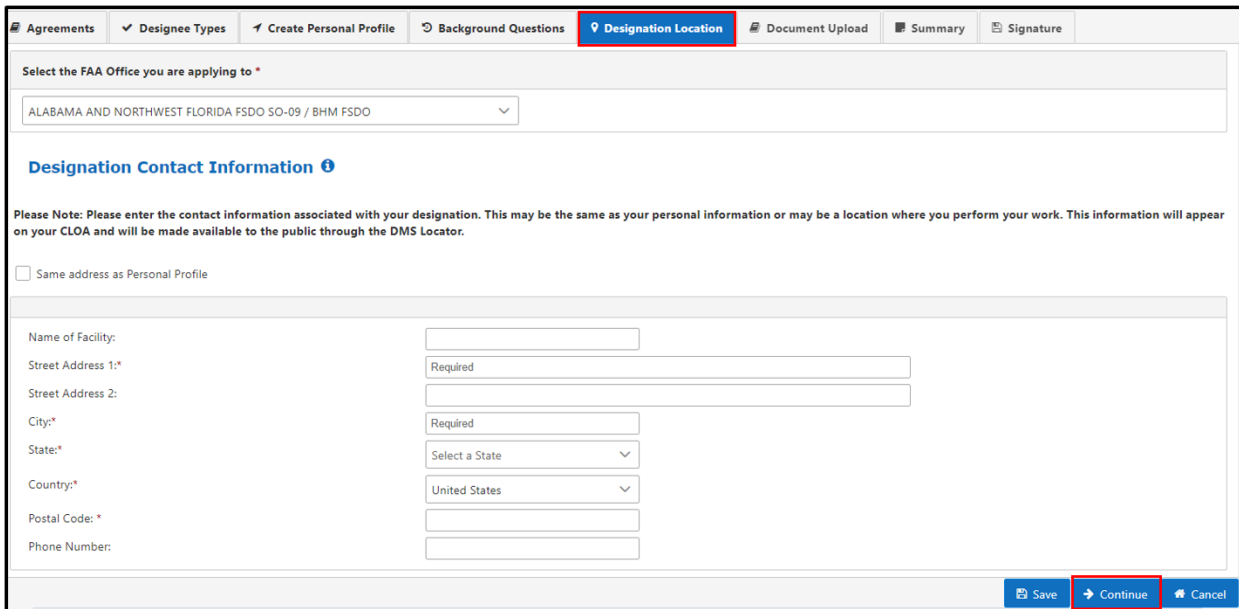
Save Continue Cancel

Figure 20: Designation Location Message



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

Figure 21: Enter Different Address



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

2.6 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

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

Certifications and Qualifications

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

[DPE Authorization Code Descriptions](#)

Please select the Authorizations you are qualified for *

Powered-Lift Select all

DPE-PE-PLFT DPE-CIRE-PLFT DPE-ATPE-PLFT DPE-PLFT

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-RPE DPE-ACR-FIRC DPE-BAE

Other Select all

DPE-SPFIE DPE-SMFT

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



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

Figure 23: Select Type Ratings

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

DPE Authorization Code Descriptions

Please select the Authorizations you are qualified for *

Powered-Lift Select all

DPE-PE-PLFT DPE-CIRE-PLFT DPE-ATPE-PLFT DPE-PLFT

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-RPE DPE-ACR-FIRC DPE-BAE

Other Select all

DPE-SPFIE DPE-SMFT



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

Do you currently hold a valid FAA medical certificate? *

Yes No Not Required

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 (APO) (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? *

For Authorization In	Hours in Category
Airplanes	200
Rotorcraft	200
Gliders	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).

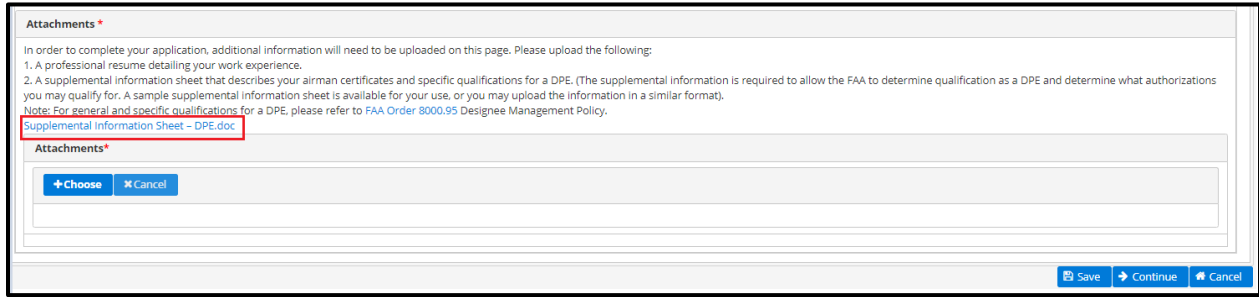
Note: For general and specific qualifications for a DPE, please refer to FAA Order 8000.95 Designee Management Policy.

Supplemental Information Sheet - DPE.doc

Attachments *

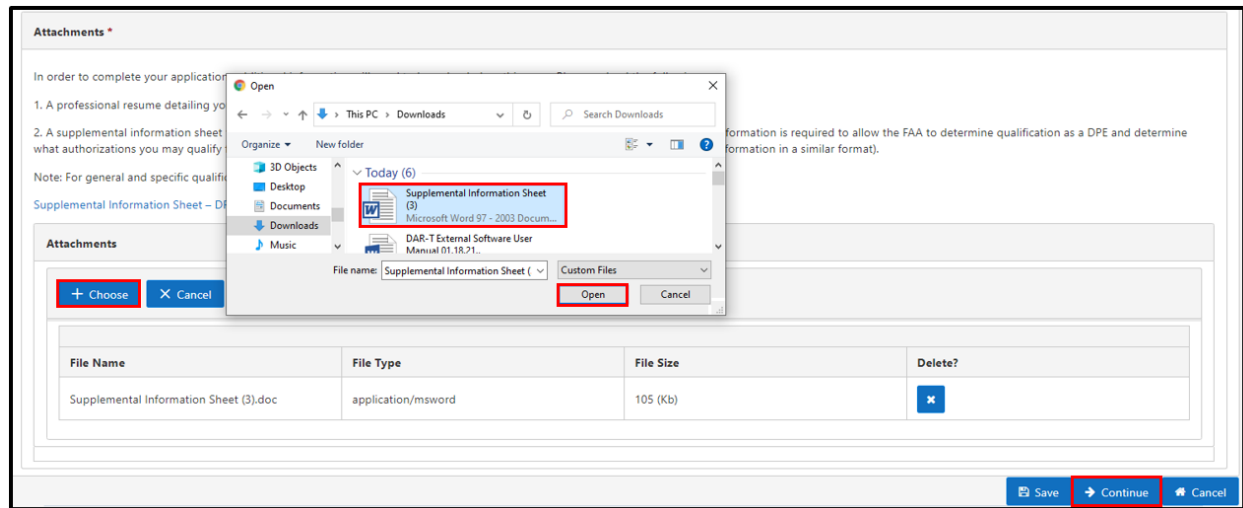
Select the 'Supplemental Information Sheet' document to download it, fill in the form, and upload it into the Attachments section. The applicant can add any other additional attachments that provide supporting information for the designation.

Figure 25: Download Supplemental Information Sheet



- Step 1.* Select the ‘Choose’ button to open the file browser
- Step 2.* Select the file(s) to upload to the application and click ‘Open’.

Figure 26: Upload Attachment



Add: Select “continue” to proceed to the Summary tab.

2.7 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

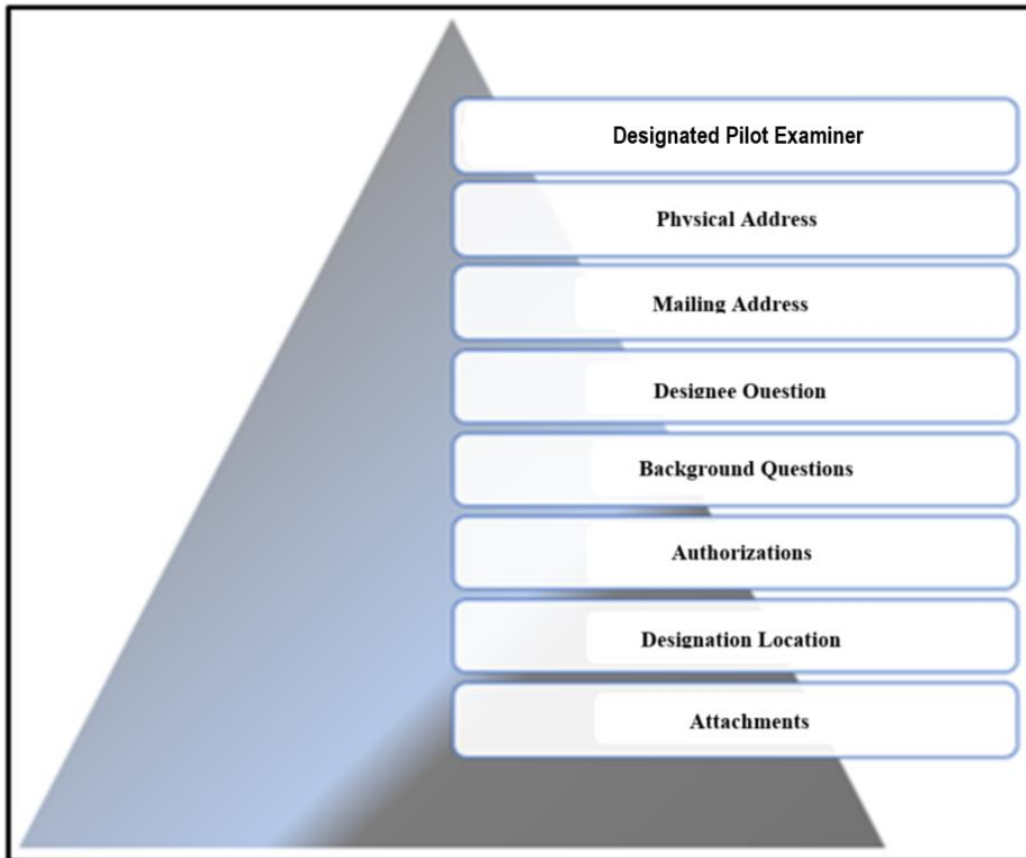


Figure 28: Application Summary

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	Billy Barnes
Date of birth	7/31/1992
Gender	Male
Country of Citizenship	United States
Phone Number	(323) 456-5432 - (Domestic)
Email Address	bbarnes@test.com

Physical Address

Address Line 1	90021 Beverly Blvd
Address Line 2	
City	Brentwood
State	California
Country	United States
ZipCode	90026

Mailing Address

Address Line 1	90021 Beverly Blvd
Address Line 2	
City	Brentwood
State	California
Country	United States
ZipCode	90026

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 *

23454321

Airman Certificate Issue Date *

02/25/2020

Enter your FAA Tracking Number (FTN) *

34567890

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

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

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

Do you currently hold a valid FAA medical certificate? *

Yes No Not Required

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

Name of U.S Armed Forces *

Date *

From:

To:

Please refer to FAA Order 8000.95 for required documents that must be uploaded.

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 *

Powered-Lift

DPE-PE-PLFT DPE-CIRE-PLFT DPE-ATPE-PLFT DPE-PLFT

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

The screenshot shows a web form with three sections of checkboxes: '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-RPE, DPE-ACR-FIRC, DPE-BAE), and 'Other' (DPE-SPEIE, DPE-SMFT). Below this is a 'Designation location' section with a note and a table of facility details. At the bottom right are 'Continue' and 'Cancel' buttons.

Designation location	
Office Applied to: LOS ANGELES FSDO WP-23 / LAX 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	LA Flying Aces
Street Address 1	57600 Aviation Way
Street Address 2	
City	Los Angeles
State	California
Country	United States
Postal Code	90012
Phone Number	



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)



2.8 Applicant Signature

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

Figure 30: Release of Information and Certification Statement

The screenshot shows a web application interface with a top navigation bar containing tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location, Document Upload, Summary, and Signature (highlighted). Below the navigation bar is a form titled "Release of Information and Certification Statement". The form contains the following text and checkboxes:

- 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.

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

The screenshot shows the "Signature" section of the form. It includes a "Privacy Act Statement (5 U.S.C. 552a(e)(3))" section with the following text:

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 "Preliminary Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

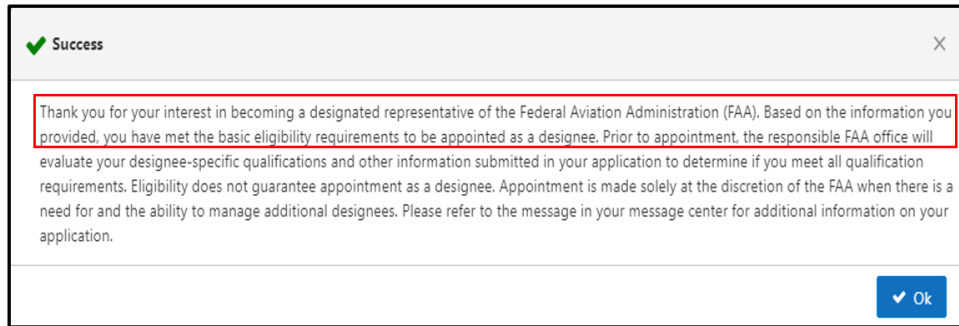
Disclosure: Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

Below the privacy statement is a section titled "Please enter your electronic signature." with a "Signature *" label and a checkbox: By checking this block, I understand I am providing my electronic signature for this action in DMS.

At the bottom right of the form are "Submit" and "Cancel" buttons.

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

Figure 32: Success Message



3.0 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 Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
No records found						
Action Required Items						
Designation	Subject	Action Status	Due Date	Action(s)		
No records found						
« < 1 > » 5 ▼						
My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
46075	DPE	Submitted	5/22/2020	5/22/2021	Version(s)	

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

Figure 34: Edit Application

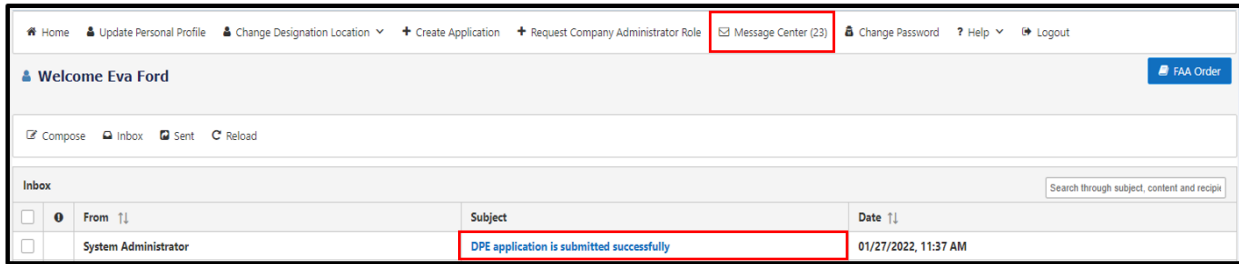
My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
No records found						
Action Required Items						
Designation	Subject	Action Status	Due Date	Action(s)		
No records found						
« < 1 > » 5 ▼						
My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
46075	DPE	Submitted	5/22/2020	5/22/2021	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.

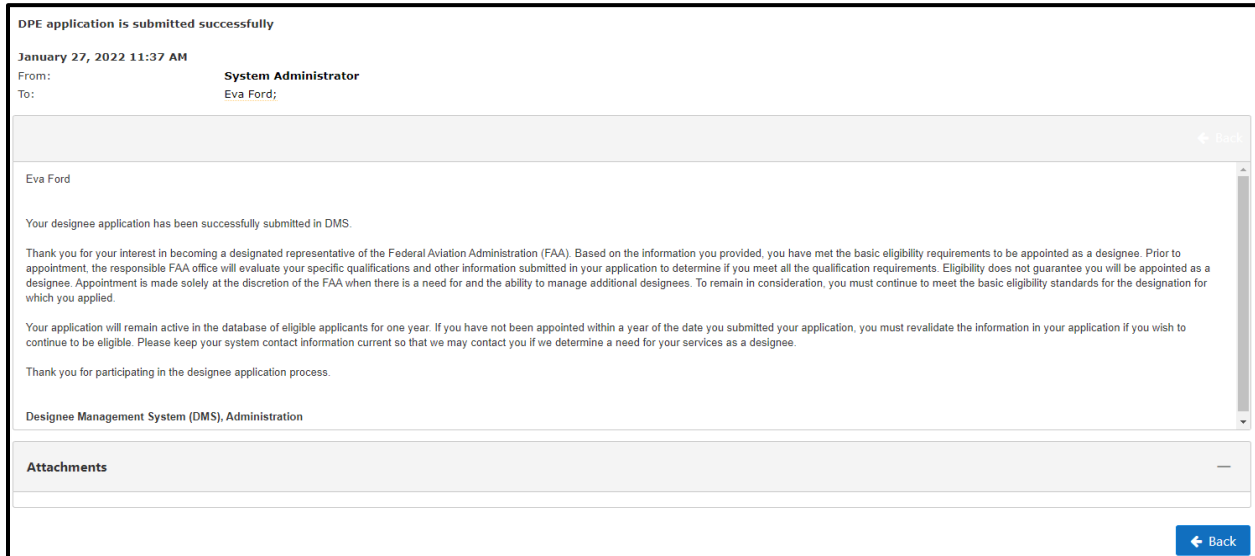
The applicant clicks the **Message Center** tab to view the message with the subject: ‘DPE application is submitted successfully’.

Figure 35: Message Center



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

Figure 36: Application Submitted Message



3.1 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 Request Company Administrator Role Message Center (3) Help Logout

Welcome Andrew Roshell [FAA Order](#)

! 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: Andrew Roshell
Email: emotuba@cansofttech.com

User Information

Date of Birth: * 02/01/1995

Gender: * Male

Country of Citizenship: * United States

Contact Phone: * Domestic International
(234)-567-8909

Upload Photo: [+ Choose](#)

Uploaded Photo

Address Information

Personal Address

Street Address 1:* 123 Station Ave
Street Address 2:
City:* clarksburg
State:* Maryland
Country:* United States
Postal Code: * 20871

Mailing Address

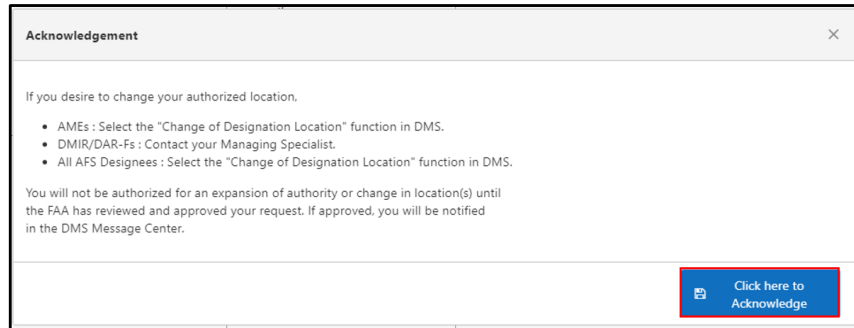
Same as Personal Address

Street Address 1:* 123 Station Ave
Street Address 2:
City:* clarksburg
State:* Maryland
Country:* United States
Postal Code: * 20871

[Back](#) [Save](#)

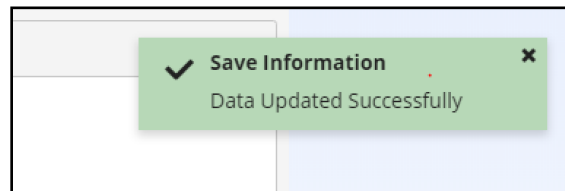
Upon clicking the ‘Save’ button, a pop-up message box display. Click the ‘Click here to Acknowledge’ button to proceed.

Figure 38: Acknowledgement



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

Figure 39: Save Information Message



3.2 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

Welcome Eva Ford FAA Order

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
No records found						

Action Required Items

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

My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
58263	DPE	Submitted	1/18/2022	1/18/2023	Version(s)	

3.3 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

Home Update Personal Profile **Change Designation Location** Create Application Message Center (0) Change Password Help Logout FAA Order 8000.95

Welcome Thomas Williams DPE Location(s)

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Active	5/22/2020	5/31/2021		CLOA	Action

Action Required Items

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

My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
46075	DPE	Submitted	5/22/2020	5/22/2021	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:

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

The screenshot shows a web application interface for a user named Eva Ford. At the top, there is a navigation bar with links for Home, Update Personal Profile, Change Designation Location, Create Application, Request Company Administrator Role, Message Center (22), and Change Password. Below this, a 'Welcome Eva Ford' message is displayed with an 'FAA Order' button. The main content area is titled 'Change Designation Location' (highlighted with a red box). It contains a form with the following fields: Name of Facility, Street Address 1 (123 Station Ave), Street Address 2, City (clarksburg), State (Maryland), Country (United States), Postal Code (20871), and Phone Number. At the bottom left of the form is a '+ Add Authorized Location' button (highlighted with a red box). At the bottom right are 'Submit' and 'Cancel' buttons (highlighted with a red box).

3.4 Message Center

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

Figure 44: Message Center

The screenshot shows the 'Message Center' tab selected in the navigation bar (highlighted with a red box). The user is Eva Ford. Below the navigation bar, there are options for Compose, Inbox, Sent, and Reload. The main area is titled 'Inbox' and contains a search bar and a table of messages. The table has columns for From, Subject, and Date.

	From	Subject	Date
<input type="checkbox"/>	System Administrator	DPE application is submitted successfully	01/27/2022, 11:37 AM
<input type="checkbox"/>	System Administrator	Your request for pre-approval has been approved PR-993083089-2022-0008	01/25/2022, 3:46 PM
<input type="checkbox"/>	System Administrator	Appointment Decision for Eva Ford	01/25/2022, 1:48 PM

3.5 CLOA

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

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

Figure 45: CLOA Link


My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Active	5/22/2020	5/31/2021		CLOA	Action

Action Required Items				
Designation	Subject	Action Status	Due Date	Action(s)
No records found				
« 1 » 5				

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
46075	DPE	Submitted	5/22/2020	5/22/2021	Version(s)	Action

Figure 46: CLOA

Certificate and Letter of Authority (CLOA)



U.S. Department of Transportation
Federal Aviation Administration
1/27/2022

Designated Pilot Examiner (DPE) Certificate and Letter of Authority

Dear Eva Ford,

Eva Ford is authorized to exercise the privileges of a Designated Pilot Examiner (DPE) with specific limitations cited herein. Your assigned designation number is 993083089. 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 1/27/2022. 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 1/31/2023.

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,
Esther Motuba

Figure 47: CLOA (Continued)

Official Letter of Authority as of 1/27/2022	
Designated Pilot Examiner (DPE)	
Designee Name:	Eva Ford
Facility Address:	123 Station Ave, clarksburg, Maryland, 20871, United States
DMS Designee Number:	993083089
Date of Designation:	1/27/2022
Designation Expiration:	1/31/2023
Authorization Details	
Authorization	Limitation
DPE-CE-GL (Glider) - (Designated Pilot Examiner, Commercial Pilot Examiner, Glider)	
DPE-FIE-GL (Glider) - (Designated Pilot Examiner, Flight Instructor Examiner, Glider (Renewals and Reinstatements Only))	
DPE-FPE (Administrative) - (Designated Pilot Examiner, Foreign Pilot Examiner)	
DPE-MCE (Administrative) - (Designated Pilot Examiner, Military Competency Examiner)	
DPE-PE-PLFT (Powered-Lift) - (Designated Pilot Examiner, Private Pilot Examiner, Powered Lift)	
DPE-CIRE-PLFT (Powered-Lift) - (Designated Pilot Examiner, Commercial Pilot and Instrument Rating Examiner, Powered Lift)	

Figure 48: CLOA (Continued)



3.6 Action Links

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

- **Designation Information**
- **Activity Links**
 - Create Practical Test/ Proficiency Check Pre-approval
 - View Pre-Approval/Post Activity Reports
 - View Training Record
 - Request Additional Authorizations
 - Create Administrative Pre-Approval
 - Request Voluntary Surrender
 - View Authorizations and Limitations
 - Set default time zone
 - Manage make model series
- **Activity History**

Figure 49: Action Links

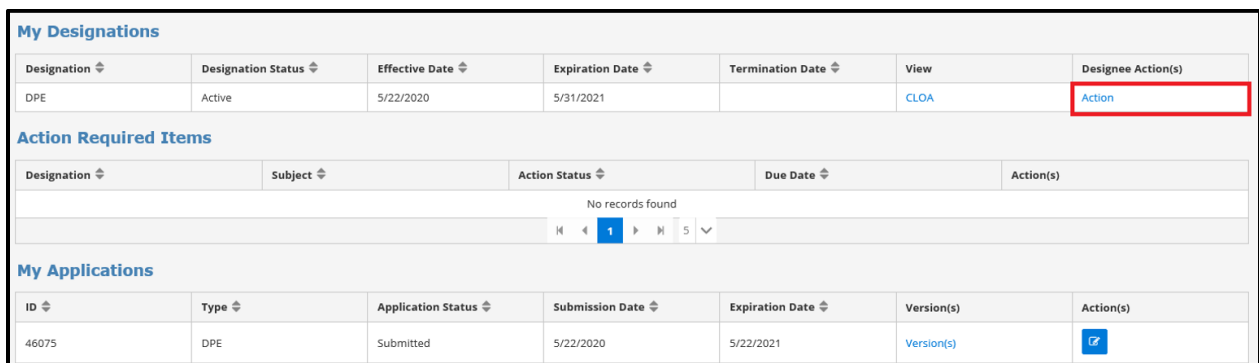


Figure 50: Designee Action Screen

The screenshot displays the Designee Action Screen with the following sections:

- Designation Information:**
 - Designee Number: 330361203
 - Designation Type: DPE
 - Authorization(s): DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
 - Designation Status: Active
 - Effective Date: 11/14/2023
 - Expiration Date: 11/30/2024
 - Managing Specialist: Sabana Rahman
 - Airman Certificate Number: 3783087
 - Airman Certificate Issue Date: 09/08/2021
 - FAA Tracking Number (FTN): A5206885
 - 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 [↓]
 - Navigation: << < > >> 10 ↓
 - Buttons: Back, Cancel

4.0 Designee Actions

4.1 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

This screenshot is identical to Figure 50, but the link 'Create Practical Test/Proficiency Check Preapproval' in the Activity Links section is highlighted with a red rectangular box to indicate the action point.



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

Figure 52: Pending Post Activity Message

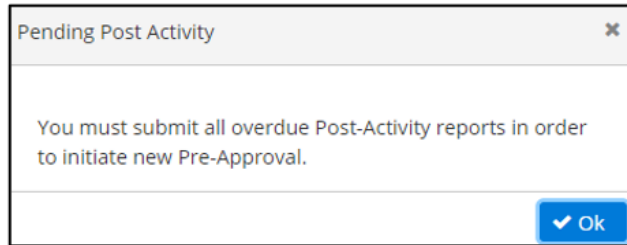
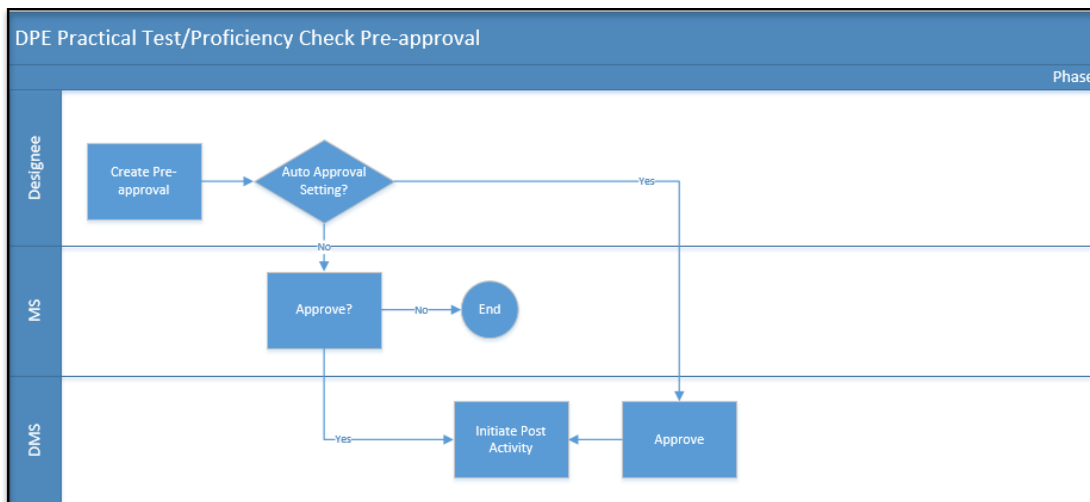
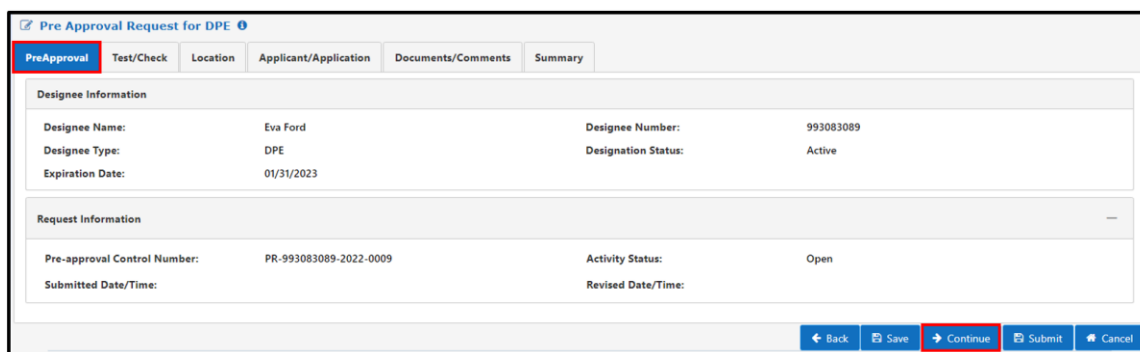


Figure 53: DPE Practical Test/Proficiency Check Pre-Approval Request Business Process Diagram



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

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



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



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

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

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

Figure 56: Select Authorization Type

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



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



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

Figure 57: Temporary Authorizations

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

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

Reason for the temporary authorization request * (Max length: 4000 / 4000 left)

Type of Practical Test or Check

Grade of Certificate that is sought in the test

Aircraft category sought

Aircraft is not required for this test

Proposed Activity Start Date/Time *
06:00

Time Zone *

Proposed Activity End Date *

Name of the Applicant

Certificate number of the Applicant

Recommending Instructor Recommending Instructor N/A

Name of Recommending Instructor

Flight Instructor Certificate number of Recommending Instructor

Figure 58: Select Authorizations

The screenshot displays the 'Test/Check' tab of a software interface. At the top, there are navigation tabs: 'PreApproval', 'Test/Check' (highlighted), 'Location', 'Applicant/Application', 'Documents/Comments', and 'Summary'. Below the tabs is a 'Test Information' section. It features a 'Select authorization *' field with two radio buttons: 'Select Authorization' (selected) and 'Temporary Authorization'. Underneath, there are two groups of radio buttons for 'Authorizations *': 'Powered-Lift' with options 'DPE-PE-PLFT' (selected) and 'DPE-CIRE-PLFT'; and 'Glider' with options 'DPE-CE-GL' and 'DPE-FIE-GL'. Below these are several dropdown menus: 'Type of Practical Test or Check' (Original Certificate), 'Grade of Certificate that is sought in the test' (Sport Pilot), 'Aircraft category sought' (Airplane), and 'Aircraft class sought' (Single-Engine Land (ASEL)). A checkbox 'Aircraft is not required for this test' is checked. The bottom section of the form contains fields for 'Proposed Activity Start Date/Time *' (01/27/2022, 15:00), 'Time Zone *' ((GMT-06:00) Central Time (US ...)), and 'Proposed Activity End Date *' (01/27/2022). At the bottom, there are input fields for 'Name of the Applicant' (Eva), 'Certificate number of the Applicant' (3456789), 'Name of Recommending Instructor' (Mark), and 'Flight Instructor Certificate number of Recommending Instructor' (876543). A 'Recommending Instructor N/A' checkbox is also checked. At the very bottom, there are buttons for 'Back', 'Save', 'Continue' (highlighted with a red box), 'Submit', and 'Cancel'.



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

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

The screenshot shows the 'Pre Approval Request for DPE' form with the 'Location' tab selected. The form includes the following fields and values:

- Departure Airport or Nearest Airport*: BALTIMORE/WASHINGTON INTL THURGOOD MARSHALL/ BWI
- Facility on Record: Facility on Record Other Facility
- Name of Facility for Ground Portion: [Empty]
- Street Address 1*: 123 Station Ave
- Street Address 2: [Empty]
- City*: clarksburg
- State*: Maryland
- Country*: United States
- Postal Code*: 20871

At the bottom right, there are buttons for Back, Save, Continue (highlighted in red), Submit, and Cancel.

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

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

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

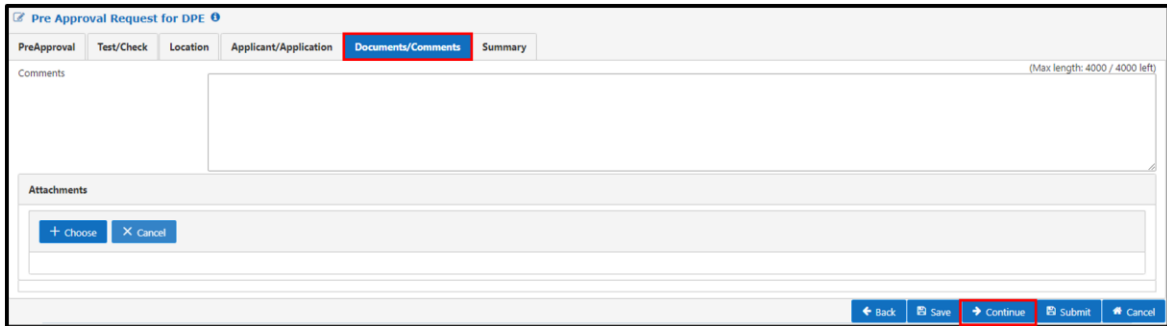
The screenshot shows the 'Pre Approval Request for DPE' form with the 'Applicant/Application' tab selected. The form includes the following fields and values:

- 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
- Name and designation number of FAA-approved school in which the applicant enrolled*: CREST AIRPARK INC/ Q485
- Country that issued the foreign pilot license*: United States
- Name of Air Carrier*: AIRMARK AVIATION INC/ XRVA

At the bottom right, there are buttons for Back, Save, Continue (highlighted in red), Submit, and Cancel.

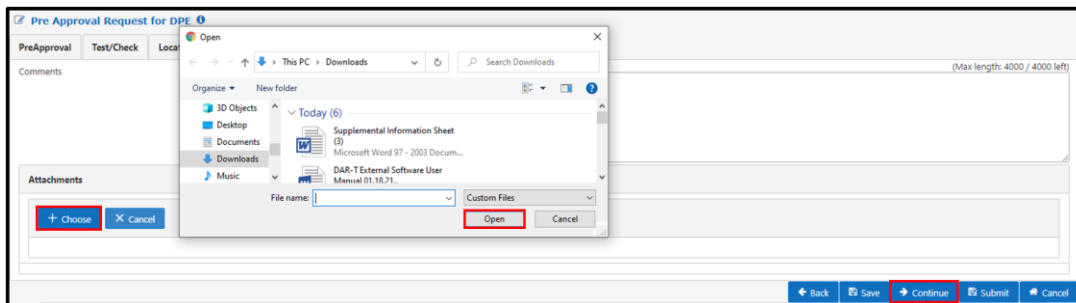
The designee clicks the ‘Continue’ button to proceed to the **Documents/Comments** tab and enters any general comments that are pertinent to the pre-approval request (optional) (Figure 61).

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



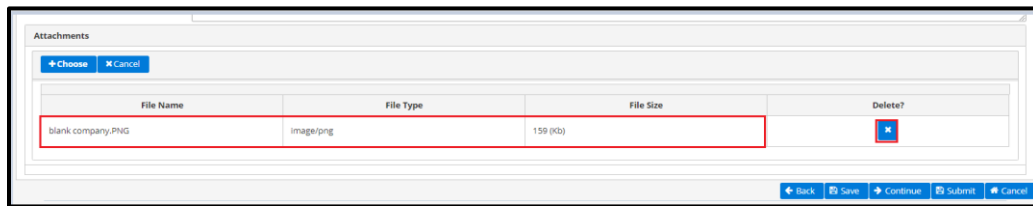
The designee has the option to click the ‘Choose’ button to open the browser window (**Error! Reference source not found.**). Select a file to upload and click ‘Open’ (**Error! Reference source not found.** and Figure 63).

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.

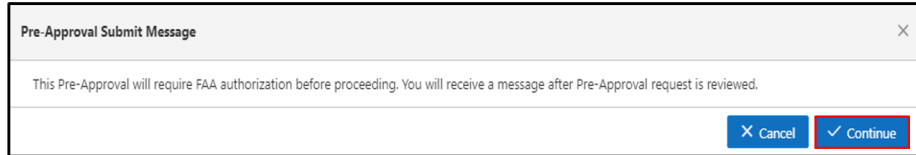
Figure 64: Pre-Approval Request for DPE – Pre-Approval Summary

PreApproval	Test/Check	Location	Applicant/Application	Documents/Comments	Summary
Designee Information					
Designee Name:	Eva Ford	Designee Number:	993083089		
Designee Type:	DPE	Designation Status:	Active		
Expiration Date:	01/31/2023				
Personnel Performing:					
Request Information					
Pre-approval Control Number:	PR-993083089-2022-0010	Activity Status:	Open		
Submitted Date/Time:					
Revised Date/Time:					
Test Information					
Select authorization *	<input checked="" type="radio"/> Select Authorization <input type="radio"/> Temporary Authorization				
Authorizations *	Powered-Lift <input checked="" type="radio"/> DPE-PE-PLFT <input type="radio"/> DPE-CIRE-PLFT Glider <input type="radio"/> DPE-CE-GL <input type="radio"/> DPE-FIE-GL				
Type of Practical Test or Check					
Type of Practical Test or Check	Original Certificate				
Grade of Certificate that is sought in the test	Sport Pilot				
Aircraft category sought	Select an aircraft category				
	<input checked="" type="checkbox"/> Aircraft is not required for this test				
Proposed Activity Start Date/Time *					
Proposed Activity Start Date/Time *	01/27/2022				
	15:00				
Time Zone *	(GMT-06:00) Central Time (US ...)				
Proposed Activity End Date *					
Proposed Activity End Date *	01/27/2022				
Name of the Applicant					
Name of the Applicant	Eva				
Certificate number of the Applicant					
Certificate number of the Applicant	3456789				
Recommending Instructor					
Recommending Instructor	<input checked="" type="checkbox"/> Recommending Instructor N/A				
Name of Recommending Instructor					
Name of Recommending Instructor	Mark				
Flight Instructor Certificate number of Recommending Instructor					
Flight Instructor Certificate number of Recommending Instructor	876543				
Location					
Departure Airport or Nearest Airport *					
Departure Airport or Nearest Airport *	BALTIMORE/WASHINGTON INTL THURGOOD MARSHALL BWI				
Name of Facility for Ground Portion:					
Name of Facility for Ground Portion:	123 Station Ave				
Street Address 1:	123 Station Ave				
Street Address 2:					
City:	clarksburg				
State:	Maryland				
Country:	United States				
Postal Code:	20871				
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 checked="" type="checkbox"/> Graduate of an Approved Course <input checked="" type="checkbox"/> Holder of Foreign License <input checked="" type="checkbox"/> Air Carrier Training Program					
Name and designation number of FAA-approved school in which the applicant enrolled *					
Name and designation number of FAA-approved school in which the applicant enrolled *	CREST AIRPARK INC/ Q485				
Country that issued the foreign pilot license *					
Country that issued the foreign pilot license *	United States				
Name of Air Carrier *					
Name of Air Carrier *	AIRMARK AVIATION INC/ XRVA				
Comments					
Attachments					
<input type="button" value="Back"/> <input type="button" value="Print"/> <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/>					



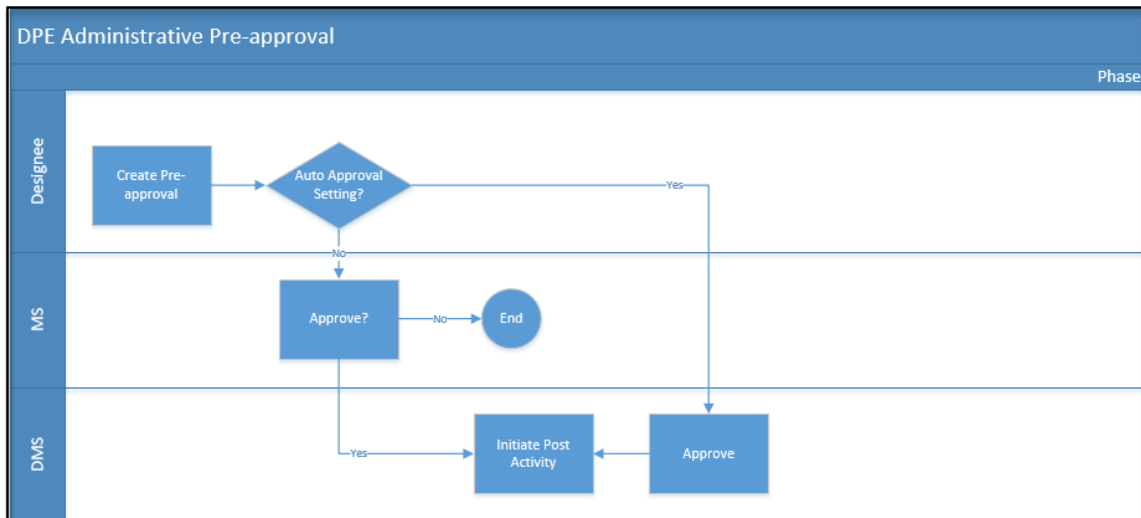
Note: Review the page and click the ‘Submit’ button. The Pre-Approval Submit Message displays (Figure 67). Click the ‘Continue’ button and the message reads, “Pre-Approval has been successfully submitted.”

Figure 65: Pre-Approval Submit Message



4.2 Create Administrative Pre-Approval

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



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

Figure 67: Create Administrative Pre-Approval Activity Link

The screenshot shows a software interface with two main sections: 'Designation Information' and 'Activity Links'. The 'Designation Information' section contains the following data:

Designee Number:	330361203
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
Designation Status:	Active
Effective Date:	11/14/2023
Expiration Date:	11/30/2024
Managing Specialist:	Sabana Rahman
Airman Certificate Number:	3783087
Airman Certificate Issue Date:	09/08/2021
FAA Tracking Number (FTN):	A5206885
Next Direct Observation Due Date:	

The 'Activity Links' section contains several links, with 'Create Administrative Preapproval' highlighted by a red box. Other links include 'Create Practical Test/Proficiency Check Preapproval', 'View Pre-Approval/Post Activity Reports', 'Request Voluntary Surrender', 'View Authorizations and Limitations', 'Set default time zone', 'View Pre-Approval Setting/On/Off', 'View Training Record', 'Request Additional Authorizations', and 'Manage Make Model Series'.

Below the 'Activity Links' section is an 'Activity History' section with a table header: Activity, DMS Tracking #, Activity Status, and Modified Date. The table is currently empty. At the bottom right of the interface are 'Back' and 'Cancel' buttons.

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

The screenshot shows the 'Administrative Activity Pre-Approval Request' form. The 'PreApproval' tab is selected. The form is divided into two main sections: 'Designee Information' and 'Request Information'.

Designee Information:

Designee Name:	Eva Ford	Designee Number:	993083089
Designee Type:	DPE	Designation Status:	Active
Expiration Date:	01/31/2023		

Request Information:

Pre-approval Control Number:	PR-993083089-2022-0011	Activity Status:	Open
Submitted Date/Time:		Revised Date/Time:	

At the bottom right of the form are buttons for 'Back', 'Save', 'Continue' (highlighted with a red box), 'Submit', and 'Cancel'.

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

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

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

Figure 70: Administrative Pre-Approval – Location Tab

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

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

The screenshot shows the 'Applicant/Application' tab selected in a navigation bar. Below the navigation bar is the 'Application Information' section. It contains a list of checkboxes under the heading 'Certificate or Rating applied for on the basis of'. The checkboxes are: 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), and Completion of Training Course (Remote Pilot). At the bottom right of the form, there are five buttons: Back, Save, Continue (highlighted in red), Submit, and 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.

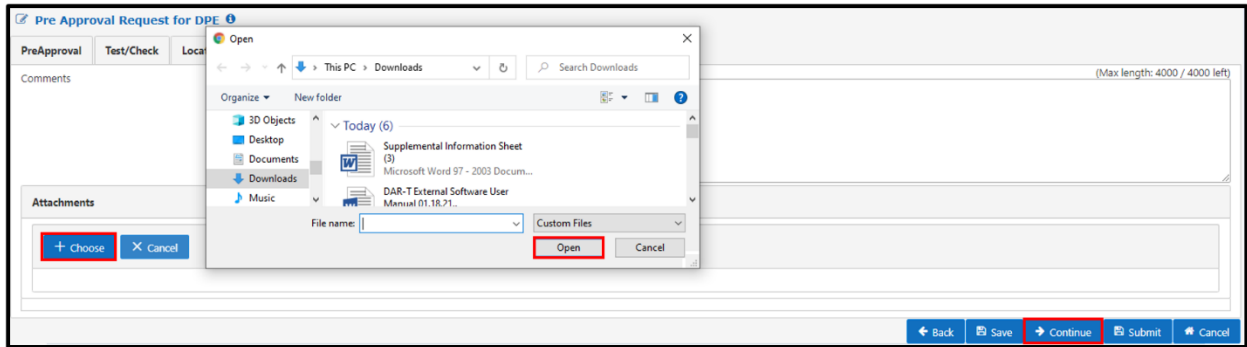
- The designee must input the name of the approved school. As the designee inputs the approved school name or designation number, the system filters the results
- When the designee selects ‘Holder of Foreign License’, a field captioned ‘Country that issued the foreign pilot license’ displays. The designee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

This screenshot shows the same 'Applicant/Application' tab, but now the 'Application Information' section has three input fields highlighted with a red box. The first field is 'Name and designation number of FAA-approved school in which the applicant enrolled' with a text input box. The second field is 'Country that issued the foreign pilot license' with a dropdown menu showing '- Select -'. The third field is 'Name of Air Carrier' with a text input box. The 'Continue' button at the bottom right remains highlighted in red.

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

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



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

Select the following actions after reviewing the Summary page:

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

Figure 74: Administrative Pre-Approval – Summary Tab

PreApproval	Test/Check	Location	Applicant/Application	Documents/Comments	Summary
Designee Information					
Designee Name:	Eva Ford	Designee Number:	993083089	Designation Status:	Active
Designee Type:	DPE	Expiration Date:	01/31/2023	Personnel Performing:	
Request Information					
Pre-approval Control Number:	PR-993083089-2022-001	Activity Status:	Saved	Submitted Date/Time:	
Test Information					
Select authorization *	<input type="checkbox"/> Other administrative activity Authorizations * <input checked="" type="radio"/> Administrative <input checked="" type="radio"/> DPE-FPE <input type="radio"/> DPE-MCE				
Type of Activity	Additional Rating				
Grade of Certificate sought	Sport Pilot				
Aircraft category sought	Airplane				
Aircraft class sought	Single-Engine Land (ASEL)				
Make/Model/Series sought	AIRBLD-PRNCX/AIRBLD/AIRBLD-PRNCX				
Proposed Activity Start Date/Time *	01/27/2022 18:00				
Time Zone *	(GMT-06:00) Central Time (US ...)				
Proposed Activity End Date *	01/27/2022				
Multiple Applicants?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Name of the Applicant	Applicant Name				
Certificate number of the Applicant	Certificate Number				

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)

Name and designation number of FAA-approved school in which the applicant enrolled *

Country that issued the foreign pilot license *

Name of Air Carrier *

Comments

Attachments

Back Print Copy **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

Pre-Approval Submit Message X

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

Cancel Continue

4.3 View Pre-approval/Post Activity Reports

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

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

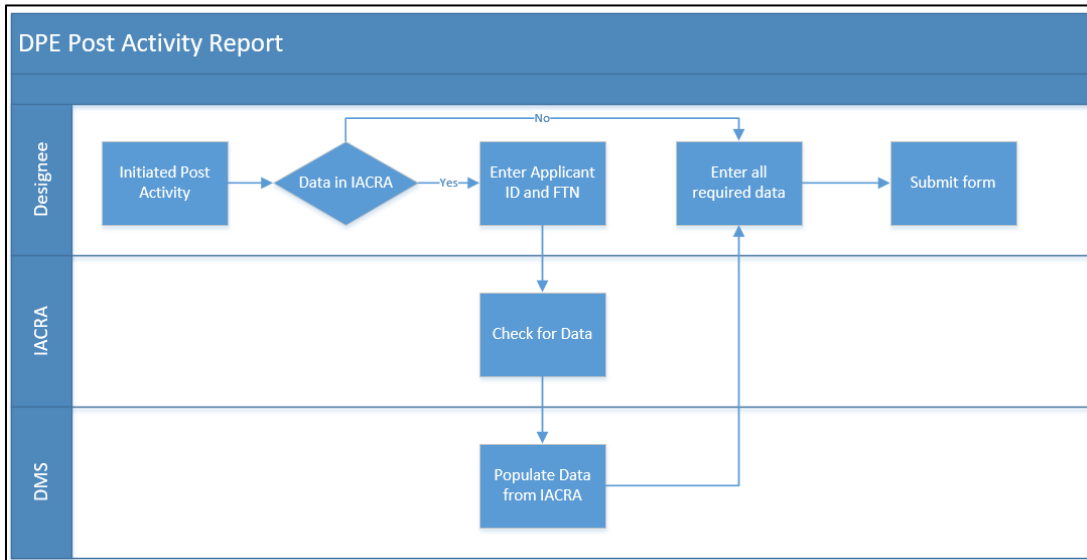


Figure 77: View Pre-approval/Post Activity Reports Activity Link

Edit Pre-Approval Request

To edit a Pre-Approval Request:

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



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

Figure 78: Edit Pre-Approval Request

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-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/24/2022		
PR-888562886-2022-0004	Designated Pilot Examiner		Saved	05/24/2022		Cancel This Request
PR-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Approved	05/24/2022	test	Cancel This Request
PR-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Approved	05/24/2022	Jack	Cancel This Request
PR-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Approved	05/24/2022	Jack	Cancel This Request

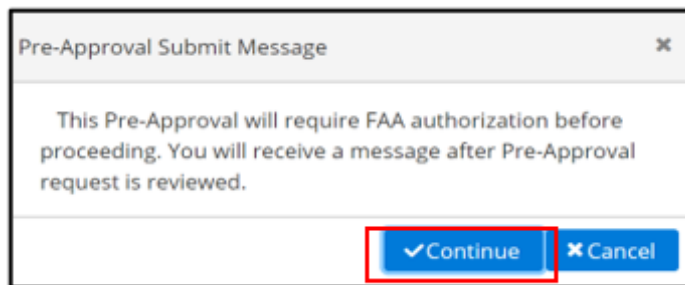
Post Activity Report(s)							
DMS Tracking # ↑↓	Type of Request ↑↓	Pre-Approval Type ↑↓	Activity Status ↑↓	Post Activity Report Due Date ↑↓	Submission Date ↑↓	Applicant Names	Version(s)
PQ-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/31/2022	05/24/2022	t	Versions
PQ-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Initiated	05/31/2022		test	
PQ-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Initiated	05/31/2022		Jack	
PQ-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Initiated	05/31/2022		Jack	

Step 2. The preapproval request page displays.

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

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

Figure 79: Pre-Approval Submit Message



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

Cancel the Pre-Approval Request

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

- Step 1. Click on the ‘Action’ link from the homepage under the ‘My Designations’ section.
- Step 2. Click on the ‘View Pre-Approval/Post-Activity Reports’ link under the ‘Activity Links’ section. The ‘Activity Paperwork’ page displays.
- Step 3. Click on the ‘Cancel This Request’ link under the ‘Cancel’ column in the Pre-Approval Request(s) section. Enter the reason for canceling the request.

Figure 80: Cancel Pre-approval Request

The screenshot shows the 'Activity Paperwork' interface. At the top, there is a tab labeled 'Activity Paperwork' and a sub-section 'Pre-approval Request(s)'. A radio button selection is set to 'Past one year data'. Below this is a table with the following columns: DMS Tracking #, Type of Request, Pre-Approval Type, Activity Status, Modified Date, Applicant Names, and Cancel. The table contains five rows of data. In the 'Cancel' column, the text 'Cancel This Request' is highlighted with a red box for each row. Below the table is a pagination control showing page 1. Below the table is another section 'Post Activity Report(s)' with a similar table structure. At the bottom right, there are 'Back' and 'Cancel' buttons.

DMS Tracking #	Type of Request	Pre-Approval Type	Activity Status	Modified Date	Applicant Names	Cancel
PR-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/24/2022		
PR-888562886-2022-0004	Designated Pilot Examiner		Saved	05/24/2022		Cancel This Request
PR-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Approved	05/24/2022	test	Cancel This Request
PR-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Approved	05/24/2022	Jack	Cancel This Request
PR-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Approved	05/24/2022	Jack	Cancel This Request

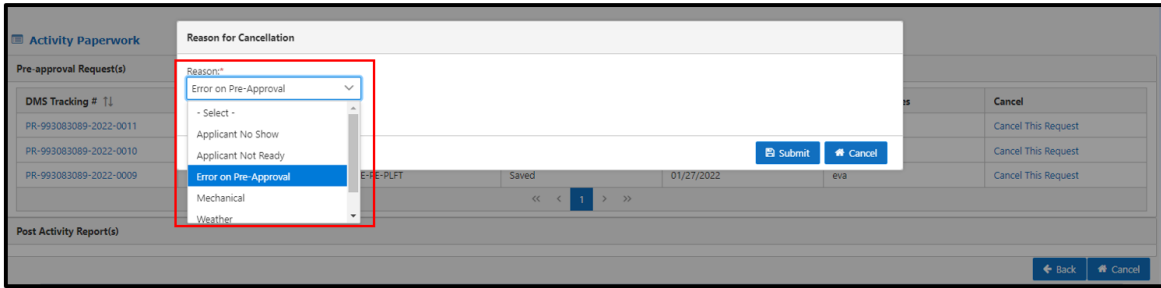
Figure 81: Pre-Approval Request Cancellation Confirmation

The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside the dialog box asks: 'Are you sure you want to cancel the pre-approval request?'. At the bottom right of the dialog box, there are two buttons: 'Submit' (with a checkmark icon) and 'Cancel' (with a hand icon). The 'Submit' button is highlighted with a red box.

The designee clicks the ‘Submit’ button in the Confirm dialog box.

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

Figure 82: Activity Paperwork – Reason for Cancellation



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



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

Figure 83: Cancelled Preapproval Request Status

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-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/24/2022		
PR-888562886-2022-0004	Designated Pilot Examiner		Saved	05/24/2022		Cancel This Request
PR-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Approved	05/24/2022	test	Cancel This Request
PR-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Approved	05/24/2022	Jack	Cancel This Request
PR-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Canceled	05/24/2022	Jack	

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-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/31/2022	05/24/2022	t	Versions
PO-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Initiated	05/31/2022		test	
PO-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Initiated	05/31/2022		Jack	
PO-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Canceled	05/31/2022		Jack	



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:	Eva Ford	Designee Number:	993083089
Designee Type:	DPE	Designation Status:	Active
Expiration Date:	01/31/2023		

Request Information

Pre-approval Control Number:	PR-993083089-2022-0010	Activity Status:	Approved
Submitted Date/Time:	01/27/2022 14:05 PM	Revised Date/Time:	
Approved By:	Esther Motuba	Approved Date:	01/31/2022 13:29 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
- Duties and Responsibilities
- Completion of Knowledge Test (Remote Pilot)
- Completion of Training Course (Remote Pilot)

Comments

Attachments

- Supplemental Information Sheet.doc

Decision Information

MS Decision:	Approved
Comments:	ok

Back Print Copy Submit Cancel

4.4 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-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/24/2022		
PR-888562886-2022-0004	Designated Pilot Examiner		Saved	05/24/2022		Cancel This Request
PR-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Approved	05/24/2022	test	Cancel This Request
PR-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Approved	05/24/2022	Jack	Cancel This Request
PR-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Canceled	05/24/2022	Jack	

<< < 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-888562886-2022-0005	Designated Pilot Examiner	Other Activity	Completed	05/31/2022	05/24/2022	t	Versions
PO-888562886-2022-0003	Designated Pilot Examiner	Other Activity	Initiated	05/31/2022		test	
PO-888562886-2022-0002	Designated Pilot Examiner	DPE-ATPE-ASES	Initiated	05/31/2022		Jack	
PO-888562886-2022-0001	Designated Pilot Examiner	DPE-PE-PLFT	Canceled	05/31/2022		Jack	

<< < 1 > >>

← Back
✖ Cancel

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 Report for DPE 🔗

Designee Information

Designee Name: Eva Ford	Designee Number: 312975288
Designee Type: DPE	Designation Status: Active
Expiration Date: 02/28/2023	

Request Information

Pre-approval Control Number: PR-312975288-2022-0001 View Pre-approval	Activity Status: Approved
Submitted Date/Time: 02/01/2022 21:11 PM	Revised Date/Time:
Approved By: Esther Motuba	Approved Date: 02/01/2022 21:13 PM

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

Figure 88: Pre-Populate with IACRA Data

Populate from IACRA

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

Application ID *	Applicant FTN *

Populate IACRA Data



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

Figure 89: Test Information



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)

Enter the post activity data.

Figure 91: Enter Post Activity Information

Figure 92: Post Activity Applicant Information

Applicant Address

Street Address 1:*

Street Address 2:

City:*

State:*

Country:*

Postal Code: *

Name of the Applicant *

Phone number of applicant *

Email Address of applicant

Certificate # of Applicant *

Nationality of Applicant *

Airport of primary training or nearest airport to primary training *

Entered in IACRA *

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)

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

Figure 93: Comments and Attachments

Comments

(Max length: 4000 / 4000 left)

Attachments

+ Choose X Cancel

Back Save Submit Print Cancel

4.4 Training Record

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

Figure 94: DPE Training Record Business Process Diagram

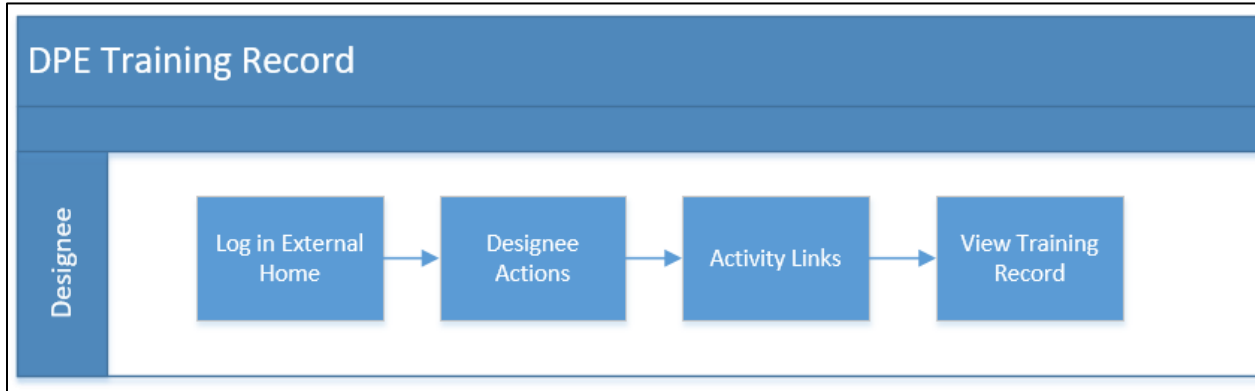


Figure 95: View Training Record Activity Link

Designation Information	
Designee Number:	330361203
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
Designation Status:	Active
Effective Date:	11/14/2023
Expiration Date:	11/30/2024
Managing Specialist:	Sabana Rahman
Airman Certificate Number:	3783087
Airman Certificate Issue Date:	09/08/2021
FAA Tracking Number (FTN):	A5206885
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

Activity History			
Activity	DMS Tracking #	Activity Status	Modified Date
<< < > >> 10			

[Back](#) [Cancel](#)

Figure 96: Training Record

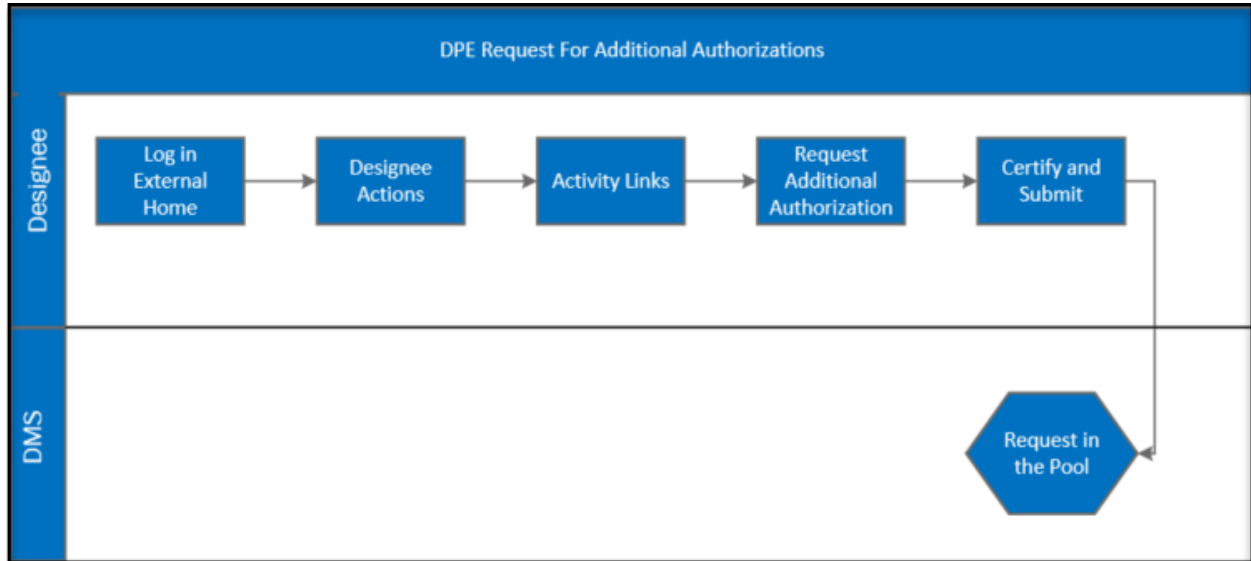
Training Record						
Designee Information						
Designee Name:	Eva Ford	Designee Number:	312975288			
Designee Type:	DPE	Designation Status:	Active			
Expiration Date:	02/28/2023					
DRS Training Information						
Course Title	Course Id	Training Completed Date	Next Training Due Date	Result (Pass/Fail)		
Additional Training Information						
Training Entered By	Course Title	Course Id	Training Completed Date	Next Training Due Date	Result (Pass/Fail)	Action(s)
Esther Motuba	Initial Designated Pilot Examiner Part 1 (Online)	5678	02/01/2022	02/01/2023	Pass	
Esther Motuba	Initial Designated Pilot Examiner Part 2		02/01/2022	02/01/2023	Pass	

[Back](#) [Cancel](#)

4.5 Request Additional Authorizations

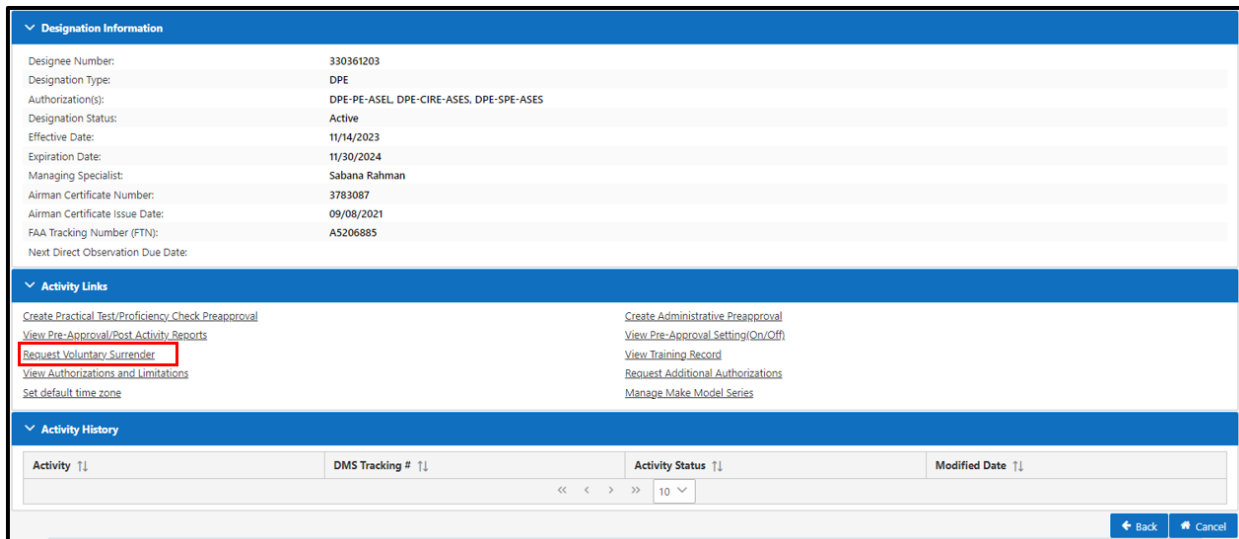
The designee can request additional authorization to expand their authority.

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



- 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

Powered-Lift

DPE-PE-PLFT

Glider

DPE-CE-GL

Please select additional Authorizations to expand authority. *

Powered-Lift Select all

DPE-CIRE-PLFT DPE-ATPE-PLFT DPE-PLFT

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-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-RPE 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

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 * 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 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

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.



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.

The Activity History section displays the submitted request.

Figure 102: Activity History

Designation Information

Designee Number:	330361203
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
Designation Status:	Active
Effective Date:	11/14/2023
Expiration Date:	11/30/2024
Managing Specialist:	Sabana Rahman
Airman Certificate Number:	3783087
Airman Certificate Issue Date:	09/08/2021
FAA Tracking Number (FTN):	A5206885
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
Request Additional Authorizations	EA-312975288-2022-0001	Submitted	02/01/2022

<< < 1 > >>
10
Back
Cancel

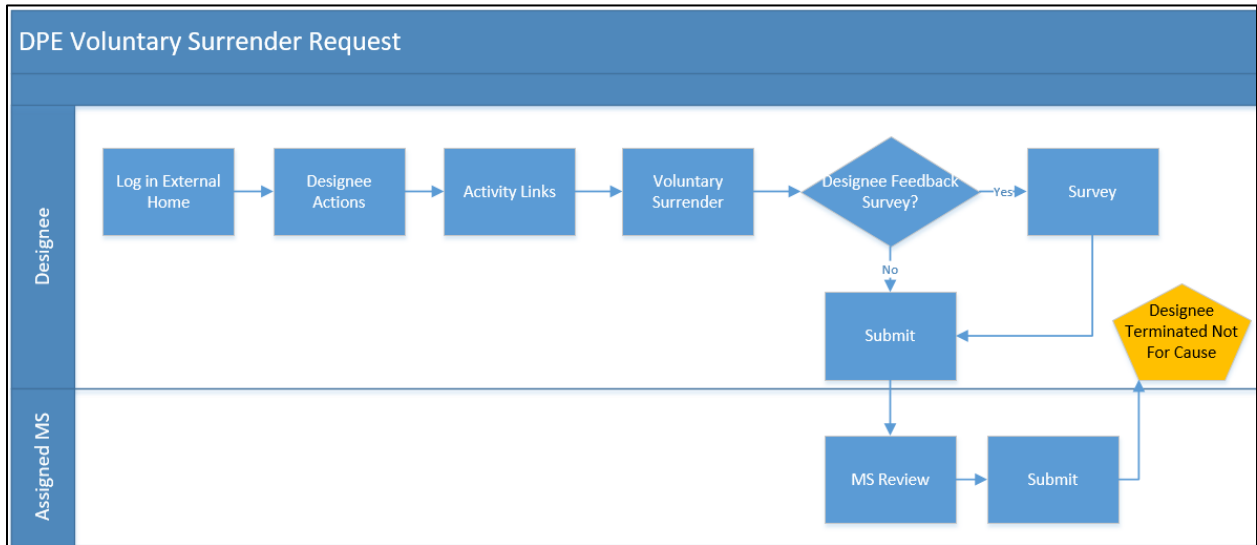


Note: The designee is not able to initiate another additional authorization request until the first one is completed. The system displays a pop-up window to notify the designee about the limitation.

4.6 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:	330361203
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL DPE-CIRE-ASES, DPE-SPE-ASES
Designation Status:	Active
Effective Date:	11/14/2023
Expiration Date:	11/30/2024
Managing Specialist:	Sabana Rahman
Airman Certificate Number:	3783087
Airman Certificate Issue Date:	09/08/2021
FAA Tracking Number (FTN):	AS206885
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

Activity History			
Activity	DMS Tracking #	Activity Status	Modified Date
<< < > >> 10			

[Back](#) [Cancel](#)

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

Figure 105: Voluntary Surrender Request

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

Figure 106: Voluntary Surrender Request – Feedback Survey

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

Figure 107: Voluntary Surrender Request Confirm Message

Step 4. Click ‘Submit’ to return to the homepage.


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

Figure 108: Terminated Designated Status

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Terminated	1/19/2022	1/31/2023	1/21/2022	CLOA	Action

Action Required Items				
Designation	Subject	Action Status	Due Date	Action(s)
DPE	Request Reinstatement	Pending	1/21/2023	

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
58263	DPE	Submitted	1/18/2022	1/18/2023	Version(s)	



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

Designation Information			
Designation Type	DPE		
Authorization(s)	DPE-PE-ASEL, DPE-PE-AMES, DPE-ATPE-RH, DPE-FIEI-GL		
Designation Status	Terminated		
Effective Date	2/24/2021		
Expiration Date	2/28/2022		
Managing Specialist	Nodira Jumyazova		
Airman Certificate Number	123123232		
Airman Certificate Issue Date	01/31/2021		
FAA Tracking Number (FTN)	12121212		
Next Direct Observation Due Date			

Activity Links	
View Pre-Approval/Post Activity Reports	View Training Record

Activity History			
Activity	DMS Tacking #	Activity Status	Modified Date
Voluntary Surrender Request	VS-999997775-2021-0001	Completed	02/24/2021
Request Additional Authorizations	EA-999997775-2021-0001	Completed	02/24/2021

4.7 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

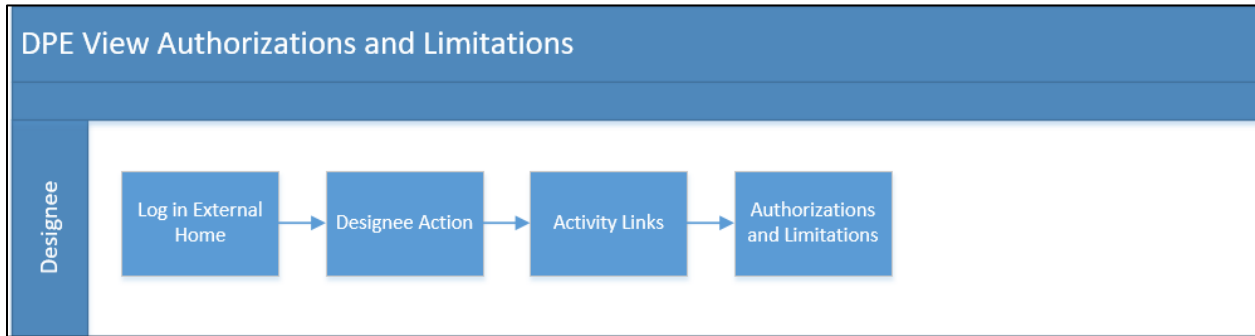


Figure 111: View Authorizations and Limitations Activity Link

Designation Information

Designee Number: 330361203
 Designation Type: DPE
 Authorization(s): DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
 Designation Status: Active
 Effective Date: 11/14/2023
 Expiration Date: 11/30/2024
 Managing Specialist: Sabana Rahman
 Airman Certificate Number: 3783087
 Airman Certificate Issue Date: 09/08/2021
 FAA Tracking Number (FTN): A5206885
 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](#)

Activity History

Activity	DMS Tracking #	Activity Status	Modified Date
<< < > >> 10			

[Back](#) [Cancel](#)

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

Authorizations and Limitations

Designee Information

Designee Name:	Eva Ford	Designee Number:	312975288
Designee Type:	DPE	Designation Status:	Active
Expiration Date:	02/28/2023		

Designation location

Facility name	
Address Line 1	<input type="text" value="123 Station Ave"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Clarksburg"/>
State	<input type="text" value="Maryland"/>
Country	<input type="text" value="United States"/>
ZipCode	<input type="text" value="23456"/>

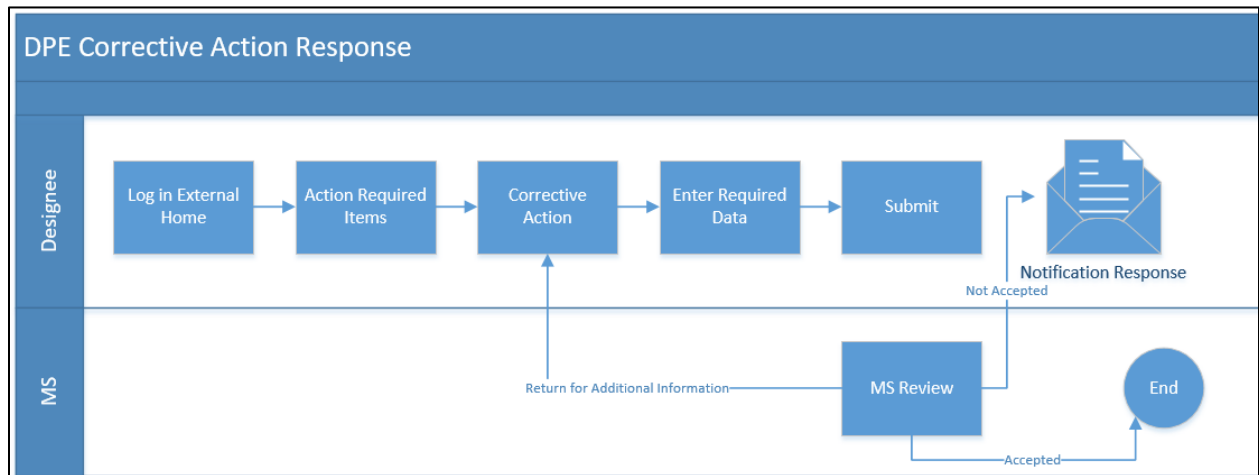
Authorization	Is Authorized	Auto Approve	Limitation
DPE-PE-PLFT Designated Pilot Examiner, Private Pilot Examiner, Powered Lift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None
DPE-CE-GL Designated Pilot Examiner, Commercial Pilot Examiner, Glider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None

5.0 Action Required Items

5.1 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 Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Active	5/22/2020	5/31/2021		CLOA	Action

Action Required Items				
Designation	Subject	Action Status	Due Date	Action(s)
DPE	Corrective Action	Pending	5/31/2020	

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
46075	DPE	Submitted	5/22/2020	5/22/2021	Version(s)	

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	5/31/2020	

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	Eva Ford
Designee #	99908776
Type	DPE
Designation Status	Active
Expiration Date	01/31/2023
Personnel Performing	Esther Motuba

Corrective Action Information

Required Follow-Up Actions*	Additional Training <input type="text" value="CA-993083089-2022-0001"/>
Performance Area*	<input checked="" type="checkbox"/> Technical <input type="checkbox"/> Professional <input type="checkbox"/> Procedural
Is a follow up action by designee required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Corrective Action Due Date*	01/27/2022 
Reason for Corrective Action*	<input type="text" value="Additional Training"/>
MS Attachments	Attachments

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

Figure 117: Corrective Action Response

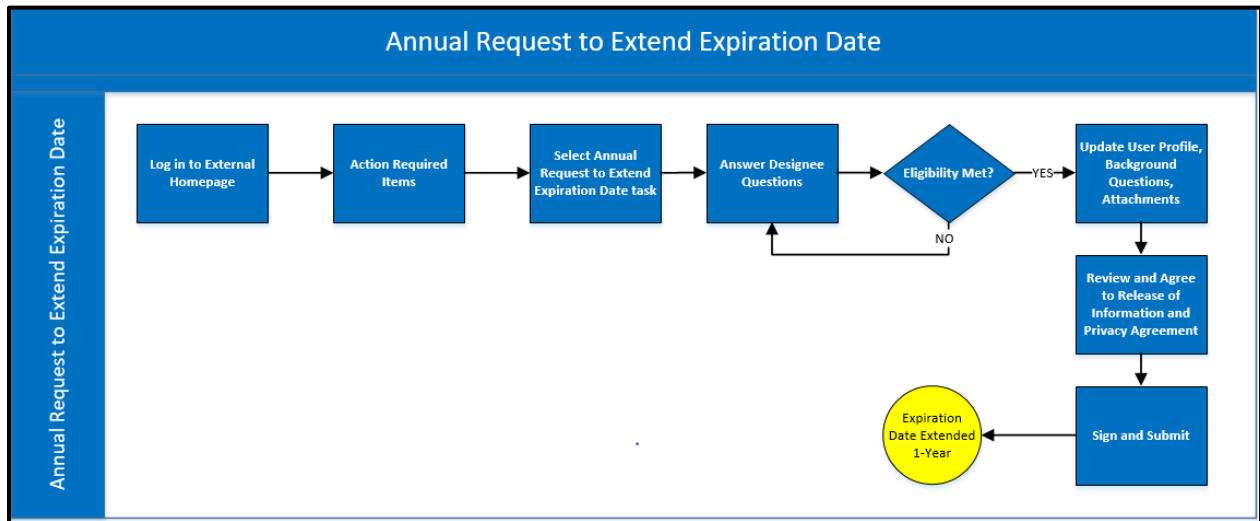


Note: Submitting sends the response back to the assigned MS. The MS will accept the Corrective Action Response, send it back to the designee for more information, or decline the response. If the MS does not accept the Corrective Action, a response will be in the **Message Center**.

5.2 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

Home Update Personal Profile Change Designation Location Create Application Request Company Administrator Role Message Center (2) Change Password
 Help Logout

Welcome Eva Ford FAA Order User Guide

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Active	11/27/2018	7/5/2022		CLOA	Action

Action Required Items

Designation	Subject	Action Status	Due Date	Action(s)
DPE	Annual Request to Extend Expiration Date	Pending	7/5/2022	

My Applications

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

Federal Aviation Administration Designee Management System Home Page

Home Update Personal Profile Change Designation Location Create Application Request Company Administrator Role Message Center (12) Change Password Help Logout

Welcome Eva Ford FAA Order

Questions User Profile Background Questions Attachment Summary Sign

Designee Actions Questions

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

Yes No

Save Continue Cancel

Step 3. On the **User Profile** tab, enter user profile contact and address information (Figure 123). Click the ‘Continue’ button, the **Background Questions** tab displays (Figure 124).

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

User Profile

* Indicates required field.

Profile

Full Name: **Aaron John Beck**
Email: aaronjbeck_Test@gmail.com

User Information

Date of Birth: * 01/18/1983
Gender: * Male
Country of Citizenship: * United States
Contact Phone: * Domestic International
(920)-728-1824
Upload Photo: + Choose
Uploaded Photo

Address Information

Personal Address

Street Address 1:* 123 Station Drive
Street Address 2:
City:* Frankcord
State:* Maryland
Country:* United States
Postal Code:* 20871

Mailing Address

Same as Personal Address
Street Address 1:* 123 Station Drive
Street Address 2:
City:* Frankcord
State:* Maryland
Country:* United States
Postal Code:* 20871

Save Continue Cancel


Step 4. On the **Background Questions** tab, select ‘Yes’ or ‘No’ to the questions (Figure 124). When complete, click the ‘Continue’ button, the **Attachments** tab will display.

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

The screenshot shows the 'Background Questions' tab in the software interface. The tab is highlighted in blue. Below the tab, there are seven questions, each with radio button options for 'Yes' and 'No'. The questions are:

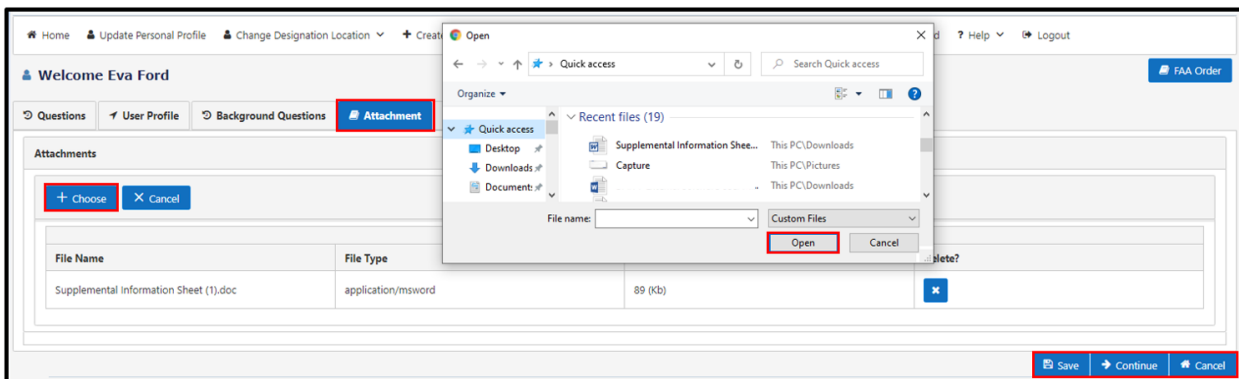
- During the last 7 years, have you been convicted for a violation of any federal, state, local or foreign statutes relating to drugs or alcohol? *
 Yes No
- During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could 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

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

 **Note:** Documents can be deleted by clicking the blue ‘X’ button beside the document.

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

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



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

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

Designee Actions Questions

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

Yes No

Contact Information

First Name:	Eva
Middle Name:	
Last Name:	Ford
Suffix:	
Date of Birth:	1/9/1986
Gender:	Female
Country of Citizenship:	United States
Contact Phone:	(234) 456-7809 (Domestic)
Email:	evafor@gmail.com

Address Information

Personal Address

Street Address:	123 Station Drive
Street Address 2:	
City:	Frankcord
State:	Maryland
Country:	United States
Postal Code:	20871

Mailing Address

Street Address:	123 Station Drive
Street Address:	
City:	Frankcord
State:	Maryland
Country:	United States
Postal Code:	20871

Step 8: On the **Sign** tab, read the ‘Release of Information and Certification Statement’ and click the checkboxes under the I Agree column (Figure 127).

Step 9. Read the ‘Privacy Act Statement’ and check the signature box as the electronic signature (Figure 127).

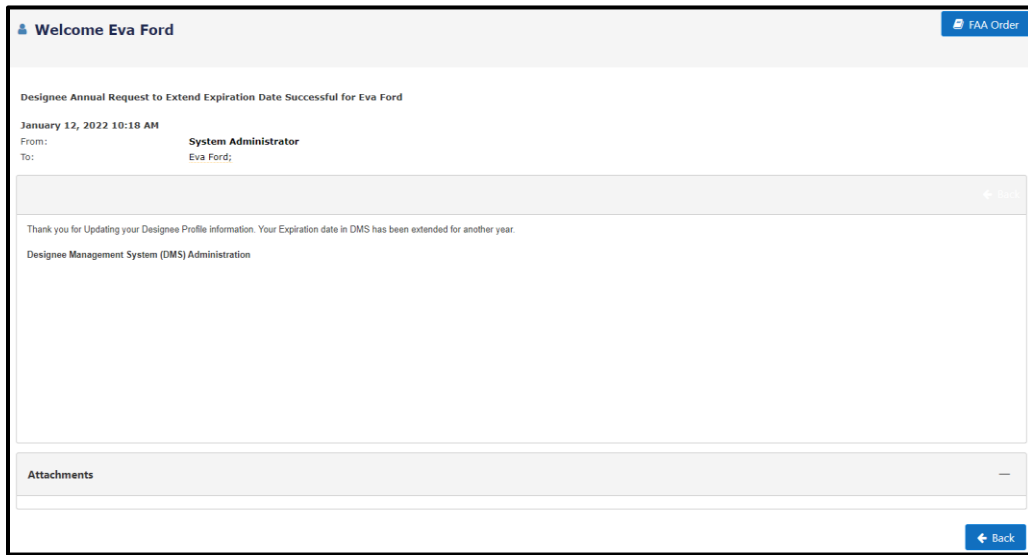
Step 10. Click the ‘Submit’ button (Figure 127). A pop-up message will display with a ‘Success’ message, click ‘OK’ and the user will return to the homepage.

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

The screenshot shows a web application interface for signing a document. At the top, a navigation bar contains tabs for 'Questions', 'User Profile', 'Background Questions', 'Attachment', 'Summary', and 'Sign', with 'Sign' being the active tab. A legend indicates that an asterisk (*) denotes a required field. The main content area is divided into two sections. The first section, 'Release of Information and Certification Statement', contains several paragraphs of text, each followed by a checkbox. The 'I AGREE' checkbox is highlighted with a red box. The second section, 'Privacy Act Statement (5 U.S.C. §552a(e)(3))', contains detailed information about the system's data collection and use, including authority, purpose, routine uses, and disclosure. Below this is a signature section with the text 'Please enter your electronic signature.' and a checkbox labeled 'By checking this block, I understand I am providing my electronic signature for this action in DMS.', which is also highlighted with a red box. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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** (Figure 128). 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**.

5.3 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

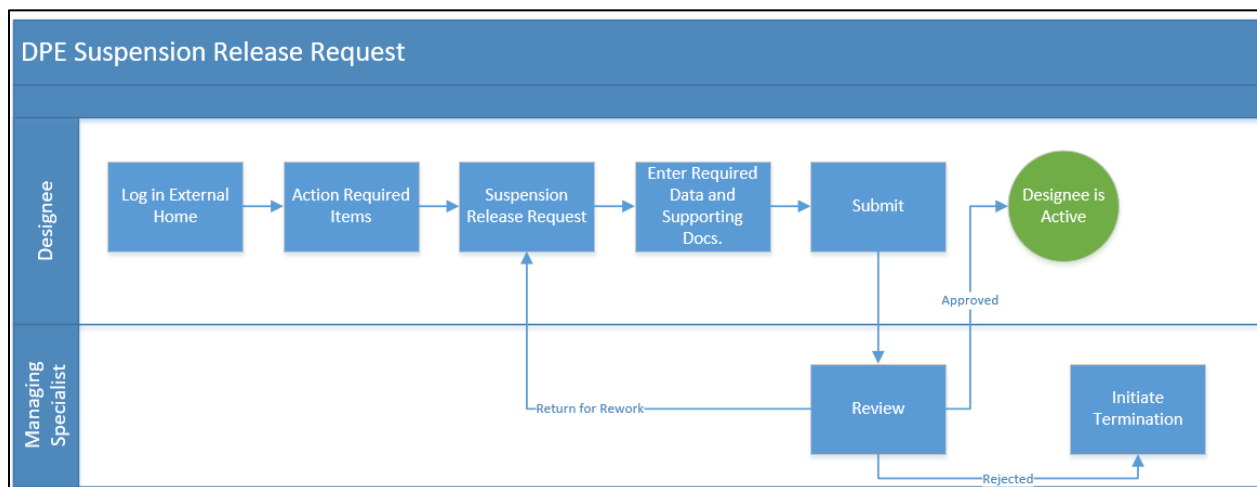


Figure 128: Suspension Release Request

My Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Suspended	2/24/2021	2/28/2022		CLOA	Action

Action Required Items				
Designation	Subject	Action Status	Due Date	Action(s)
DPE	Suspension Release Request	Pending	9/1/2021	



Note: Enter a justification for why the suspension should be lifted and attach any supporting documentation; then, click ‘Submit’ (Figure 131).

Figure 129: Enter Suspension Release Request

Suspension

Suspension Reason : Failure to Attend a Required Meeting
 Justification : Did not attend mandatory meeting
 Required Corrective Action : Meeting

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. (Max length: 4000 / 4000 left)

*Justification

Please upload any supporting evidence of the completed corrective action.

Attachments

+ Choose X Cancel

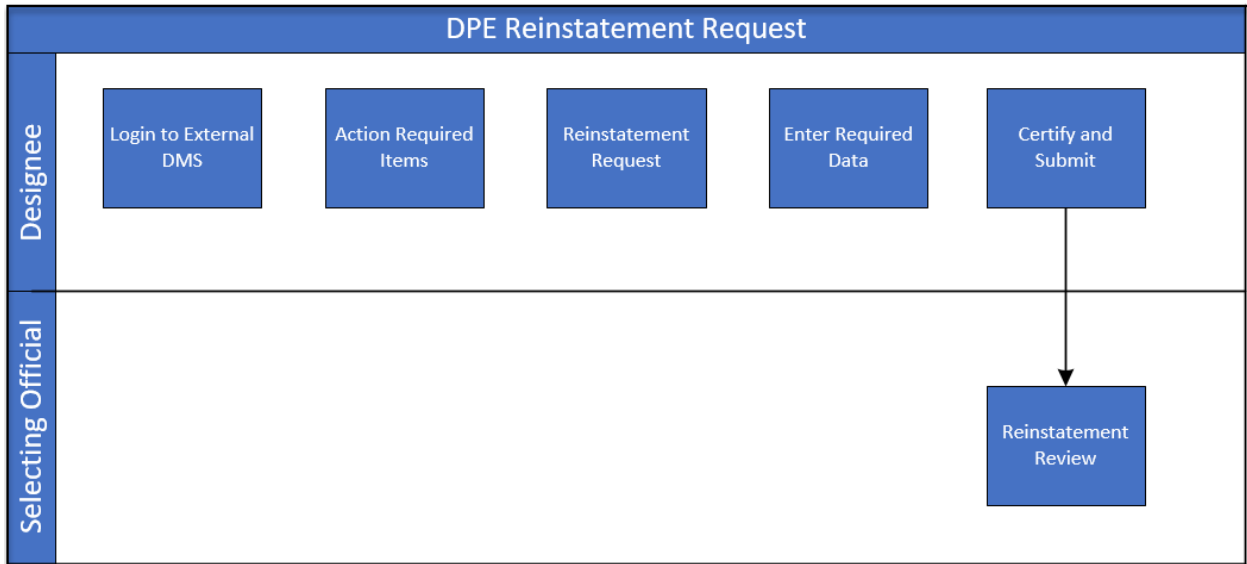
← Back
Save
Submit
Cancel

5.4 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 132).


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 Designations						
Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designee Action(s)
DPE	Terminated	2/24/2021	2/28/2022	2/24/2021	CLOA	Action

Action Required Items					
Designation	Subject	Action Status	Due Date	Action(s)	
DPE	Request Reinstatement	Pending	2/24/2022		

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Version(s)	Action(s)
53550	DPE	Submitted	2/24/2021	2/24/2022	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



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

Figure 133: Reinstatement Request – Background Questions Tab



Note: The designee answers all the requested questions 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

The screenshot shows the 'Summary' tab of a web application. At the top, there are navigation tabs: 'Questions', 'Background Questions', 'Summary' (highlighted in red), and 'Sign'. Below the tabs, the page title is 'Summary'. Underneath, it says 'Designee - DPE'. There are two main sections: 'Designee Information' and 'Reinstatement'. The 'Designee Information' section contains a table with the following data:

Designee Name:	Thomas Williams	Designee Number:	999995424
Designee Type:	DPE	Designation Status:	Terminated
Expiration Date:	05/31/2021		
Personnel Performing:			

The 'Reinstatement' section contains a question: 'Do you still meet the minimum qualification requirements for your designation and authorizations? *'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a text input field for 'Reinstatement justification *' with the text 'financial situation and a personal family situation' entered.

The screenshot shows the 'Background Questions' tab of a web application. At the top, there are navigation tabs: 'Questions', 'Background Questions' (highlighted in red), 'Summary', and 'Sign'. Below the tabs, there are several questions, each with 'Yes' and 'No' radio button options:

- During the last 7 years, have you been convicted for a violation of any federal, state, local or foreign statutes relating to drugs or alcohol? *
 Yes No
- During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence. *
 Yes No
- During the last 7 years, have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms, or explosive violations)? *
 Yes No
- During the last 7 years, have you been other than "honorably" discharged from the military? *
 Yes No
- During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)? *
 Yes No
- Are you currently under investigation, charged indictments, or have pending actions for any of the items described above? *
 Yes No
- Are you fluent in the English language (read, speak, write and understand)? *
 Yes No

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

Questions Background Questions Summary **Sign**

* Indicates required field.

Release of Information and Certification Statement

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

I AGREE

- *I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive.
- *I understand that any information given may be investigated.
- *I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants.
- *I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process.
- *I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or devise a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both, (18 U.S. Code Secs 1001:3571).
- *I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith.

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

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

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

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

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

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

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

Please enter your electronic signature.

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


 **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

Designation Information

Designee Number:	330361203
Designation Type:	DPE
Authorization(s):	DPE-PE-ASEL, DPE-CIRE-ASES, DPE-SPE-ASES
Designation Status:	Active
Effective Date:	11/14/2023
Expiration Date:	11/30/2024
Managing Specialist:	Sabana Rahman
Airman Certificate Number:	3783087
Airman Certificate Issue Date:	09/08/2021
FAA Tracking Number (FTN):	AS206885
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
---	---

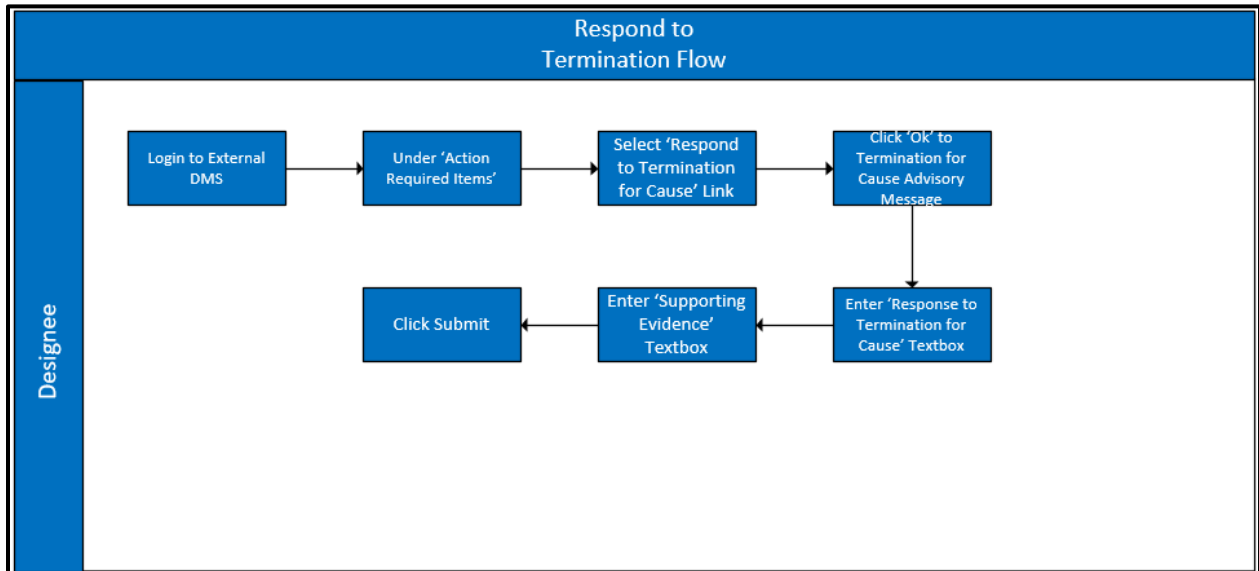
Activity History

Activity	DMS Tacking #	Activity Status	Modified Date
Reinstate	RN-999997775-2021-0001	Completed	02/24/2021
Voluntary Surrender Request	VS-999997775-2021-0001	Completed	02/24/2021
Request Additional Authorizations	EA-999997775-2021-0001	Completed	02/24/2021

Back Cancel

5.5 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

My Designations						
Designation ↑↓	Designation Status ↑↓	Effective Date ↑↓	Expiration Date ↑↓	Termination Date ↑↓	View	Designee Action(s)
DPE	Suspended	3/7/2023	3/31/2024		CLOA	Action

Action Required Items				
Designation ↑↓	Subject ↑↓	Action Status ↑↓	Due Date ↑↓	Action(s)
DPE	Respond to Termination for Cause	Pending	4/18/2023	

<< < 1 > >> 5 ▾

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.

✕ Ok

- 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 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 *

(Max length: 4000 / 4000 left)

2. Supporting Evidence *

(Max length: 4000 / 4000 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

The screenshot displays the Designee Activity Page with the following sections:

- Designation Information:** A list of fields including Designee Number (999995176), Designation Type (DPE), Authorization(s) (DPE-PPE-CL-215), Designation Status (Terminated), Effective Date (11/14/2018), Expiration Date (11/30/2019), Managing Specialist (Terrence Brewer), Airman Certificate Number (2663959), Airman Certificate Issue Date (03/29/2016), FAA Tracking Number (FTN), and Next Direct Observation Due Date (3/31/2019).
- Activity Links:** Includes links for [View Pre-Approval/Post Activity Reports](#), [Training Record](#), and [Manage Make Model Series](#).
- Activity History:** A table with columns for Activity, DMS Tracking #, Activity Status, and Modified Date. The table is currently empty, and a pagination control shows 10 items.

Designee shall receive notification in message center

Figure 143 – Message Center Notification

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

- Message Text:** "After a review of your termination for cause, this letter is to inform you that the Federal Aviation Administration (FAA) termination for cause review panel has decided to terminate your designation as a(n) APD pursuant to 14 CFR part 183.15(c) 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." Below the text is the text "Designee Management System (DMS), Administration".
- Attachments:** A section labeled "Attachments" with a minus sign icon, indicating no attachments are present.

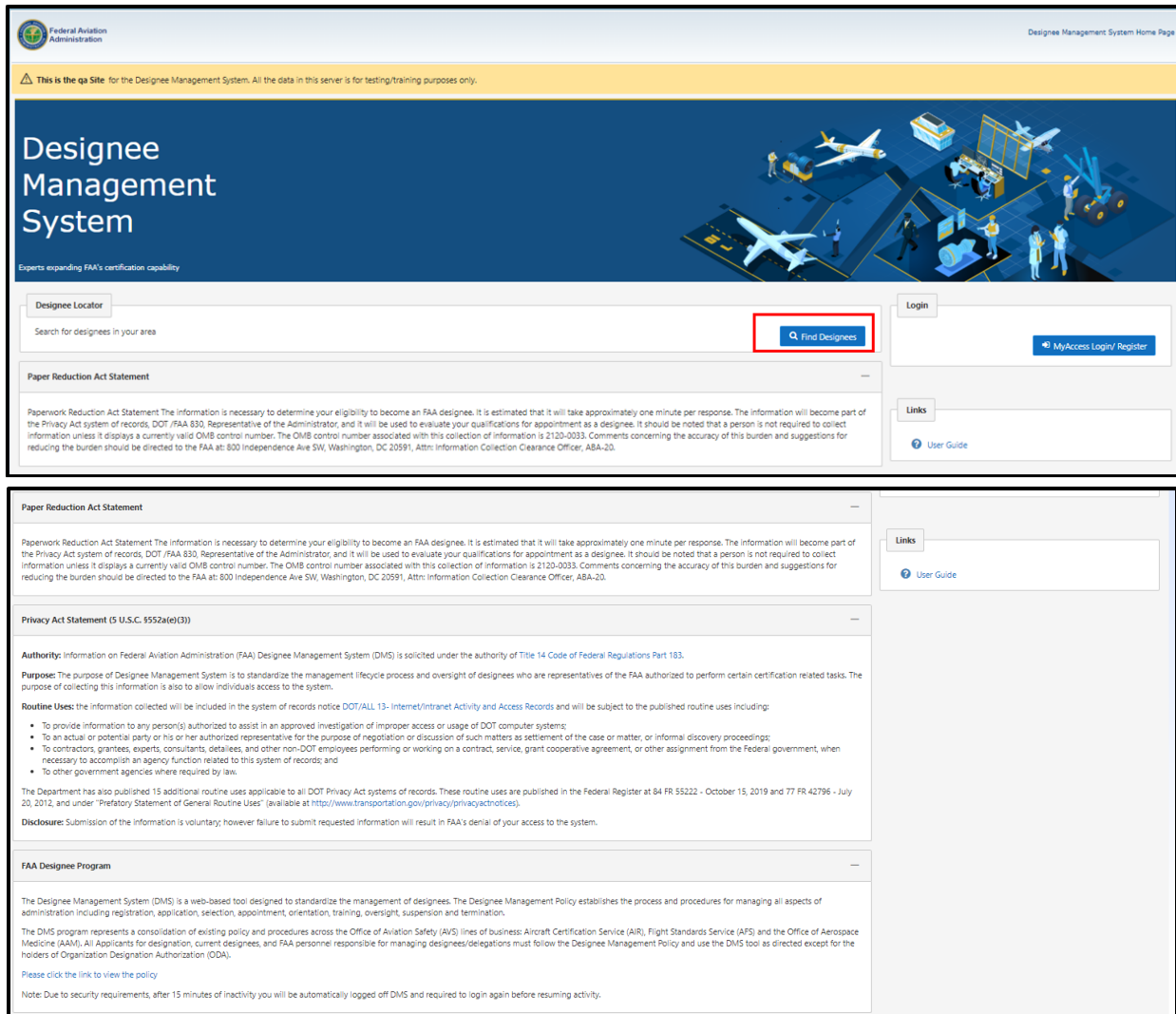
Additional DMS Features

6.0 Designee Locator

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

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

Figure 144: Designee Locator



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

Figure 145: Designee Locator Search Options

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

Figure 146: Designee Locator – Location Search

Figure 147: Location Search Results

Authorizations Description

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-RPE DPE-ACR-FIRC DPE-BAE

Other Select all

DPE-SPFIE DPE-SMFT

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.

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

Federal Aviation Administration
Designee Management System Home Page

⚠ This is the uat Site for the Designee Management System. All the data in this server is for testing/training purposes only.

Designee Locator Search

Search

Designee Types: * DPE

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

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

<< < > >> 10

Figure 149: Designee Search Results


Designee Management System Home Page

⚠ This is the uat Site for the Designee Management System. All the data in this server is for testing/training purposes only.

Designee Locator Search

Search

Designee Types: * DPE ▼

Select Search Criteria

Select one of the options: * Location Search Designee Search

First Name: JOHN

Last Name:

Search
Cancel

Designee Name ↑↓	Address ↑↓	Phone / Email ↑↓	Function(s) Authorized	Office Name ↑↓	Make Model Series
<input type="text" value="Designee"/>	<input type="text" value="Address"/>	<input type="text" value="Phone/Email"/>		<input type="text" value="Office"/>	<input type="text" value="MMS"/>
John Peter Boos	2346 W Beach Rd, Waukegan, IL, 60087	(847) 219-1189, johnboos88@gmail.com	DPE-PE-ASEL,DPE-CIRE-ASEL,DPE-FPE,DPE-MCE,DPE-GIE,DPE-FIRE,DPE-BAE,DPE-SMFT	GREATER CHICAGO FSDO GL-03 / CHIFSDO	
John Hall Bode	7401 Paseo Del Volcan NW, Double Eagle II Airport, Albuquerque, NM, 87120	(505) 328-7454, john.bode@flybode.com	DPE-PE-ASEL,DPE-CIRE-ASEL,DPE-PE-AMEL,DPE-CIRE-AMEL,DPE-FIE-ASE,DPE-FIE-AME,DPE-FPE,DPE-MCE,DPE-GIE,DPE-FIRE,DPE-RPE,DPE-BAE	ALBUQUERQUE FSDO SW-01 / ABQ FSDO	