Designee Management System (DMS) DMIR/DAR-F Apply Process

**Federal Aviation Administration**

This job aid provides the Applicant and/or Designee guidance on how to Register, Forgot Password and Forgot User Name, Create, and submit an application for a DMIR or DAR-F in the Designee Management System (DMS).

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Designee DMS Login

1)   Access DMS by opening an Internet Explorer browser and typing the URL: https://designee.faa.gov/

2)   The "System Use Notice" appears on the screen, click **I Agree**.
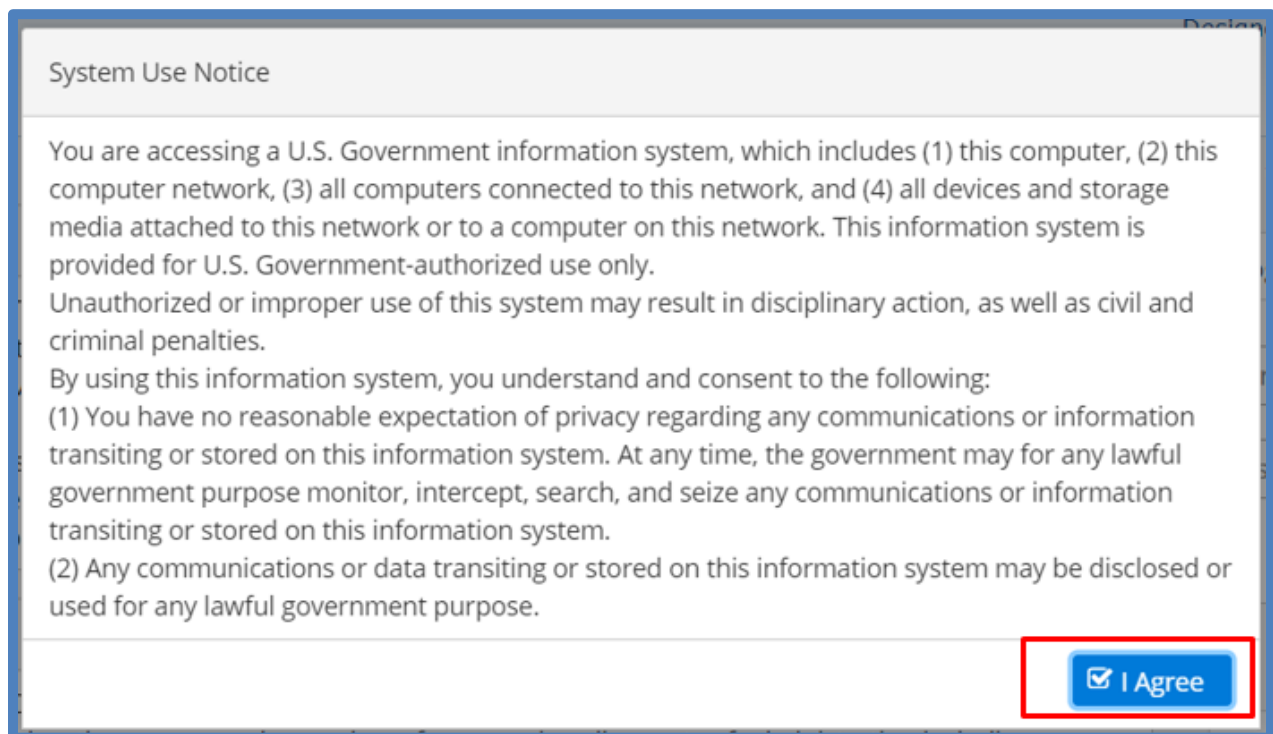
3)   If you have already registered, on the Designee login page enter your Username (email), and Password, and click **Login.**

The DMS Home Page Opens

Create Application

All Designee Management System (DMS) Applications are organized by TABS beginning with the Agreements TAB, and ending with the Signature TAB.

If you are not able to finish the application, click the Save button at the bottom of the screen. A saved application will appear under "My Applications" on the DMS home page.
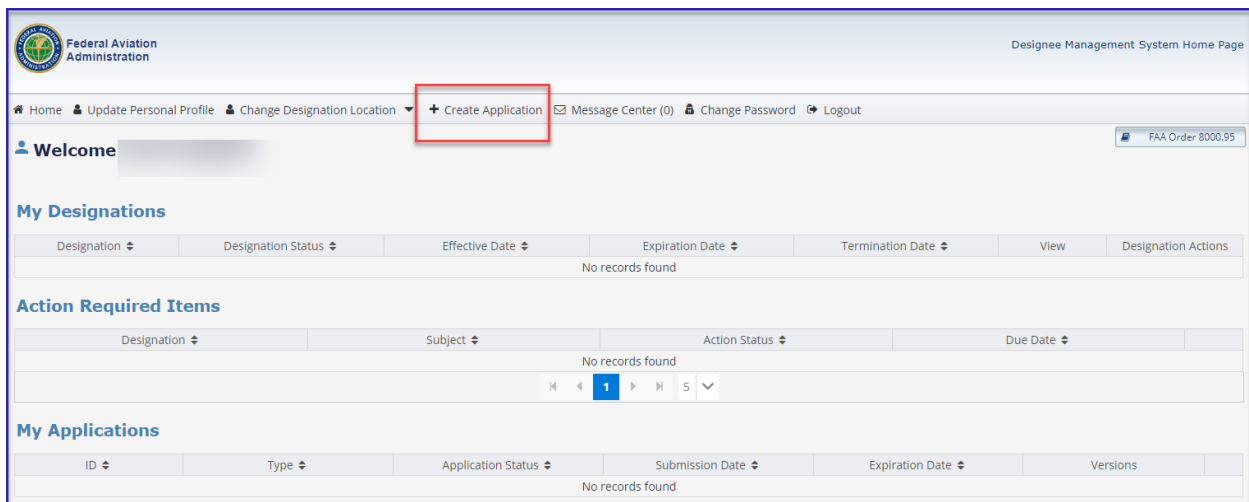
You can only initiate an application for a designee type once. If you need to make changes to your existing application, you must edit the current application, not start a new one.

NOTE: applicants under evaluation cannot make changes to the application.

My Applications						
ID ⇕	Type ⇕	Application Status ⇕	Submission Date ⇕	Expiration Date ⇕	Versions	
48822	DMIR	Submitted	9/5/2019	9/5/2020	Versions	📝

Begin the Application Process:

1) On the DMS Home Page, click on select the Create Application.

The Agreement Tab Opens

2)   Review the "Designee Acknowledgment Statement" and click **I Agree**.

📖 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.

✔ I Agree   👎 I Decline

3)   Review the "FAA Designee Program" statement, and click **Accept**.

📖 Agreements	✔ Designee Types	⊿ Create Personal Profile	⟳ Background Questions	⦿ Designation Location	📖 Document Upload	📋 Summary	📑 Signature

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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.
Would you like to continue?

✔ Accept   👎 Decline

The Designee Types Tab Opens

📖 Agreements	✔ Designee Types	⊿ Create Personal Profile	⟳ Background Questions	⦿ Designation Location	📖 Document Upload	📋 Summary	📑 Signature

▼ 📁 Aircraft Certification Services (AIR)
  ◯ Designated Manufacturing Inspection Representative (DMIR)
  ◯ Designated Airworthiness Representative - Manufacturing (DAR-F)
▼ 📁 Aviation Medical Examiner
  ◯ Aviation Medical Examiner (AME)
▼ 📁 Flight Standards Service - Airworthiness Certification and Airman Examiners
  ◯ Designated Airworthiness Representative (DAR-T)
  ◯ Designated Mechanic Examiner (DME)
  ◯ Designated Parachute Rigger Examiner (DPRE)
▼ 📁 Flight Standards Service - General Aviation Pilot Examiners
  ◯ Designated Pilot Examiner (DPE)
  ◯ Specialty Aircraft Examiner (SAE)
  ◯ Administrative Pilot Examiner (Admin-PE)

5) **Designee Questions:** If the first two Designee questions are answered with the projected responses, additional questions will appear. Click **Continue.**

Designee Questions

Are you knowledgeable of the pertinent regulations, directives, and related guidance material pertaining to the authorizations sought? *

◯ Yes ◯ No

Are you employed by a Production Approval Holder (PAH) or a PAH's approved supplier, in a responsible position, and have a minimum of 12 months working experience? *

◯ Yes ◯ No

Does your employer certify you are qualified for appointment as a DMIR for the function codes sought? *

◯ Yes ◯ No

Do you have a signed letter of recommendation by a management representative employed at the PAH? *

◯ Yes ◯ No

Have you completed the required FAA training for the function codes sought? *

◯ Yes ◯ No

✔ Continue 👎 Cancel

The User Profile Tab Opens

6) Enter the required data under "**C**ontact Information, **Personal Address,** and **Mailing Address**". Once you have completed this section, click **Continue**.

The Background Tab Opens

7)   Answer the Yes/No questions Background Questions, and click **Continue**.

The Designee Location Tab Opens

8)   Click the down arrow and select the office you are applying to.

If you are unsure of the MIDO in your geographic area, copy and paste this link into your browser and search for the office: https://www.faa.gov/aircraft/air_cert/locate_office/mido/

9) Enter the appropriate information under the "**Designation Contact Information**" and click **Continue.**

Agreements	✔ Designee Types	✈ Create Personal Profile	⏱ Background Questions	📍 Designation Location	Document Upload	Summary	Signature

Select the FAA Office you are applying to *

Atlanta MIDO ▾

Designation Contact Information

Please NOTE: the address information required here will be the location of the Production Approval Holder (PAH) or requested supplier location. Do NOT enter your personal address here. If appointed, this information will be the location of your delegation on your Certificate Letter of Authority (CLOA).

☐ Same address as Personal Profile

Name of Company:	
Street Address 1: *	Required
Street Address 2:	
City: *	Required
State: *	- Select - ▾
Country: *	United States ▾
Postal Code: *	
Phone Number:	
Company Point of Contact:	FirstName LastName

💾 Save   ➜ Continue   🏠 Cancel

The Application Tab Opens

10) Select the **Authorization(s)** you are qualified for. Upload your documents and click **Continue**.

NOTE All Applicants must provide a resume and Supplemental information.

Download the supplemental information document, located on this page, and save it to your computer. This document or a similar format, must be used to provide supplemental information to support eligibility, and qualifications for appointment as a FAA Designee.

The document will appear under Uploaded Files

The Summary Tab Opens

11) Review your entire application.

| 📖 Agreements | ✔ Designee Types | ✈ Create Personal Profile | 🕓 Background Questions | 📍 Designation Location | 📖 Document Upload | 📄 Summary | 🖺 Signature |

Summary

Designee - Designated Manufacturing Inspection Representative (DMIR)

12) Click **Continue**.

💾 Save   ➜ Continue   🏠 Cancel

Note: Summary section will include all of the information that the applicant entered.
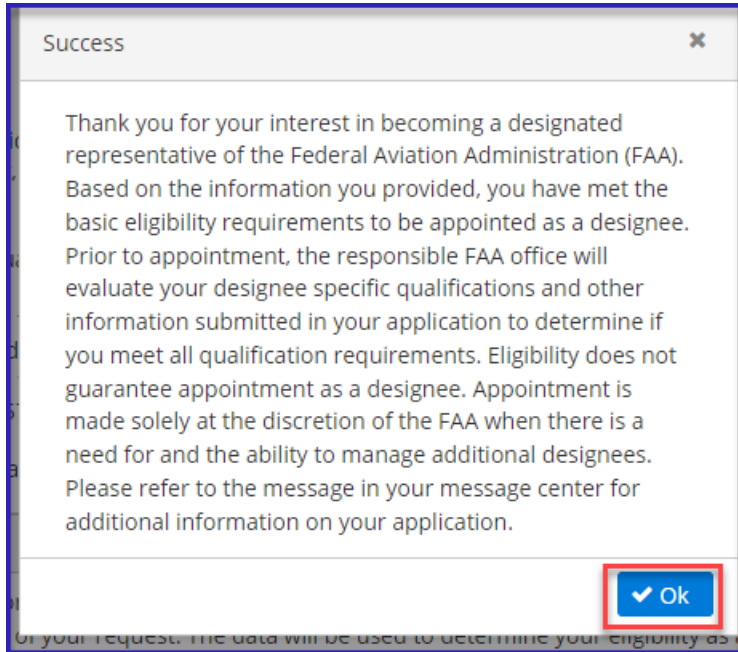
The Signature Tab Opens

13) Read the "Release of Information and Certification Statement", and click **I Agree** for each statement.

14) Read the "Privacy Act Statement."

15) In the S**ignature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

| 📖 Agreements | ✔ Designee Types | ✈ Create Personal Profile | 🕓 Background Questions | 📍 Designation Location | 📖 Document Upload | 📄 Summary | 🖺 Signature |

* Indicates required field.

Release of Information and Certification Statement

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

I 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

Privacy Act Statement: The information on this form is solicited under authority of the Federal Aviation Regulations Part 183. The purpose of this information is to establish your qualifications as a designee. Submission of the data is mandatory. Incomplete submission may result in delay or denial of your request. The data will be used to determine your eligibility as a designee, and for statistical purposes. In addition, the data also becomes part of the Privacy Act system of records DOT/FAA 830. Representatives of the Administrator, and is subject to the additional conditions of that published system.

Please enter your DMS password as your electronic signature.

Signature: * [   ]

💾 Submit   🔲 Cancel

16)   The "Success" pop-up box appears. Click **OK**.

Success   ✖

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

✔ Ok

17)   The submitted application appears under "My Applications" on the Designee home page.

My Applications

ID ⬍	Type ⬍	Application Status ⬍	Submission Date ⬍	Expiration Date ⬍	Versions	
48840	DMIR	Submitted	9/18/2019	9/18/2020	Versions	☑

18)   Click the **Message Center** link to view the notification.
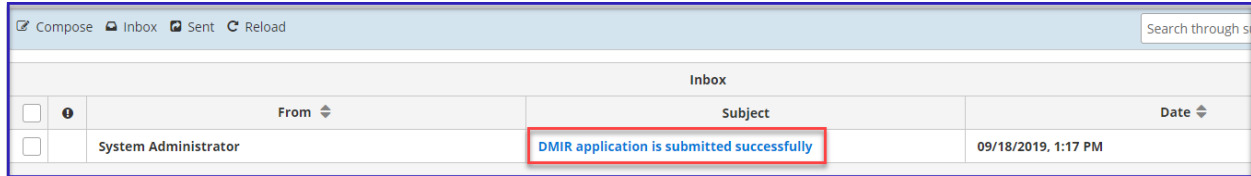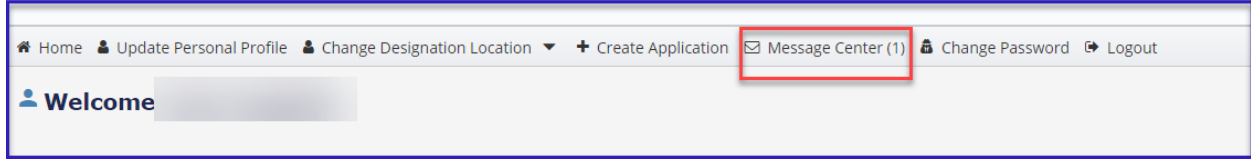
19)   Click the blue link to view the unread message. Once you have read the message, click the back button to return to the Message Center.
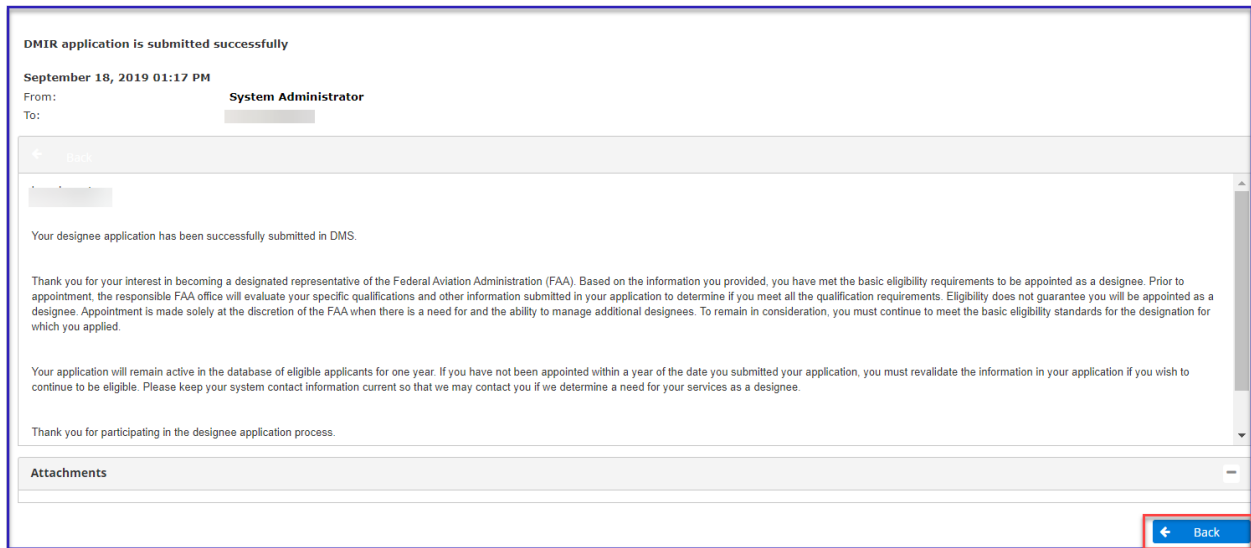
NOTE: If eligible, your application will remain in the applicant pool until the FAA Office establishes a Need and Ability to Manage another designation.

Edit Application

Resources

[FAA Order 8000.95](#)

For technical assistance, please contact:

MyIT Service Center

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