

# Becoming a Designated Mechanic Examiner (DME)

Presented to: ATEC Conference

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**Federal Aviation  
Administration**



# Overview

Steps for an applicant to become a DME

DME applicant requirements and the selection process

How may an AMT school navigate a shortage of testing capacity in their community in partnership with the local General Aviation Safety Assurance (GASA) Office?

# Designation Principles

The FAA bases the designation programs on the following principles, which are implicit in the day-to-day management of these programs:

Privilege	Designation is a privilege, not a right.
Knowledgeable	Designees must be knowledgeable, qualified, and competent.
Risk-Based Approach	Management of designation programs must employ a risk-based approach.
Essential	Designation programs are essential.
Need and Ability	A need for and ability to manage a designee must exist for all designees.

# Minimum Qualifications for Designees

The minimum qualifications to become a DME are detailed in FAA Order 8000.95A



# The Application Process

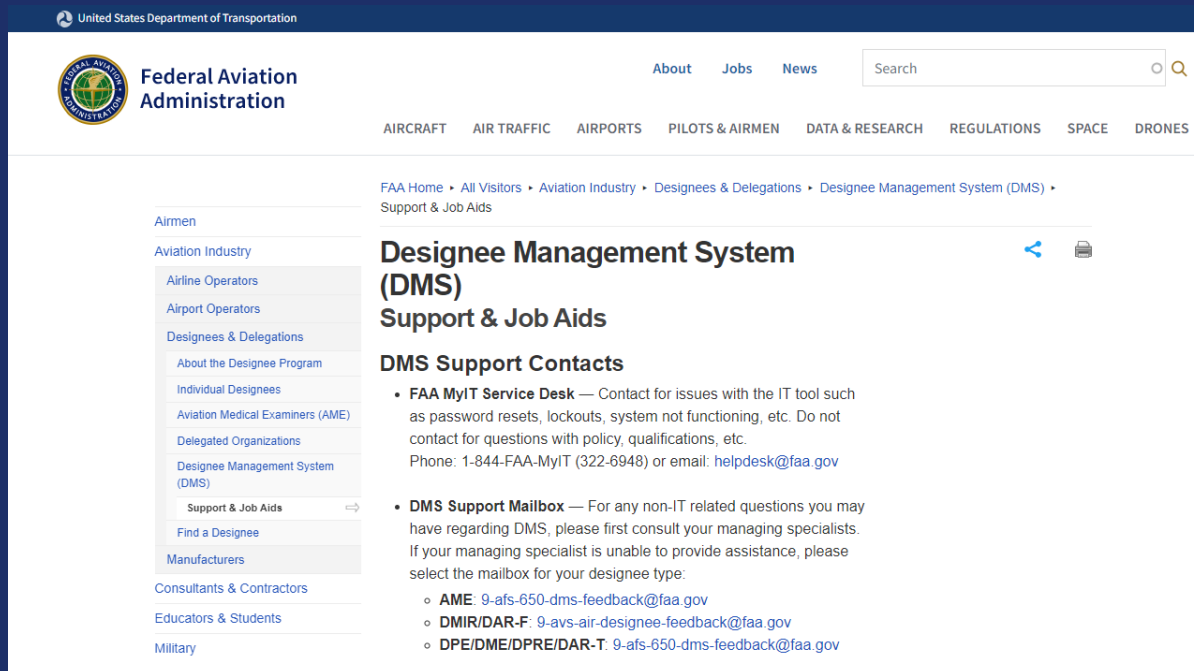
Candidates for initial designation as a DME must submit an application through the Designee Management System (DMS).

Access DMS by opening a browser and typing the URL:  
<https://designee.faa.gov/>

If this is your first time logging into DMS, you must register.

# Location for Registration Instructions

[https://www.faa.gov/other\\_visit/aviation\\_industry/designees\\_delegations/dms/support/](https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/support/)



The screenshot shows the FAA Designee Management System (DMS) Support & Job Aids page. The page header includes the United States Department of Transportation logo and the Federal Aviation Administration logo. The main navigation bar lists various FAA categories: AIRCRAFT, AIR TRAFFIC, AIRPORTS, PILOTS & AIRMEN, DATA & RESEARCH, REGULATIONS, SPACE, and DRONES. The left sidebar contains a list of links: Airmen, Aviation Industry (with sub-links for Airline Operators, Airport Operators, Designees & Delegations, About the Designee Program, Individual Designees, Aviation Medical Examiners (AME), Delegated Organizations, Designee Management System (DMS), Support & Job Aids, Find a Designee, and Manufacturers), Consultants & Contractors, Educators & Students, and Military. The main content area is titled "Designee Management System (DMS) Support & Job Aids" and includes a section for "DMS Support Contacts".

United States Department of Transportation

Federal Aviation Administration

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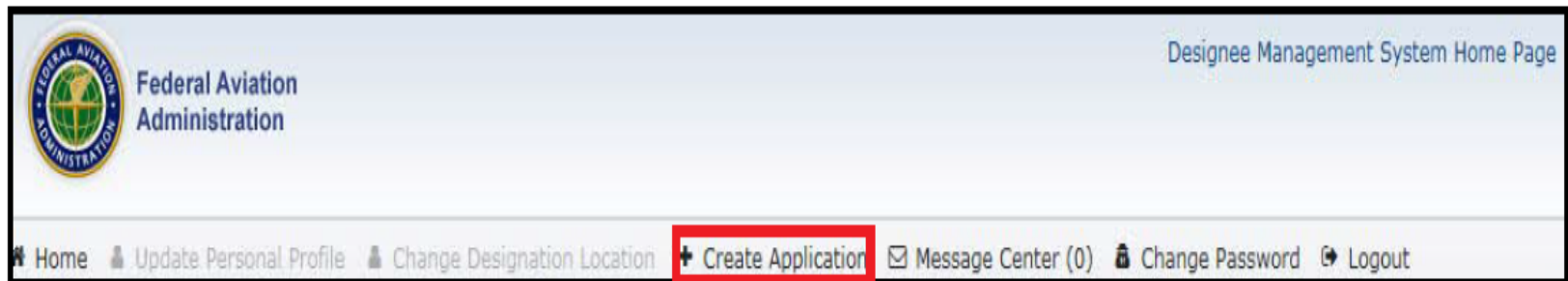
FAA Home • All Visitors • Aviation Industry • Designees & Delegations • Designee Management System (DMS) • Support & Job Aids

Designee Management System (DMS)  
Support & Job Aids

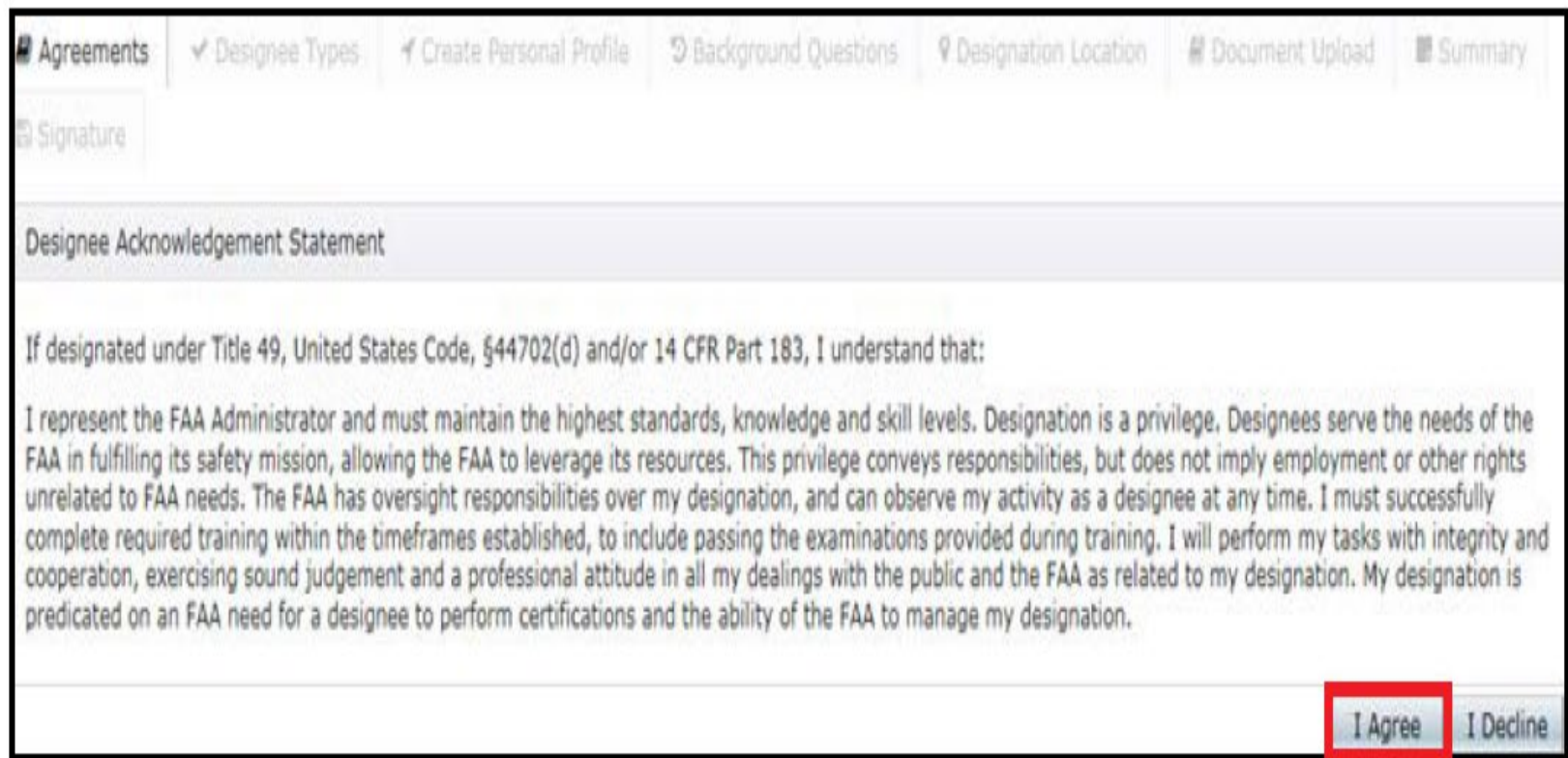
DMS Support Contacts

- **FAA MyIT Service Desk** — Contact for issues with the IT tool such as password resets, lockouts, system not functioning, etc. Do not contact for questions with policy, qualifications, etc.  
Phone: 1-844-FAA-MyIT (322-6948) or email: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)
- **DMS Support Mailbox** — For any non-IT related questions you may have regarding DMS, please first consult your managing specialists. If your managing specialist is unable to provide assistance, please select the mailbox for your designee type:
  - **AME**: [9-afs-650-dms-feedback@faa.gov](mailto:9-afs-650-dms-feedback@faa.gov)
  - **DMIR/DAR-F**: [9-avs-air-designee-feedback@faa.gov](mailto:9-avs-air-designee-feedback@faa.gov)
  - **DPE/DME/DPRE/DAR-T**: [9-afs-650-dms-feedback@faa.gov](mailto:9-afs-650-dms-feedback@faa.gov)

# Begin the Application on the DMS Home page



Review the “Designee Acknowledgment Statement” and click **I Agree**.



The screenshot shows a web interface for the FAA Designee Acknowledgment Statement. At the top, there is a navigation bar with several tabs: "Agreements", "Designee Types", "Create Personal Profile", "Background Questions", "Designation Location", "Document Upload", and "Summary". The "Agreements" tab is currently selected. Below the navigation bar, there is a section titled "Designee Acknowledgment Statement". The text in this section reads: "If designated under Title 49, United States Code, §44702(d) and/or 14 CFR Part 183, I understand that: I represent the FAA Administrator and must maintain the highest standards, knowledge and skill levels. Designation is a privilege. Designees serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. This privilege conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. The FAA has oversight responsibilities over my designation, and can observe my activity as a designee at any time. I must successfully complete required training within the timeframes established, to include passing the examinations provided during training. I will perform my tasks with integrity and cooperation, exercising sound judgement and a professional attitude in all my dealings with the public and the FAA as related to my designation. My designation is predicated on an FAA need for a designee to perform certifications and the ability of the FAA to manage my designation." At the bottom right of the form, there are two buttons: "I Agree" and "I Decline". The "I Agree" button is highlighted with a red rectangular box.

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

Signature

Designee Acknowledgment 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



# Answer the questions presented

## Designee Questions

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

☐ Yes ☐ No

# Carefully answer the background questions

## Background Questions

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

☐ Yes ☐ No

\*During the last 7 years, do you have any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign country?

☐ 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 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 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

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

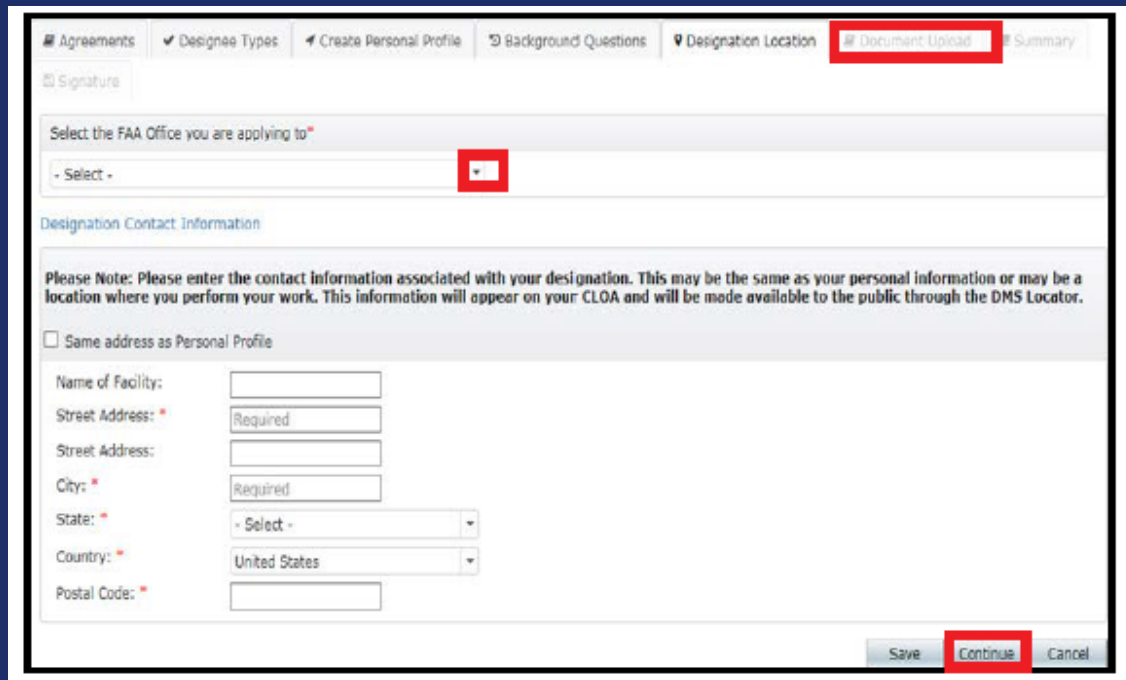
☐ Yes ☐ No

Save

Continue

Cancel

# Select the appropriate office



The screenshot shows a web application interface for selecting a FAA office. At the top, there is a navigation bar with tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location, Document Upload, and Summary. The 'Document Upload' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Select the FAA Office you are applying to' with a dropdown menu showing '- Select -' and a red box around the dropdown arrow. Below this, there is a section titled 'Designation Contact Information' with a note: '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.' There is a checkbox labeled 'Same address as Personal Profile'. Below this, there are input fields for: Name of facility, Street Address (with a 'Required' label), City (with a 'Required' label), State (with a '- Select -' dropdown), Country (with a 'United States' dropdown), and Postal Code. At the bottom right, there are three buttons: Save, Continue (highlighted with a red box), and Cancel.

# Read the “Release of Information and Certification Statement” and click I Agree for each statement

Application Signature > Designated Mechanic Examiner (DME)

## Release of Information and Certification Statement

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

I AGREE

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

☐

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

☐

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

☐

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

☐

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

☐

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

☐

# In the Signature field, enter your DMS Password as your electronic signature, click Submit

**\* Required**

Application Signature > Designated Airworthiness Representative (DAR-T)

### Release of Information and Certification Statement

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I AGREE

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- ☐ \* 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 3 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: \*

## 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






# Check your Message Center Inbox

Message Center Inbox

Mark Unread

<input type="checkbox"/>		<a href="#">From</a>	<a href="#">Subject</a>	<a href="#">Received</a> ▾
<input type="checkbox"/>		System Administrator, DMS	<a href="#">DME application is submitted successfully</a>	12/12/2017 03:38 pm



**Note:** When you start an application for DME and either **Save** or **Submit** the application, the link for DME application will disappear. You won't be able to start a new DME application, but you can edit the application already initiated.

## You have now successfully submitted your application!

# The Selection Process





# Is there a need and does the office have the ability to manage?

The FAA must show need for specific functions to be delegated and the ability to manage a designee before a designee can be appointed.

When a need for a designee has been identified, the office management will query DMS for a listing of applicants. Candidates must already have submitted an application through DMS.

# Considerations for Determining Specific Need and Ability to Manage

The FAA cannot support the certification work and need with existing designees.

The activity in the office has increased or is forecasted to increase, and cannot be supported with existing designees.

The managing office staff must have the technical skills and knowledge to manage the designee.

The office workload permits the effective management of the designee.

# The Evaluation Panel

The selecting official will assign an evaluation panel to further evaluate the applicant(s) that DMS identifies, to include applicants requesting expanded authority. The panel is generally comprised of three FAA staff which should include:

ASI (MS) from the office that initiated the selection and appointment process (Lead role).

At least one additional ASI (may be management).

An ASI from the Regulatory Support Division (AFS-600) (required).

# Review Applications for Minimum Qualifications

For each applicant, the personnel assigned to evaluate the application will review the application for completeness to ensure that all minimum qualifications have been met in accordance with FAA Order 8000.95A

## Completing Evaluation Checklist

The evaluating specialist or evaluation panel lead completes an evaluation checklist in DMS for each applicant being evaluated.

# Additional Considerations

The evaluation panel assesses each candidate's background through:

- A thorough review of the application;

- Consultation with others who are familiar with the applicant; and

- Review and contact references provided by the applicant and comments that may influence the decision.

# Evaluation Panel Outcomes

When the evaluation panel determines that an applicant meets the requirements for designation, the results are documented in DMS and a recommendation is provided to the appointing official through the selecting official. If the appointing official is in agreement with the recommendation, the appointment process will ensue.

# Appointment

DMS will notify the applicant of appointment or denial.

If appointment is recommended, DMS will generate a CLOA. The CLOA will identify the designee type and the specific authorizations, or function codes and limitations.

The initial duration of a designee's appointment is up to 12 calendar months.

# Managing Specialist Activities

Ensure the applicant has successfully completed the initial designee-specific training conducted by the FAA's Designee Standardization Branch (AFS-640).

Applicant has attended an orientation at their managing office.

The managing specialist will observe the DME conducting their first oral and practical (O&P) test.



# DME Ongoing Requirements

Use DMS. Designees must use DMS as directed in the 8000.95.

Maintain Contact Information. Designees must update their DMS profile when changes occur and review their profile at least annually.

Access to Internet. Designees must have access to DMS and email through the internet.

Attend Required Training. Designees must comply with minimum training requirements.

Attend Required Meetings. Designees must comply with meeting requirements.

# Testing Capacity Shortage

There are currently 225 active DMEs.

If students are having difficulty scheduling oral and practical tests in your geographic area, they have the ability to look outside your geographic area to find an available DME.

On the FAA Homepage, find a designee link:  
[https://www.faa.gov/other\\_visit/aviation\\_industry/designees\\_delegations/find\\_designees/](https://www.faa.gov/other_visit/aviation_industry/designees_delegations/find_designees/)

# I Still Need a DME

An AMT School may contact their local GASA Office and request that additional DMEs be appointed in the geographic area.

# Comments/Questions?

