



Federal Aviation Administration

Memorandum

Date: December 17, 2014

To: All Manufacturing Inspection Offices
All Manufacturing Inspection District Offices/Satellite Offices

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Subject: Temporary Operating Instructions for Manufacturing Designee Management
During the Designee Management System (DMS) IT Tool System Upgrade

Memo No.: AIR100-14-140-GM30

This memorandum provides temporary operating instructions for manufacturing designee management, in support of the DMS, during the IT tool system upgrade currently in progress. During this upgrade, DMS users will not be able to document actions within the IT tool. Temporary operating instructions are required as follows:

Renewal

Managing Specialists with designees that have not yet been renewed, and are set to expire between December 1, 2014 and January 31, 2015, do not have to process renewals. All expiration dates within the above-referenced time period will be extended automatically by 90 days. No action is required by the managing office or designee, and no designee will be suspended or terminated due to a DMS system issue.

Pre-approval, geographic expansions and secured material requests

These processes will be affected by the IT tool upgrade. Until the system is restored, managing specialists may respond to any designee request by sending the designee an email or letter.

Performance evaluation and witnessing

DMS entry of planned oversight activity will need to be postponed until the system is restored.

Initiating selection of a new applicant

Please postpone selection of new applicants until the system is restored.

Other actions

Existing workflow action items that have either been assigned to a managing specialist or submitted by a designee (such as a corrective action, suspension release or voluntary surrender) will need to be documented external to the system until the system is restored. Upon system restoration, these actions documented outside the system should be entered into DMS.

AIR-100 will provide notification when the system upgrade has been completed, and the system is restored to normal operating status.

For more information, please contact Bufkin Fairchild, AIR-140, at bufkin.r.fairchild@faa.gov, or at (202) 267-1600.