# DMS Tip Sheet #1 – Pilot Examiner Designees Pre-approval/Post-Activity

**Federal Aviation Administration**

The primary purpose of the pre-approval request is to support the FAA's oversight and management responsibilities for designees. Knowing where a designee will be performing work, and when, allows the FAA to plan oversight activities. The post-activity report allows the FAA to gather data on designee work activity and performance to facilitate a risk-based approach to oversight.

If you need to *cancel* or *reschedule* a test, for any reason, you may not need to cancel the pre-approval request you already submitted. Instead, you have the following options when you reschedule a test:

1. **Change an existing pre-approval request:** You can update *any* field on the existing pre-approval request; however, a change to the location or date will require a new pre-approval request. **NOTE:** DMS will cancel the current request, due to the change in location or date, but will generate a new request with the same information preloaded. You will need to update the new location or date.
2. **Document changes on the post-activity report:** The post-activity report must reflect what actually occurred during the test. You can edit any field on the post-activity report. If the change is to the location or date, the system will generate a corrective action to the managing specialist. **NOTE:** Notify your managing specialist as soon as possible if you change the location or date of a test without submitting a new pre-approval request.
3. **You may cancel the request:** if a test does not take place, and you do not know when the applicant will reschedule, you can cancel the request.

The table below shows the system status of both pre-approval requests and post-activity reports.

| Pre-approval Request (PR) | Saved | The user has saved but not "submitted" the request* |
| --- | --- | --- |
| | Pending | PR is waiting for MS approval |
| | Approved | The PR is approved by MS |
| | Completed | The related PO is complete |
| | Cancelled | The PR has been cancelled by the designee or system |
| | Rejected | The PR is rejected by the MS |
| Post-activity Report (PO) | Initiated | The PO is initiated by the system (this occurs when the PR is "approved" |
| | Saved | The PO has saved but not submitted the PO |
| | Completed | The user has completed and submitted the PO |
| | Cancelled | The PO is cancelled (this occurs when a PR is cancelled) |

* When submitting a pre-approval request, the designee must click the "submit" button, which may only be found on the "summary" tab (last tab) at the bottom of the page. Also, the MS cannot view a PR that is only "saved" by a designee.

The guidance for creating pre-approval requests and completing post-activity reports may be found on the FAA DMS webpage at:
https://www.faa.gov/other_visit/aviation_industry/designees_delegations/dms/media/DMS_Preapprovals_Post_Activity_Job_Aid_DPE.pdf

Key Points to Remember:

You cannot create a new pre-approval for a test that has already occurred.

1. A signed Form 8710-1 is not required in order to submit a pre-approval request in DMS.
2. A pre-approval may be cancelled even after it is approved by your MS.
3. If you receive the pop-up message below, you must complete any overdue POs before you can create a new PR.

Pending Post Activity

You must submit all overdue Post-Activity reports in order to initiate new Pre-Approval.

✔ Ok