

**Federal Aviation Administration (FAA)
Pilot Records Database (PRD)**

**PRD Air Carrier Data Entry Job Aid
Version 1.0**



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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
AVIATION SAFETY
Office of Information and Technology Services (AIT)**

Revision History

Release No.	Date	Description
Version 1.0	05/05/2022	Updated for PRD Stage IV

PRD JOB AID

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1 INTRODUCTION

This job aid guides the Authorized Contributor or Proxy Authorized Contributor on how to use the Pilot Records Database (PRD) application to:

- Enter Pilot Experience (Employment, Training, Drug and Alcohol, Final Disciplinary Action) records
- Disposition Correction Requests and Missing Record Requests submitted by a Pilot.

To use steps in the job aid, you must hold one of the following roles in the PRD:

- Authorized Responsible Person (RP)
- Authorized User Contributor (UC)
- Proxy Responsible Person (PRP)
- Proxy Authorized Contributor (PUC)

When entering records, please remember:

- This is for the actual Pilot records – this is not a testing environment.
- Pilots will see the data entered in real time – as soon as a record is saved the pilot has access to it.
- There is **No Delete Function** – once a record is added, it can only be suppressed. The record may be edited and corrected, but it cannot be deleted.

NOTE: There is no need for an RP or PRP to request a Contributor role. Each Responsible Person has the same data entry access (Contributor Role) within the existing Responsible Person role.

2 CONTRIBUTOR REGISTRATION

Use the following steps to register as:

- An Authorized User Contributor (UC) or
- A Proxy Authorized Contributor (PUC)

The registration requires an Authorized Responsible Person (RP)¹ or Proxy Responsible Person (PRP)² already be registered for the Air Carrier and Proxy, as appropriate, who will review the registration request.

2.1 Register as Authorized User Contributor or Proxy Authorized Contributor

- 1) Select the link for the PRD Air Carrier External database:


<https://prd.faa.gov/AirCarrierExternal/>

This is the same as selecting the “Tools” link from prd.faa.gov.

- 2) The Pilot Records Database Warning page displays:

¹ A User Manager may also approve registration requests if one has been designated by the RP.

² A Proxy User Manager may also approve registration requests if one has been designated by the PRP.

 Federal Aviation Administration
Pilot Records Database
Warning -- Warning -- Warning Only Authorized Users May Use This System
System Use Notice
<p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>By using this information system, you understand and consent to the following</p> <ul style="list-style-type: none">- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
<div>AcceptExit</div> <p>For Official Use Only. Public availability to be determined under 5 U.S.C. 552</p> <p>OMB Control No. 2120-0607 Expiration Date 05/31/2023</p>


3) Click Accept on the Warning page. The following user authentication screen displays.

Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? Proceed to sign-in below

First Time Here? Activate an existing external account

New User? Register for an external account



Sign in using MyAccess

Email Address

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

- 4) Enter your login credentials on the MyAccess Login page.

For new Authorized User Contributor or Proxy Authorized Contributor, the following page displays:

NOTE: There is no need for an Authorized Responsible Person or Proxy Authorized Person to request a Contributor role. The RP and PRP have the same data entry access (Contributor Role) within their existing roles.

Proxy users **MUST** select the proxy company in the “Proxy” field first when completing the form.

The screenshot shows the 'Pilot Records Database' registration page for Air Carrier/Operator. The header features the FAA logo and the title 'Pilot Records Database'. A 'Help' link is in the top right. A grey banner contains instructions: '* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.' and '* If you would like to register for Trustee access, Please click [here](#)'. Below this is a welcome message: 'Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.' The form fields are organized into two columns. The left column includes: 'User Name' (filled with 'DemoName'), '*Air Carrier/Operator' (dropdown with 'Min first (3) char of Air Carrier/Operator'), '*Role' (dropdown with '-Select-'), 'Title' (text box), '*First Name' (text box), 'Middle Name' (text box), '*Primary Phone' (text box), and '*Email' (filled with 'DemoName@FAA.test'). The right column includes: 'Proxy' (text box with 'Min first (3) char of Proxy'), 'Job Title' (dropdown with '-Select-'), '*Last Name' (text box with 'Name'), 'Name Suffix' (dropdown with '-Select-'), 'Alternative Phone' (text box), and 'Manager Name' (text box). At the bottom left are 'Submit' and 'Clear' buttons. The footer text is 'OMB Control No. 2120-0607 Expiration Date 05/31/2023'.

Federal Aviation Administration

Pilot Records Database

[Help](#)

* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.
* If you would like to register for Trustee access, Please click [here](#)

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name : DemoName

*Air Carrier/Operator: Min first (3) char of Air Carrier/Operator

*Role: -Select-

Title:

*First Name:

Middle Name:

*Primary Phone:

*Email: DemoName@FAA.test

Proxy: Min first (3) char of Proxy

Job Title: -Select-

*Last Name: Name

Name Suffix: -Select-

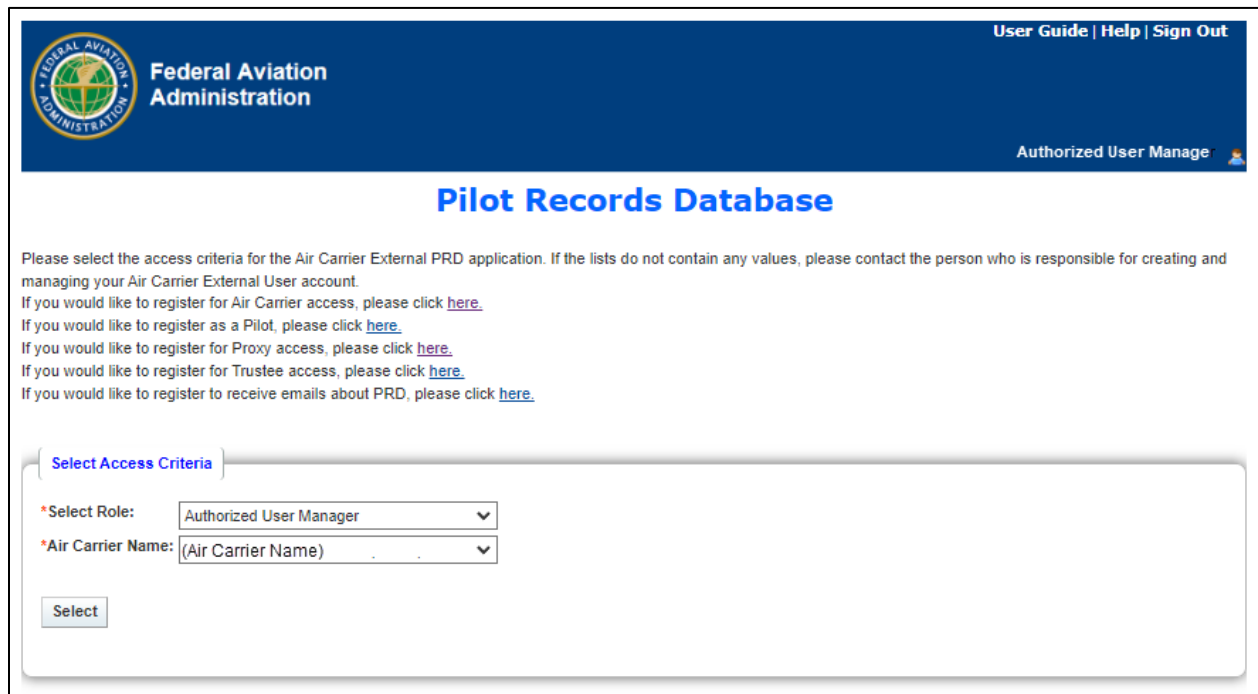
Alternative Phone:

Manager Name:

Submit Clear

OMB Control No. 2120-0607 Expiration Date 05/31/2023

If a user already has one or more roles in the PRD, they will see a screen similar to this. That user needs to request the Contributor Role as an additional role by selecting either the “Register for air carrier access...” or “Register for Proxy Access...” as appropriate.³



Federal Aviation Administration

User Guide | Help | Sign Out

Authorized User Manager

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, please click [here](#).

If you would like to register as a Pilot, please click [here](#).

If you would like to register for Proxy access, please click [here](#).

If you would like to register for Trustee access, please click [here](#).

If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role: Authorized User Manager

*Air Carrier Name: (Air Carrier Name)

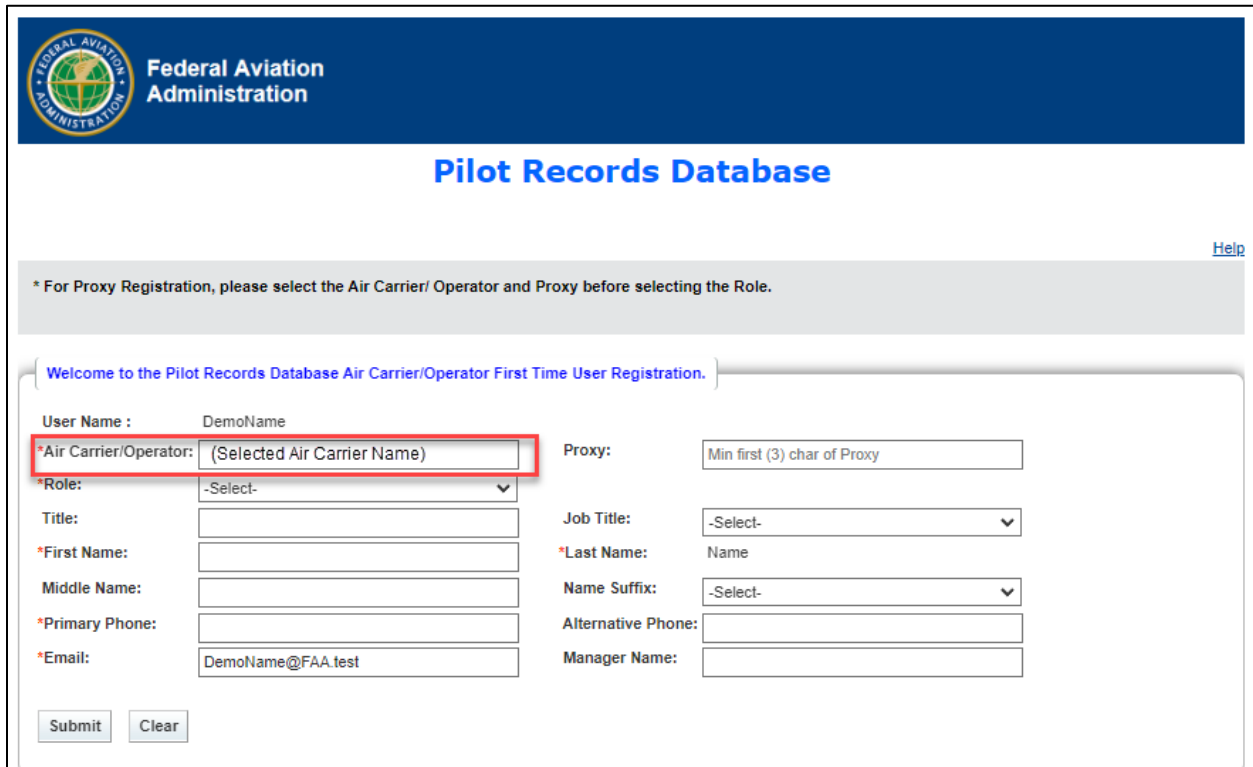
Select

³ Users with RP or PRP roles do not need to register for a Contributor role as they already have this role enabled.

2.1.1 New User Registers as Contributor

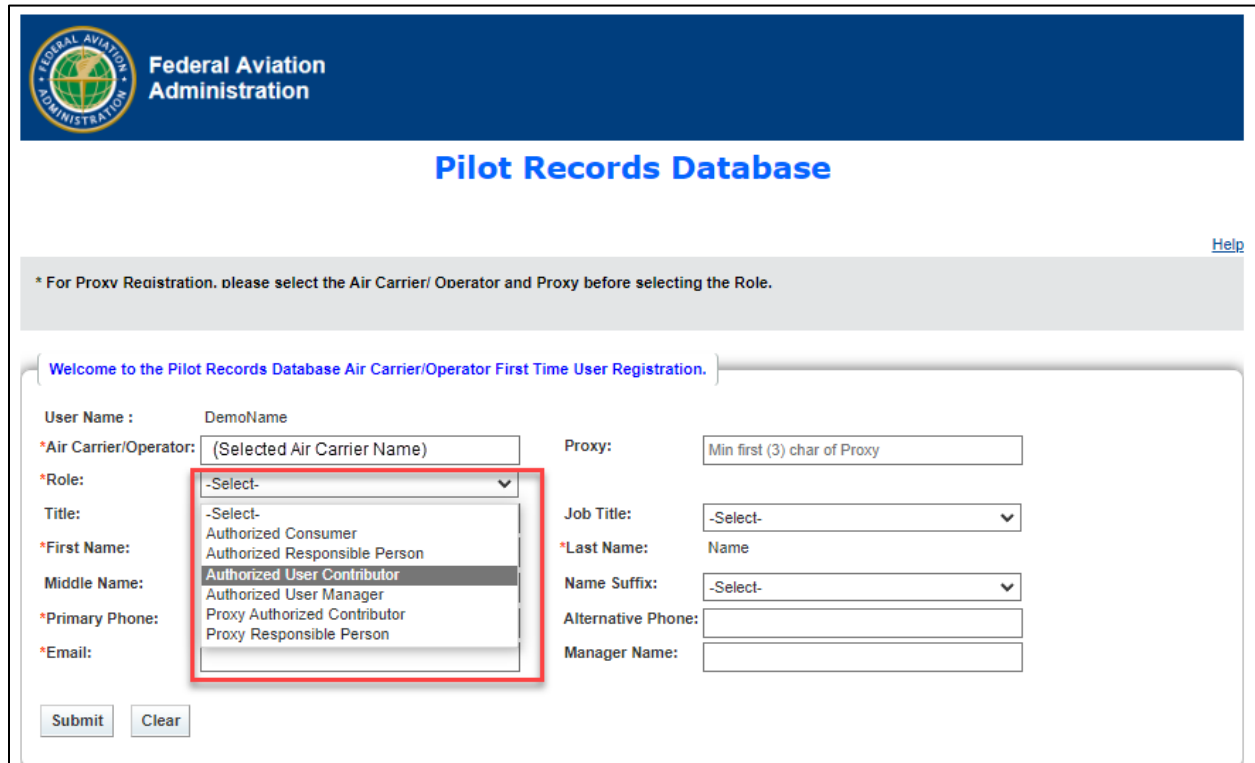
1) If you are Registering as an **Authorized User Contributor**:


- Select the Air Carrier/ Operator from the Air Carrier/ Operator drop-down
 - Type in three or more characters of the Air Carrier Name.
 - Select the Air Carrier from the list that displays.



The screenshot shows the "Pilot Records Database" registration page for the Federal Aviation Administration. The page has a blue header with the FAA logo and the text "Federal Aviation Administration". Below the header, the title "Pilot Records Database" is displayed in blue. A "Help" link is in the top right corner. A grey banner contains the instruction: "* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role." Below this is a "Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration." message. The registration form includes fields for "User Name" (DemoName), "*Air Carrier/Operator" (a dropdown menu with "(Selected Air Carrier Name)" highlighted by a red box), "Proxy" (a text field with "Min first (3) char of Proxy"), "*Role" (a dropdown menu with "-Select-"), "Title" (a text field), "Job Title" (a dropdown menu with "-Select-"), "*First Name" (a text field), "*Last Name" (a text field with "Name"), "Middle Name" (a text field), "Name Suffix" (a dropdown menu with "-Select-"), "*Primary Phone" (a text field), "Alternative Phone" (a text field), "*Email" (a text field with "DemoName@FAA.test"), and "Manager Name" (a text field). At the bottom are "Submit" and "Clear" buttons.

- Select the Authorized User Contributor role from the Role drop-down.



 **Federal Aviation Administration**

Pilot Records Database

[Help](#)

* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name : DemoName

*Air Carrier/Operator: (Selected Air Carrier Name) Proxy: Min first (3) char of Proxy

*Role: -Select-
-Select-
Authorized Consumer
Authorized Responsible Person
Authorized User Contributor
Authorized User Manager
Proxy Authorized Contributor
Proxy Responsible Person

Title: -Select- Job Title: -Select-

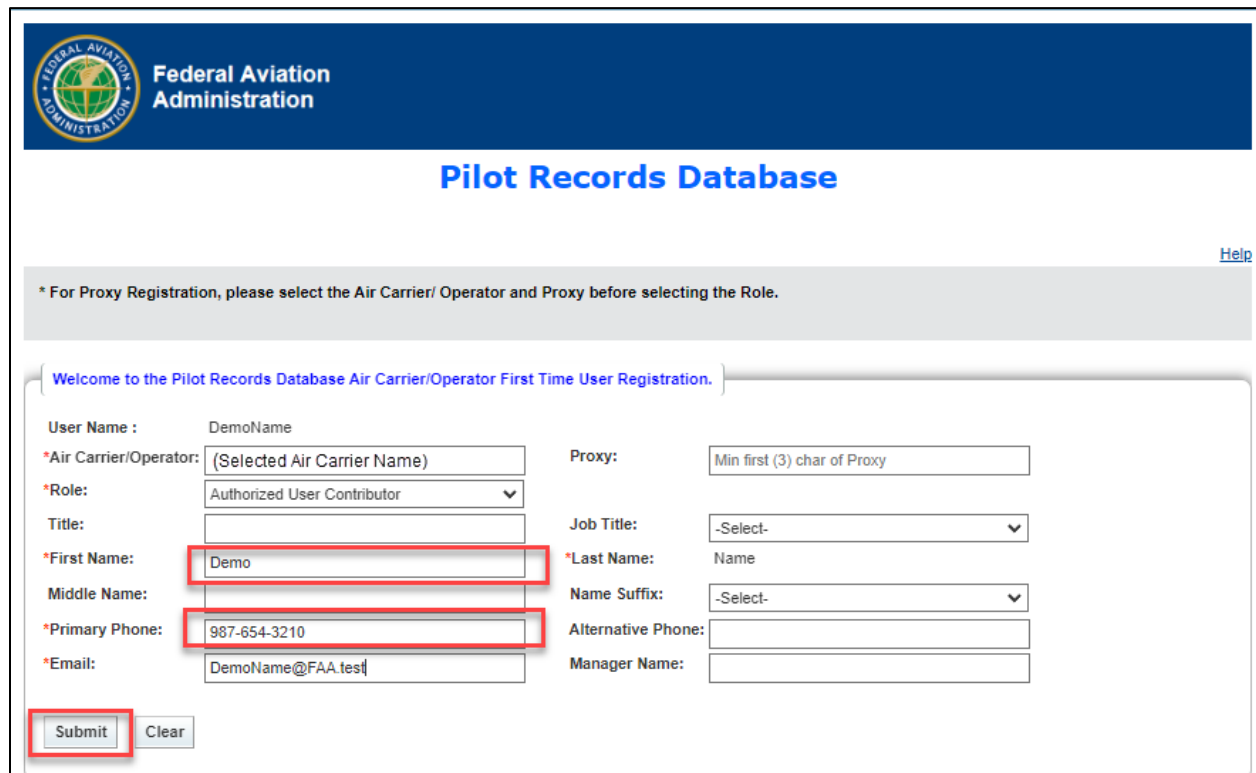
*First Name: Name *Last Name: Name

Middle Name: Name Suffix: -Select-

*Primary Phone: Alternative Phone:

*Email: Manager Name:

- Enter your First Name and Phone Number.
 - Verify that your email is correct.⁴
- When complete, click “Submit”.



The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database registration page. At the top is the FAA logo and the text "Federal Aviation Administration". Below this is the title "Pilot Records Database" in blue. A "Help" link is in the top right. A grey banner contains the instruction: "* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role." Below this is a welcome message: "Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration." The registration form includes the following fields:

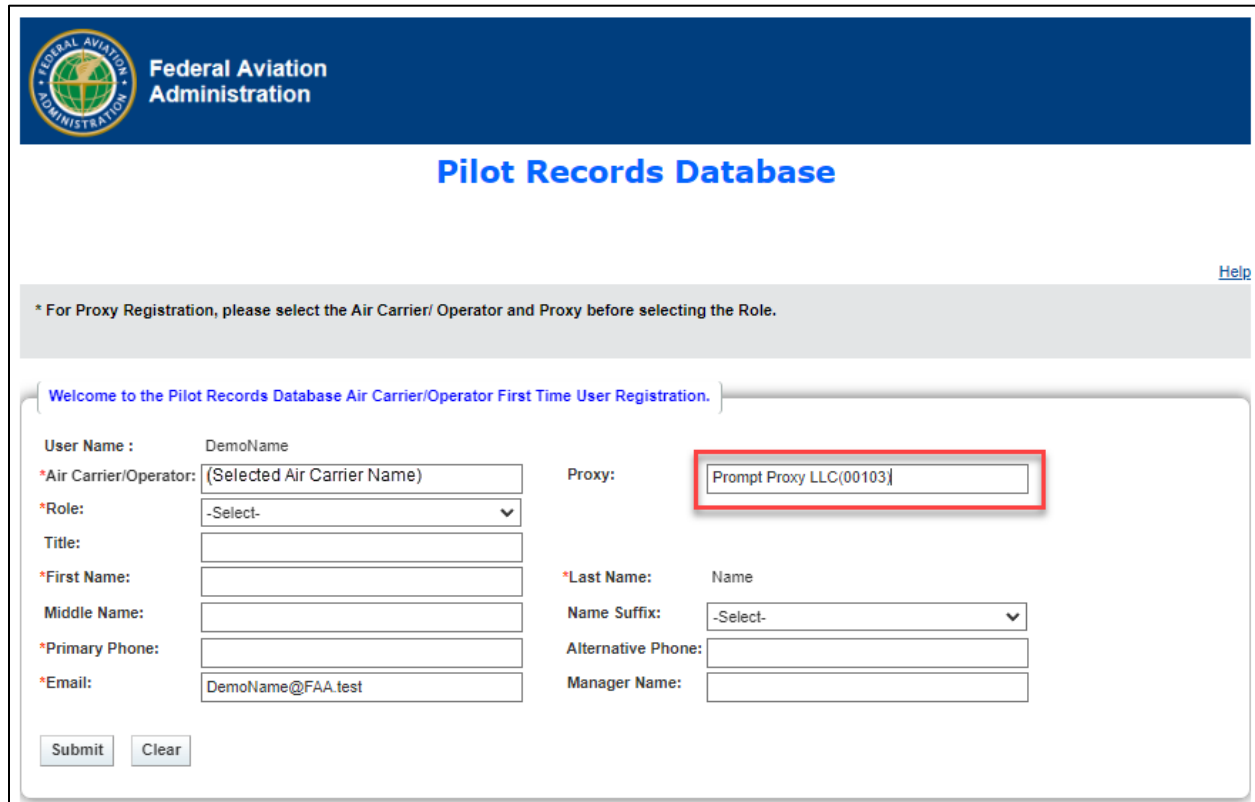
User Name :	DemoName		
*Air Carrier/Operator:	(Selected Air Carrier Name)	Proxy:	Min first (3) char of Proxy
*Role:	Authorized User Contributor		
Title:		Job Title:	-Select-
*First Name:	Demo	*Last Name:	Name
Middle Name:		Name Suffix:	-Select-
*Primary Phone:	987-654-3210	Alternative Phone:	
*Email:	DemoName@FAA.test	Manager Name:	

At the bottom left are "Submit" and "Clear" buttons. The "Submit" button is highlighted with a red box.

⁴ The email here may be different from your MyAccess email address if desired. This is the email address used by PRD to send you system messages.

2) If you are Registering as a **Proxy Authorized Contributor**:

- Select the Proxy from the Proxy drop-down
 - Type in three or more characters of the Proxy Name.
 - Select the Proxy from the list that displays.



The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database registration page. The header features the FAA logo and the text "Federal Aviation Administration". Below this, the title "Pilot Records Database" is displayed in blue. A "Help" link is visible in the top right corner. A gray banner contains the instruction: "* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role." Below this, a blue box contains the text: "Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration." The registration form includes the following fields:

User Name :	DemoName	Proxy:	Prompt Proxy LLC(00103)
*Air Carrier/Operator:	(Selected Air Carrier Name)		
*Role:	-Select-		
Title:			
*First Name:		*Last Name:	Name
Middle Name:		Name Suffix:	-Select-
*Primary Phone:		Alternative Phone:	
*Email:	DemoName@FAA.test	Manager Name:	

At the bottom left of the form are two buttons: "Submit" and "Clear".

- Select the Air Carrier/ Operator from the Air Carrier/ Operator drop-down
 - Type in three or more characters of the Air Carrier Name.
 - Select the Air Carrier from the list that displays.

Pilot Records Database

[Help](#)

* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name : DemoName

*Air Carrier/Operator: (Selected Air Carrier Name) Proxy: Min first (3) char of Proxy

*Role: -Select- Job Title: -Select-

Title: Last Name: Name

*First Name: Name

Middle Name: Name

*Primary Phone: Alternative Phone:

*Email: DemoName@FAA.test Manager Name:

Submit Clear

- Select the Proxy Authorize Contributor role from the Role drop-down.

Pilot Records Database

[Help](#)

* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name : DemoName

*Air Carrier/Operator: (Selected Air Carrier Name) Proxy: Prompt Proxy LLC(00103)

*Role: -Select- Job Title: -Select-

Title: Last Name: Name

*First Name: Name

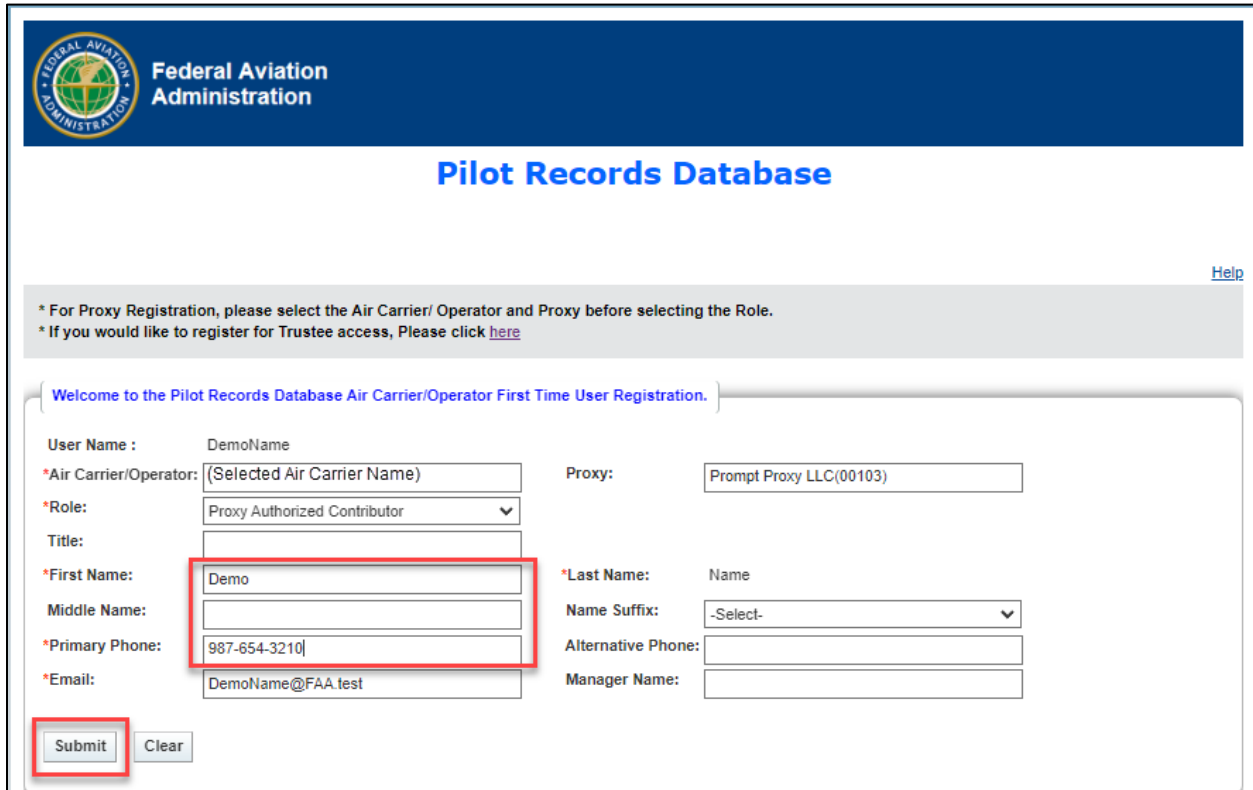
Middle Name: Name

*Primary Phone: Alternative Phone:

*Email: DemoName@FAA.test Manager Name:

Submit Clear

- Enter your First Name and Phone Number.
- Verify that your email is correct.⁵
When complete, click “Submit”.




The screenshot shows the 'Pilot Records Database' registration page for Air Carrier/Operator. The header features the FAA logo and the text 'Federal Aviation Administration'. Below the header, the title 'Pilot Records Database' is displayed in blue. A 'Help' link is located in the top right corner. A grey banner contains two instructions: '* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.' and '* If you would like to register for Trustee access, Please click [here](#)'. The main registration form is titled 'Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.' and contains the following fields:

User Name :	DemoName		
*Air Carrier/Operator:	(Selected Air Carrier Name)	Proxy:	Prompt Proxy LLC(00103)
*Role:	Proxy Authorized Contributor		
Title:			
*First Name:	Demo	*Last Name:	Name
Middle Name:		Name Suffix:	-Select-
*Primary Phone:	987-654-3210	Alternative Phone:	
*Email:	DemoName@FAA.test	Manager Name:	

At the bottom left, there are two buttons: 'Submit' and 'Clear'. The 'Submit' button is highlighted with a red box.

- 3) Whether registering as an Authorized User Contributor or Proxy Authorized Contributor, a message displays that the registration was submitted after clicking “Submit”.

⁵ The email here may be different from your MyAccess email address if desired. This is the email address used by PRD to send you system messages.

**Federal Aviation
Administration**

Pilot Records Database

Thank you for registering to the Air Carrier Application. You will receive an email as soon as your approval is processed.

**U.S. Department of Transportation**
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Web Policies
[Web Policies & Notices](#)
[Privacy Policy](#)
[Accessibility](#)

Government Sites
[USA.gov](#)
[Plainlanguage.gov](#)
[Regulations.gov](#)
[Data.gov](#)

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2.1.2 Existing User

- 1) If you are hold an existing air carrier role in the PRD, select the link to register for Air Carrier access.

Federal Aviation Administration User Guide | Help | Sign Out
Authorized User Manager

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, please click [here](#).

If you would like to register as a Pilot, please click [here](#).

If you would like to register for Proxy access, please click [here](#).

If you would like to register for Trustee access, please click [here](#).

If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role:

*Air Carrier Name:

Select

- 2) The Role Registration page appears.

Federal Aviation Administration User Guide | Help | Sign Out
Authorized User Manager

Pilot Records Database

Role Registration

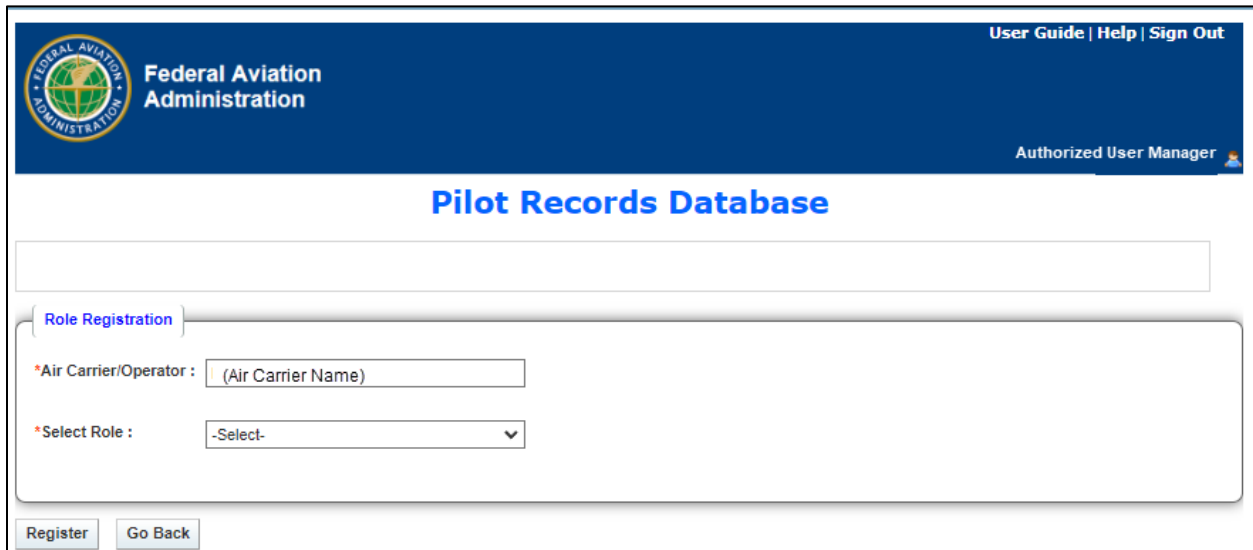
*Air Carrier/Operator:

*Select Role:

Register Go Back

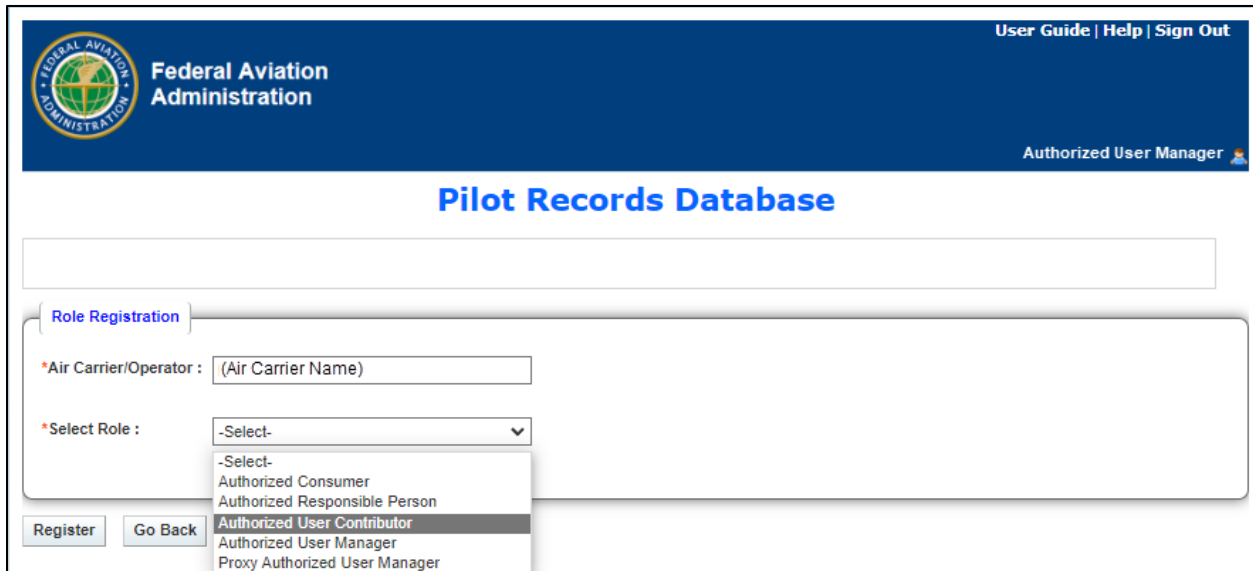
- 3) Register for the Authorized Contributor Role.
 - Select the Air Carrier/ Operator from the Air Carrier/ Operator drop-down
 - Type in three or more characters of the Air Carrier Name.

- Select the Air Carrier from the list that displays.
- Since you are requesting additional access with the Air Carrier you are registered for, this needs to be your existing Air Carrier.



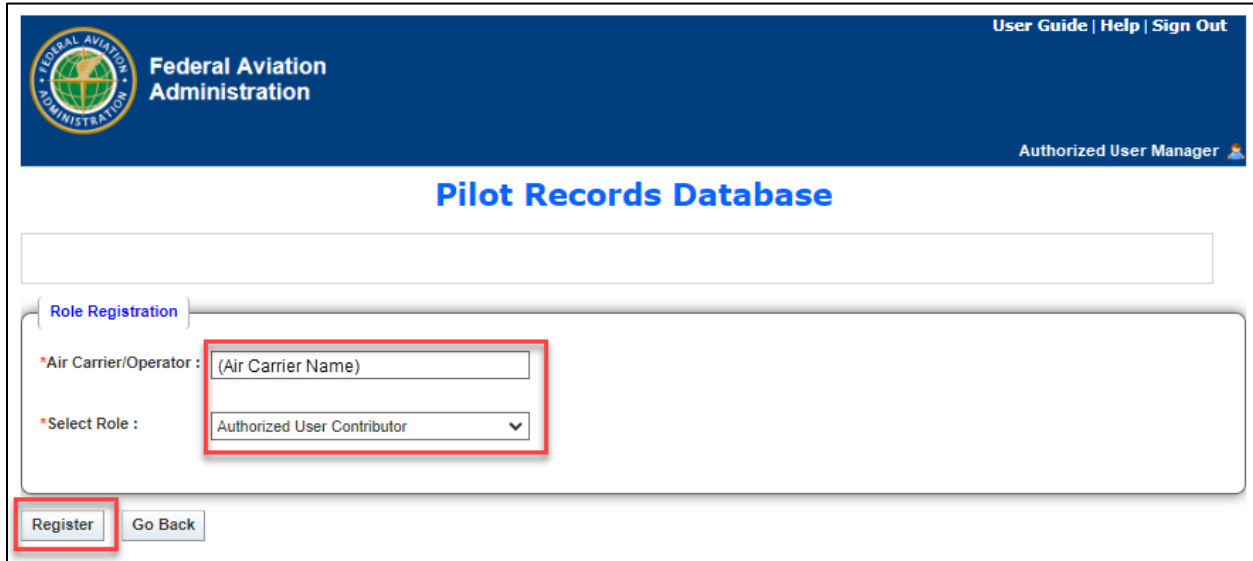
The screenshot shows the top of the FAA Pilot Records Database interface. The header is dark blue with the FAA logo on the left, the text "Federal Aviation Administration" in the center, and "User Guide | Help | Sign Out" on the right. Below the header, the title "Pilot Records Database" is centered in blue. A search bar is located below the title. The "Role Registration" section is highlighted with a blue tab. It contains two fields: "*Air Carrier/Operator :" with a text input field containing "(Air Carrier Name)", and "*Select Role :" with a dropdown menu showing "-Select-". At the bottom of the form are two buttons: "Register" and "Go Back".

- Select the role of "Authorized User Contributor" from, the Role drop-down.



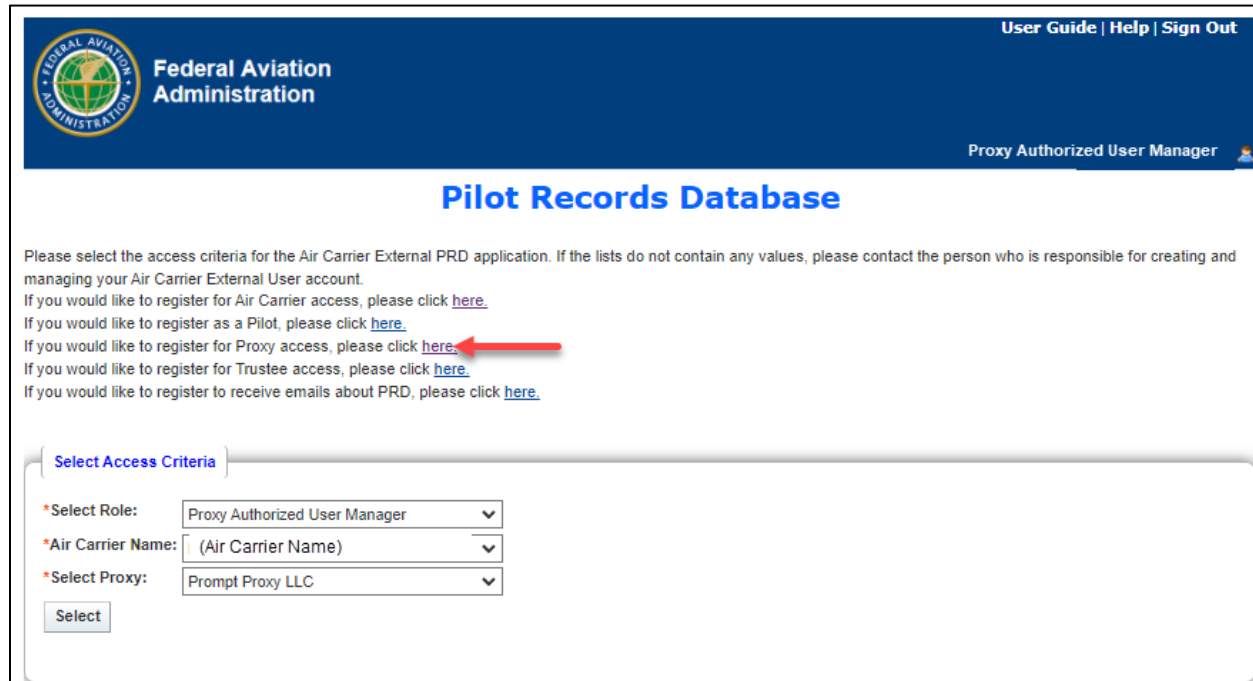
This screenshot shows the same "Role Registration" form as the previous one, but with the "*Select Role :" dropdown menu open. The menu lists several options: "-Select-", "Authorized Consumer", "Authorized Responsible Person", "Authorized User Contributor" (which is highlighted), "Authorized User Manager", and "Proxy Authorized User Manager". The "Register" and "Go Back" buttons remain at the bottom.

- When the information is complete, click “Register”.



The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database registration interface. At the top, there is a blue header bar with the FAA logo on the left, the text "Federal Aviation Administration" in the center, and "User Guide | Help | Sign Out" on the right. Below the header, the title "Pilot Records Database" is displayed in blue. A large white input field is positioned below the title. The main content area is titled "Role Registration" and contains two required fields: "*Air Carrier/Operator :" with a text input field labeled "(Air Carrier Name)", and "*Select Role :" with a dropdown menu currently showing "Authorized User Contributor". At the bottom of the form, there are two buttons: "Register" and "Go Back". Red rectangular boxes highlight the "Register" button, the "Air Carrier/Operator" input field, and the "Select Role" dropdown menu.

- If you hold an existing proxy role, select the link to register for Proxy Access.



Federal Aviation Administration

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Proxy Authorized User Manager

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, please click [here](#).

If you would like to register as a Pilot, please click [here](#).

If you would like to register for Proxy access, please click [here](#).

If you would like to register for Trustee access, please click [here](#).

If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

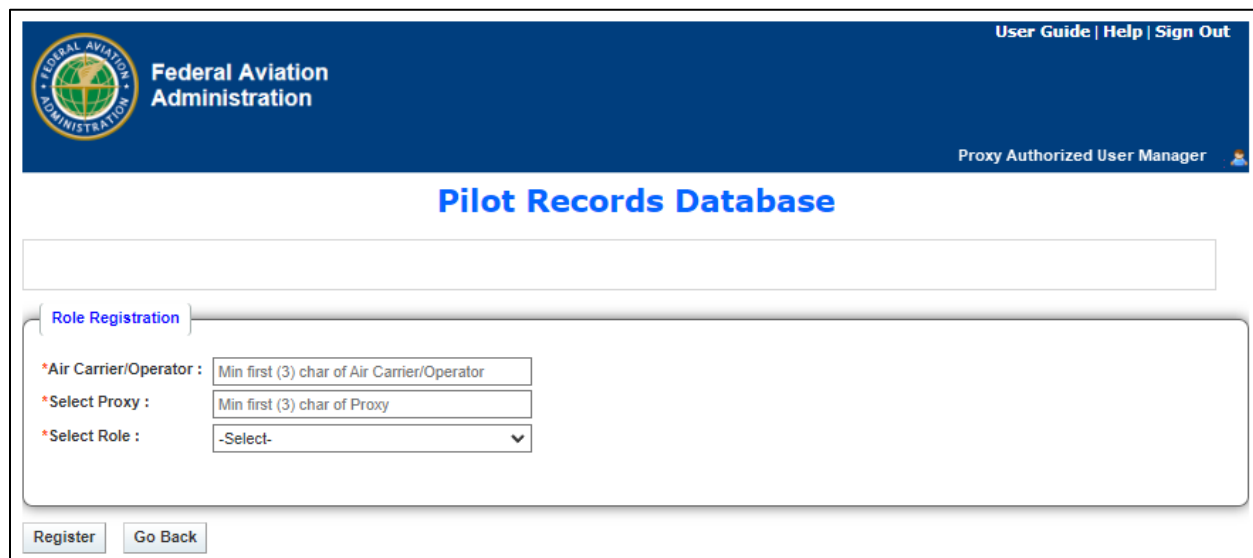
*Select Role: Proxy Authorized User Manager

*Air Carrier Name: (Air Carrier Name)

*Select Proxy: Prompt Proxy LLC

Select

- 4) The Role Registration page appears.



Federal Aviation Administration

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Proxy Authorized User Manager

Pilot Records Database

Role Registration

*Air Carrier/Operator : Min first (3) char of Air Carrier/Operator

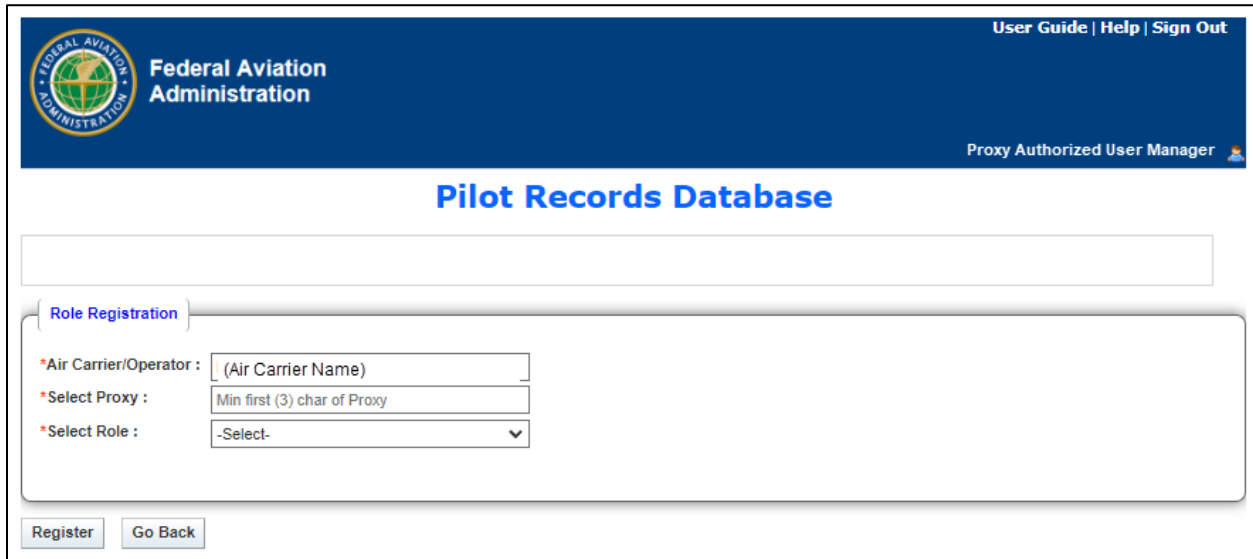
*Select Proxy : Min first (3) char of Proxy

*Select Role : -Select-

Register Go Back

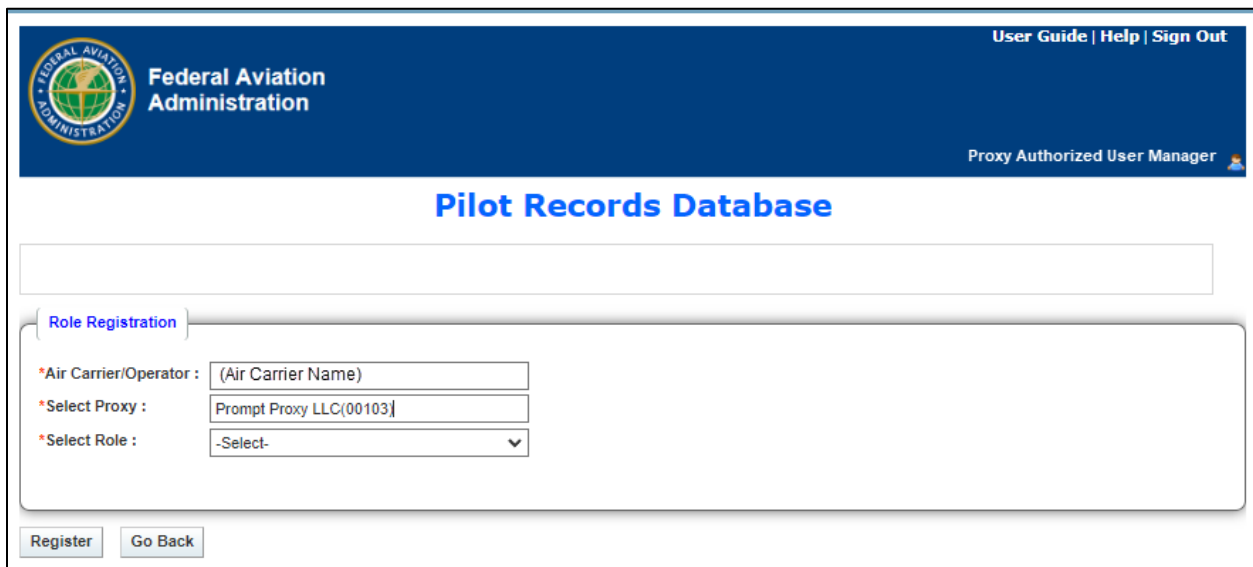
5) Register for the Proxy Authorized Contributor role.

- Select the Air Carrier/ Operator from the Air Carrier/ Operator drop-down
 - Type in three or more characters of the Air Carrier Name.
 - Select the Air Carrier from the list that displays.



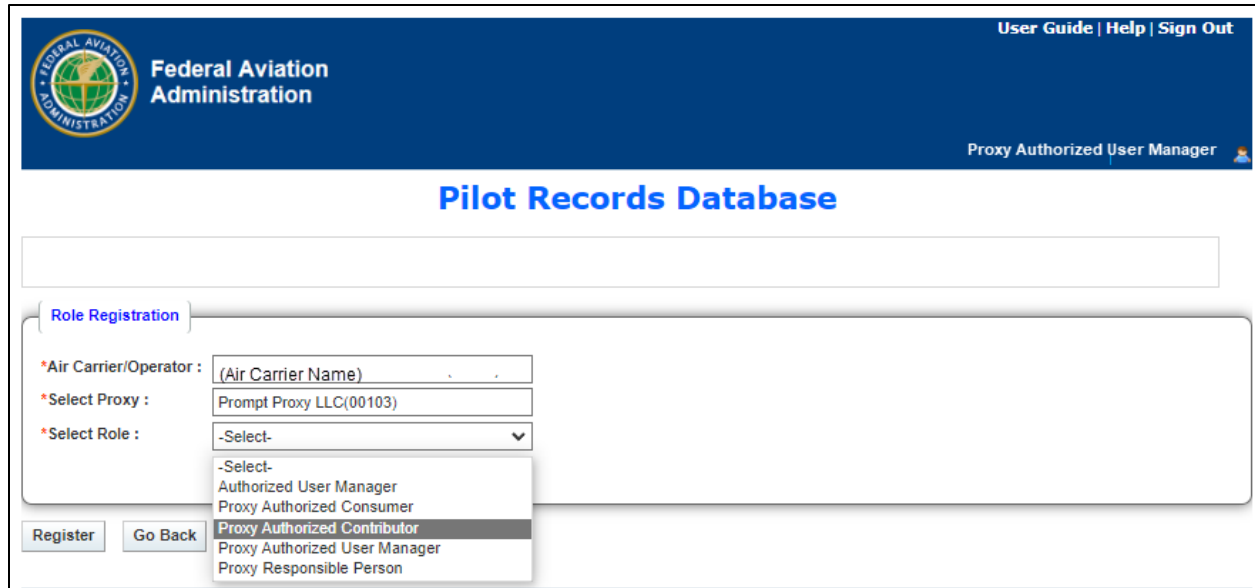
The screenshot shows the 'Pilot Records Database' interface. At the top, there is a blue header with the Federal Aviation Administration logo and the text 'User Guide | Help | Sign Out'. Below the header, the title 'Pilot Records Database' is displayed. The main content area is titled 'Role Registration' and contains three input fields: '*Air Carrier/Operator : (Air Carrier Name)', '*Select Proxy : Min first (3) char of Proxy', and '*Select Role : -Select-'. At the bottom of the form, there are two buttons: 'Register' and 'Go Back'.

- Select the Proxy from the Proxy drop-down
 - Type in three or more characters of the Proxy Name.
 - Select the Proxy from the list that displays.



The screenshot shows the 'Pilot Records Database' interface. At the top, there is a blue header with the Federal Aviation Administration logo and the text 'User Guide | Help | Sign Out'. Below the header, the title 'Pilot Records Database' is displayed. The main content area is titled 'Role Registration' and contains three input fields: '*Air Carrier/Operator : (Air Carrier Name)', '*Select Proxy : Prompt Proxy LLC(00103)', and '*Select Role : -Select-'. At the bottom of the form, there are two buttons: 'Register' and 'Go Back'.

- Select the role of “Proxy Authorized Contributor” from the role drop-down.



Federal Aviation Administration

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Proxy Authorized User Manager

Pilot Records Database

Role Registration

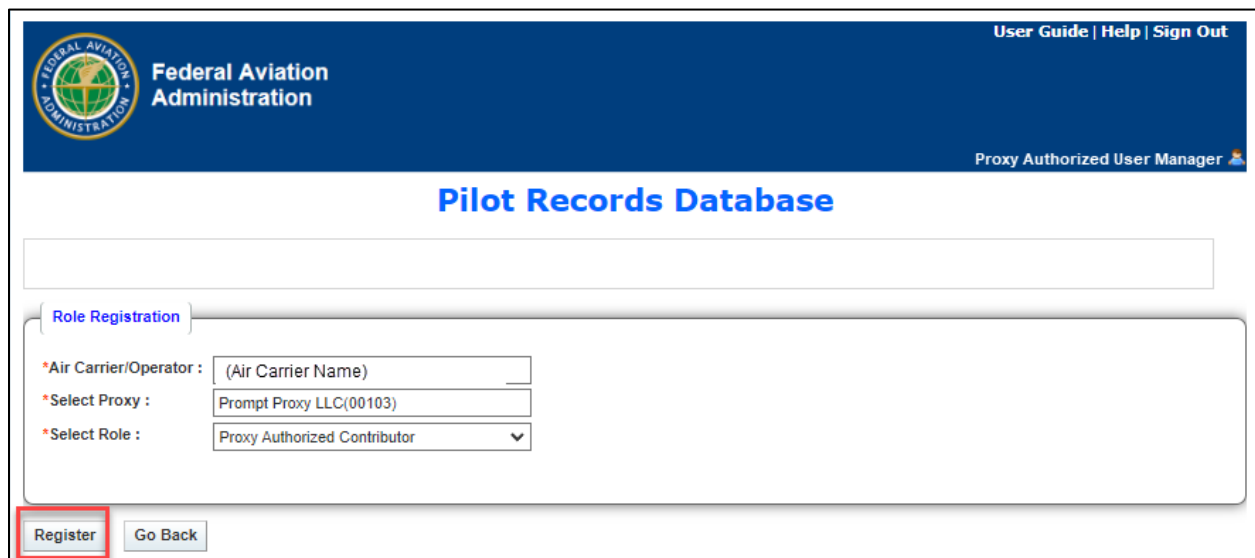
*Air Carrier/Operator : (Air Carrier Name)

*Select Proxy : Prompt Proxy LLC(00103)

*Select Role : -Select-
-Select-
Authorized User Manager
Proxy Authorized Consumer
Proxy Authorized Contributor
Proxy Authorized User Manager
Proxy Responsible Person

Register Go Back

- When the information is complete, click “Register”.



Federal Aviation Administration

User Guide | Help | Sign Out

Proxy Authorized User Manager

Pilot Records Database

Role Registration

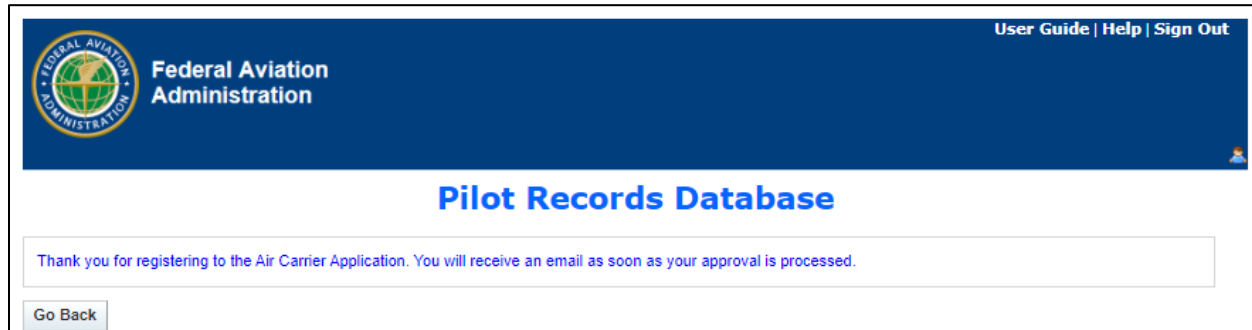
*Air Carrier/Operator : (Air Carrier Name)

*Select Proxy : Prompt Proxy LLC(00103)

*Select Role : Proxy Authorized Contributor

Register Go Back

- 6) Whether registering as an Authorized User Contributor or Proxy Authorized Contributor, a message displays that the registration was submitted after clicking “Submit”.



Your registration request will need to be approved by either an Authorized Responsible Person or a User Manager. For proxy requests, it must be approved by an appropriate Proxy Responsible Person or Proxy User Manager. Contact prdsupport@faa.gov if you need assistance.

2.2 Responsible Person Logs In

2.2.1 Approve Registration Request

The registration request must be approved by the:


- Authorized Responsible Person if you are requesting the Authorized User Contributor role
- Proxy Responsible Person if you are requesting the Proxy Authorized Contributor role

1) Select the link for the PRD Air Carrier External database:

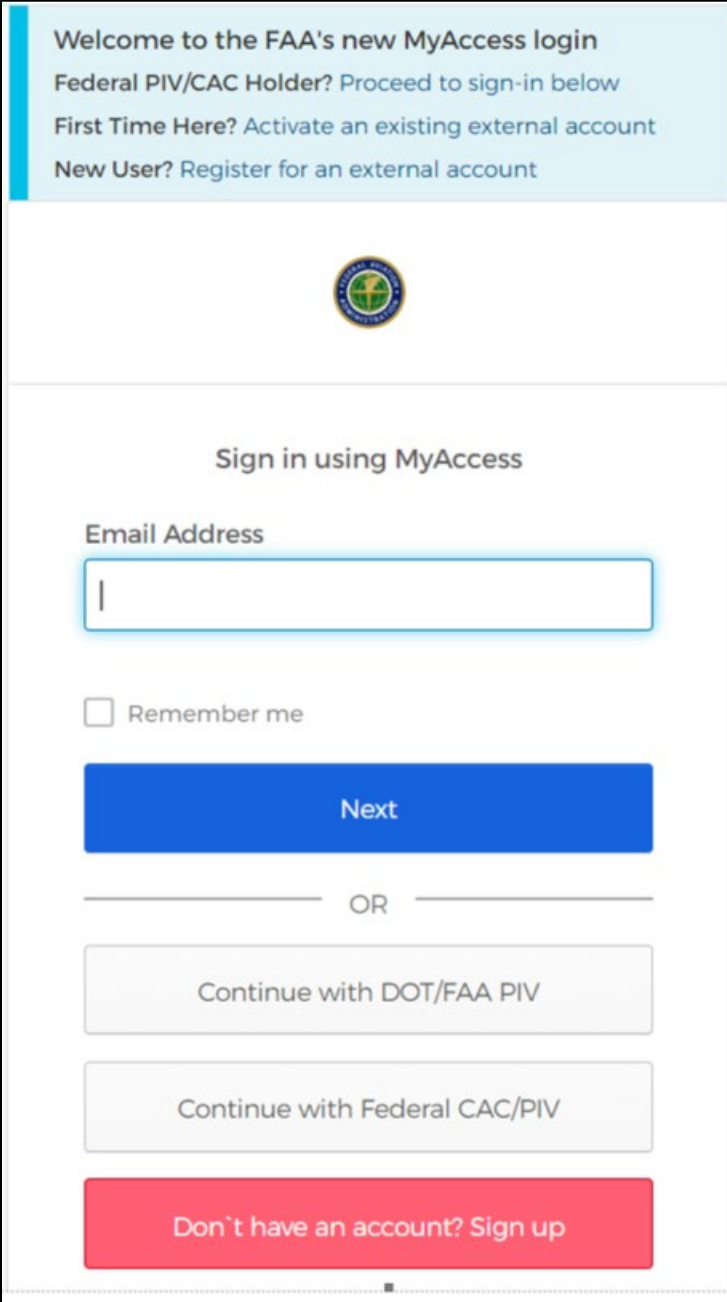
<https://prd.faa.gov/AirCarrierExternal/>

This is the same as the “Tool” link at prd.faa.gov.

2) The Pilot Record Database Warning page displays.

 Federal Aviation Administration
Pilot Records Database
Warning -- Warning -- Warning Only Authorized Users May Use This System
System Use Notice
<p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>By using this information system, you understand and consent to the following</p> <ul style="list-style-type: none">- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
<div>Accept Exit</div> <p>For Official Use Only. Public availability to be determined under 5 U.S.C. 552</p> <p>OMB Control No. 2120-0607 Expiration Date 05/31/2023</p>

- 3) Click “Accept” on the Warning page. The following user authentication screen displays.




Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? [Proceed to sign-in below](#)

First Time Here? [Activate an existing external account](#)

New User? [Register for an external account](#)



Sign in using MyAccess

Email Address

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

- 4) Enter your login criteria on the MyAccess Login page.
The Access Criteria page displays.
Select the Access Criteria.
 - If logging in as the Authorized Responsible Person (RP), select the:
 - Role of “Authorized Responsible Person”
 - Air Carrier for which the RP will be acting
 - Then, click “Select”

Federal Aviation Administration User Guide | Help | Sign Out

(Responsible Person Name)

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.
If you would like to register for Air Carrier access, please click [here](#).
If you would like to register as a Pilot, please click [here](#).
If you would like to register for Proxy access, please click [here](#).
If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role: Authorized Responsible Person

*Air Carrier Name: (Selected Air Carrier Name)

Select

- If logging in as the Proxy Responsible Person (PRP), select the:
 - Role of “Proxy Responsible Person”
 - Air Carrier for which the PRP will be acting
 - Proxy for which the PRP will be acting
 - Then, click “Select”

Federal Aviation Administration

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(Responsible Person Name)

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, please click [here](#).

If you would like to register as a Pilot, please click [here](#).

If you would like to register for Proxy access, please click [here](#).

If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria


*Select Role: Proxy Responsible Person ▼

*Air Carrier Name: (Selected Air Carrier Name) ▼


Proxy: Prompt Proxy LLC ▼

Select

- 5) Whether logging in as the Authorized Responsible Person or the Proxy Authorized Person, the Security page displays. The page lists Pending Registration Approvals.


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Administration**

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(Responsible Person Name) 

Pilot Records Database

[Inbox](#)
[Security](#)
[Pilot Search](#)
[Air Carrier](#)
[Search](#)
[Activity](#)
[Directory](#)
[User Profile](#)
[Email Config](#)
[Help](#)

[Manage Users](#)
[Manage Air Carrier Proxy](#)

[Back To Role Selection Page](#)

[User Information](#)

Air Carrier Name: (Selected Air Carrier Name)

[Search](#)

First Name:

Last Name:

User Name:

User Status:

Air Carrier Name:

Roles:

Last Updated By:

Updated Date: From: To:

Created Date: From: To:

[Manage Users](#)

No records found.

[Pending Approvals](#)

	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input type="checkbox"/>	DemoName	Demo	Name	05/04/2022	(Air Carrier Name)	Authorized User Contributor	Pending Approval

1 - 1 of 1 items

- 6) Select the registration request.
 Check the box in the far-left column of the registration request to select the line.
 Click “Edit Pending Approval”.
 The User Details display.

Pending Approvals

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input checked="" type="checkbox"/>	DemoName	Demo	Name	05/04/2022	(Air Carrier Name)	Authorized User Contributor	Pending Approval

20 items per page 1 - 1 of 1 items

Edit Pending Approval

User Details

Air Carrier Name: (Air Carrier Name)

*User Name: DemoName

*First Name: Demo

Middle Name:

Primary Phone: 967-654-3210

*Email: DemoName@FAA.test

*User Role Group: Air Carrier

*User Status: Pending Approval

*Last Name: Name

Name Suffix: -Select-

Alternate Phone:

Manager Name:

Position Title:

Roles

Role Name: Authorized User Contributor

Role Status: Pending Approval

*Effective Date: 5/4/2022

Expiration Date:

Authorized Person Details

Responsible Person Full Name: Reggie Royal

Authorized Person Job Title: Chief Executive Officer

Authorized Person Role Status: Active

Authorized Person Approved By:

Save Reset Clear

7) Approve the Registration Request.

- Change the values in the User Status drop-down to “Active” if it is not already set to active.
- Change the value in the Role Status drop-down to “Active”.
- Make sure the Effective Date is the current date or later.
- Do NOT enter an expiration date.
- Click “Save” when finished.

Pending Approvals

Export To Excel
Export To PDF

<input checked="" type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input checked="" type="checkbox"/>	DemoName	Demo	Name	05/04/2022	(Air Carrier Name)	Authorized User Contributor	Pending Approval

20 items per page
1 - 1 of 1 items

Edit Pending Approval

User Details

Air Carrier Name: (Air Carrier Name)

*User Role Group: Air Carrier

*User Status: Active

*User Name: DemoName

*First Name: Demo

Middle Name:

Primary Phone: 987-654-3210

*Email: DemoName@FAA.test

*Last Name: Name

Name Suffix: -Select-

Alternate Phone:

Manager Name:

Position Title:

Roles

Role Name: Authorized User Contributor

Role Status: Active

Effective Date: 05/05/2022

Expiration Date:

Authorized Person Details

Responsible Person Full Name: Reggie Royal


Authorized Person Job Title: Chief Executive Officer

Authorized Person Role Status: Active


Authorized Person Approved By:

Save
Reset
Clear

- 8) You can search by the user's First and Last Name to verify their registration status is active.


Federal Aviation Administration

[Home](#) | [User Guide](#) | [Help](#) | [Sign Out](#)

(Responsible Person Name) 

Pilot Records Database

[Inbox](#) | **[Security](#)** | [Pilot Search](#) | [Air Carrier](#) | [Search](#) | [Activity](#) | [Directory](#) | [User Profile](#) | [Email Config](#) | [Help](#)

[Manage Users](#) | [Manage Air Carrier Proxy](#)

[Back To Role Selection Page](#)

[User Information](#)

Air Carrier Name: (Selected Air Carrier Name)

[Search](#)

First Name:
Last Name:

User Name:
User Status:

Air Carrier Name:
Roles:

Last Updated By:
Updated Date: From: To:

Created Date: From: To:

[Manage Users](#)

	User Name	User Status	Roles (Role Status)	First Name	Last Name	Last Update Date	Last Updated By	Air Carrier Name	Status of Assigned Air Carrier
<input type="checkbox"/>	DemoName	Active	Authorized User Contributor (Active)	Demo	Name	05/05/2022	(Last Update Name)	(Air Carrier Name)	Active

20 items per page

1 - 1 of 1 items

2.2.2 Configure Email Notification Address

The Responsible Person may configure the email address where correction requests and missing record requests are sent.

Otherwise, these notifications are sent to the Responsible Person directly.

- 1) Select the Email Config menu.
The Correction Disposition Configuration page displays.


The screenshot shows the 'Pilot Records Database' interface. At the top is a blue header with the Federal Aviation Administration logo and the text 'Federal Aviation Administration'. To the right of the logo are links: 'Home | User Guide | Help | Sign Out'. Below the header, the title 'Pilot Records Database' is centered. A navigation bar contains links: 'Inbox', 'Security', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', 'User Profile', 'Email Config' (which is highlighted), and 'Help'. Below the navigation bar, there are two tabs: 'Correction Disposition Configuration' (selected) and 'Email Configuration'. The 'Correction Disposition Configuration' tab contains a message: '*Please provide email for correction & missing pilot records and reviewing entity record request.' Below this message are two labels: 'Air Carrier Name:' and 'Notification Email:'. The 'Air Carrier Name:' label has a text input field next to it with the placeholder '(Air Carrier Name)'. The 'Notification Email:' label has a text input field next to it. Below these input fields are two buttons: 'Add' and 'Clear'. The 'Email Configuration' tab is currently empty and displays the message 'No records found.'

- 2) Enter the Notification Email address and click “Add”.




The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database interface. At the top, there is a blue header with the FAA logo on the left, the text "Federal Aviation Administration" in the center, and navigation links "Home | User Guide | Help | Sign Out" on the right. Below the header, the title "Pilot Records Database" is centered. A horizontal menu bar contains several options: "Inbox", "Security", "Pilot Search", "Air Carrier", "Search", "Activity", "Directory", "User Profile", "Email Config" (which is highlighted), and "Help". Below the menu bar, there are two main sections. The first section, titled "Correction Disposition Configuration", contains a message: "*Please provide email for correction & missing pilot records and reviewing entity record request." It includes two input fields: "Air Carrier Name:" with a placeholder "(Air Carrier Name)" and "*Notification Email:" with a placeholder "Notification.Address@faa.test". Below these fields are two buttons: "Add" and "Clear". The "Add" button is highlighted with a red rectangle. The second section, titled "Email Configuration", displays the message "No records found."

- 3) The email address displays in the Email Configuration grid.

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(Responsible Person Name) 

Pilot Records Database

[Inbox](#) [Security](#) [Pilot Search](#) [Air Carrier](#) [Search](#) [Activity](#) [Directory](#) [User Profile](#) **Email Config** [Help](#)

[Correction Disposition Configuration](#)

*Please provide email for correction & missing pilot records and reviewing entity record request.

Air Carrier Name: (Air Carrier Name)

*Notification Email:

[Add](#) [Clear](#)

[Email Configuration](#)

[Export To Excel](#) [Export To PDF](#)

<input type="checkbox"/>	Notification Email	Last Updated Date	Last Updated By
<input type="checkbox"/>	Notification.Address@faa.test	05/05/2022	(Last Updated Name)

[⏪](#) [⏩](#) [1](#) [⏮](#) [⏭](#) items per page 1 - 1 of 1 items

[Edit](#) [Delete](#)

- 4) The email addressed may be modified by checking the box to the far-left of the email addresses and clicking “Edit”.

The Correction Disposition Notification email displays below the Email Configuration grid. Changes can be saved by clicking the “Update” button.

Federal Aviation Administration Home | User Guide | Help | Sign Out
(Responsible Person Name)

Pilot Records Database

Inbox Security Pilot Search Air Carrier Search Activity Directory User Profile **Email Config** Help

Correction Disposition Configuration

*Please provide email for correction & missing pilot records and reviewing entity record request.

Air Carrier Name: (Air Carrier Name)

*Notification Email:

Add Clear

Email Configuration

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	Notification Email	Last Updated Date	Last Updated By
<input checked="" type="checkbox"/>	Notification.Address@faa.test	05/05/2022	(Last Updated Name)

20 items per page 1 - 1 of 1 items

Edit Delete

Correction Disposition Configuration Edit

Notification Email:

Update Clear

- 5) An email address may be removed by checking the box to the far-left of the email addresses and clicking “Delete”.

Federal Aviation Administration

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(Responsible Person Name)

Pilot Records Database

Inbox Security Pilot Search Air Carrier Search Activity Directory User Profile **Email Config** Help

Correction Disposition Configuration

*Please provide email for correction & missing pilot records and reviewing entity record request.

Air Carrier Name: (Air Carrier Name)

*Notification Email:

Add Clear

Email Configuration

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	<u>Notification Email</u>	<u>Last Updated Date</u>	<u>Last Updated By</u>
<input checked="" type="checkbox"/>	Notification.Address@faa.test	05/05/2022	(Last Updated Name)

20 items per page 1 - 1 of 1 items

Edit **Delete**

2.3 Log in as Contributor

Once the registration request for a contributor role is approved, log into PRD as the contributor to report records.

- 1) Select the link for the PRD Air Carrier External database:


<https://prd.faa.gov/AirCarrierExternal/>

This is the same as clicking the “View Records”⁶ button at prd.faa.gov.

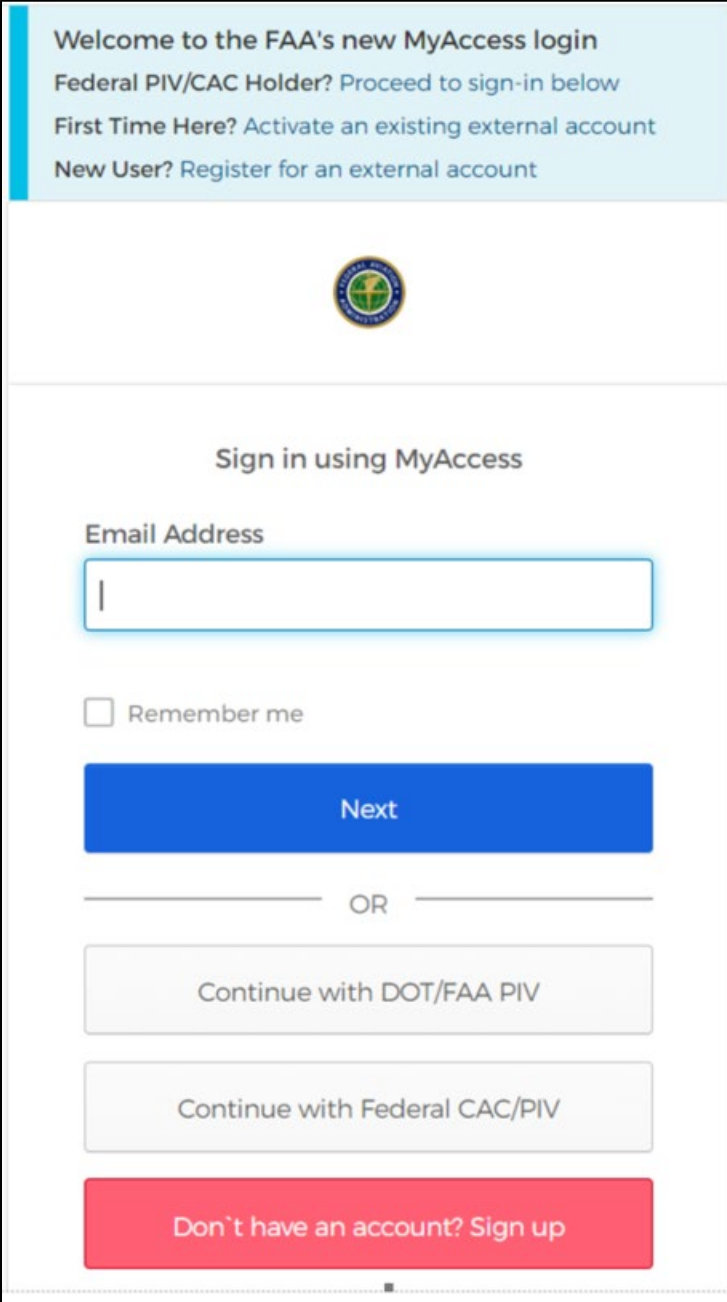


- 2) The Pilot Records Database Warning page displays.

⁶ This button may be changed in June 2022 to indicate it is used to both view and report pilot records.

 Federal Aviation Administration
Pilot Records Database
Warning -- Warning -- Warning Only Authorized Users May Use This System
System Use Notice
<p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>By using this information system, you understand and consent to the following</p> <ul style="list-style-type: none">- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
<div>AcceptExit</div> <p>For Official Use Only. Public availability to be determined under 5 U.S.C. 552</p> <p>OMB Control No. 2120-0607 Expiration Date 05/31/2023</p>

3) Click Accept of the Warning page. The following user authentication screen displays.




Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? [Proceed to sign-in below](#)

First Time Here? [Activate an existing external account](#)

New User? [Register for an external account](#)



Sign in using MyAccess

Email Address

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

- 4) Enter your login credentials on the MyAccess Login page.
The Access Criteria page displays.
Select the Access Criteria.
- If logging is as the Authorized User Contributor, select the:
 - Role of “Authorized User Contributor”
 - Air Carrier for which will be acting
 - Then, Click “Select”

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Connie Contributor

Pilot Records Database

If you would like to register for Air Carrier access, please click [here](#).
If you would like to register as a Pilot, please click [here](#).
If you would like to register for Proxy access, please click [here](#).
If you would like to register to receive emails about PRD, please click [here](#).

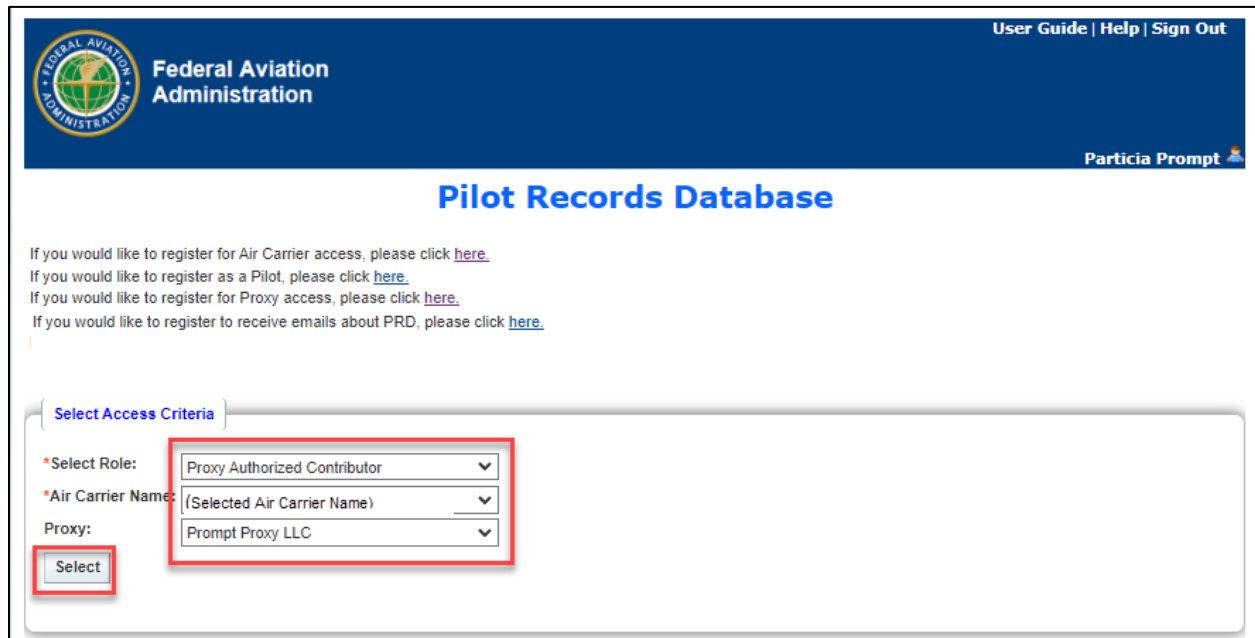
Select Access Criteria

*Select Role: Authorized User Contributor ▼

*Air Carrier Name: (Selected Air Carrier Name) ▼

Select

- If logging is as the Proxy Authorized Contributor, select the:
 - Role of “Proxy Authorized Contributor”
 - Air Carrier for which will be acting
 - Proxy for which you will be acting
 - Then, Click “Select”



Federal Aviation Administration

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Particia Prompt

Pilot Records Database

If you would like to register for Air Carrier access, please click [here](#).
If you would like to register as a Pilot, please click [here](#).
If you would like to register for Proxy access, please click [here](#).
If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role: Proxy Authorized Contributor ▼

*Air Carrier Name: (Selected Air Carrier Name) ▼

Proxy: Prompt Proxy LLC ▼

Select

5) The Contributor Inbox displays.

The screenshot shows the 'Pilot Records Database' interface for a contributor. At the top is a blue header with the FAA logo, the text 'Federal Aviation Administration', and navigation links: 'Home | User Guide | Help | Sign Out'. The user's name 'Connie Contributor' is displayed in the top right. Below the header is a navigation bar with tabs: 'Inbox' (selected), 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Underneath the navigation bar are two buttons: 'Correction Request' and 'Record Request'. A grey bar below these buttons contains the text 'Air Carrier Name: (Air Carrier Name)'. The main content area is titled 'Correction Request Search' and includes a note: '*At least one search parameter is required.' The search form consists of two columns of input fields. The left column includes: 'Certificate No:', 'Last Name:', 'First Name:', 'Middle Name:', 'Request ID:', and 'Requested Date: From: [calendar icon] To: [calendar icon]'. The right column includes: 'Section Name: -Select- (dropdown)', 'Record ID:', 'Expire Date: From: [calendar icon] To: [calendar icon]', 'Status/Disposition: Open-Received (dropdown)', 'Last Updated Date: From: [calendar icon] To: [calendar icon]', and 'Last Updated By: Min first (3) char of Last Updated By'. At the bottom left of the search area are 'Search' and 'Clear' buttons. A link 'Back To Role Selection Page' is located in the top right of the search area.

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Federal Aviation Administration

Connie Contributor

Pilot Records Database

Inbox Pilot Search Air Carrier Search Activity Directory Help

Correction Request Record Request

Air Carrier Name: (Air Carrier Name)

[Back To Role Selection Page](#)

Correction Request Search

*At least one search parameter is required.

Certificate No:	<input type="text"/>	Section Name:	-Select- <input type="button" value="v"/>
Last Name:	<input type="text"/>	Record ID:	<input type="text"/>
First Name:	<input type="text"/>	Expire Date:	From: <input type="text"/> <input type="button" value="calendar"/> To: <input type="text"/> <input type="button" value="calendar"/>
Middle Name:	<input type="text"/>	Status/Disposition:	Open-Received <input type="button" value="v"/>
Request ID:	<input type="text"/>	Last Updated Date:	From: <input type="text"/> <input type="button" value="calendar"/> To: <input type="text"/> <input type="button" value="calendar"/>
Requested Date:	From: <input type="text"/> <input type="button" value="calendar"/> To: <input type="text"/> <input type="button" value="calendar"/>	Last Updated By:	Min first (3) char of Last Updated By <input type="text"/>

Search Clear

3 CONTRIBUTOR MAIN MENUS

This section provides an overview of the menus after you log. An Authorized User Contributor and Proxy Authorized Contributor see the same menus.

3.1 Inbox

The following menus may be selected from the Inbox.

- Inbox: Select the Inbox to:
 - Disposition Correction Requests submitted by a Pilot
 - Disposition Record Requests submitted by a reviewing entity.

Section 5 illustrates how to disposition Correction Requests and Missing Record requests.

Figure 1: Inbox

Home | User Guide | Help | Sign Out

Federal Aviation Administration

Connie Contributor

Pilot Records Database

Inbox Pilot Search Air Carrier Search Activity Directory Help

Correction Request Record Request

Air Carrier Name: (Air Carrier Name)

[Back To Role Selection Page](#)

Correction Request Search

*At least one search parameter is required.

Certificate No:	<input type="text"/>	Section Name:	<input type="text" value="-Select-"/>
Last Name:	<input type="text"/>	Record ID:	<input type="text"/>
First Name:	<input type="text"/>	Expire Date:	From: <input type="text"/> To: <input type="text"/>
Middle Name:	<input type="text"/>	Status/Disposition:	<input type="text" value="Open-Received"/>
Request ID:	<input type="text"/>	Last Updated Date:	From: <input type="text"/> To: <input type="text"/>
Requested Date:	From: <input type="text"/> To: <input type="text"/>	Last Updated By:	<input type="text" value="Min first (3) char of Last Updated By"/>

3.2 Pilot Search

Select the Pilot Search menu to search for a Pilot by Certificate Number plus Last or First Name. This allows you to select a Pilot and enter their pilot records (Employment, Training, Drug and Alcohol and Final Disciplinary Actions).

Figure 2: Pilot Search

The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database interface. At the top, there is a blue header with the FAA logo on the left, the text "Federal Aviation Administration" in the center, and navigation links "Home | User Guide | Help | Sign Out" on the right. Below the header, the title "Pilot Records Database" is displayed in blue. A navigation bar contains links: "Inbox", "Pilot Search" (which is highlighted), "Air Carrier", "Search", "Activity", "Directory", and "Help". Below the navigation bar, there is a section for "Air Carrier Name: (Air Carrier Name)". The main content area has a tab labeled "Pilot Search". Below this tab, a message states: "*The Certificate Number and either First Name or Last Name are required. If you cannot find the pilot record please contact PRD support team at PrdSupport@faa.gov". Below this message, there are input fields for "Certificate No:", "First Name:", and "Last Name:". There are also "Search" and "Clear" buttons. At the bottom, there is a section labeled "Pilot Information" which displays the message "No records found."

3.3 Air Carrier

Select the Air Carrier menu to enter Employment, Training, Drug and Alcohol, Disciplinary Actions and NDR Request dates for Pilots that meet the search criteria.

Note: The difference between Pilot Search and Air Carrier is that:

- Pilot Search allows you to enter multiple types of records for the same pilot from one record.
- Air Carrier allows you to enter the same type of information for multiple pilots from one page.

Figure 3: Air Carrier

The screenshot shows the 'Air Carrier' search interface within the Federal Aviation Administration's Pilot Records Database. The header includes the FAA logo, the text 'Federal Aviation Administration', and navigation links: 'Home | User Guide | Help | Sign Out'. A user profile 'Connie Contributor' is visible in the top right. The main title 'Pilot Records Database' is centered. Below it, a navigation bar contains links: 'Inbox', 'Pilot Search', 'Air Carrier' (selected), 'Search', 'Activity', 'Directory', and 'Help'. A secondary bar lists record types: 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The 'Air Carrier' section is active, showing search criteria fields: 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.', 'Last Name:', and 'First Name:'. A 'Search Employment Records' button is present. Below the search fields, explanatory text states: 'The Complete Date indicates all outstanding records have been reported to the date entered. The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD. *The Certificate Number and either First Name or Last Name are required. If you cannot find the pilot record please contact PRD support team at PrdSupport@faa.gov'. The search criteria form includes fields for: *Certificate No., First Name, Record ID, Separation Reason (dropdown), Complete Date (From/To date pickers), Last Updated By (text field with hint 'Min first (3) char of Last Updated By'), Suppressed (dropdown), Last Name, Middle Name, PRD Date of Hire (From/To date pickers), Separation Date (From/To date pickers), Final Records Date (From/To date pickers), and Last Updated Date (From/To date pickers). 'Search' and 'Clear' buttons are at the bottom.

3.4 Search

Select the Search menu to return pilot records based on the criteria entered. The page includes both Standard and Advanced search criteria.

Search results are limited to the Air Carrier:

- For which you are a registered user
- You selected when logging into PRD.

The Basic search includes the following fields:

Figure 4: Search

The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database search interface. At the top, there is a blue header with the FAA logo and the text "Federal Aviation Administration". To the right of the header are links for "Home | User Guide | Help | Sign Out" and a user name "Connie Contributor". Below the header, the title "Pilot Records Database" is displayed in blue. A navigation bar contains links for "Inbox", "Pilot Search", "Air Carrier", "Search" (which is highlighted), "Activity", "Directory", and "Help". Below the navigation bar, there is a search bar labeled "Air Carrier Name: (Air Carrier Name)". A "Search" button is located to the left of the search bar. Below the search bar, a message states: "*At least one search parameter is required." The search criteria section contains several input fields and dropdown menus: "Certificate No:", "First Name:", "Record ID:", "Suppressed:" (with a "-Select-" dropdown), "Last Updated By:" (with a text input and a hint "Min first (3) char of Last Updated By"), "Last Name:", "Middle Name:", "Record Type:" (with a "-Select-" dropdown), "Correction Request Status:" (with a "-Select-" dropdown), and "Last Updated Date:" (with "From:" and "To:" date pickers). Below the search criteria, there is a link for "Advanced Search". At the bottom, there are "Search" and "Clear" buttons.

Advanced Search includes these additional categories and criteria.
Criteria can be selected from one or more **Advanced Search** categories.

[Advanced Search](#)

Search By Section

Employment

PRD Date of Hire: From: To:
Separation Date: From: To:
Complete Date: From: To:
Separation Reason:
Final Records Date: From: To:

Duties

Duty Position:
Aircraft Make/Model:

Training

Start Date: From: To:
End Date: From: To:
Aircraft Make/Model:
Duty Position:
Training Program:
Training Event:
Result:

Drug and Alcohol

Occurrence Date: From: To:
Report Type:
Record Type:
Test Type:

Disciplinary Actions

Action Date: From: To:
Removal From Operations:
Action Type:

NDR

Request Date: From: To:

Search

Clear

3.5 Activity

Select the Activity menu to search various data table logs and Notifications.

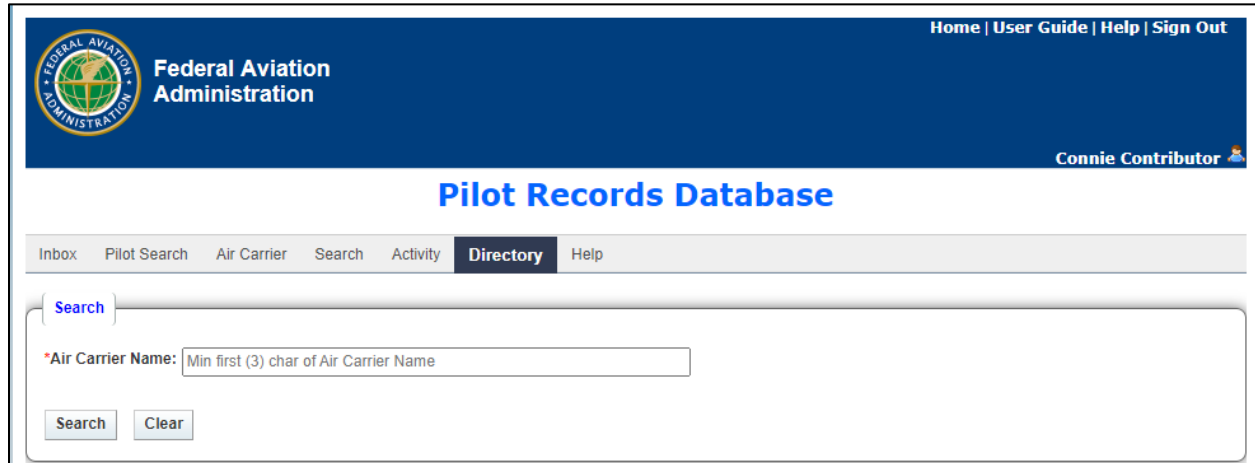
Figure 5: Activity

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a blue header with the FAA logo and the text "Federal Aviation Administration". To the right of the header are links for "Home | User Guide | Help | Sign Out". Below the header, the title "Pilot Records Database" is displayed in large blue text. A navigation bar contains links for "Inbox", "Pilot Search", "Air Carrier", "Search", "Activity" (which is highlighted), "Directory", and "Help". Below the navigation bar, there are two tabs: "Logs" and "Notifications". The "Logs" tab is active, and a sub-tab "Log Search" is selected. The "Log Search" section contains a message: "*At least one search parameter is required." Below this message are several search fields: "Date:" with "From:" and "To:" date pickers; "Acted Upon Type:" with a dropdown menu showing "-Select-"; "Activity Type:" with a dropdown menu showing "-Select-"; "Acted Upon:" with a text input field containing "Min first (3) char of Name"; "Action Date:" with "From:" and "To:" date pickers; and "User:" with a text input field containing "Min first (3) char of Name". At the bottom of the search section are two buttons: "Search" and "Clear".

3.6 Directory

Select the Directory menu to search for an Air Carriers' Responsible Person and contact details.

Figure 6: Directory



The screenshot displays the 'Pilot Records Database' interface. At the top, a blue header bar contains the Federal Aviation Administration logo on the left, the text 'Federal Aviation Administration' in the center, and navigation links 'Home | User Guide | Help | Sign Out' on the right. Below the header, the title 'Pilot Records Database' is centered. A horizontal menu bar below the title includes links for 'Inbox', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory' (which is highlighted), and 'Help'. The 'Directory' section is active, showing a search form. The form has a tab labeled 'Search' and a text input field with the placeholder text '*Air Carrier Name: Min first (3) char of Air Carrier Name'. Below the input field are two buttons: 'Search' and 'Clear'.

3.7 Help

Select the Help menu to open the PRD online help.

Figure 7: Page-Level Help (Link)

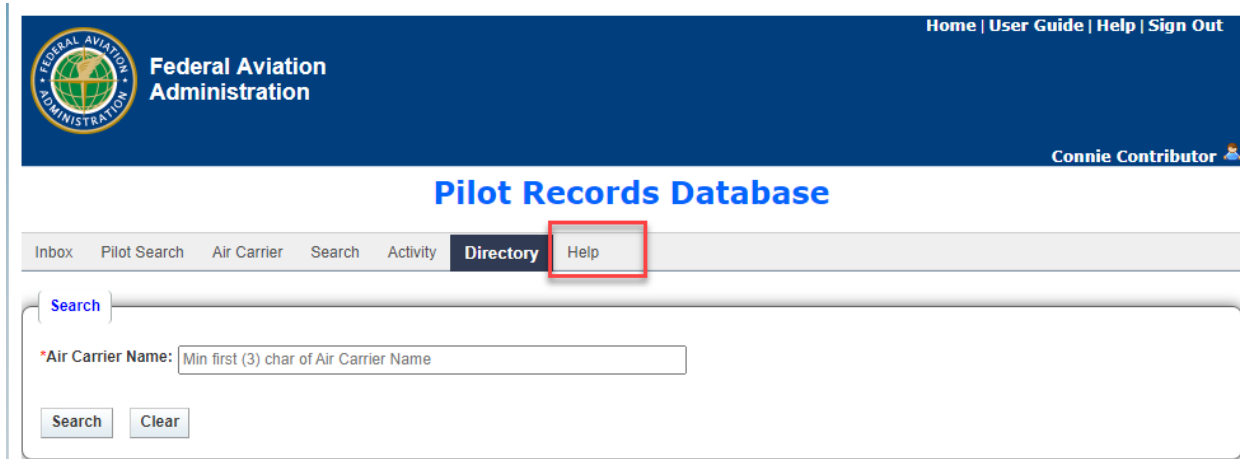
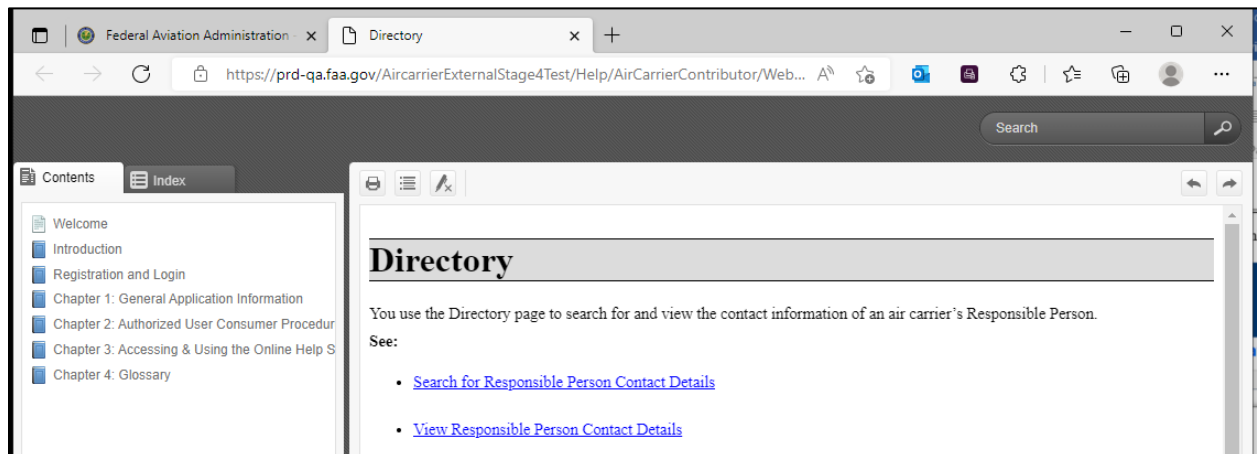


Figure 8: Page-Level Help (Content)



4 DATA ENTRY

This job aid is provided to assist you with using the Pilot Records Database (PRD) application to:

- Report pilot records (Employment, training, Drug and Alcohol, Final Disciplinary Action)
- Disposition Correction Requests and Missing Record requests submitted by a pilot.

When entering records, please remember:

- This is not a testing environment. You are entering real data into the production system.
- There is no “delete” function – once a record is added it can only be suppressed. The record may be edited and corrected, but is cannot be deleted.

This starts with assuming you:

- 1) Have an approved role in PRD that includes the Authorized Contributor or the Proxy User Contributor role
- 2) Are logged into PRD using one of these roles;
- 3) Are viewing the Contributor Inbox page.

4.1 Add Pilot Employment Record

- 1) Select the Pilot Search menu. The Pilot Search screen will display.

- 2) Enter the Pilot's Certificate Number and Last Name in the respective fields and click Search. The Pilot Information record displays. If you have trouble finding a match, you may wish to search my certificate number and first name instead.

Note: It is possible the pilot's last name may have changed after the records were created. For example, the pilot worked for your company in 2020, but changed their last name with the FAA in 2021. The search box is expecting the current last name, not what it was in 2021. If you need assistance searching for a pilot for reporting purposes, contact prdsupport@faa.gov.

Pilot Records Database

[Inbox](#) **[Pilot Search](#)** [Air Carrier](#) [Search](#) [Activity](#) [Directory](#) [Help](#)

Air Carrier Name:

Pilot Search

*The Certificate Number and either First Name or Last Name are required. If you cannot find the pilot record please contact PRD support team at PrdSupport@faa.gov

*Certificate No:

First Name:

Last Name:

Pilot Information

Full Name	Certificate Number	Certificate Type	FTN	View
(PILOT NAME)	(000000000)	(Certificate Type)	X9999999	View

◀ ◁ 1 ▷ ▶

20 items per page

1 - 1 of 1 items

May 5, 2022

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- 3) Select the View link in the Pilot Information grid.

Full Name	Certificate Number	Certificate Type	ETN	View
(PILOT NAME)	(000000000)	(Certificate Type)	00000000	View

- 4) The Pilot Employment page displays.

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Employment Records

No records found.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

- 5) Enter the PRD Date of Hire: This is the earliest date on which an individual begins any form of required training in preparation for the individual's service as a pilot on behalf of an operator or entity subject to the applicability of this part; or performs any duty as a pilot for an operator or entity subject to the applicability of part 111.

Enter the Date by typing the date directly into the field, or clicking the Calendar icon and selecting the date from the calendar.

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The Separation is subject to the pending the employment relationship between a pilot and an operator or entity who

No separation from the operator determines the separation is not subject to any pending dispute.

- 6) Enter the Complete Date the same way, as applicable.

This is the date when the air carrier or operator completes the process of entering all applicable records into the PRD for this particular airman. Additional records may be added as they become available after this date (pilot is still employed with the operator) but this date indicates to a hiring employer from what date the records in PRD have last been updated.

- 7) Enter the Final Records Date the same way, as applicable.

This is the date when the previous employer attests that all records related to this pilot have been provided to the PRD and no additional records are available or expected to be generated (pilot is no longer employed with the operator).

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

- 8) Enter the Separation Date and Separate Type, as applicable.

This is the last-in-time date record of any action ending the employment relationship between a pilot and an air carrier or other operator, which is not subject to any pending formal or informal dispute initiated by the pilot. No separation from employment may be considered final until 30 days after the action.

The values for the Separation Type are as follows:

The Separation is the last-in-time record of any action ending the employment relationship between a pilot and an operator or entity who is subject to the applicability of this part.

No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

Separation Date:

Separation Type:

- Select-
- Other - Details
- Other - Retirement
- Other - Resignation
- Other - Physical/Medical Disqualification
- Other - Employer initiated separation not due to pilot performance
- Termination - Professional Disqualification
- Termination - Pilot Performance

If you select “Other – Details” a text box display to allow you to enter details.

- 9) Select “Yes” or “No” for Relevant Documents, as applicable.

These are documents which are relevant to this record and may be requested by the reviewing entity or the pilot in accordance with § 111.235.

If Relevant Documentation Available is “Yes” the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:


- Select-
- Yes
- No

- 10) When all data is complete, click “Save”

If Relevant Documentation Available is “Yes” the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

- 11) The information entered displays in the Employment Records grid. You may need to scroll the table displayed to the right to see all of the columns,


**Federal Aviation
Administration**

[Home](#) | [User Guide](#) | [Help](#) | [Sign Out](#)

Connie Contributor

Pilot Records Database

[Inbox](#)
[Pilot Search](#)
[Pilot](#)
[Air Carrier](#)
[Search](#)
[Activity](#)
[Directory](#)
[Help](#)

Employment
[Training](#)
[Drug And Alcohol](#)
[Disciplinary Actions](#)
[NDR](#)

Air Carrier Name: (Air Carrier Name)
 Certificate No.: 999999999
 Last Name: (Last Name)
 First Name: (First Name)

[Employment Records](#)


[Export To Excel](#)
[Export To PDF](#)

	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input type="checkbox"/>	(Pilot Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20


10 items per page
1 - 1 of 1 items

[Edit](#)
[Assignment-to-Duty](#)
[Add Additional Record](#)

12) If data needs to be edited after is entered, check the box in the far-left column and click “Edit”.

**Federal Aviation
Administration**

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Connie Contributor 

Pilot Records Database

[Inbox](#) [Pilot Search](#) **Pilot** [Air Carrier](#) [Search](#) [Activity](#) [Directory](#) [Help](#)





Employment [Training](#) [Drug And Alcohol](#) [Disciplinary Actions](#) [NDR](#)

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

Employment Records

[Export To Excel](#) [Export To PDF](#)

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input checked="" type="checkbox"/>	(Pilot Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20

  **1**  

10 items per page

1 - 1 of 1 items

Edit [Assignment-to-Duty](#) [Add Additional Record](#)

Pilot Information

Certificate No.: 999999999 **Last Name:** (Last Name) **First Name:** (First Name) **Middle Name:** (Middle) **Record ID:** 3504516-EM-1

The data displays below Employment Records grid. Click “Update” to save the edits once made.

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.

*PRD Date of Hire:

Complete Date:

Final Records Date:

The Separation is the last-in-time record of any action ending the employment relationship between a pilot and an operator or entity who is subject to the applicability of this part.

No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

Separation Date:

Separation Type:

If Relevant Documentation Available is “Yes” the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

Update

Clear

13) Click the “Add Additional Record” button to add an additional Employment Record.

NOTE: It is recommended you edit an existing employment record instead of creating a new entry to update information such as when records were last uploaded. It may be useful to create a new employment record for the same employer in cases of a break in service.

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Employment Records

Export To Excel
Export To PDF

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input checked="" type="checkbox"/>	(Pilot Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20

10 items per page

1 - 1 of 1 items

Edit
Assignment-to-Duty
Add Additional Record

Pilot Information

Certificate No.: 999999999

Last Name: (Last Name)

First Name: (First Name)

Middle Name: (Middle)

Record ID: 3504516-EM-1

The fields to add an additional Employment Record display.


Complete the information following the same steps as before.


Pilot Information


Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Employment Information

- The Complete Date indicates all outstanding records have been reported to the date entered.
- The Final Records Date indicates all available records have been entered into the PRD and no additional records are expected to be provided to PRD.


*PRD Date of Hire: 

Complete Date: 

Final Records Date: 

The Separation is the last-in-time record of any action ending the employment relationship between a pilot and an operator or entity who is subject to the applicability of this part.

No separation from employment is considered final until the operator determines the separation is not subject to any pending dispute.

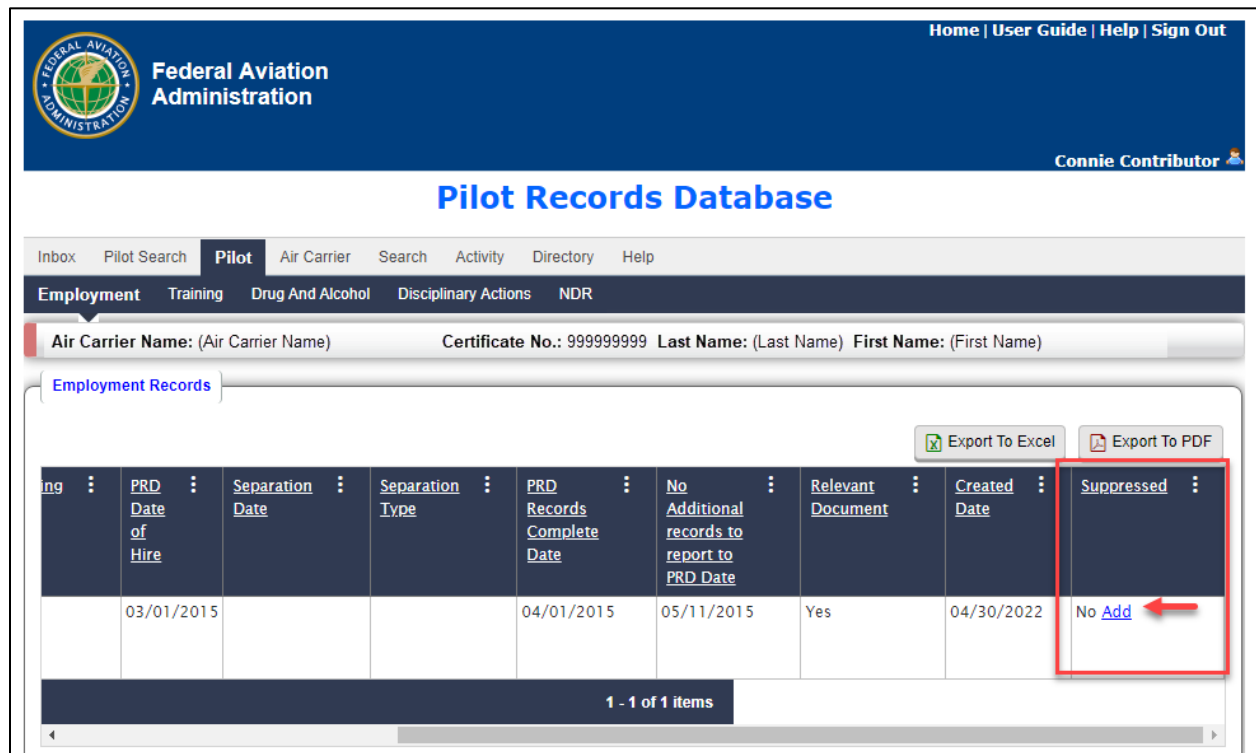
Separation Date: 

Separation Type:

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

- 14) An Employment Record may be suppressed. When a record is suppressed, the record remains visible to the reporting entity, but will not be displayed to a reviewing entity (new employer). This may be useful for records which are no longer appropriate or are required to not be released for other reasons. Scroll to the far-right in the Employment Records grid and select the “Add” link in the Suppressed column of the record to Suppress.




The screenshot displays the Federal Aviation Administration Pilot Records Database interface. The top navigation bar includes links for Home, User Guide, Help, and Sign Out. The user is logged in as Connie Contributor. The main title is 'Pilot Records Database'. Below the title, there are tabs for Inbox, Pilot Search, Pilot, Air Carrier, Search, Activity, Directory, and Help. The 'Pilot' tab is selected, and the 'Employment' sub-tab is active. The search criteria are: Air Carrier Name: (Air Carrier Name), Certificate No.: 999999999, Last Name: (Last Name), and First Name: (First Name). The 'Employment Records' section shows a table with the following columns: ID, PRD Date of Hire, Separation Date, Separation Type, PRD Records Complete Date, No Additional records to report to PRD Date, Relevant Document, Created Date, and Suppressed. The first row of data shows a record with a PRD Date of Hire of 03/01/2015, a PRD Records Complete Date of 04/01/2015, a No Additional records to report to PRD Date of 05/11/2015, a Relevant Document of Yes, and a Created Date of 04/30/2022. The 'Suppressed' column for this record contains the text 'No Add' with a red arrow pointing to the 'Add' link. Below the table, it indicates '1 - 1 of 1 items'.

ID	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Relevant Document	Created Date	Suppressed
	03/01/2015			04/01/2015	05/11/2015	Yes	04/30/2022	No Add


- 15) The fields to suppress a record display below the grid.
 Select “Yes” for “Is Suppressed” and enter comments explaining the reason.
 Click “Save” when finished

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1
 Suppressed By:
 Suppressed Date:
 *Is Suppressed: Yes 

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: This is for demonstrating suppression. 

Save **Clear**

Suppression History

No records found.

16) The selected record shows as suppressed.

Federal Aviation Administration Home | User Guide | Help | Sign Out
 Connie Contributor

Pilot Records Database


Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Employment Records

Export To Excel Export To PDF

ing	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Relevant Document	Created Date	Suppressed
	03/01/2015			04/01/2015	05/11/2015	Yes	04/30/2022	Yes Edit 

1 - 1 of 1 items

Edit **Assignment-to-Duty** **Add Additional Record**

- 17) Select the Edit link in the Suppressed column of the Employment Records grid. The Suppression pages displays, which includes the suppression history.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1
Suppressed By: Connie Contributor
Suppressed Date: 5/1/2022
*Is Suppressed:

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Suppression History

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-EM-1	Connie Contributor	05/01/2022	Yes	This is for demonstrating suppression.

20 items per page 1 - 1 of 1 items

18) Change “Is Suppressed” to “No” and enter an explanation.

Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1
 Suppressed By: Connie Contributor
 Suppressed Date: 5/1/2022
 *Is Suppressed:

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Save **Clear**

Suppression History

[Export To Excel](#) [Export To PDF](#)

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-EM-1	Connie Contributor	05/01/2022	Yes	This is for demonstrating suppression.

1 - 1 of 1 items

19) The selected record is no longer suppressed.

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Employment Records

[Export To Excel](#) [Export To PDF](#)

Eng	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Relevant Document	Created Date	Suppressed
AIR T INC	03/01/2015			04/01/2015	05/11/2015	Yes	04/30/2022	No Add

1 - 1 of 1 items

Edit **Assignment-to-Duty** **Add Additional Record**

4.2 Add Pilot Employment Record: Assignment-to-Duty

The pilot's Assignment-to-Duty is entered from the Employment page⁷.

- 1) Check the box in the far-left column for the Air Carrier where Assignment-to-Duty will be entered. Then, select the Assignment-to-Duty button on the Employment page.

The screenshot displays the Federal Aviation Administration Pilot Records Database interface. At the top, the FAA logo and 'Federal Aviation Administration' are visible. The 'Pilot Records Database' title is centered. Below the title, there are navigation tabs: 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. The 'Pilot' tab is currently selected. Underneath, there are sub-tabs: 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The 'Employment' sub-tab is active. A search bar at the top of the table area contains fields for 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. Below the search bar, there are 'Export To Excel' and 'Export To PDF' buttons. The main table has columns: 'Pilot Name', 'Certificate', 'Record ID', 'Reporting Entity', 'PRD Date of Hire', 'Separation Date', 'Separation Type', 'PRD Records Complete Date', and 'No Additional records to report to PRD Date'. A red arrow points to the checkbox in the first column of the table. Below the table, there are 'Edit', 'Assignment-to-Duty' (highlighted with a red box), and 'Add Additional Record' buttons. The 'Assignment-to-Duty' button is the one to be clicked according to the instructions.

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input checked="" type="checkbox"/>	(Pilot Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20

10 items per page 1 - 1 of 1 items

Edit Assignment-to-Duty Add Additional Record

- 2) The Assignment-to-Duty page opens as a separate pop-up window.

⁷ This is an optional entry.



Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

No records found.

Assignment-to-Duty Information

*Start Date:  End Date: 

*Aircraft Make/Model: Min first (3) char of Make / Model *Duty Position:

3) Enter the Start Date of the Assignment-to-Duty.

Enter the Date by typing the date directly into the field, or clicking the Calendar icon and selecting the date from the calendar.


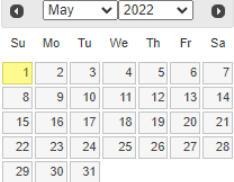

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

No records found.

Assignment-to-Duty Information

*Start Date:   End Date: 

*Aircraft Make/Model: May 2022 *Duty Position:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4) Enter the End Date of the Assignment-to-Duty, if applicable.

Enter the Date by typing the date directly into the field, or clicking the Calendar icon and selecting the date from the calendar.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

No records found.

Assignment-to-Duty Information

*Start Date: 03/01/2015

End Date:

*Aircraft Make/Model: Min first (3) char of Make / Model View List

*Duty Position: May 2022

Save

Clear

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5) Enter the Aircraft Make and Model. Click the “View List” link to see a list of Aircraft Makes and Models, if needed. Note you cannot select an aircraft from this view. It is just to display all the possible options. If you need help locating an aircraft code, contact prdsupport@faa.gov.

The screenshot displays the 'Employee Details' form with the 'Assignment-to-Duty Information' section active. A red arrow points to the 'View List' link next to the 'Aircraft Make/Model' field. The 'Aircraft Details' pop-up window is open, showing a list of aircraft names.

Assignment-to-Duty Information

*Start Date: 03/01/2015

*Aircraft Make/Model: Min first (3) char of Make / Model [View List](#)

Aircraft Details

Please find an Aircraft Details below.

[Export To Excel](#) [Export To PDF](#)

Aircraft Name
150-L
281 PROTEUS
600-S2D
600-S2R
A-150
A-170
A-170-G
A-170-LS
A-1C-180
A-1C-200
A-300-600 F
A-300-600 ST
A-300-600R
A-300-B2
A-300-B21A
A-300-B21C

[Close](#)

- 6) Select the Aircraft Make and Model. Start by typing the first few character (three at least) of the Aircraft Make and Model. A selection list displays with the matching Make and Models (the screen shot below is just the start of the list).

The screenshot shows the 'Employee Details' form. The 'Assignment-to-Duty Information' section contains the following fields:

- *Start Date: 03/01/2015
- End Date: (empty)
- *Aircraft Make/Model: b-737 (dropdown menu is open showing a list of options: B-737-100, B-737-200, B-737-201, B-737-205, B-737-209)
- *Duty Position: -Select-

Buttons for 'Save' and 'Clear' are visible. A red arrow points to the 'View List' link next to the dropdown.

- 7) Select the Aircraft Make and Model from the list.
Note: Be sure to select the value from the list; do not just type the value into the field.

The screenshot shows the 'Employee Details' form. The 'Assignment-to-Duty Information' section contains the following fields:

- *Start Date: 03/01/2015
- End Date: (empty)
- *Aircraft Make/Model: B-737-200 (dropdown menu is closed, and the selected value is highlighted with a red box)
- *Duty Position: -Select-

Buttons for 'Save' and 'Clear' are visible. The 'View List' link is still present.

- 8) Select the Duty position from the drop-down:
- Pilot in Command
 - Second in Command

The screenshot shows the 'Employee Details' form. The 'Assignment-to-Duty Information' section contains the following fields: 'Start Date' (03/01/2015), 'End Date' (empty), 'Aircraft Make/Model' (B-737-200), and 'Duty Position' (a dropdown menu). The dropdown menu is open, showing three options: '-Select-', 'Pilot in command', and 'Second in command'. The 'Save' and 'Clear' buttons are at the bottom left of the form.

- 9) Click “Save” after entering all information.

This screenshot is identical to the previous one, but the 'Save' button in the 'Assignment-to-Duty Information' section is highlighted with a red rectangle. The 'Duty Position' dropdown menu is now closed and shows 'Pilot in command' as the selected option.

10) The information displays in the Assignment-to-Duty Records History grid.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel

Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1- DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20

items per page

1 - 1 of 1 items

Edit

Add Additional Record

Assignment-to-Duty Information

*Start Date:

End Date:

*Aircraft Make/Model:

Min first (3) char of Make / Model

View List

*Duty Position:

-Select-

Save

Clear

- 11) Add additional Assignments-to-Duty by clicking the “Add Additional Record” button and adding the Information. Instead, enter the information into the Assignment-to-Duty Information fields and click “Save”.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel

Export To PDF

	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20

 items per page

1 - 1 of 1 items

Edit

Add Additional Record

Assignment-to-Duty Information

*Start Date:

03/01/2015

End Date:

*Aircraft Make/Model:

B-737-300

View List

*Duty Position:

Pilot in command

Save

Clear

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel

Export To PDF

	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	B-737-300	03/01/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20

 items per page

1 - 2 of 2 items

Edit

Add Additional Record

Assignment-to-Duty Information

*Start Date:

End Date:

*Aircraft Make/Model:

Min first (3) char of Make / Model

View List

*Duty Position:

-Select-

Save

Clear

- 12) To edit an Assignment-to-Duty record, check the box in the far-left column of the record to edit and click the “Edit” button. The existing information displays in the fields below the Assignment-to-Duty Records History grid.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	B-737-300	03/01/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20 items per page
1 - 2 of 2 items

Edit Add Additional Record

Assignment-to-Duty Information

*Start Date: End Date:

*Aircraft Make/Model: View List *Duty Position:

Update Clear

- 13) Make the necessary change(s) and click “Update”.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	B-737-300	03/01/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20 items per page
1 - 2 of 2 items

Edit Add Additional Record

Assignment-to-Duty Information

*Start Date: End Date:

*Aircraft Make/Model: View List *Duty Position:

Update Clear

14) The Assignment-to-Duty Record History grid refreshes and displays the updated information.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	B-737-300	03/15/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20 items per page 1 - 2 of 2 items

Edit Add Additional Record

Assignment-to-Duty Information

*Start Date: End Date:

*Aircraft Make/Model: Min first (3) char of Make / Model View List *Duty Position: -Select-

Save Clear

15) An Assignment-to-Duty may be suppressed. The consumer viewing the pilot record cannot view a suppressed record.

Scroll to the far-right in the Assignment-to-Duty grid and select the “Add” link in the Suppressed column of the record to Suppress.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	B-737-300	03/15/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	B-737-200	03/01/2015		05/01/2022	No Add

20 items per page 1 - 2 of 2 items


16) The fields to suppress a record display below the grid.

Select “Yes” for “Is Suppressed” and enter comments explaining the reason.


Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1-DU-1
 Suppressed By:
 Suppressed Date:
 *Is Suppressed: Yes 

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: This is for a demonstration to Suppress 

Save **Reset** **Clear**

Suppression History

No records found.

17) The selected record shows as Suppressed.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	8-737-200	03/01/2015		05/01/2022	Yes Edit
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	8-737-300	03/15/2015		05/01/2022	No Add

20 items per page 1 - 2 of 2 items

Edit **Add Additional Record**

- 18) Select the Edit link in the Suppressed column of the Assignment-to-Duty grid. The Suppression pages displays, which includes the suppression history.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1-DU-1
 Suppressed By: Connie Contributor
 Suppressed Date: 5/4/2022
 *Is Suppressed: Yes

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: This is for a demonstration to Suppress

Save Reset Clear

Suppression History

Export To Excel Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-EM-1-DU-1	Connie Contributor	05/04/2022	Yes	This is for a demonstration to Suppress

20 items per page 1 - 1 of 1 items

- 19) Change “Is Suppressed” to “No” and enter an explanation.

Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-EM-1-DU-1
 Suppressed By: Connie Contributor
 Suppressed Date: 5/4/2022
 *Is Suppressed: No

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: This is to remove the Suppression.

Save Reset Clear

Suppression History

Export To Excel Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-EM-1-DU-1	Connie Contributor	05/04/2022	Yes	This is for a demonstration to Suppress

20 items per page 1 - 1 of 1 items

20) The selected record is no longer suppressed.

Employee Details

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Assignment-to-Duty Records History

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Duty Position	Aircraft Type	Start Date	End Date	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-1	Pilot in command	8-737-200	03/01/2015		05/01/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1-DU-2	Pilot in command	8-737-300	03/15/2015		05/01/2022	No Add

20 items per page 1 - 2 of 2 items

Edit Add Additional Record

21) Close the Assignment-to-Duty window to return to the Employment page.

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Pilot Records Database Connie Contributor

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Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Employment Records

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20

10 items per page 1 - 1 of 1 items

Edit Assignment-to-Duty Add Additional Record

4.3 Add Pilot Training Records

Pilot Training records are added using the Training menu under the Pilot menu.

- 1) Select the Training menu to add pilot training records. The fields to enter the Training record display.


The screenshot displays the Federal Aviation Administration (FAA) Pilot Records Database interface. At the top, the FAA logo and "Federal Aviation Administration" text are on the left, and "Home | User Guide | Help | Sign Out" is on the right. Below this, the "Pilot Records Database" title is centered. A navigation bar contains "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". The "Pilot" menu is highlighted with a red box, and its sub-menu "Training" is also highlighted with a red box. Below the navigation bar, a search bar contains "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". The "Training Records" section shows "No records found." Below this, the "Pilot Information" section displays "Certificate No.: 999999999", "Last Name: (Last Name)", "First Name: (First Name)", "Middle Name: (Middle)", and "Record ID:". The "Training Information" section contains several fields: "*Start Date:" with a date picker, "End Date:" with a date picker, "*Aircraft Make/Model:" with a text input "Min first (3) char of Make / Model" and a "View List" link, "*Duty Position:" with a dropdown menu, "*Training/Testing Program:" with a dropdown menu, "*Training Event:" with a dropdown menu, and "*Result:" with a dropdown menu. At the bottom, there are "Save" and "Clear" buttons.


- 2) Enter the Start Date. This is the date the training event commenced.
Enter the Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date: 

End Date: 

*Aircraft Make/Model:

*Duty Position:

*Training/Testing Program:

*Training Event:

*Result:


Save Clear


- 3) Enter the End Date, as needed. This is the date the event was completed or otherwise no longer in progress.
Enter the Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date: 

End Date: 

*Aircraft Make/Model:

*Duty Position:

*Training/Testing Program:

*Training Event:

*Result:

Save Clear

- 4) Enter the Aircraft Make and Model. Click the “View List” link to see a list of Aircraft Makes and Models, if needed.

The screenshot shows the 'Pilot Information' and 'Training Information' sections of the PRD form. The 'Pilot Information' section includes fields for Certificate No. (003504516) and Last Name (BORN). The 'Training Information' section includes fields for Start Date (03/01/2015), End Date (03/07/2015), Aircraft Make/Model (Min first (3) char of Make / Model), Duty Position (-Select-), Training/Testing Program (-Select-), Training Event (-Select-), and Result (-Select-). A red arrow points to the 'View List' link next to the Aircraft Make/Model field. A pop-up window titled 'Aircraft Details' is open, showing a list of aircraft names: 150-L, 281 PROTEUS, 600-S2D, 600-S2R, A-150, and A-170. The 'Close' button is at the bottom right of the pop-up.

- 5) Enter the Aircraft Make and Model. The aircraft or aircraft represented that was used for the event. Start by typing the first few character (three at least) of the Aircraft Make and Model. A selection list displays with the matching Make and Models.

The screenshot shows the 'Pilot Information' and 'Training Information' sections of the PRD form. The 'Pilot Information' section includes fields for Certificate No. (999999999), Last Name (Last Name), First Name (First Name), Middle Name (Middle), and Record ID. The 'Training Information' section includes fields for Start Date (03/01/2015), End Date (03/07/2015), Aircraft Make/Model (B-737-20), Duty Position (-Select-), Training/Testing Program (-Select-), Training Event (-Select-), and Result (-Select-). A red box highlights the dropdown menu for the Aircraft Make/Model field, which shows a list of aircraft models: B-737-200, B-737-201, B-737-205, and B-737-209. The 'View List' link is also visible next to the dropdown.

6) Select the Aircraft Make and Model from the list.

Note: Be sure to select the value from the list; do not just type the value into the field.

The screenshot shows the 'Pilot Information' and 'Training Information' tabs. The 'Pilot Information' tab is active, displaying fields for Certificate No., Last Name, First Name, Middle Name, and Record ID. The 'Training Information' tab is also visible, showing fields for Start Date, End Date, Aircraft Make/Model, Duty Position, Training/Testing Program, Training Event, and Result. The 'Aircraft Make/Model' field is highlighted with a red box, and the value 'B-737-200' is selected. The 'View List' link is also visible next to the field.

7) Select the Duty Position. This is the position for which the event is related. The Duty Positions include:

- PIC (Pilot in command)
- SIC (Second in command)

The screenshot shows the 'Pilot Information' and 'Training Information' tabs. The 'Pilot Information' tab is active, displaying fields for Certificate No., Last Name, First Name, Middle Name, and Record ID. The 'Training Information' tab is also visible, showing fields for Start Date, End Date, Aircraft Make/Model, Duty Position, Training/Testing Program, Training Event, and Result. The 'Duty Position' dropdown menu is open, showing options: Pilot in command and Second in command. The 'View List' link is also visible next to the field.

- 8) Select the Training/ Testing Program from the list. This is the type of training program in place at the air carrier/operator.

Pilot Information

Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)Middle Name: (Middle)Record ID:

Training Information

*Start Date:03/01/2015

End Date:03/07/2015

*Aircraft Make/Model:B-737-200View List

*Duty Position:Pilot in command

*Training/Testing Program:-Select-

*Training Event:

-Select-

121NO: Part 121 carrier with an approved training program under part 121 subparts N and O.
121Y: Part 121 air carrier or operator with an approved training program under part 121 subpart Y.
125: Part 125 operator testing events.
135: Part 135 air carrier or operator approved training program.
135NO: Part 135 air carrier with an approved training program under part 121 subparts N and O.
135Y: Part 135 air carrier with an approved training program under part 121 subpart Y.
91K: Part 91 subpart K approved training.
91KGH: Part 91 subpart K approved training program in accordance with part 135 subparts G and H.
91KNO: Part 91 subpart K approved training program in accordance with part 121 subparts N and O.
91PAC: Part 91 corporate flight department, commercial air tour operator, and public aircraft operator.

*Result:

SaveClear

- 9) Select the Training Event. The Training/ Testing Program selected determines the available Training Events.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date: 03/01/2015

End Date: 03/07/2015

*Aircraft Make/Model: B-737-200 [View List](#)

*Duty Position: Pilot in command

*Training/Testing Program: 135: Part 135 air carrier or operator approved training program.

*Training Event: -Select-

*Result: -Select-

Save Clear

The Training Events, based on the Training/ Testing program, are as follows. The list with Description are found in Advisory Circular (AC) 120-68. Appendix A: Training, Qualification and Proficiency Records.

- 10) Select the Results. These are the final results of the training event.

Valid values:

- Satisfactory (Complete)
- Unsatisfactory (Incomplete)

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date: 03/01/2015

End Date: 03/07/2015

*Aircraft Make/Model: B-737-200 [View List](#)

*Duty Position: Pilot in command

*Training/Testing Program: 135: Part 135 air carrier or operator approved training program.

*Training Event: 135: Initial Knowledge Test; Written/Oral

*Result: -Select-

Evaluator Comments: -Select-
Satisfactory (Complete)
Unsatisfactory (Incomplete)

11) Add Evaluator Comments if the text box is present and if applicable.

These are comments provided by check pilot, aviation safety inspector, evaluator, or designee pursuant to 49 U.S.C. § 44703(i). Do not enter comments from other evaluators such as flight instructors in accordance with 14 CFR part 111, § 111.235.

Pilot Information				
Certificate No.:	999999999	Last Name: (Last Name)	First Name: (First Name)	Middle Name: (Middle) Record ID:

Training Information	
*Start Date:	<input type="text" value="03/01/2015"/>
End Date:	<input type="text" value="03/07/2015"/>
*Aircraft Make/Model:	<input type="text" value="B-737-200"/> View List
*Duty Position:	<input type="text" value="Pilot in command"/>
*Training/Testing Program:	<input type="text" value="135: Part 135 air carrier or operator approved training program."/>
*Training Event:	<input type="text" value="135: Initial Knowledge Test; Written/Oral"/>
*Result:	<input type="text" value="Complete"/>
Evaluator Comments:	<div></div>
<div>Save Clear</div>	

12) When the Training information is complete, click “Save”.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:

Training Information

*Start Date:

03/01/2015

End Date:

03/07/2015

*Aircraft Make/Model:

B-737-200

[View List](#)

*Duty Position:

Pilot in command

*Training/Testing Program:

135: Part 135 air carrier or operator approved training program.

*Training Event:

135: Initial Knowledge Test; Written/Oral

*Result:

Satisfactory (Complete)

Evaluator Comments:

Test was successful

Save

Clear

13) The training information is saved to the Pilot Record.

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Air Carrier Name: (Air Carrier Name)
Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)

Training Records

Export To Excel

Export To PDF

	Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-1	(Air Carrier Name)	03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier operator approved training program

1

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Edit

Add Additional Record

- 14) Additional options appear if certain training events are marked as “Unsatisfactory” as the Training Results.

For example, Part 135, §135.293(b)ICC- Initial Competency Check requires Evaluator Comments if the Results are “Unsatisfactory (Incomplete).”

Training Events: Part 135 Air Carrier Approved Training Program

Regulation	Training Event	Allow Evaluator's Comments?	Task or Maneuver Which was Unsatisfactory or Incomplete
§135.293(b)ICC	Initial Competency Check	Yes	Required if unsatisfactory or incomplete

Click the “Add Additional Record” button below the Training Records grid.

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. The page title is "Pilot Records Database". The user is logged in as "Connie Contributor". The "Training" tab is selected. The "Training Records" section shows a table with one record. Below the table, the "Add Additional Record" button is highlighted with a red box.

Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Test Program
(Pilot Full Name)	999999999	3504516-TR-1	(Air Carrier Name)	03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier approved training program

Buttons: Edit, Add Additional Record

15) The fields to add a new Training record display.

Complete the Start Date, Aircraft Make/ Model, and Duty Position as before.

Add a Training record for “Part 135: Initial Competency Check” and select “Unsatisfactory (Incomplete)” as the result.

Evaluator Comments and Unsatisfactory (Incomplete) Tasks or Maneuvers text boxes display.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date: 3/7/2015

End Date: 3/15/2015

*Aircraft Make/Model: B-737-200 [View List](#)

*Duty Position: Pilot in command

*Training/Testing Program: 135: Part 135 air carrier or operator approved training program

*Training Event: 135: Initial Competency Check

*Result: Unsatisfactory (Incomplete)

Evaluator Comments:

*Unsatisfactory (Incomplete) Tasks or Maneuvers:

Save Clear

16) Use the following as a guide when entering “Unsatisfactory (Incomplete) Tasks or Maneuvers”

- Unsatisfactory Tasks or Maneuvers: List any tasks or maneuvers which were attempted but not completed satisfactorily in the comment field.
- Incomplete Tasks or Maneuvers: List any tasks or maneuvers which were not attempted but were otherwise required to have been completed in the comment field.


When the information is complete, click “Save”.

Pilot Information				
Certificate No.:	999999999	Last Name: (Last Name)	First Name: (First Name)	Middle Name: (Middle) Record ID:


Training Information	
*Start Date:	<input type="text" value="3/7/2015"/>
End Date:	<input type="text" value="3/15/2015"/>
*Aircraft Make/Model:	<input type="text" value="B-737-200"/> View List
*Duty Position:	<input type="text" value="Pilot in command"/>
*Training/Testing Program:	<input type="text" value="135: Part 135 air carrier or operator approved training program."/>
*Training Event:	<input type="text" value="135: Initial Competency Check"/>
*Result:	<input type="text" value="Unsatisfactory (Incomplete)"/>
Evaluator Comments:	<div><div>Trainings results are not complete.</div><div>Tasks 3and 5 were attempted, but not completed satisfactorily. Maneuvers A and B were not attempted. These are required to completed the training.</div></div>
*Unsatisfactory (Incomplete) Tasks or Maneuvers:	
<div><div>Save</div><div>Clear</div></div>	

Note: The comments above are only samples. When entering actual tasks which were unsatisfactory or incomplete, enter the actual task name such as ILS approach or Slow Flight. Consider that reviewing entities will not know the task numbers used in your training program.

17) The Training record displays in the Training Records grid.


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Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

[Training Records](#)

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<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-2	(Air Carrier Name)	03/07/2015	03/15/2015	B-737-200	Pilot in command	Part 135 air carrier operator approval training program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-1	(Air Carrier Name)	03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier operator approval training program

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[Edit](#) [Add Additional Record](#)

18) You may edit a Training record.

Select the check box in the far-left column of the record to edit and click the “Edit” button.


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Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Training Records

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testi Program
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-3	(Air Carrier Name)	03/15/2015		8-737-200	Second in command	Part 135 air car operator approv training program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-2	(Air Carrier Name)	03/07/2015	03/15/2015	8-737-200	Pilot in command	Part 135 air car operator approv training program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-1	(Air Carrier Name)	03/01/2015	03/07/2015	8-737-200	Pilot in command	Part 135 air car operator approv training program

5 items per page 1 - 3 of 3 items

Edit Add Additional Record

19) The Training Information fields display below the Training Records grid.

Make any edits to the data (as shown, as an example).

Click “Update” when finished.


Pilot Information
Certificate No: 003504516 Last Name: Born First Name: JOSEPH Middle Name: JAMES Record ID: 3504516-TR-3

Training Information


*Start Date: 3/15/2015
End Date:
*Aircraft Make/Model: B-737-200 [View List](#)
*Duty Position: Pilot in command
*Training/Testing Program: 135: Part 135 air carrier or operator approved training program.
*Training Event: 135: Other
*Result: Satisfactory (Complete)
*Other Event Description: Additional tasks and maneuvers were completed satisfactorily:
Tasks B and D
Maneuvers 1, 3, and 5

Update Clear

20) The updated record displays in the Training Records grid.


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Air Carrier Name: (Air Carrier Name)
Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)

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<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-3	(Air Carrier Name)	03/15/2015		B-737-200	Pilot in command	Part 135 air carrier operator approved training program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-2	(Air Carrier Name)	03/07/2015	03/15/2015	B-737-200	Pilot in command	Part 135 air carrier operator approved training program
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-TR-1	(Air Carrier Name)	03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier operator approved training program

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5 items per page
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[Edit](#)
[Add Additional Record](#)


- 22) A Training record may be suppressed. The Pilot or Consumer viewing the Pilot record cannot view a suppressed record.

Scroll to the far-right of the record you want to Suppress and click the “Add” link in the “Suppressed” column of the Training Records grid.



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Employment **Training** Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Training Records

Export To Excel
Export To PDF

Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program	Event	Result	Created Date	Suppressed
03/15/2015		B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Other View	Satisfactory (Complete)	05/04/2022	No Add
03/07/2015	03/15/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Competency Check View	Unsatisfactory (Incomplete) View	05/02/2022	No Add
03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Knowledge Test; Written/Oral View	Satisfactory (Complete)	05/02/2022	No Add

1 - 3 of 3 items

21) The fields to suppress a Training record display below the Training Records grid.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-TR-1
Suppressed By:
Suppressed Date:
*Is Suppressed: No

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Save Clear

Suppression History

No records found.

22) Select “Yes” for “Is Suppressed” and enter a reason in the Comments field.

When finished, click “Save”.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-TR-1
Suppressed By:
Suppressed Date:
*Is Suppressed: Yes

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.


*Comments: This is for demonstration

Save Clear

Suppression History

No records found.

23) The Training record shows as “Suppressed” in the Training Records grid.


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Connie Contributor

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment **Training** Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Training Records

Export To Excel Export To PDF

Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program	Event	Result	Created Date	Suppressed
03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Knowledge Test; Written/Oral View	Satisfactory (Complete)	05/02/2022	Yes Edit
03/15/2015		B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Other View	Satisfactory (Complete)	05/04/2022	No Add
03/07/2015	03/15/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Competency Check View	Unsatisfactory (Incomplete) View	05/02/2022	No Add

1 - 3 of 3 items

24) The Training record can be Unsuppressed.

Select the Edit link in the Suppressed column of the Training record to un-suppress.

The fields to suppress a Training record display below the Training Records grid.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-TR-1
Suppressed By: Connie Contributor
Suppressed Date: 5/2/2022
*Is Suppressed: Yes

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: This is for demonstration

Save Clear

Suppression History

Export To Excel Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-TR-1	Connie Contributor	05/02/2022	Yes	This is for demonstration


1 20 items per page 1 - 1 of 1 items

25) Change “Is Suppressed” to “No” and enter an explanation in the Comments field.


Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.



Record ID: 3504516-TR-1
Suppressed By: Connie Contributor
Suppressed Date: 5/2/2022
*Is Suppressed: 

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.


*Comments: 

Save **Clear**


Suppression History

 Export To Excel  Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-TR-1	Connie Contributor	05/02/2022	Yes	This is for demonstration


 20 items per page 1 - 1 of 1 items

26) The training record no longer shows as suppressed in the Training Record grid.



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Connie Contributor 



Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment **Training** Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

Training Records

 Export To Excel  Export To PDF


Start Date	End Date	Aircraft Make/Model	Duty Position	Training/Testing Program	Event	Result	Created Date	Suppressed
03/01/2015	03/07/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Knowledge Test; Written/Oral View	Satisfactory (Complete)	05/02/2022	No Add
03/15/2015		B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Other View	Satisfactory (Complete)	05/04/2022	No Add
03/07/2015	03/15/2015	B-737-200	Pilot in command	Part 135 air carrier or operator approved training program.	Initial Competency Check View	Unsatisfactory (Incomplete) View	05/02/2022	No Add

1 - 3 of 3 items

Edit Add Additional Record

4.4 Add Pilot Drug and Alcohol Records

Select the Drug and Alcohol menu to add drug and alcohol records reported by the Air Carrier.



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Connie Contributor

Pilot Records Database

InboxPilot SearchPilotAir CarrierSearchActivityDirectoryHelp

EmploymentTrainingDrug And AlcoholDisciplinary ActionsNDR

Air Carrier Name: (Air Carrier Name)Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)

Reporting Entity Drug and Alcohol Records

No records found.

Pilot Information

Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)Middle Name: (Middle)Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater.
- Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date:

*Record Type:

*Report Type:

*Test Type:

Save

Clear

1) Enter the Occurrence Date.

Enter the Occurrence Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date:
*Record Type:
*Report Type:
*Test Type:

May 2022

Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Save Clear

2) Select the Record Type.

Valid options are:

- Drug Test
- Alcohol Misuse

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date:
*Record Type:
*Report Type:
*Test Type:

07/01/2019

-Select-
-Select-
Alcohol Misuse
Drug Test

Save Clear

3) Select the Report Type.

The Record Type selected determines the available Report Types.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date: 07/01/2019

*Record Type: Alcohol Misuse

*Report Type: -Select-

*Test Type: -Select-

Save Clear

The available Report Types when selecting Alcohol Misuse are described in AC 120-68.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date: 07/01/2019

*Record Type: Drug Test

*Report Type: -Select-

*Test Type: -Select-

Save Clear

The available Report Types when selecting Drug Test are:

- Negative Drug Test
- Refusal to Submit to Drug Test
- Verified Positive Result

4) Select the Test Type

The Record Type and Report Type selected determines the available Test Type.

The values available are described in AC 120-68.

5) Click “Save” after making the appropriate selections.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date: 07/01/2019


*Record Type: Alcohol Misuse

*Report Type: Breath Alcohol result at or above 0.04

*Test Type: Reasonable Suspicion: Record of a reasonable suspicion alcohol test conducted under 14

Save **Clear**

6) The information displays in the Reporting Entity Drug and Alcohol Record grid.

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Connie Contributor

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training **Drug And Alcohol** Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Reporting Entity Drug and Alcohol Records

[Export To Excel](#) [Export To PDF](#)

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Reasonable Suspicion View	05/03/2022

20 items per page 1 - 1 of 1 items

Edit **Add Additional Record**

7) You may edit a Drug and Alcohol record. Click the check box in the far-left column of the record to edit and click "Edit".

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Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training **Drug And Alcohol** Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Reporting Entity Drug and Alcohol Records

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Reasonable Suspicion View	05/03/2022

20 items per page 1 - 1 of 1 items

Edit Add Additional Record

8) The Reporting Entity Drug and Alcohol Records display below the Drug and Alcohol grid.

Make updates to the data as needed. When finished, click "Update".

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID: 3504516-AD-1

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date: 7/1/2019


*Record Type: Alcohol Misuse

*Report Type: Breath Alcohol result at or above 0.04

*Test Type: Random: Record of a random alcohol test conducted under 14 CFR § 120.217(c) and con

Update Clear

9) The updated data displays in the Reporting Entity Drug and Alcohol Records grid.

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Pilot Records Database

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[Employment](#) [Training](#) **Drug And Alcohol** [Disciplinary Actions](#) [NDR](#)

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

[Reporting Entity Drug and Alcohol Records](#)

[Export To Excel](#) [Export To PDF](#)

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022

[1](#) 20 items per page 1 - 1 of 1 items

[Edit](#) [Add Additional Record](#)

- 10) The Drug and Alcohol record may be suppressed. The pilot or consumer viewing the pilot record cannot view a suppressed record.

Scroll to the far-right in the Reporting Entity Drug and Alcohol Records grid and select the “Add” link in the Suppressed column of the record to Suppress.

The screenshot displays the Federal Aviation Administration Pilot Records Database interface. The top navigation bar includes links for Home, User Guide, Help, and Sign Out. The user is logged in as 'Connie Contributor'. The main title is 'Pilot Records Database'. Below this, there are tabs for Employment, Training, Drug And Alcohol (selected), Disciplinary Actions, and NDR. The search filters show 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. The 'Reporting Entity Drug and Alcohol Records' section contains a table with the following data:

Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date	Suppressed
999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022	No Add

The 'Add' link in the 'Suppressed' column is highlighted with a red box and a red arrow. Below the table, there is a pagination control showing '20 items per page' and '1 - 1 of 1 items'.

11) The fields to suppress a record display below the grid.


Select “Yes” for “Is Suppressed” and enter comments explaining the reason.

Click “Save” when finished


Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-AD-1
 Suppressed By:
 Suppressed Date:

*Is Suppressed: 

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: 

Save **Clear**

Suppression History

No records found.

12) The selected record shows as suppressed.

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Pilot Records Database Connie Contributor

Pilot Air Carrier Search Activity Directory Help

Employment Training **Drug And Alcohol** Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Reporting Entity Drug and Alcohol Records

Export To Excel Export To PDF

Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date	Suppressed
999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022	Yes Edit

20 items per page 1 - 1 of 1 items

Edit **Add Additional Record**

- 13) Select the Edit link in the Suppressed column of the Employment Records grid. The Suppression pages displays, which includes the suppression history.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-AD-1
 Suppressed By: Connie Contributor
 Suppressed Date: 5/3/2022
 *Is Suppressed: Yes

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Save Clear

Suppression History

Export To Excel Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-AD-1	Connie Contributor	05/03/2022	Yes	This is for demonstrating suppression.


◀ ◁ 1 ▷ ▶
20 items per page
 1 - 1 of 1 items

14) Change “Is Suppressed” to “No” and enter an explanation.


Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-AD-1
 Suppressed By: Connie Contributor
 Suppressed Date: 5/3/2022
 *Is Suppressed: 

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments: 

Save **Clear**

15) The selected record is no longer suppressed.

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 Connie Contributor

Pilot Records Database


Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training **Drug And Alcohol** Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Reporting Entity Drug and Alcohol Records

Export To Excel Export To PDF

Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date	Suppressed
999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022	No Add 

20 items per page 1 - 1 of 1 items

16) You may add additional Reporting Entity Drug and Alcohol records.

Click the “Add Additional Record” button.

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Connie Contributor

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training **Drug And Alcohol** Disciplinary Actions NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Reporting Entity Drug and Alcohol Records

Export To Excel Export To PDF

	Pilot Full Name	Certificate	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022

20 items per page 1 - 1 of 1 items

Edit **Add Additional Record**

17) The fields to add additional Reporting Entity Drug and Alcohol records display.

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Records pertaining to drug and alcohol testing described in part 120 and maintained in accordance with 49 CFR § 40.333, are to be reported to PRD include:

- Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater.
- Verified positive drug test results.
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated test results).
- Documentation of other violations of DOT agency drug and alcohol testing regulations.
- SAP Reports.
- All follow-up test results and schedules for follow-up tests, including documentation of the return-to-duty test.
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations.
- Records of negative and cancelled drug test results, and confirmed alcohol test results with an alcohol concentration of less than 0.039.

Reporting Entity Drug and Alcohol Records

*Occurrence Date:


*Record Type:

*Report Type:

*Test Type:

Save Clear

- 18) Enter one or more additional Reporting Entity Drug and Alcohol records by following the steps above.


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Pilot Records Database

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[Employment](#) | [Training](#) | **Drug And Alcohol** | [Disciplinary Actions](#) | [NDR](#)

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

Reporting Entity Drug and Alcohol Records

[Export To Excel](#) [Export To PDF](#)

<input type="checkbox"/>	<u>Pilot Name</u>	<u>Certificate</u>	<u>Record ID</u>	<u>Reporting Entity</u>	<u>Occurrence Date</u>	<u>Record Type</u>	<u>Report Type</u>	<u>Test Type</u>	<u>Created Date</u>
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-2	(Air Carrier Name)	10/31/2021	Alcohol Misuse	Breath Alcohol result at or above 0.04	Follow-Up View	05/03/2022
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-AD-1	(Air Carrier Name)	07/01/2019	Alcohol Misuse	Breath Alcohol result at or above 0.04	Random View	05/03/2022


◀ 1 ▶ 20 items per page 1 - 2 of 2 items

[Edit](#) [Add Additional Record](#)

4.5 Add Pilot Final Disciplinary Action Records


Select the Disciplinary Actions menu to add final disciplinary action records reported by the operator.

The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination *related to pilot performance*. Other types of disciplinary actions are not to be entered.



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Connie Contributor 

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol **Disciplinary Actions** NDR

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

Final Disciplinary Actions
 No records found.

Pilot Information
Certificate No.: 999999999 **Last Name:** (Last Name) **First Name:** (First Name) **Middle Name:** (Middle) **Record ID:**

- A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.
- No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.
- The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.
- Other types of disciplinary actions are not to be entered.
- Do not enter a final disciplinary action unless all of the following are true:
 Action was:
 - Direct involvement of the individual's performance as a pilot.
 - Taken by the employer.
 - Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

***Action Date:**

***Action Type:**

***Removal From Operations:**

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

1) Enter the Action Date.

Enter the Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID:


- A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.
- No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.
- The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.
- Other types of disciplinary actions are not to be entered.
- Do not enter a final disciplinary action unless all of the following are true:

Action was:

- Direct involvement of the individual's performance as a pilot.
- Taken by the employer.
- Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date:



*Action Type:

May 2022

*Removal From Operations:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

If Relevant Document is entered after the Event Date, documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Document

Save

Clear

2) Select the Action Type.

The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance. Other types of disciplinary actions are not to be entered.

Valid values:

- Written Warning
- Suspension
- Termination


Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

- A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.
- No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.
- The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.
- Other types of disciplinary actions are not to be entered.
- Do not enter a final disciplinary action unless all of the following are true:
Action was:
1. Direct involvement of the individual's performance as a pilot.
2. Taken by the employer.
3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date: 10/01/2020

*Action Type: -Select- 

*Removal From Operations: -Select-
Suspension
Termination
Written Warning

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents: -Select-

Save Clear

3) Select the Removal from Operations.

Did the disciplinary action result in permanent or temporary removal of the pilot from aircraft operations?

Valid values:

- Yes
- No

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

• A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.

• No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.

• The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.

• Other types of disciplinary actions are not to be entered.

• Do not enter a final disciplinary action unless all of the following are true:


Action was:

1. Direct involvement of the individual's performance as a pilot.
2. Taken by the employer.
3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date: 10/01/2020

*Action Type: Written Warning

*Removal From Operations: -Select- 

-Select-
Yes
No

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents: -Select-

Save Clear

4) Select whether Relevant Documents are available.

These are documents which are relevant to this record and may be requested by the reviewing entity or the pilot in accordance with § 111.230. They are not reported to the PRD, but may be requested by a reviewing entity and provided outside the PRD system.

Valid values:

- Yes
- No

Pilot Information

Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

• A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.

• No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.

• The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.

• Other types of disciplinary actions are not to be entered.

• Do not enter a final disciplinary action unless all of the following are true:

Action was:

1. Direct involvement of the individual's performance as a pilot.
2. Taken by the employer.
3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date: 10/01/2020

*Action Type: Written Warning

*Removal From Operations: No

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents: -Select-

- Select-
- Yes
- No

Save

Clear

5) When the Final Disciplinary Action information is complete, click “Save”.

Pilot Information

Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)Middle Name: (Middle)Record ID:

- A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.
- No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.
- The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.
- Other types of disciplinary actions are not to be entered.
- Do not enter a final disciplinary action unless all of the following are true:
Action was:
 1. Direct involvement of the individual's performance as a pilot.
 2. Taken by the employer.
 3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date:10/01/2020

*Action Type:Written Warning

*Removal From Operations:No


If Relevant Documentation Available is “Yes” the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:Yes

Save

Clear

6) The information displays in the Final Disciplinary Actions grid.

**Federal Aviation
Administration**

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Connie Contributor

Pilot Records Database

[Inbox](#) [Pilot Search](#) **[Pilot](#)** [Air Carrier](#) [Search](#) [Activity](#) [Directory](#) [Help](#)

[Employment](#) [Training](#) [Drug And Alcohol](#) **[Disciplinary Actions](#)** [NDR](#)

Air Carrier Name: (Air Carrier Name) **Certificate No.:** 999999999 **Last Name:** (Last Name) **First Name:** (First Name)

Final Disciplinary Actions

[Export To Excel](#) [Export To PDF](#)

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	No	Yes	05/03/2022	No Add


[Previous](#) [First](#) **1** [Next](#) [Last](#)

20 items per page

1 - 1 of 1 items

[Edit](#) [Add Additional Record](#)

- 7) You may edit a Final Disciplinary Action record. Click the check box in the far-left column of the record to edit and click “Edit”.


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Administration**

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Connie Contributor

Pilot Records Database

[Inbox](#) | [Pilot Search](#) | **[Pilot](#)** | [Air Carrier](#) | [Search](#) | [Activity](#) | [Directory](#) | [Help](#)

[Employment](#) | [Training](#) | [Drug And Alcohol](#) | **[Disciplinary Actions](#)** | [NDR](#)

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

[Final Disciplinary Actions](#)

[Export To Excel](#) [Export To PDF](#)

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	No	Yes	05/03/2022	No Add

20 items per page 1 - 1 of 1 items

- 8) The Final Disciplinary Action fields display below the Final Disciplinary Action grid.
Make updates as needed. When finished, click “Update”.

Pilot Information

Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)
Middle Name: (Middle)
Record ID: 3504516-DA-1

• A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.

• No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.

• The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.

• Other types of disciplinary actions are not to be entered.

• Do not enter a final disciplinary action unless all of the following are true:

Action was:

1. Direct involvement of the individual's performance as a pilot.
2. Taken by the employer.
3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date:

10/1/2020

*Action Type:

Written Warning

*Removal From Operations:

Yes

If Relevant Documentation Available is “Yes” the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.

Relevant Documents:

Yes

Update

Clear

- 9) The updated data displays in the Final Disciplinary Actions grid.

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Administration

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Connie Contributor

Pilot Records Database

Inbox
Pilot Search
Pilot
Air Carrier
Search
Activity
Directory
Help

Employment
Training
Drug And Alcohol
Disciplinary Actions
NDR

Air Carrier Name: (Air Carrier Name)
Certificate No.: 999999999
Last Name: (Last Name)
First Name: (First Name)

Final Disciplinary Actions

Export To Excel

Export To PDF

	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	No Add

20

items per page

1 - 1 of 1 items

- 10) The Final Disciplinary Action record may be suppressed. The Pilot or Consumer viewing the Pilot record cannot view a Suppressed record.

Scroll to the far-right in the Final Disciplinary Action grid and select the “Add” link in the Suppressed column of the record to suppress.

The screenshot shows the Federal Aviation Administration's Pilot Records Database. The top navigation bar includes links for Home, User Guide, Help, and Sign Out. The user is logged in as 'Connie Contributor'. The main heading is 'Pilot Records Database'. Below this is a search bar with fields for Air Carrier Name, Certificate No., Last Name, and First Name. The 'Final Disciplinary Actions' tab is selected, showing a table of records. The table has columns for Pilot Name, Certificate, Record ID, Reporting Entity, Action Date, Action Type, Removal From Operations, Relevant Document, Created Date, and Suppressed. The first record is highlighted, and a red box around the 'Add' link in the 'Suppressed' column indicates the next step.

Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	No Add

- 11) The fields to suppress a record display below the grid.

Select “Yes” for “Is Suppressed” and enter comments explaining the reason.

Click “Save” when finished

The screenshot shows the 'Suppression' form. It includes a message: 'A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.' Below this are fields for Record ID (3504516-DA-1), Suppressed By, and Suppressed Date. The 'Is Suppressed' field is set to 'Yes' with a red arrow pointing to the checkmark. Below this is a message: 'The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.' The 'Comments' field contains the text 'This is for demonstrating suppression.' with a red arrow pointing to the text. At the bottom, there are 'Save' and 'Clear' buttons, with 'Save' highlighted by a red box. Below the form is a 'Suppression History' section showing 'No records found.'

12) The selected record shows as Suppressed.

The screenshot displays the Federal Aviation Administration (FAA) Pilot Records Database interface. The header includes the FAA logo, the text "Federal Aviation Administration", and navigation links: "Home | User Guide | Help | Sign Out". The user is identified as "Connie Contributor". The main title is "Pilot Records Database". Below this is a navigation bar with tabs: "Inbox", "Pilot Search", "Pilot" (selected), "Air Carrier", "Search", "Activity", "Directory", and "Help". A secondary navigation bar includes "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions" (selected), and "NDR". Search filters are visible: "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". The "Final Disciplinary Actions" tab is active. Above the table are "Export To Excel" and "Export To PDF" buttons. The table has columns: "Pilot Name", "Certificate", "Record ID", "Reporting Entity", "Action Date", "Action Type", "Removal From Operations", "Relevant Document", "Created Date", and "Suppressed". A single record is shown with the "Suppressed" status highlighted in red. Below the table is a pagination bar showing "1 - 1 of 1 items" and "20 items per page".

	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	Yes Edit

- 13) Select the Edit link in the Suppressed column of the Final Disciplinary Actions grid. The Suppression page displays, which includes the suppression history.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-DA-1
Suppressed By: Connie Contributor
Suppressed Date: 5/3/2022
*Is Suppressed:

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Suppression History

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-DA-1	Connie Contributor	05/03/2022	Yes	This is for demonstrating suppression.

items per page 1 - 1 of 1 items

14) Change “Is Suppressed” to “No” and enter an explanation.

Click “Save” when finished.

Suppression

A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.

Record ID: 3504516-DA-1
Suppressed By: Connie Contributor
Suppressed Date: 5/3/2022
*Is Suppressed:

The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.

*Comments:

Save

Clear

Suppression History

Export To Excel

Export To PDF

Record ID	Suppressed By	Suppressed Date	Is Suppressed	Comments
3504516-DA-1	Connie Contributor	05/03/2022	Yes	This is for demonstrating suppression.

1

20 items per page

1 - 1 of 1 items

15) The selected record is no longer suppressed.

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Federal Aviation Administration

Connie Contributor

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol **Disciplinary Actions** NDR

Air Carrier Name: (Air Carrier Name) Certificate No.: 999999999 Last Name: (Last Name) First Name: (First Name)

Final Disciplinary Actions

Export To Excel Export To PDF

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	No Add

1 - 1 of 1 items

16) You may add additional Final Disciplinary Action records as needed.

Click the “Add Additional Record” button.

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Federal Aviation Administration

Connie Contributor

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Activity Directory Help

Employment Training Drug And Alcohol **Disciplinary Actions** NDR

Final Disciplinary Actions

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input checked="" type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	No Add

1 - 1 of 1 items

Edit **Add Additional Record**

17) The fields to add additional Final Disciplinary Action records display.

Pilot Information

Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)Middle Name: (Middle)Record ID:

- A final disciplinary action is a last-in-time record of corrective or punitive action taken by an operator or entity who is subject to applicability of this part in response to an event pertaining to pilot performance.
- No disciplinary action is considered final until the operator determines the action is not subject to any pending dispute.
- The only disciplinary actions permitted to be entered in accordance with § 111.230 are: a written warning, suspension, or termination related to pilot performance.
- Other types of disciplinary actions are not to be entered.
- Do not enter a final disciplinary action unless all of the following are true:
Action was:
 1. Direct involvement of the individual's performance as a pilot.
 2. Taken by the employer.
 3. Taken to impose an adverse penalty on the pilot, such as a suspension without pay.

Final Disciplinary Action

*Action Date:

*Action Type:

-Select-

*Removal From Operations:

-Select-

If Relevant Documentation Available is "Yes" the documentation may be requested outside of the PRD if the current date is equal to or less than the Event Date.


Relevant Documents:

-Select-

Save

Clear

18) Enter one or more additional Final Disciplinary Action records, following the steps above.

**Federal Aviation
Administration**

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Connie Contributor

Pilot Records Database

InboxPilot SearchPilotAir CarrierSearchActivityDirectoryHelp

EmploymentTrainingDrug And AlcoholDisciplinary ActionsNDR

Air Carrier Name: (Air Carrier Name)Certificate No.: 999999999Last Name: (Last Name)First Name: (First Name)

Final Disciplinary Actions

Export To ExcelExport To PDF

	Pilot Name	Certificate	Record ID	Reporting Entity	Action Date	Action Type	Removal From Operations	Relevant Document	Created Date	Suppressed
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-2	(Air Carrier Name)	03/15/2021	Written Warning	Yes	Yes	05/04/2022	No Add
<input type="checkbox"/>	(Pilot Full Name)	999999999	3504516-DA-1	(Air Carrier Name)	10/01/2020	Written Warning	Yes	Yes	05/03/2022	No Add

120 items per page

1 - 2 of 2 items

EditAdd Additional Record

5 DISPOSITION CORRECTION REQUESTS AND MISSING RECORD REQUESTS

The Contributor's Inbox displays correction requests and missing record requests submitted by one or more pilots. The requests are limited to those submitted to the Air Carrier selected when you logged in.

- 1) To disposition requests, select the Contributor Inbox menu.
The Inbox displays "Open – Received" requests by default.

The screenshot displays the Federal Aviation Administration (FAA) Pilot Records Database web application. The header includes the FAA logo, the text "Federal Aviation Administration", and navigation links: "Home | User Guide | Help | Sign Out". The user is logged in as "Connie Contributor". The main title is "Pilot Records Database". Below this is a navigation bar with "Inbox" selected, and other options: "Pilot Search", "Air Carrier", "Search", "Activity", "Directory", and "Help". Under "Inbox", there are tabs for "Correction Request" and "Record Request". A field for "Air Carrier Name: (Air Carrier Name)" is present. A link "Back To Role Selection Page" is on the right. The "Correction Request Search" section contains a note: "*At least one search parameter is required." The search form has two columns of fields. The left column includes: "Certificate No:", "Last Name:", "First Name:", "Middle Name:", "Request ID:", and "Requested Date: From: To:". The right column includes: "Section Name: -Select-", "Record ID:", "Expire Date: From: To:", "Status/Disposition: Open-Received", "Last Updated Date: From: To:", and "Last Updated By: Min first (3) char of Last Updated By". At the bottom left are "Search" and "Clear" buttons.

Correction Requests or Missing Records

Export To Excel Export To PDF

Drag a column header and drop it here to group by that column

	Pilot Name	Certificate	Record ID	Request Type	Request ID	Reporting Entity	Section Name	Expiration Date	Correction Request Status	Record Disputed	Requested Date	View
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000586	(Reporting Entity Name)	Drug or Alcohol	10/2/2022	Open-Received		04/05/2022	View
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-12	Correction Request	REQ-0000584	(Reporting Entity Name)	Training	10/2/2022	Open-Received		04/05/2022	View
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-TR-40	Correction Request	REQ-0000559	(Reporting Entity Name)	Training	9/26/2022	Open-Received		03/30/2022	View
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-3	Correction Request	REQ-0000525	(Reporting Entity Name)	Training	9/19/2022	Open-Received		03/23/2022	View
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name)	Training	9/17/2022	Open-Received		03/21/2022	View

1 2 3 5 items per page 1 - 5 of 15 items

Edit Clear

2) Scroll to the far-right column and click the View link to view the details of a request.

Correction Requests or Missing Records

Export To Excel Export To PDF

column header and drop it here to group by that column

Pilot Name	Certificate	Record ID	Request Type	Request ID	Reporting Entity	Section Name	Expiration Date	Correction Request Status	Record Disputed	Requested Date	View
(Pilot Name)	999999999		Missing Data	REQ-0000586	(Reporting Entity Name)	Drug or Alcohol	10/2/2022	Open-Received		04/05/2022	View

Correction Details

Pilot Name: (Pilot Name)
 Record ID:
 Request Type: Missing Data
 Explanation: Missing Data
 Reason: This needs to be added

Certificate No.: 999999999
 Reference No: REQ-0000586
 Reporting Entity: (Reporting Entity Name)

Close

3) Disposition a correction request.

Check the box in the far-select column of the Correction Requests or Missing Records grid and click Edit.

The Request details display below the grid.

<input checked="" type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-3	Correction Request	REQ-0000525	(Reporting Entity Name) :	Training	9/19/2022	Open-Received		03/23/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name) :	Training	9/17/2022	Open-Received		03/21/2022	V

5 items per page
 1 - 5 of 15 items

Edit

Clear

Correction Request Details

Pilot Name:

(Pilot Name)

Certificate No.:

999999999

Request Number:

REQ-0000525

Section Name:

Training

Explanation:

The position is incorrect

Correction Reason:

The duty position is incorrect

Expire Date:

9/19/2022

Status:

Open-Received

Contact Name:

Contact Phone:

Contact Email:

Record Details

Pilot Name:

(Pilot Name)

Certificate No.:

999999999

Request ID:

REQ-0000525

Record ID:

3017128-TR-3

Section Name:

Training

Action Date:

4/1/2010

Action Type:

Part 121 air carrier or operator with an approved training program under part 121 subpart Y.

Removal from Operations:

Decision

Decision:

-Select-

Comments

Save

Clear

- 4) Select a Decision to Approve or Deny the request.
Enter Comments as needed.
When completed, click “Save”.

<input checked="" type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-3	Correction Request	REQ-0000525	(Reporting Entity Name) :	Training	9/19/2022	Open-Received		03/23/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name) :	Training	9/17/2022	Open-Received		03/21/2022	V

items per page
 1 - 5 of 15 items

Correction Request Details

Pilot Name: (Pilot Name) Certificate No.: 999999999
 Request Number: REQ-0000525 Section Name: Training
 Explanation: The position is incorrect Correction Reason: The duty position is incorrect
 Expire Date: 9/19/2022 Status: Open-Received
 Contact Name: Contact Phone:
 Contact Email:

Record Details

Pilot Name: (Pilot Name) Certificate No.: 999999999
 Request ID: REQ-0000525 Record ID: 3017128-TR-3
 Section Name: Training Action Date: 4/1/2010
 Action Type: Part 121 air carrier or operator with an approved training program under part 121 subpart Y. Removal from Operations:

Decision

Decision:

Comments:

5) The request is removed from the Correction requests or Missing Records grid.

Correction Requests or Missing Records

Export To Excel
Export To PDF

Drag a column header and drop it here to group by that column

	Pilot Name	Certificate	Record ID	Request Type	Request ID	Reporting Entity	Section Name	Expiration Date	Correction Request Status	Record Disputed	Requested Date	
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000586	(Reporting Entity Name)	Drug or Alcohol	10/2/2022	Open-Received		04/05/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-12	Correction Request	REQ-0000584	(Reporting Entity Name)	Training	10/2/2022	Open-Received		04/05/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-TR-40	Correction Request	REQ-0000559	(Reporting Entity Name)	Training	9/26/2022	Open-Received		03/30/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name)	Training	9/17/2022	Open-Received		03/21/2022	V
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-14	Correction Request	REQ-0000522	(Reporting Entity Name)	Training	9/17/2022	Open-Received		03/21/2022	V

1
2
3
5
items per page

1 - 5 of 14 items

Edit
Clear

- 6) Disposition another request- Correction Request or Missing Record.
Check the box in the far-select column of the Correction Requests or Missing Records grid and click Edit.

The Request details display below the grid.

Select a Decision to Approve or Deny the request.

Enter Comments as needed.

When completed, click "Save".

The screenshot displays the PRD interface. At the top, a grid of requests is shown. A red arrow points to the 'Edit' button in the far-right column of the first row. Below the grid, there are two tabs: 'Correction Request Details' and 'Record Details'. The 'Correction Request Details' tab is active, showing fields for Pilot Name, Request Number, Explanation, Expire Date, Contact Name, and Contact Email. The 'Record Details' tab is also visible, showing fields for Pilot Name, Request ID, Section Name, Action Type, Certificate No., Record ID, Action Date, and Removal from Operations. At the bottom, there is a 'Decision' section with a dropdown menu for 'Decision' (set to 'Denied') and a text area for 'Comments' containing the text 'The documentation does not support this request'. Red boxes highlight the 'Edit' button, the 'Decision' dropdown, the 'Comments' text area, and the 'Save' button.

✓	(Pilot Name)	999999999	3017128-TR-14	Correction Request	REQ-0000522	(Reporting Entity Name) IC	Training	9/17/2022	Open-Received	03/21/2022	View
1 - 5 of 14 items											

Edit **Clear**

Correction Request Details

Pilot Name: (Pilot Name) Certificate No.: 999999999
Request Number: REQ-0000522 Section Name: Training
Explanation: This needs to be Pilot n Command, not SIC Correction Reason: The duty position is incorrect
Expire Date: 9/17/2022 Status: Open-Received
Contact Name: Contact Phone:
Contact Email:

Record Details

Pilot Name: (Pilot Name) Certificate No.: 999999999
Request ID: REQ-0000522 Record ID: 3017128-TR-14
Section Name: Training Action Date: 7/1/2010
Action Type: Part 125 operator testing events. Removal from Operations:

Decision

Decision: **Denied**
Comments: The documentation does not support this request

Save **Clear**

7) The request is removed from the Correction requests or Missing Records grid.

Correction Requests or Missing Records

Export To Excel
Export To PDF

Drag a column header and drop it here to group by that column


	Pilot Name	Certificate	Record ID	Request Type	Request ID	Reporting Entity	Section Name	Expiration Date	Correction Request Status	Record Disputed	Requested Date	
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000586	(Reporting Entity Name)	Drug or Alcohol	10/2/2022	Open-Received		04/05/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-12	Correction Request	REQ-0000584	(Reporting Entity Name)	Training	10/2/2022	Open-Received		04/05/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-TR-40	Correction Request	REQ-0000559	(Reporting Entity Name)	Training	9/26/2022	Open-Received		03/30/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name)	Training	9/17/2022	Open-Received		03/21/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	3354018-DA-2	Correction Request	REQ-0000483	(Reporting Entity Name)	Disciplinary Action	9/14/2022	Open-Received		03/18/2022	v

1
2
3
5
items per page


1 - 5 of 13 items

Edit
Clear

8) Select different criteria in the Pilot Inbox to view other Correction Requests or Missing Records. For example, change the Status/ Description to “Close – Approved” to see Approved requests.


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Air Carrier Name: (Air Carrier Name)

[Back To Role Selection Page](#)

[Correction Request Search](#)

*At least one search parameter is required.

Certificate No:

Last Name:

First Name:

Middle Name:

Request ID:

Requested Date: From: To:

Section Name:

Record ID:

Expire Date: From: To:

Status/Disposition:

Last Updated Date: From: To:

Last Updated By:

[Correction Requests or Missing Records](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Pilot Name	Certificate	Record ID	Request Type	Request ID	Reporting Entity	Section Name	Expiration Date	Correction Request Status	Record Disputed	Requested Date	
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-TR-35	Correction Request	REQ-0000563	(Reporting Entity Name)	Training	9/26/2022	Closed-Approved		03/30/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-TR-37	Correction Request	REQ-0000561	(Reporting Entity Name)	Training	9/26/2022	Closed-Approved		03/30/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	3017128-TR-3	Correction Request	REQ-0000525	(Reporting Entity Name)	Training	9/19/2022	Closed-Approved	Yes	03/23/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-DA-2	Correction Request	REQ-0000490	(Reporting Entity Name)	Disciplinary Action	9/14/2022	Closed-Approved		03/18/2022	v
<input type="checkbox"/>	(Pilot Name)	999999999	1459871-AD-2	Correction Request	REQ-0000489	(Reporting Entity Name)	Drug or Alcohol	9/14/2022	Closed-Approved		03/18/2022	v

5 items per page

1 - 5 of 14 items

- 9) Select the Record Request menu to view Record Request submitted by Consumers. These are request for documents related to Employment History or Final Disciplinary Actions.


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[Correction Request](#) | **[Record Request](#)**

Air Carrier Name: (Air Carrier Name)

Record Request Search

*At least one search parameter is required.

Record ID:

Request ID:

Action:

Requested Date: From: To:

Last Updated By:

Section:

Request Type:

Status:

Requesting Entity:

Last Updated Date: From: To:

Record Request Data

Drag a column header and drop it here to group by that column

	Record ID	Request Type	Request ID	Requested Entity	Section	Action	Status	Requested Date
<input type="checkbox"/>	3017128-DA-9	Record Request	REQ-0000035	(Requesting Entity Name)	Disciplinary Action	Request Document for Disciplinary Actions	Requested	4/15/2022
<input type="checkbox"/>	3017128-EM-1	Record Request	REQ-0000023	(Requesting Entity Name)	Employment	Request Document for Employment History	Requested	3/22/2022
<input type="checkbox"/>	3017128-DA-3	Record Request	REQ-0000022	(Requesting Entity Name)	Disciplinary Action	Request Document for Disciplinary Actions	Requested	3/22/2022

10) Disposition a Record Request.

Check the box in the far-left select column of the Record Request Data grid and click Edit.
The Request details display below the grid.

The screenshot shows the top portion of the application interface. At the top is a table header with columns: a checkbox, ID (3017128-DA-3), Record Request, REQ-0000022, (Requesting Entity Name), Disciplinary Action, Request Document for Disciplinary Actions, and Requested (3/22/2022). Below the header is a grid navigation bar with buttons for first, previous, next, and last, a page number '1', a dropdown for '10 items per page', and a status '1 - 3 of 3 items'. Below the grid are 'Edit' and 'Clear' buttons. The main form area is titled 'Record Request Disposition' and contains the following fields:

- *Completion Status: -Select- (dropdown)
- *Completed Date: (calendar icon)
- *Document Sent: -Select- (dropdown)
- Comments: (text area)

At the bottom of the form are 'Save' and 'Clear' buttons.

11) Complete the Record Request Disposition.

Enter the Completion Status – Yes or No.

Enter the Completed Date.

Select how the documents were sent.

This screenshot shows the same 'Record Request Disposition' form as above, but with the following data entered:

- *Completion Status: Yes (dropdown)
- *Completed Date: 05/05/2022 (calendar icon)
- *Document Sent: Emailed (dropdown)
- Comments: (empty text area)

The 'Save' and 'Clear' buttons remain at the bottom.

- 12) Enter any additional comments.
Click “Save” when finished.

<input checked="" type="checkbox"/>	3017128- DA-3	Record Request	REQ- 0000022	(Requesting Entity Name)	Disciplinary Action	Request Document for Disciplinary Actions	Requested 3/22/2022
-------------------------------------	------------------	-------------------	-----------------	--------------------------	------------------------	--	---------------------

10 items per page

1 - 3 of 3 items

Edit

Clear

Record Request Disposition

*Completion Status: Yes

*Completed Date: 05/05/2022


*Document Sent: Emailed

Comments: Documents were sent a requested.

Save

Clear

13) This dispositioned Record Request is removed from the Record Request Data grid.



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Correction Request
Record Request

Air Carrier Name: (Air Carrier Name)

Record Request Search

*At least one search parameter is required.

Record ID:

Request ID:

Action: -Select-

Requested Date: From: To:

Last Updated By:

Section: -Select-

Request Type: -Select-

Status: Requested

Requesting Entity:

Last Updated Date: From: To:

Search
Clear

Record Request Data

Export To Excel
Export To PDF

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record ID	Request Type	Request ID	Requested Entity	Section	Action	Status	Requested Date
<input type="checkbox"/>	3017128-DA-9	Record Request	REQ-0000035	(Requesting Entity Name)	Disciplinary Action	Request Document for Disciplinary Actions	Requested	4/15/2022
<input type="checkbox"/>	3017128-EM-1	Record Request	REQ-0000023	(Requesting Entity Name)	Employment	Request Document for Employment History	Requested	3/22/2022

⏪
⏩
1
⏴
⏵

20 items per page

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Edit
Clear