

**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)**

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PRD JOB AID

TABLE OF CONTENTS

	<u>Page #</u>
1 INTRODUCTION.....	4
2 CONTRIBUTOR REGISTRATION.....	5
2.1 Register as Authorized User Contributor or Proxy Authorized Contributor.....	5
2.1.1 New User Registers as Contributor.....	10
2.1.2 Existing User.....	17
2.2 Responsible Person Logs In.....	24
2.2.1 Approve Registration Request.....	24
2.2.2 Configure Email Notification Address.....	32
2.3 Log in as Contributor.....	37
3 CONTRIBUTOR MAIN Menus.....	43
3.1 Inbox.....	43
3.2 Pilot Search.....	44
3.3 Air Carrier.....	45
3.4 Search.....	46
3.5 Activity.....	48
3.6 Directory.....	49
3.7 Help.....	50
4 DATA ENTRY.....	51
4.1 Add Pilot Employment Record.....	51
4.2 Add Pilot Employment Record: Assignment-to-Duty.....	65
4.3 Add Pilot Training Records.....	78
4.4 Add Pilot Drug and Alcohol Records.....	100
4.5 Add Pilot Final Disciplinary Action Records.....	113
5 DISPOSITION CORRECTION REQUESTS AND MISSING RECORD REQUESTS.....	129

List of Figures

	<u>Page #</u>
Figure 1: Inbox.....	43
Figure 2: Pilot Search.....	44
Figure 3: Air Carrier.....	45
Figure 4: Search.....	46
Figure 5: Activity.....	48
Figure 6: Directory.....	49
Figure 7: Page-Level Help (Link).....	50
Figure 8: Page-Level Help (Content).....	50

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:

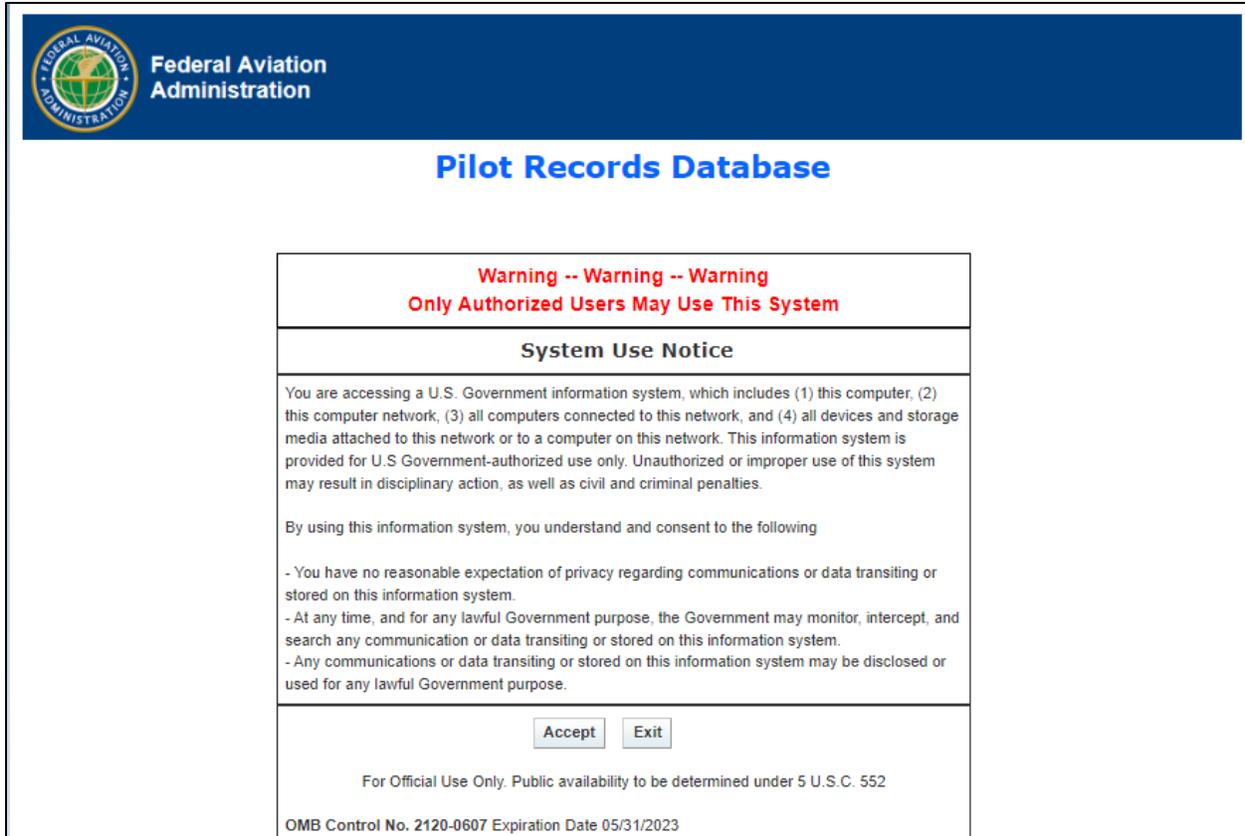
<https://prd.faa.gov/AirCarrierExternal/>

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.



The screenshot shows the Federal Aviation Administration's Pilot Records Database interface. At the top left is the FAA logo. The main title is "Pilot Records Database". A prominent red warning message reads: "Warning -- Warning -- Warning Only Authorized Users May Use This System". Below this is a "System Use Notice" section containing a disclaimer about U.S. Government information system access, followed by a list of terms of use. At the bottom of the notice are "Accept" and "Exit" buttons. Further down, it states "For Official Use Only. Public availability to be determined under 5 U.S.C. 552" and "OMB Control No. 2120-0607 Expiration Date 05/31/2023".

**Warning -- Warning -- Warning
Only Authorized Users May Use This System**

System Use Notice

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.

By using this information system, you understand and consent to the following

- 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.

For Official Use Only. Public availability to be determined under 5 U.S.C. 552

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

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 FAA Pilot Records Database registration page. At the top left is the FAA logo and the text "Federal Aviation Administration". The main heading is "Pilot Records Database" in blue. A "Help" link is in the top right. Below the heading is a grey box with 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](#)". A blue-bordered box contains the registration form with the title "Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration." The form fields are: User Name (DemoName), Air Carrier/Operator (text box with placeholder "Min first (3) char of Air Carrier/Operator"), Role (dropdown menu with "-Select-"), Title (text box), First Name (text box), Middle Name (text box), Primary Phone (text box), Email (DemoName@FAA.test), Proxy (text box with placeholder "Min first (3) char of Proxy"), Job Title (dropdown menu with "-Select-"), Last Name (text box with placeholder "Name"), Name Suffix (dropdown menu with "-Select-"), Alternative Phone (text box), and Manager Name (text box). At the bottom left of the form are "Submit" and "Clear" buttons. Below the form is the text "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 Manage

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:

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.

[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-

Title:

*First Name:

Middle Name:

*Primary Phone:

*Email: DemoName@FAA.test

Job Title: -Select-

*Last Name: Name

Name Suffix: -Select-

Alternative Phone:

Manager Name:

Submit Clear

- 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	Proxy:	<input type="text" value="Min first (3) char of Proxy"/>
*Air Carrier/Operator:	<input type="text" value="(Selected Air Carrier Name)"/>	Job Title:	<input type="text" value="-Select-"/>
*Role:	<div style="border: 2px solid red; padding: 2px;"><input type="text" value="-Select-"/> Authorized Consumer Authorized Responsible Person Authorized User Contributor Authorized User Manager Proxy Authorized Contributor Proxy Responsible Person</div>	*Last Name:	<input type="text" value="Name"/>
Title:	<input type="text" value="-Select-"/>	Name Suffix:	<input type="text" value="-Select-"/>
*First Name:	<input type="text"/>	Alternative Phone:	<input type="text"/>
Middle Name:	<input type="text"/>	Manager Name:	<input type="text"/>
*Primary Phone:	<input type="text"/>		
*Email:	<input type="text"/>		

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

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

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.

 **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	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:	

- 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 Suffix: -Select-

*Primary Phone: Alternative Phone:

*Email: DemoName@FAA.test Manager Name:

Submit Clear

- Select the Proxy Authorize 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: Prompt Proxy LLC(00103)

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

Title: Last Name: Name

*First Name: Name

Middle Name: Name Suffix: -Select-

*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 Federal Aviation Administration (FAA) Pilot Records Database registration interface. At the top is the FAA logo and the text "Federal Aviation Administration". Below this is the title "Pilot Records Database" and a "Help" link. 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	Proxy:	Prompt Proxy LLC(00103)
*Air Carrier/Operator:	(Selected Air Carrier Name)		
*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 of the form are two buttons: "Submit" and "Clear".

- 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](#)

Contact Us
[Email](#)

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:

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:

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 navigation bar of the FAA website with the logo and text 'Federal Aviation Administration'. On the right, it says 'User Guide | Help | Sign Out' and 'Authorized User Manager'. The main heading is 'Pilot Records Database'. Below this is a search bar. The 'Role Registration' section contains a text input field labeled '*Air Carrier/Operator : (Air Carrier Name)' and a dropdown menu labeled '*Select Role : -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 is identical to the one above, but the '*Select Role : -Select-' dropdown menu is open, displaying a list of roles. The roles listed are: '-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 visible at the bottom.

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

The screenshot shows the 'Role Registration' section of the Pilot Records Database. At the top left is the Federal Aviation Administration logo. The top right contains links for 'User Guide | Help | Sign Out' and the text 'Authorized User Manager'. The main heading is 'Pilot Records Database'. Below this is a search bar. The 'Role Registration' section contains two required fields: '*Air Carrier/Operator : (Air Carrier Name)' and '*Select Role : Authorized User Contributor'. A red box highlights both input fields. At the bottom left, a 'Register' button is highlighted with a red box, and a 'Go Back' button is located to its right.

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

Federal Aviation Administration User Guide | Help | Sign Out

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 User Guide | Help | Sign Out

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 'Role Registration' section of the Pilot Records Database. It features a search bar at the top. Below it, the 'Role Registration' section has three required fields:

- *Air Carrier/Operator :** A text input field containing '(Air Carrier Name)'. A dropdown arrow is visible on the right.
- *Select Proxy :** A text input field containing 'Min first (3) char of Proxy'. A dropdown arrow is visible on the right.
- *Select Role :** A dropdown menu currently showing '-Select-'.

 At the bottom of the form 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.

This screenshot shows the 'Role Registration' section with the following field values:

- *Air Carrier/Operator :** '(Air Carrier Name)'
- *Select Proxy :** 'Prompt Proxy LLC(00103]'
- *Select Role :** '-Select-'

 The 'Register' and 'Go Back' buttons are present at the bottom.

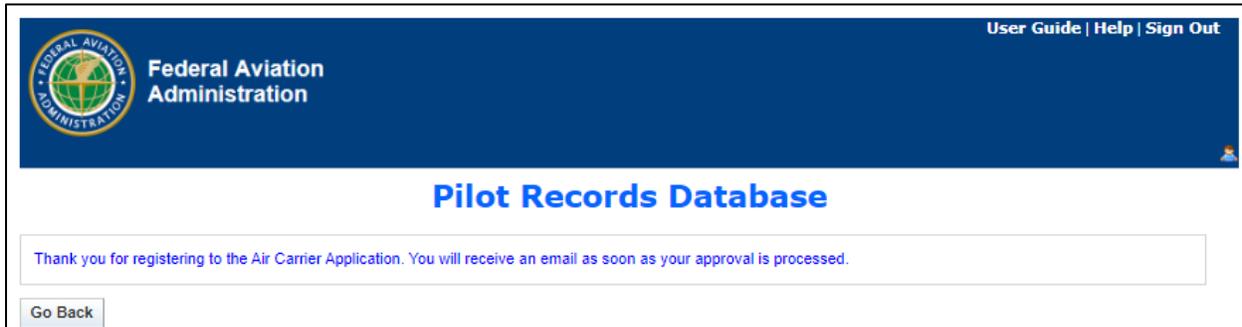
- Select the role of “Proxy Authorized Contributor” from the role drop-down.

The screenshot shows the top navigation bar with the Federal Aviation Administration logo and the text "Federal Aviation Administration". On the right, it says "User Guide | Help | Sign Out" and "Proxy Authorized User Manager". The main heading is "Pilot Records Database". Below this is a search bar. The "Role Registration" section contains three fields: "*Air Carrier/Operator : (Air Carrier Name)", "*Select Proxy : Prompt Proxy LLC(00103)", and "*Select Role : -Select-". A dropdown menu is open for the "Select Role" field, listing options: "-Select-", "Authorized User Manager", "Proxy Authorized Consumer", "Proxy Authorized Contributor" (highlighted), "Proxy Authorized User Manager", and "Proxy Responsible Person". At the bottom left are "Register" and "Go Back" buttons.

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

This screenshot is identical to the previous one, but the "Register" button at the bottom left is highlighted with a red rectangle. The "Select Role" dropdown menu is now closed, and the selected role is "Proxy Authorized Contributor".

- 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	
<h3>Pilot Records Database</h3>	
Warning -- Warning -- Warning Only Authorized Users May Use This System	
System Use Notice	
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.	
By using this information system, you understand and consent to the following	
- 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.	
<input type="button" value="Accept"/> <input type="button" value="Exit"/>	
For Official Use Only. Public availability to be determined under 5 U.S.C. 552	
OMB Control No. 2120-0607 Expiration Date 05/31/2023	

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”

The screenshot shows the top navigation bar of the Federal Aviation Administration website. On the left is the FAA logo. In the center, it says "Federal Aviation Administration". On the right, there are links for "User Guide | Help | Sign Out" and a user profile icon labeled "(Responsible Person Name)". Below the navigation bar is the title "Pilot Records Database". A paragraph of text provides instructions: "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](#)." Below this text is a form titled "Select Access Criteria". The form contains two dropdown menus: "*Select Role:" with "Authorized Responsible Person" selected, and "*Air Carrier Name:" with "(Selected Air Carrier Name)" selected. A "Select" button is located below the dropdowns. Red boxes highlight the dropdown menus and the "Select" button.

- 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 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:

*Air Carrier Name:

Proxy:

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



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:

Air Carrier Name:

Last Updated By:

Created Date: From: To:

User Status:

Roles:

Updated Date: From: To:

Manage Users

No records found.

Pending Approvals

<input type="checkbox"/>	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 ▶▶
20 items per page
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 Name: DemoName *User Status: Active

*First Name: Demo *Last Name: Name

Middle Name: Name Suffix: -Select-

Primary Phone: 987-654-3210 Alternate Phone:

*Email: DemoName@FAA.test 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.

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

The screenshot displays the Federal Aviation Administration (FAA) Pilot Records Database interface. At the top, the FAA logo and name are visible on the left, and navigation links for Home, User Guide, Help, and Sign Out are on the right. Below this is the title 'Pilot Records Database' and a breadcrumb trail: Inbox, Security, Pilot Search, Air Carrier, Search, Activity, Directory, User Profile, Email Config, Help. The 'Email Config' section is titled 'Correction Disposition Configuration' and includes a note: '*Please provide email for correction & missing pilot records and reviewing entity record request.' The form contains two fields: 'Air Carrier Name' with a placeholder '(Air Carrier Name)' and 'Notification Email' with a placeholder 'Notification.Address@faa.test'. Below the fields are 'Add' and 'Clear' buttons. The 'Add' button is highlighted with a red rectangular box. Below this section is an 'Email Configuration' section which currently shows 'No records found.'

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

The screenshot shows the 'Email Configuration' section of the Pilot Records Database. At the top, there is a navigation bar with the FAA logo and the text 'Federal Aviation Administration'. To the right of the logo, it says 'Home | User Guide | Help | Sign Out'. Below the navigation bar, the title 'Pilot Records Database' is centered. A secondary navigation bar contains links for 'Inbox', 'Security', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', 'User Profile', 'Email Config', and 'Help'. The 'Email Config' link is highlighted.

Below the navigation bar, there is a section titled 'Correction Disposition Configuration'. It contains a message: '*Please provide email for correction & missing pilot records and reviewing entity record request.' Below this message, there are two input fields: 'Air Carrier Name: (Air Carrier Name)' and '*Notification Email:'. There are 'Add' and 'Clear' buttons below the input fields.

Below the 'Correction Disposition Configuration' section, there is a section titled 'Email Configuration'. It contains a table with the following data:

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

Below the table, there are 'Export To Excel' and 'Export To PDF' buttons. At the bottom of the table, there are navigation controls: a dropdown menu set to '20 items per page' and a status indicator '1 - 1 of 1 items'. There are also 'Edit' and 'Delete' buttons below the table.

- 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.

The screenshot displays the 'Pilot Records Database' interface. At the top, the Federal Aviation Administration logo and navigation links are visible. The main navigation bar includes 'Inbox', 'Security', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', 'User Profile', 'Email Config', and 'Help'. The 'Email Config' section is active, showing a 'Correction Disposition Configuration' form with fields for 'Air Carrier Name' and 'Notification Email', and 'Add' and 'Clear' buttons. Below this is an 'Email Configuration' table with columns for 'Notification Email', 'Last Updated Date', and 'Last Updated By'. A red arrow points to a checkbox in the first row. Below the table are 'Edit' and 'Delete' buttons. At the bottom is a 'Correction Disposition Configuration Edit' section with an 'Update' button highlighted by a red box.

<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)

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

Home | User Guide | Help | Sign Out

Federal Aviation Administration

(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**

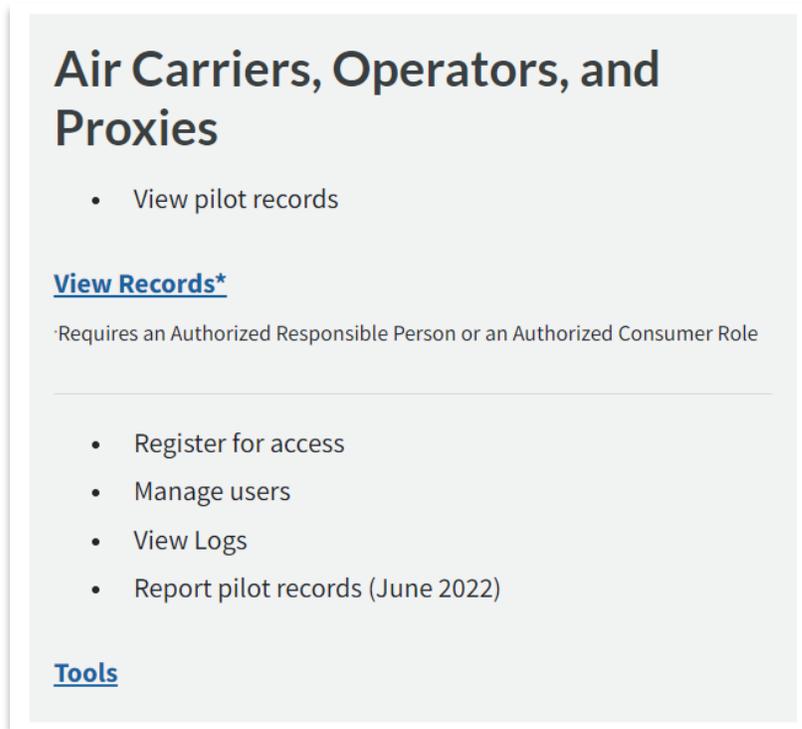
2.3 Log in as Contributor

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 “Tools”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

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.

By using this information system, you understand and consent to the following

- 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.

For Official Use Only. Public availability to be determined under 5 U.S.C. 552

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

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”

Federal Aviation Administration

User Guide | Help | Sign Out

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”

The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database registration 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 "User Guide | Help | Sign Out" on the right. Below the header, the user's name "Particia Prompt" is displayed. The main heading is "Pilot Records Database". Below this, there are four lines of text with hyperlinks: "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](#).", and "If you would like to register to receive emails about PRD, please click [here](#).". The main form area is titled "Select Access Criteria" and contains three dropdown menus: "*Select Role:" with "Proxy Authorized Contributor" selected, "*Air Carrier Name:" with "(Selected Air Carrier Name)" selected, and "Proxy:" with "Prompt Proxy LLC" selected. A "Select" button is located at the bottom left of the form area. Red boxes highlight the "Select" button and the three dropdown menus.

5) The Contributor Inbox displays.

The screenshot shows the FAA Pilot Records Database Contributor Inbox 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 the user name "Connie Contributor". Below the header is the title "Pilot Records Database". A navigation bar contains tabs for "Inbox", "Pilot Search", "Air Carrier", "Search", "Activity", "Directory", and "Help". Below the navigation bar are two buttons: "Correction Request" and "Record Request". A search bar is labeled "Air Carrier Name: (Air Carrier Name)". A link "Back To Role Selection Page" is located in the top right corner of the search area. The search area is titled "Correction Request Search" and contains a note: "*At least one search parameter is required." The search parameters include: Certificate No., Last Name, First Name, Middle Name, Request ID, Requested Date (From/To), Section Name (dropdown), Record ID, Expire Date (From/To), Status/Disposition (dropdown), Last Updated Date (From/To), and Last Updated By (Min first (3) char of Last Updated By). At the bottom of the search area are "Search" and "Clear" buttons.

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

The screenshot shows the 'Inbox' page of the Pilot Records Database. At the top, there is a blue header with the Federal Aviation Administration logo and navigation links: Home | User Guide | Help | Sign Out. The user is identified as 'Connie Contributor'. Below the header, the page title is 'Pilot Records Database'. A navigation bar contains links for 'Inbox', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Underneath, there are tabs for 'Correction Request' and 'Record Request'. A search bar is labeled 'Air Carrier Name: (Air Carrier Name)'. A link for 'Back To Role Selection Page' is visible. The main section is titled 'Correction Request Search' and includes a note: '*At least one search parameter is required.' The search form contains the following fields:

- 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:

At the bottom of the search form are 'Search' and 'Clear' buttons.

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 'Pilot Search' interface within the 'Pilot Records Database'. At the top, there is a blue header with the Federal Aviation Administration logo and the text 'Federal Aviation Administration'. To the right of the header are links for 'Home | User Guide | Help | Sign Out' and the user name 'Connie Contributor'. Below the header, the title 'Pilot Records Database' is centered. A navigation bar contains tabs for 'Inbox', 'Pilot Search' (which is selected), 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Below the navigation bar, there is a red bar with the text 'Air Carrier Name: (Air Carrier Name)'. The main content area is divided into two sections: 'Pilot Search' and 'Pilot Information'. The 'Pilot Search' section contains a message: '*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 are three input fields: 'Certificate No:', 'First Name:', and 'Last Name:'. There are 'Search' and 'Clear' buttons below the input fields. The 'Pilot Information' section shows 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 FAA's Pilot Records Database. The top navigation bar includes 'Home | User Guide | Help | Sign Out' and the user name 'Connie Contributor'. The main title is 'Pilot Records Database'. Below the title is a menu with 'Inbox', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. The 'Air Carrier' menu is expanded to show 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The search form includes fields for 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.', 'Last Name', and 'First Name'. A 'Search Employment Records' button is present. Below the form, there are instructions: 'The Complete Date indicates all outstanding records have been reported to the date entered.' and '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.' A note 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'. The form fields include: '*Certificate No:', 'First Name:', 'Record ID:', 'Separation Reason:' (dropdown), 'Complete Date:' (From/To date pickers), 'Last Updated By:' (text input with '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 search interface for the Pilot Records Database. At the top, there is a blue header with the Federal Aviation Administration logo and the text 'Federal Aviation Administration'. To the right of the logo, there are links for 'Home | User Guide | Help | Sign Out'. Below the header, the user's name 'Connie Contributor' is displayed. The main title of the page is 'Pilot Records Database'. Below the title, there is a navigation menu with options: 'Inbox', 'Pilot Search', 'Air Carrier', 'Search' (which is highlighted), 'Activity', 'Directory', and 'Help'. Below the navigation menu, there is a search bar with the placeholder text 'Air Carrier Name: (Air Carrier Name)'. Below the search bar, there is a 'Search' button. Below the search button, there is a message: '*At least one search parameter is required.' Below the message, there are several search criteria fields: 'Certificate No:', 'First Name:', 'Record ID:', 'Suppressed:' (with a dropdown menu), 'Last Updated By:' (with a text input and a note 'Min first (3) char of Last Updated By'), 'Last Name:', 'Middle Name:', 'Record Type:' (with a dropdown menu), 'Correction Request Status:' (with a dropdown menu), and 'Last Updated Date:' (with 'From:' and 'To:' date pickers). Below the search criteria fields, there is a link for 'Advanced Search'. At the bottom of the search form, there are two buttons: 'Search' and 'Clear'.

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 Reason:
Separation Date: From: To:
Final Records Date: From: To:
Complete Date: From: To:

Duties

Duty Position:
Duty Date: From: To:
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:
Record Type:
Report Type:
Test Type:

Disciplinary Actions

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

NDR

Request Date: From: To:

Search Clear

3.5 Activity

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

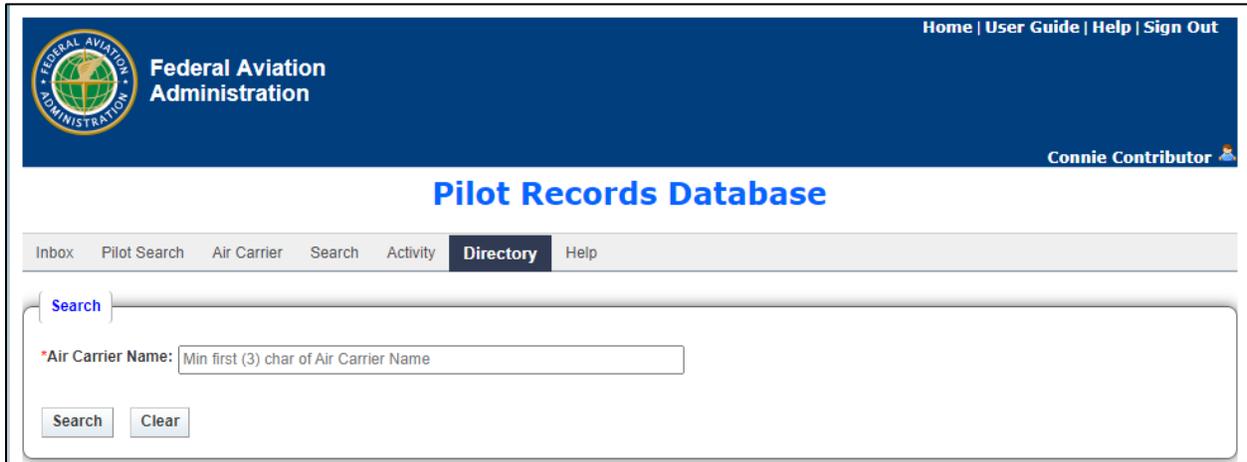
Figure 5: Activity

The screenshot shows the 'Activity' search page of the Federal Aviation Administration's Pilot Records Database. The header includes the FAA logo and navigation links for Home, User Guide, Help, and Sign Out. The user is identified as 'Connie Contributor'. The main navigation bar contains 'Inbox', 'Pilot Search', 'Air Carrier', 'Search', 'Activity' (selected), 'Directory', and 'Help'. Below this, there are tabs for 'Logs' and 'Notifications'. The 'Log Search' section contains a message: '*At least one search parameter is required.' The search form includes fields for 'Date' (From and To), 'Acted Upon Type' (dropdown), 'Activity Type' (dropdown), 'Acted Upon' (text), 'Action Date' (From and To), and 'User' (text). 'Search' and 'Clear' buttons are at the bottom.

3.6 Directory

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

Figure 6: Directory



The screenshot shows the 'Directory' page of the Pilot Records Database. At the top left is the Federal Aviation Administration logo. The top right contains navigation links: Home | User Guide | Help | Sign Out. Below this is the user name 'Connie Contributor' with a profile icon. The main heading is 'Pilot Records Database'. A navigation bar includes 'Inbox', 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory' (highlighted), and 'Help'. A search box is present with a 'Search' button. Below the search box is a text input field labeled '*Air Carrier Name:' with a placeholder 'Min first (3) char of Air Carrier Name'. At the bottom of the search area are 'Search' and 'Clear' buttons.

3.7 Help

Select the Help menu to open the PRD online help.

Figure 7: Page-Level Help (Link)

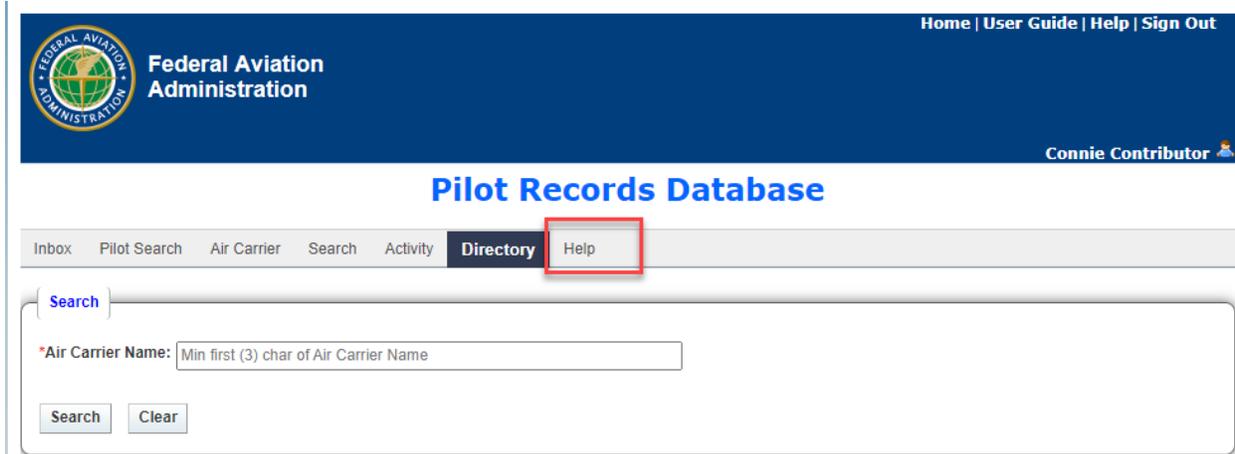
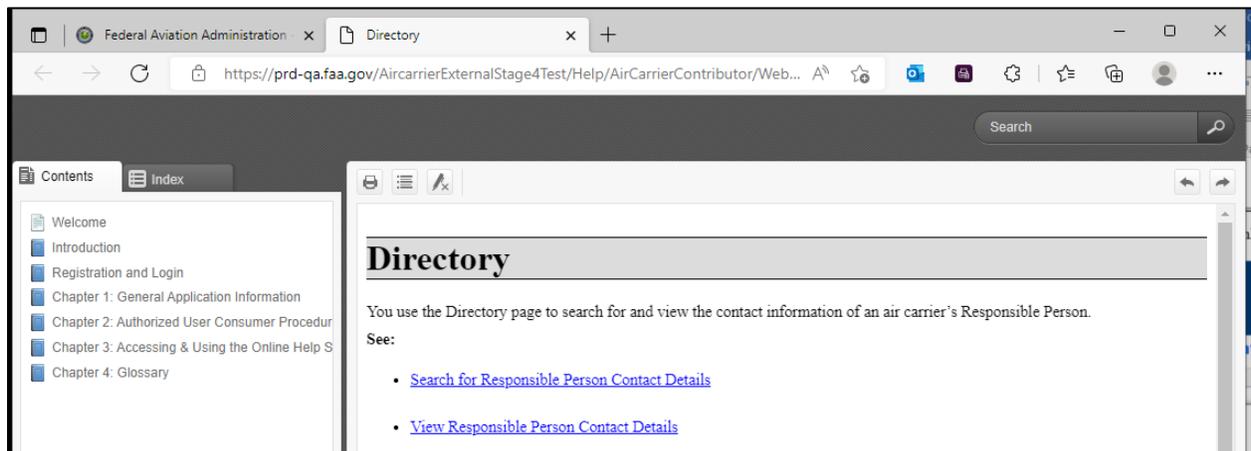


Figure 8: Page-Level Help (Content)



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.

The screenshot shows the 'Pilot Records Database' application interface. At the top, there is a navigation bar with 'Inbox', 'Pilot Search' (highlighted), 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Below the navigation bar is a search input field labeled 'Air Carrier Name: (Air Carrier Name)'. The main content area is titled 'Pilot Search' and contains a message: '*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 are three input fields: '*Certificate No:', 'First Name:', and 'Last Name:'. There are 'Search' and 'Clear' buttons below the input fields. At the bottom of the main content area, there is a section titled 'Pilot Information' which displays 'No records found.'

- 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

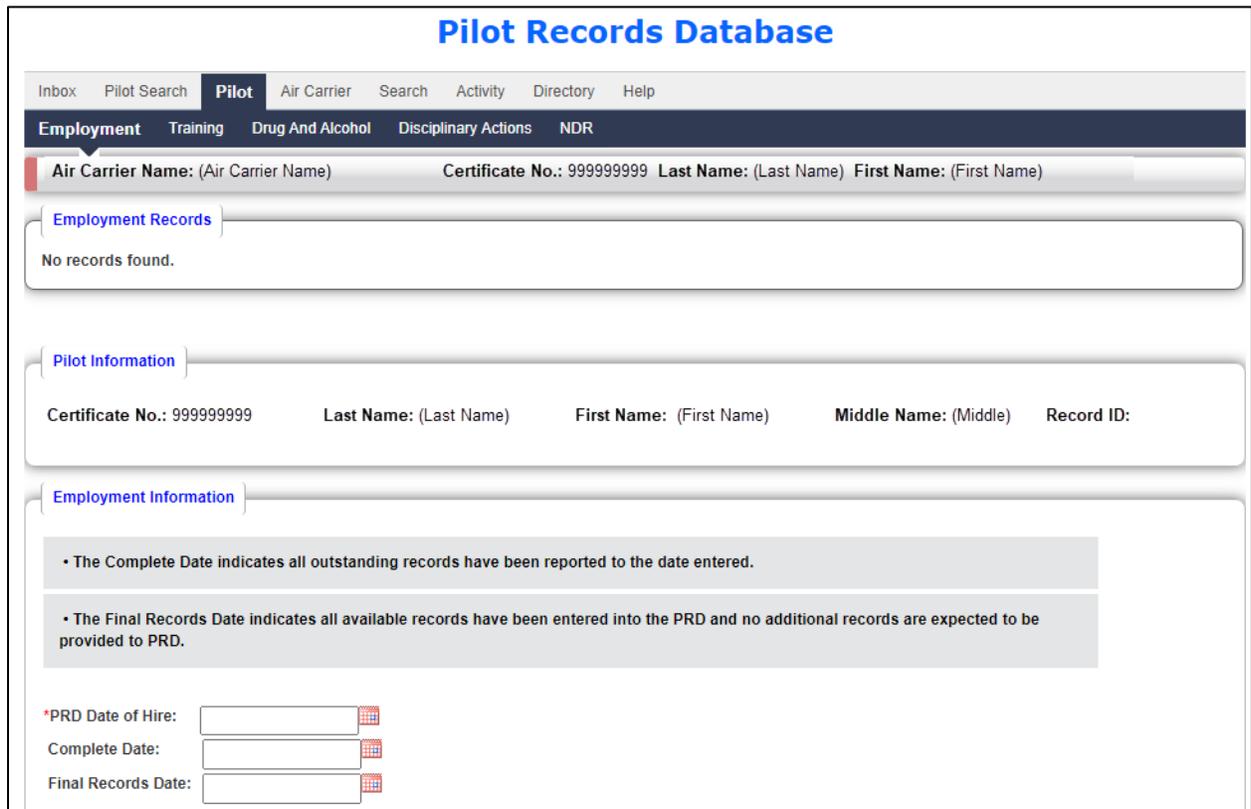
Full Name	Certificate Number	Certificate Type	FTN	View
(PILOT NAME)	(000000000)	(Certificate Type)	X9999999	View

⏪ ⏩ 1 ⏪ ⏩
20 items per page
1 - 1 of 1 items

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



4) The Pilot Employment page displays.



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 t... is subject to the ap... ending 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,

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with links for Home, User Guide, Help, and Sign Out. The user is identified as Connie Contributor. The main heading is "Pilot Records Database". Below this is a menu with options: Inbox, Pilot Search, Pilot (selected), Air Carrier, Search, Activity, Directory, and Help. A sub-menu is open under "Pilot", showing options: Employment (selected), Training, Drug And Alcohol, Disciplinary Actions, and NDR. 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" tab is active, displaying a table with the following data:

<input 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 type="checkbox"/>	(Pilot Name)	999999999	3504516-EM-1	(Air Carrier Name)	03/01/2015			04/01/2015	05/11/20

Below the table, there are navigation controls including "Export To Excel" and "Export To PDF" buttons. The table footer shows "10 items per page" and "1 - 1 of 1 items". At the bottom of the interface, there are buttons for "Edit", "Assignment-to-Duty", and "Add Additional Record".

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

The screenshot displays the Federal Aviation Administration's Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right of the logo, it says "Home | User Guide | Help | Sign Out". Below this, the user's name "Connie Contributor" is visible. The main heading is "Pilot Records Database".

Below the heading is a navigation menu with options: "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". Underneath, there are sub-menus for "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR".

The main content area shows search filters: "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". Below this is a section titled "Employment Records" with "Export To Excel" and "Export To PDF" buttons.

<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

Below the table is a pagination control showing "10 items per page" and "1 - 1 of 1 items".

At the bottom of the record view, there are three buttons: "Edit", "Assignment-to-Duty", and "Add Additional Record". The "Edit" button is highlighted with a red box.

Below the buttons is a section titled "Pilot Information" with the following details: "Certificate No.: 999999999", "Last Name: (Last Name)", "First Name: (First Name)", "Middle Name: (Middle)", and "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: 

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.

The screenshot displays the 'Pilot Records Database' web application. At the top, there is a navigation menu with options like 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Below this is a sub-menu with 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The main content area shows a search filter for 'Air Carrier Name' and 'Certificate No.: 999999999'. A table titled 'Employment Records' contains one entry with the following details:

<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 reported 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

Below the table, there are pagination controls showing '10 items per page' and '1 - 1 of 1 items'. At the bottom of the record view, there are three buttons: 'Edit', 'Assignment-to-Duty', and 'Add Additional Record'. The 'Add Additional Record' button is highlighted with a red rectangular box. Below this section is a 'Pilot Information' section with fields for 'Certificate No.: 999999999', 'Last Name: (Last Name)', 'First Name: (First Name)', 'Middle Name: (Middle)', and '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 'Pilot Records Database' interface. At the top, there is a navigation bar with 'Home | User Guide | Help | Sign Out' and a user profile 'Connie Contributor'. Below this is a breadcrumb trail: 'Inbox | Pilot Search | Pilot | Air Carrier | Search | Activity | Directory | Help'. The main content area is titled 'Employment Records' and shows search filters: 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. Below the filters is a table with the following columns: '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: '03/01/2015', (blank), (blank), '04/01/2015', '05/11/2015', 'Yes', '04/30/2022', and 'No Add'. A red box highlights the 'Suppressed' column, and a red arrow points to the 'Add' link. At the bottom of the table, it says '1 - 1 of 1 items'.

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.

Home | User Guide | Help | Sign Out

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)

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: 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

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.

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

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.

20 items per page 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](#)

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
AIR T INC	03/01/2015			04/01/2015	05/11/2015	Yes	04/30/2022	No Add

1 - 1 of 1 items

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's Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text 'Federal Aviation Administration'. Below this, the page title 'Pilot Records Database' is centered. A secondary navigation bar includes links for 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. The 'Employment' tab is currently selected, with other tabs for 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. A search form is visible with fields for 'Air Carrier Name', 'Certificate No.', 'Last Name', and 'First Name'. Below the search form, there is a section titled 'Employment Records' which contains a table. The table has columns for '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, which is checked. Below the table, there are navigation controls including 'Export To Excel' and 'Export To PDF' buttons, and a pagination bar showing '10 items per page' and '1 - 1 of 1 items'. At the bottom of the page, there are three buttons: 'Edit', 'Assignment-to-Duty' (highlighted with a red box), and 'Add Additional Record'.

<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

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

⁷ This is an optional entry.

The screenshot shows a web application window titled "Employee Details". It contains three main sections: "Employee Details" with fields for Certificate No., Last Name, and First Name; "Assignment-to-Duty Records History" showing "No records found."; and "Assignment-to-Duty Information" which includes fields for Start Date, End Date, Aircraft Make/Model, and Duty Position. The Start Date and End Date fields are currently empty, and a red arrow in the next image points to the Start Date field's calendar icon.

- 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.

This screenshot is identical to the previous one, but with a calendar pop-up open for the Start Date field. A red arrow points to the calendar icon on the Start Date field. The calendar shows the month of May 2022, with the 1st highlighted in yellow. The rest of the form remains the same.

- 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

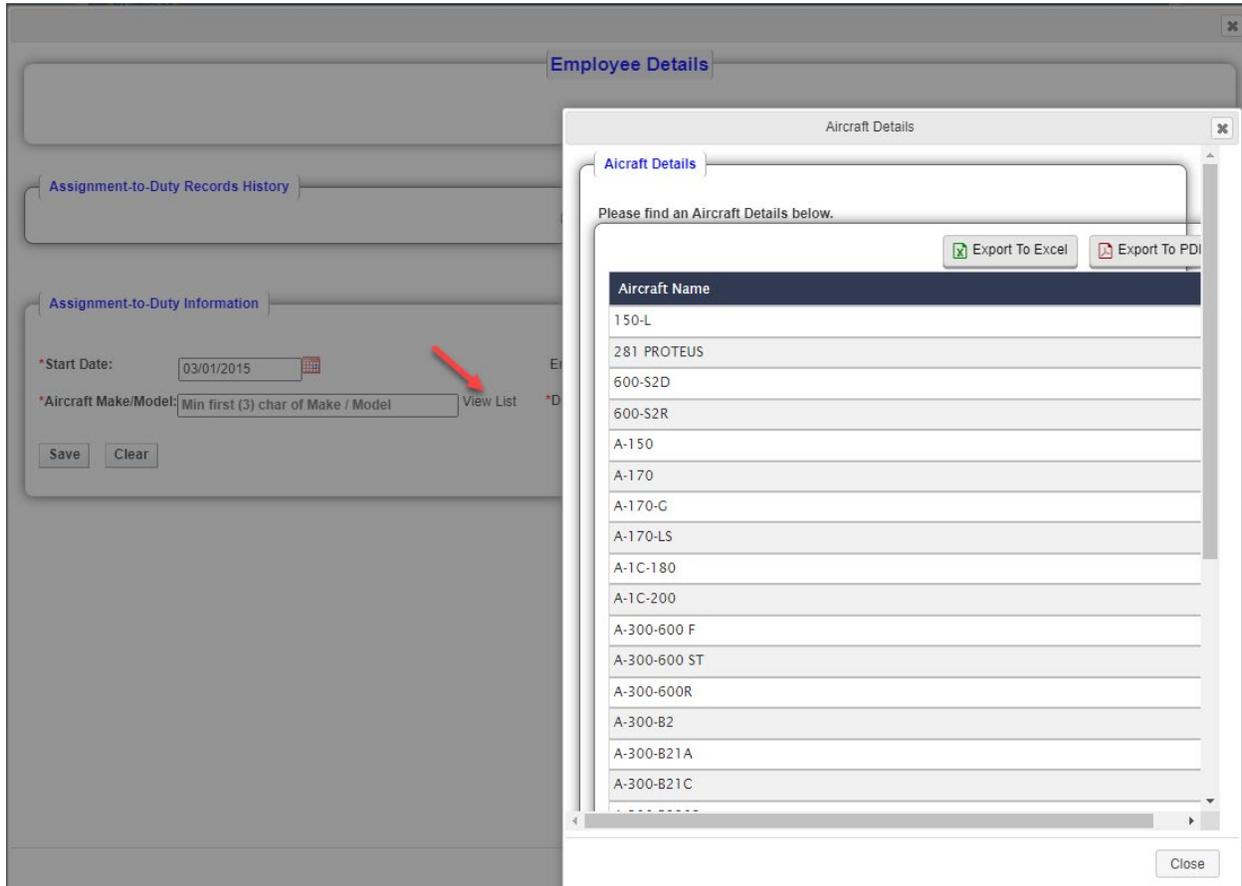
End Date:  

*Aircraft Make/Model: View List

*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				

- 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.



- 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 a web application window titled "Employee Details". It contains three main sections: "Employee Details" (with fields for Certificate No., Last Name, and First Name), "Assignment-to-Duty Records History" (displaying "No records found."), and "Assignment-to-Duty Information". In the "Assignment-to-Duty Information" section, there are fields for Start Date (03/01/2015), End Date, Aircraft Make/Model (b-737), and Duty Position (-Select-). A dropdown menu is open for the Aircraft Make/Model field, listing several options. A red arrow points to the "View List" button 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.

This screenshot is similar to the previous one, but the dropdown menu is closed. The "Aircraft Make/Model" field now contains the selected value "B-737-200", which is highlighted with a red rectangular box. The "View List" button remains visible to the right of the field.

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

The screenshot shows a web application window titled "Employee Details". At the top, there are fields for "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". Below this is a section for "Assignment-to-Duty Records History" which displays "No records found.". The main section is "Assignment-to-Duty Information", containing fields for "Start Date" (03/01/2015), "End Date", "Aircraft Make/Model" (B-737-200), and "Duty Position" (-Select-). A dropdown menu is open for "Duty Position", showing options: "-Select-", "Pilot in command", and "Second in command". "Save" and "Clear" buttons are at the bottom left.

- 9) Click "Save" after entering all information.

This screenshot is identical to the previous one, but the "Duty Position" dropdown menu is now closed and "Pilot in command" is selected. The "Save" button is highlighted with a red rectangular box.

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: View List *Duty Position:

[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: End Date:

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

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: View List *Duty Position:

Save Clear

- 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

◀ ▶ 1 ▶ ▶▶

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

- 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

◀ ▶ 1 ▶ ▶▶

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

	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: View List *Duty Position:

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

	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

Export To Excel Export To PDF

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)

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.

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)

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 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" and the user name "Connie Contributor". Below the header is the title "Pilot Records Database". A navigation menu is visible with options: "Inbox", "Pilot Search", "Pilot" (highlighted with a red box), "Air Carrier", "Search", "Activity", "Directory", "Help", "Employment", "Training" (highlighted with a red box), "Drug And Alcohol", "Disciplinary Actions", and "NDR". Below the navigation menu, there are search filters: "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 is the "Pilot Information" section with fields for "Certificate No.: 999999999", "Last Name: (Last Name)", "First Name: (First Name)", "Middle Name: (Middle)", and "Record ID:". The "Training Information" section contains several form fields: "*Start Date:" (calendar icon), "End Date:" (calendar icon), "*Aircraft Make/Model:" (text input with "Min first (3) char of Make / Model" and a "View List" link), "*Duty Position:" (dropdown menu), "*Training/Testing Program:" (dropdown menu), "*Training Event:" (dropdown menu), and "*Result:" (dropdown menu). At the bottom of the form are "Save" and "Clear" buttons.

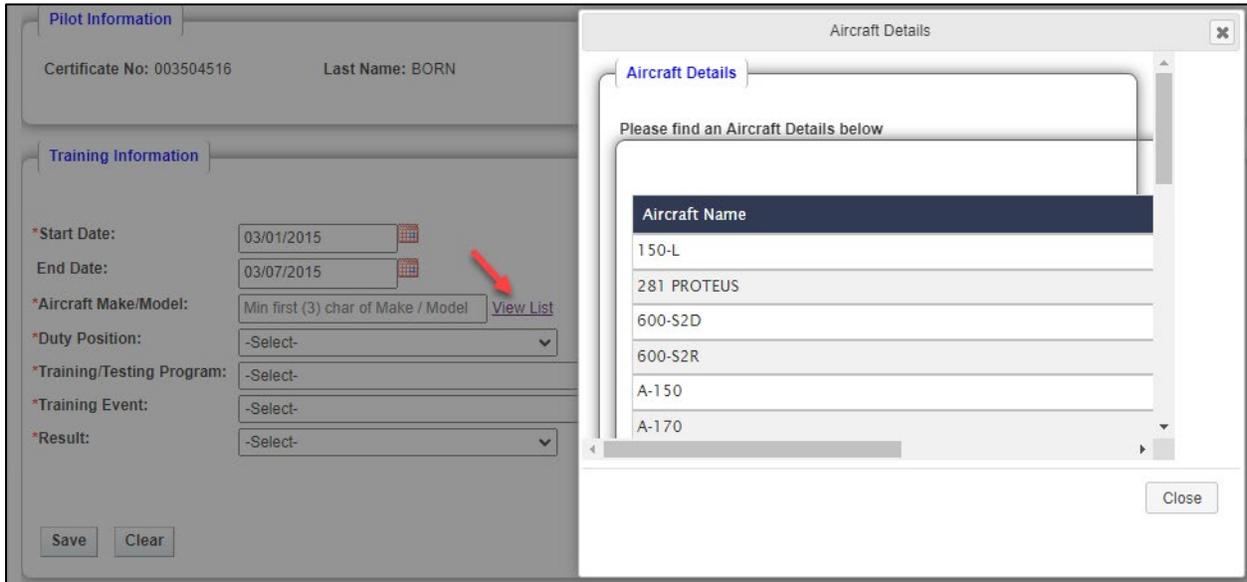
- 2) Enter the Start Date. This is the date the training event commenced.
Enter the Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

The screenshot shows the 'Training Information' section of the PRD form. The 'Start Date' field is empty, and a calendar icon is visible to its right. A red arrow points to this icon. Below the 'Start Date' field are other fields: 'End Date', 'Aircraft Make/Model', 'Duty Position', 'Training/Testing Program', 'Training Event', and 'Result'. A calendar pop-up is visible, showing the month of May 2022, with the 2nd of May highlighted in yellow. The 'Save' and 'Clear' buttons are at the bottom left.

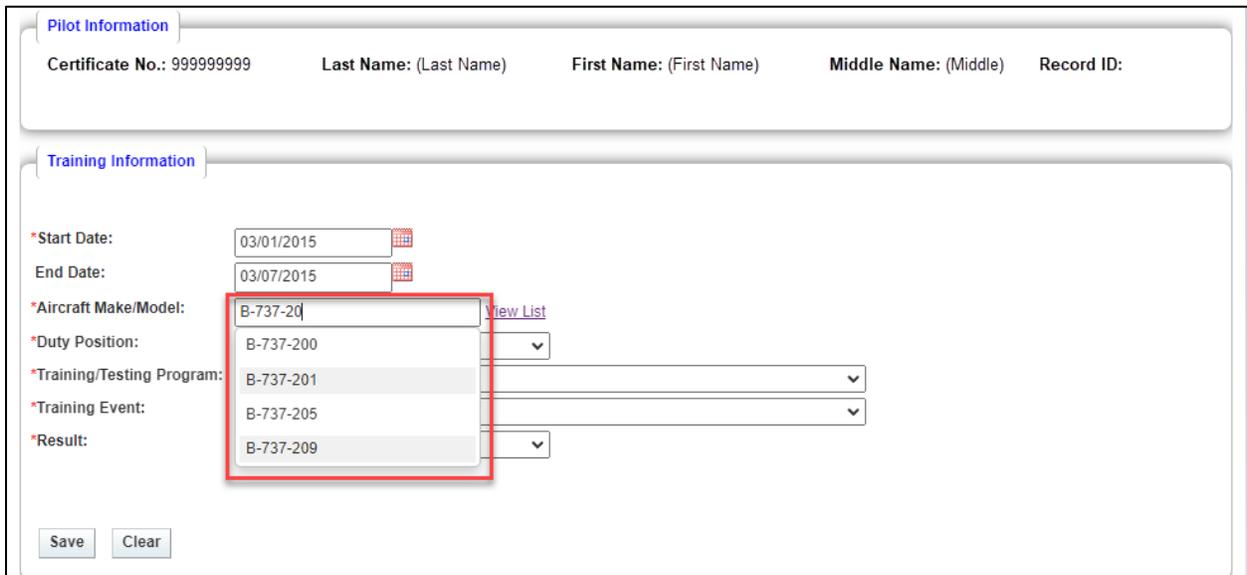
- 3) Enter the End Date, as needed. This is the date the event was completed or otherwise no longer in progress.
Enter the Date by typing the date directly into the field, or by clicking the Calendar icon and selecting the date from the calendar.

The screenshot shows the 'Training Information' section of the PRD form. The 'Start Date' field now contains the date '03/01/2015'. The 'End Date' field is empty, and a calendar icon is visible to its right. A red arrow points to this icon. Below the 'End Date' field are other fields: 'Aircraft Make/Model', 'Duty Position', 'Training/Testing Program', 'Training Event', and 'Result'. A calendar pop-up is visible, showing the month of May 2022, with the 2nd of May highlighted in yellow. The 'Save' and 'Clear' buttons are at the bottom left.

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



- 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.



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 a web form with two tabs: "Pilot Information" and "Training Information". The "Pilot Information" tab is active, showing fields for "Certificate No.:", "Last Name: (Last Name)", "First Name: (First Name)", "Middle Name: (Middle)", 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:" dropdown menu is highlighted with a red box and contains the text "B-737-200". A "View List" link is visible next to the dropdown. At the bottom of the form, there are "Save" and "Clear" buttons.

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 same web form as above, but with the "Duty Position:" dropdown menu highlighted with a red box. The dropdown menu is open, showing a list of options: "-Select-", "Pilot in command", and "Second in command". The "Aircraft Make/Model:" dropdown is still highlighted with a red box and contains the text "B-737-200". At the bottom of the form, there are "Save" and "Clear" buttons.

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.: 999999999 Last Name: (Last Name) First Name: (First Name) Middle Name: (Middle) Record ID:

Training Information

*Start Date:

End Date:

*Aircraft Make/Model: [View List](#)

*Duty Position:

*Training/Testing Program:

*Training Event:

*Result:

-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.

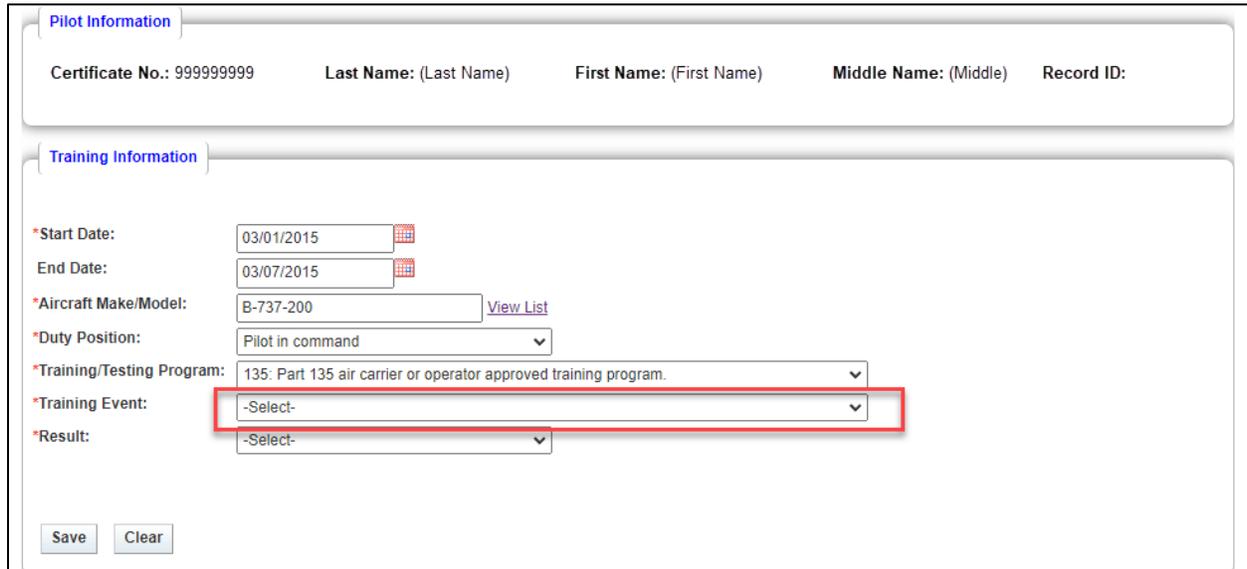
91K: Part 91 subpart K approved training.

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.

- 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: 

End Date: 

*Aircraft Make/Model: [View List](#)

*Duty Position: ▼

*Training/Testing Program: ▼

*Training Event: ▼

*Result: ▼

Evaluator Comments:

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:	<input type="text"/>			
<input type="button" value="Save"/>	<input type="button" value="Clear"/>			

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:

End Date:

*Aircraft Make/Model: [View List](#)

*Duty Position:

*Training/Testing Program:

*Training Event:

*Result:

Evaluator Comments:

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

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)

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
☐	(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 ▶▶
5 items per page
1 - 1 of 1 items

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. At the top, there is a navigation bar with links for Home, User Guide, Help, and Sign Out. The user is identified as 'Connie Contributor'. The main heading is 'Pilot Records Database'. Below this, there are tabs for 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Under the 'Pilot' tab, there are sub-tabs for 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The 'Training' 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)'. Below the search criteria, there is a 'Training Records' section with a table. The table has columns for Pilot Name, Certificate, Record ID, Reporting Entity, Start Date, End Date, Aircraft Make/Model, Duty Position, and Training/Test Program. A single record is displayed with the following details: Pilot Name: (Pilot Full Name), Certificate: 999999999, Record ID: 3504516-TR-1, Reporting Entity: (Air Carrier Name), Start Date: 03/01/2015, End Date: 03/07/2015, Aircraft Make/Model: B-737-200, Duty Position: Pilot in command, and Training/Test Program: Part 135 air carrier operator approved training program. Below the table, there are navigation controls including a dropdown menu set to '5 items per page' and a page indicator '1 - 1 of 1 items'. At the bottom left, there are two buttons: 'Edit' and 'Add Additional Record', with the latter button highlighted by a red rectangular box.

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:

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:

End Date:

*Aircraft Make/Model: [View List](#)

*Duty Position:

*Training/Testing Program:

*Training Event:

*Result:

Evaluator Comments:

Trainings results are not complete.

*Unsatisfactory (Incomplete) Tasks or Maneuvers:

Tasks 3and 5 were attempted, but not completed satisfactorily. Maneuvers A and B were not attempted. These are required to completed the training.

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.

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right of the logo, it says "Home | User Guide | Help | Sign Out". Below the navigation bar, the title "Pilot Records Database" is displayed. The main content area has a sub-navigation bar with "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". Below this, there are tabs for "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR". The "Training" tab is selected. Below the tabs, there is a search bar with "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". Below the search bar, there is a "Training Records" section. This section contains a table with columns: "Pilot Name", "Certificate", "Record ID", "Reporting Entity", "Start Date", "End Date", "Aircraft Make/Model", "Duty Position", and "Training/Testing Program". The table has two rows of data. The first row is highlighted with a red border. Below the table, there are "Export To Excel" and "Export To PDF" buttons. At the bottom of the table, there is a pagination control showing "5 items per page" and "1 - 2 of 2 items". Below the table, there are "Edit" and "Add Additional Record" buttons.

<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 car operator appro 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 car operator appro training program

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.

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right, it says "Home | User Guide | Help | Sign Out" and "Connie Contributor". Below this is the title "Pilot Records Database".

The main content area has a navigation menu with options: "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", "Help". Below this is another menu with "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", "NDR".

There are search filters: "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)".

The "Training Records" section contains a table with the following columns: Pilot Name, Certificate, Record ID, Reporting Entity, Start Date, End Date, Aircraft Make/Model, Duty Position, and Training/Testing Program. The first row is selected, indicated by a checked checkbox in the far-left column.

At the bottom of the table, there is a pagination control showing "5 items per page" and "1 - 3 of 3 items".

Below the table, there are two buttons: "Edit" (highlighted with a red box) and "Add Additional Record".

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

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:

End Date:

*Aircraft Make/Model: [View List](#)

*Duty Position: ▼

*Training/Testing Program: ▼

*Training Event: ▼

*Result: ▼

*Other Event Description:

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



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)

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/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 approval 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 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



1


5 items per page
1 - 3 of 3 items

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.

The screenshot displays the Federal Aviation Administration's Pilot Records Database. The user is logged in as 'Connie Contributor'. The 'Pilot' tab is active, and search filters are set for 'Air Carrier Name', 'Certificate No.: 999999999', 'Last Name', and 'First Name'. The 'Training Records' section shows a table with the following data:

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

At the bottom of the table, it indicates '1 - 3 of 3 items'. A red box highlights the 'Add' link in the 'Suppressed' column of the third row, with a red arrow pointing to it.

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.

Home | User Guide | Help | Sign Out

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)

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

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: ←

Suppression History

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.

Home | User Guide | Help | Sign Out

 **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)

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.

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'. On the right side of the header, there are links for 'Home | User Guide | Help | Sign Out' and a user profile for 'Connie Contributor'. Below the header is a navigation bar with tabs for 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Underneath, there is a sub-navigation bar with tabs for 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The 'Drug And Alcohol' tab is selected. The main content area has a search bar with fields for 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. Below this is a section titled 'Reporting Entity Drug and Alcohol Records' which displays 'No records found.'. Another section titled 'Pilot Information' shows fields for 'Certificate No.: 999999999', 'Last Name: (Last Name)', 'First Name: (First Name)', 'Middle Name: (Middle)', and 'Record ID:'. A text box contains the following information: 'In accordance with 14 CFR § 111.220, each operator or trustee required to comply with 14 CFR part 120 must report the following records pertaining to drug and alcohol testing to the PRD: • Confirmed alcohol test results indicating an alcohol concentration of 0.04 or greater. • Verified positive drug test results. • Documentation of refusals to take an alcohol and/or drug test (including substituted or adulterated test results). • Any record pertaining to an occurrence of on-duty alcohol use, pre-duty alcohol use, or alcohol use following an accident. • Any return-to-duty drug or alcohol test results. • All follow-up drug and alcohol test results.' Below this is another 'Reporting Entity Drug and Alcohol Records' section with a form containing: '*Occurrence Date:' with a date picker, '*Record Type:' with a dropdown menu, '*Report Type:' with a dropdown menu, and '*Test Type:' with a dropdown menu. At the bottom of the form are 'Save' and 'Clear' buttons.

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:

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				

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:

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:

*Record Type: Drug Test

*Report Type:

*Test Type:

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:

*Record Type:

*Report Type:

*Test Type:

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

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)

☐	Pilot Name	Certificate ID	Record ID	Reporting Entity	Occurrence Date	Record Type	Report Type	Test Type	Created Date
☐	(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

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”.

The screenshot shows the Federal Aviation Administration's Pilot Records Database. At the top, there are navigation links: Home, User Guide, Help, and Sign Out. The user is identified as 'Connie Contributor'. The main heading 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 (selected), Disciplinary Actions, and NDR. The search filters are: Air Carrier Name: (Air Carrier Name), Certificate No.: 999999999, Last Name: (Last Name), and First Name: (First Name). The main content area is titled 'Reporting Entity Drug and Alcohol Records' and contains a table with columns: Pilot Name, Certificate, Record ID, Reporting Entity, Occurrence Date, Record Type, Report Type, Test Type, and Created Date. A single record is displayed with a checkmark in the first column. Below the table are 'Export To Excel' and 'Export To PDF' buttons. At the bottom of the table area, there are navigation controls for '20 items per page' and '1 - 1 of 1 items'. A red arrow points to the 'Edit' button, which is highlighted with a red box.

<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	05/03/2022

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”.

The screenshot shows the 'Pilot Information' section with fields for Certificate No.: 999999999, Last Name: (Last Name), First Name: (First Name), Middle Name: (Middle), and Record ID: 3504516-AD-1. Below this is a list of records pertaining to drug and alcohol testing. The 'Reporting Entity Drug and Alcohol Records' section contains a form with the following fields: Occurrence Date (7/1/2019), Record Type (Alcohol Misuse), Report Type (Breath Alcohol result at or above 0.04), and Test Type (Random: Record of a random alcohol test conducted under 14 CFR § 120.217(c) and con). A red arrow points to the Test Type dropdown menu. The 'Update' button is highlighted with a red box.

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



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)

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

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 shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right of the logo, it says "Home | User Guide | Help | Sign Out". Below the navigation bar, the user's name "Connie Contributor" is displayed. The main heading is "Pilot Records Database". Below this, there are several tabs: "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". The "Pilot" tab is currently selected. Below the tabs, there are more specific filters: "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR". The "Drug And Alcohol" filter is selected. Below the filters, there are input fields for "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". Below these fields, there is a section titled "Reporting Entity Drug and Alcohol Records". This section contains a table with the following columns: "Certificate", "Record ID", "Reporting Entity", "Occurrence Date", "Record Type", "Report Type", "Test Type", "Created Date", and "Suppressed". The table has one row of data. The "Suppressed" column for this row contains the text "No Add", where "Add" is a blue hyperlink. A red box highlights the "Suppressed" column, and a red arrow points to the "Add" link. Above the table, there are two buttons: "Export To Excel" and "Export To PDF". Below the table, there is a pagination control showing "20 items per page" and "1 - 1 of 1 items".

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

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: 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.

12) The selected record shows as suppressed.

Home | User Guide | Help | Sign Out

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)

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: This is for demonstrating suppression.

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.

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: ←

15) The selected record is no longer 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)

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.

The screenshot shows the Federal Aviation Administration's Pilot Records Database interface. At the top, there is a navigation bar with links for Home, User Guide, Help, and Sign Out. Below this is the main header for the Pilot Records Database, with the user name 'Connie Contributor' displayed. A secondary navigation bar includes options like Inbox, Pilot Search, Pilot, Air Carrier, Search, Activity, Directory, and Help. A third navigation bar lists Employment, Training, Drug And Alcohol (selected), Disciplinary Actions, and NDR. The main content area displays search filters for Air Carrier Name, Certificate No., Last Name, and First Name. Below these filters is a section titled 'Reporting Entity Drug and Alcohol Records' which contains a table of records. The table has columns for Pilot Full Name, Certificate, Record ID, Reporting Entity, Occurrence Date, Record Type, Report Type, Test Type, and Created Date. One record is visible with an occurrence date of 07/01/2019 and a record type of Alcohol Misuse. Below the table are pagination controls showing 20 items per page and 1 of 1 items. At the bottom left, there are 'Edit' and 'Add Additional Record' buttons, with the latter being highlighted by a red box.

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

This screenshot shows the 'Reporting Entity Drug and Alcohol Records' form. At the top, there is a 'Pilot Information' section with fields for Certificate No., Last Name, First Name, Middle Name, and Record ID. Below this is a detailed list of records that must be reported to the PRD, including confirmed alcohol test results, drug test results, and other violations. The main form area contains the following fields: Occurrence Date (with a calendar icon), Record Type (dropdown menu), Report Type (dropdown menu), and Test Type (dropdown menu). At the bottom of the form are 'Save' and 'Clear' buttons.

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

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right, there are links for "Home | User Guide | Help | Sign Out" and a user profile for "Connie Contributor". Below this is the main title "Pilot Records Database".

The interface includes a menu bar with options: "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". Below the menu bar, there are tabs for "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR". The "Drug And Alcohol" tab is currently selected.

Search filters are visible: "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)".

The main content area is titled "Reporting Entity Drug and Alcohol Records". It features a table with the following columns: Pilot Name, Certificate, Record ID, Reporting Entity, Occurrence Date, Record Type, Report Type, Test Type, and Created Date. There are two records listed in the table.

Export options "Export To Excel" and "Export To PDF" are available above the table. Below the table, there is a pagination control showing "20 items per page" and "1 - 2 of 2 items".

At the bottom of the interface, there are buttons for "Edit" and "Add Additional Record".

<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-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

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.



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)

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:
 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:**

***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:
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:

*Removal From Operations:

If Relevant Document is entered before 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

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				

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:

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.: 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: 

*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: ▼

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

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right of the logo, it says "Home | User Guide | Help | Sign Out". Below the navigation bar, the user's name "Connie Contributor" is displayed. The main heading is "Pilot Records Database". Below this, there are several tabs: "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". Underneath these tabs, there are more specific options: "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR". The "Disciplinary Actions" tab is selected. Below the tabs, there are search filters: "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)". The main content area is titled "Final Disciplinary Actions" and contains a table with one record. 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 record shows a "Written Warning" action on "10/01/2020" for a pilot with certificate "999999999" and record ID "3504516-DA-1". There are "Export To Excel" and "Export To PDF" buttons above the table. Below the table, there is a pagination control showing "1" of "1" items per page. At the bottom of the interface, there are "Edit" and "Add Additional Record" buttons.

	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

- 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”.

The screenshot shows the Federal Aviation Administration Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text 'Federal Aviation Administration'. To the right, there are links for 'Home | User Guide | Help | Sign Out' and the user name 'Connie Contributor'. Below this is the title 'Pilot Records Database' and a menu with options: 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', 'Help'. A secondary menu includes 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. Below the menu, there are search filters: 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. The main content area is titled 'Final Disciplinary Actions' and contains a table with 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 displayed with a checked checkbox in the far-left column. Below the table, there are navigation controls including 'Export To Excel', 'Export To PDF', and a pagination bar showing '20 items per page' and '1 - 1 of 1 items'. At the bottom left, there is an 'Edit' button highlighted with a red box, and an 'Add Additional Record' button.

<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

- 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:

*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:

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

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)

Final Disciplinary Actions

☐	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

◀ ▶ 1 ▶ ▶▶ 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 'Pilot Records Database' interface. At the top, there is a navigation bar with 'Home | User Guide | Help | Sign Out' and the user name 'Connie Contributor'. Below this is the 'Pilot Records Database' title and a breadcrumb trail: 'Inbox | Pilot Search | Pilot | Air Carrier | Search | Activity | Directory | Help'. The main content area is titled 'Final Disciplinary Actions' and contains a table with the following columns: Pilot Name, Certificate, Record ID, Reporting Entity, Action Date, Action Type, Removal From Operations, Relevant Document, Created Date, and Suppressed. The first row of the table has the following data: (Pilot Full Name), 999999999, 3504516-DA-1, (Air Carrier Name), 10/01/2020, Written Warning, Yes, Yes, 05/03/2022, and No Add. A red box highlights the 'Add' link in the 'Suppressed' column of the first row. Below the table, there are pagination controls showing '20 items per page' and '1 - 1 of 1 items'. There are also 'Export To Excel' and 'Export To PDF' buttons.

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. At the top, there is a title 'Suppression' and a note: 'A suppressed record displays to the pilot but is not provided to a reviewing entity for making a hiring decision.' Below this, there are several fields: 'Record ID: 3504516-DA-1', 'Suppressed By:', 'Suppressed Date:', and '*Is Suppressed: Yes'. A red arrow points to the 'Yes' dropdown menu. Below this, there is another note: 'The following comment is displayed to the pilot and the PRD Administrator but does not appear on the PAR.' Below this, there is a '*Comments:' field with the text 'This is for demonstrating suppression.' A red arrow points to the text area. At the bottom, there are 'Save' and 'Clear' buttons. Below the buttons, there is a 'Suppression History' section with the text 'No records found.'

12) The selected record shows as Suppressed.

The screenshot displays the Federal Aviation Administration's Pilot Records Database. At the top, the FAA logo and name are visible, along with navigation links for Home, User Guide, Help, and Sign Out. The user is identified as 'Connie Contributor'. The main heading is 'Pilot Records Database'. Below this is a navigation menu with options: Inbox, Pilot Search, Pilot (selected), Air Carrier, Search, Activity, Directory, and Help. A secondary menu includes Employment, Training, Drug And Alcohol, Disciplinary Actions (selected), and NDR. Search filters are provided for Air Carrier Name, Certificate No. (999999999), Last Name, and First Name. The 'Final Disciplinary Actions' section is active, showing a table with one record. The record is marked as 'Suppressed' and has a 'Yes Edit' link. The table columns are: Pilot Name, Certificate, Record ID, Reporting Entity, Action Date, Action Type, Removal From Operations, Relevant Document, Created Date, and Suppressed. The record details are: (Pilot Full Name), 999999999, 3504516-DA-1, (Air Carrier Name), 10/01/2020, Written Warning, Yes, Yes, 05/03/2022, and Yes Edit. At the bottom, there are 'Export To Excel' and 'Export To PDF' buttons, and a pagination bar showing '20 items per page' and '1 - 1 of 1 items'.

<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	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: 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

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.

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-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.

The screenshot shows the Federal Aviation Administration's Pilot Records Database. The user is logged in as 'Connie Contributor'. The page title is 'Pilot Records Database'. The navigation menu includes 'Inbox', 'Pilot Search', 'Pilot', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. The sub-menu includes 'Employment', 'Training', 'Drug And Alcohol', 'Disciplinary Actions', and 'NDR'. The search criteria are: 'Air Carrier Name: (Air Carrier Name)', 'Certificate No.: 999999999', 'Last Name: (Last Name)', and 'First Name: (First Name)'. The 'Final Disciplinary Actions' section contains a table with the following data:

<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

At the bottom of the table, there are navigation controls: '20 items per page' and '1 - 1 of 1 items'. There are also 'Export To Excel' and 'Export To PDF' buttons.

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

Click the “Add Additional Record” button.

This screenshot is similar to the previous one, but the 'Suppressed' column for the record now contains 'No' and an 'Add' link. A red arrow points to the 'Add' link. Below the table, there are navigation controls: '20 items per page' and '1 - 1 of 1 items'. There are also 'Export To Excel' and 'Export To PDF' buttons. At the bottom of the page, there are two buttons: 'Edit' and 'Add Additional Record', with the latter highlighted in a red box.

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

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: 

*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:

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

The screenshot displays the Federal Aviation Administration's Pilot Records Database interface. At the top, there is a navigation bar with the FAA logo and the text "Federal Aviation Administration". To the right of the logo, it says "Home | User Guide | Help | Sign Out". Below the navigation bar, the page title "Pilot Records Database" is centered. A secondary navigation bar contains links for "Inbox", "Pilot Search", "Pilot", "Air Carrier", "Search", "Activity", "Directory", and "Help". Below this, there are more specific navigation options: "Employment", "Training", "Drug And Alcohol", "Disciplinary Actions", and "NDR". The "Disciplinary Actions" section is active, showing search filters for "Air Carrier Name: (Air Carrier Name)", "Certificate No.: 999999999", "Last Name: (Last Name)", and "First Name: (First Name)".

The main content area is titled "Final Disciplinary Actions" and features a table with the following columns: Pilot Name, Certificate, Record ID, Reporting Entity, Action Date, Action Type, Removal From Operations, Relevant Document, Created Date, and Suppressed. Two records are listed in the table, with the first record highlighted by a red box. Below the table, there are "Export To Excel" and "Export To PDF" buttons. At the bottom of the table area, there is a pagination control showing "20 items per page" and "1 - 2 of 2 items".

	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

At the bottom of the interface, there are "Edit" and "Add Additional Record" buttons.

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.

- 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 interface. At the top, the FAA logo and name are visible on the left, and navigation links for Home, User Guide, Help, and Sign Out are on the right. The user is logged in as 'Connie Contributor'. The main heading is 'Pilot Records Database'. Below this is a navigation menu with 'Inbox' selected, and sub-menus for 'Pilot Search', 'Air Carrier', 'Search', 'Activity', 'Directory', and 'Help'. Under 'Inbox', there are two tabs: 'Correction Request' (selected) and 'Record Request'. A search bar for 'Air Carrier Name' is present. A link for 'Back To Role Selection Page' is also visible. The 'Correction Request Search' section contains a note: '*At least one search parameter is required.' The search form includes the following fields:

- 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:

At the bottom of the search form 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

<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	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) Certificate No.: 999999999
 Record ID: Reference No.: REQ-0000586
 Request Type: Missing Data Reporting Entity: (Reporting Entity Name)
 Explanation: Missing Data
 Reason: This needs to be added

Close

- 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

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 Type:	Part 121 air carrier or operator with an approved training program under part 121 subpart Y.		
Action Date:	4/1/2010	Removal from Operations:	

Decision

Decision:

Comments:

- 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

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

<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	V
<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 correction requests is shown. A red arrow points to a checkmark in the far-right column of the first row. Below the grid, there are 'Edit' and 'Clear' buttons. The 'Edit' button is highlighted with a red box. The details section is divided into three parts: 'Correction Request Details', 'Record Details', and 'Decision'. The 'Decision' section contains a dropdown menu with 'Denied' selected and a text area with the comment 'The documentation does not support this request'. Both the dropdown and the text area are highlighted with a red box. At the bottom of the decision section, there are 'Save' and 'Clear' buttons, with the 'Save' button highlighted by a red box.

✓	(Pilot Name)	999999999	3017128- TR-14	Correction Request	REQ- 0000522	(Reporting Entity Name) IC	Training	9/17/2022	Open-Received	03/21/2022	View
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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		
Expire Date:	9/17/2022	Correction Reason:	The duty position is incorrect
Contact Name:		Status:	Open-Received
Contact Email:		Contact Phone:	

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:

Comments:

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

<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		Missing Data	REQ-0000586	(Reporting Entity Name)	Drug or Alcohol	10/2/2022	Open-Received		04/05/2022
<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
<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
<input type="checkbox"/>	(Pilot Name)	999999999		Missing Data	REQ-0000523	(Reporting Entity Name)	Training	9/17/2022	Open-Received		03/21/2022
<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

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.

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:

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"/>	<u>Pilot Name</u>	<u>Certificate</u>	<u>Record ID</u>	<u>Request Type</u>	<u>Request ID</u>	<u>Reporting Entity</u>	<u>Section Name</u>	<u>Expiration Date</u>	<u>Correction Request Status</u>	<u>Record Disputed</u>	<u>Requested Date</u>	
<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

1 2 3 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.



Federal Aviation Administration

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

Connie Contributor

Pilot Records Database

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

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:

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
<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 items per page

1 - 3 of 3 items

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 a data grid with the following columns: , 3017128-DA-3, Record Request, REQ-0000022, (Requesting Entity Name), Disciplinary Action, Request Document for Disciplinary Actions, and Requested 3/22/2022. Below the grid is a navigation bar with '10 items per page' and '1 - 3 of 3 items'. Below the navigation bar are 'Edit' and 'Clear' buttons. The 'Record Request Disposition' form contains the following fields: '*Completion Status:' with a dropdown menu set to '-Select-'; '*Completed Date:' with a date picker set to 05/05/2022; '*Document Sent:' with a dropdown menu set to '-Select-'; and a '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.

The screenshot shows the 'Record Request Disposition' form with the following fields filled out: '*Completion Status:' set to 'Yes'; '*Completed Date:' set to 05/05/2022; '*Document Sent:' set to 'Emailed'; and the 'Comments:' text area. A dropdown menu is open for the 'Comments:' field, showing options: '-Select-', 'Emailed', 'Faxed', 'Mailed', and 'Other'. At the bottom of the form are 'Save' and 'Clear' buttons.

- 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
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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.



Federal Aviation Administration

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

Connie Contributor

Pilot Records Database

Inbox
Pilot Search
Air Carrier
Search
Activity
Directory
Help

Correction Request
Record Request

Air Carrier Name: (Air Carrier Name)

Record Request Search

*At least one search parameter is required.

Record ID:	<input type="text"/>	Section:	<input type="text" value="-Select-"/>
Request ID:	<input type="text"/>	Request Type:	<input type="text" value="-Select-"/>
Action:	<input type="text" value="-Select-"/>	Status:	<input type="text" value="Requested"/>
Requested Date:	From: <input type="text"/> To: <input type="text"/>	Requesting Entity:	<input type="text" value="Min first (3) char of Requested Entity"/>
Last Updated By:	<input type="text" value="Min first (3) char of Last Updated By"/>		
Last Updated Date:		From: <input type="text"/> To: <input type="text"/>	

Record Request Data

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

20 items per page
1 - 2 of 2 items