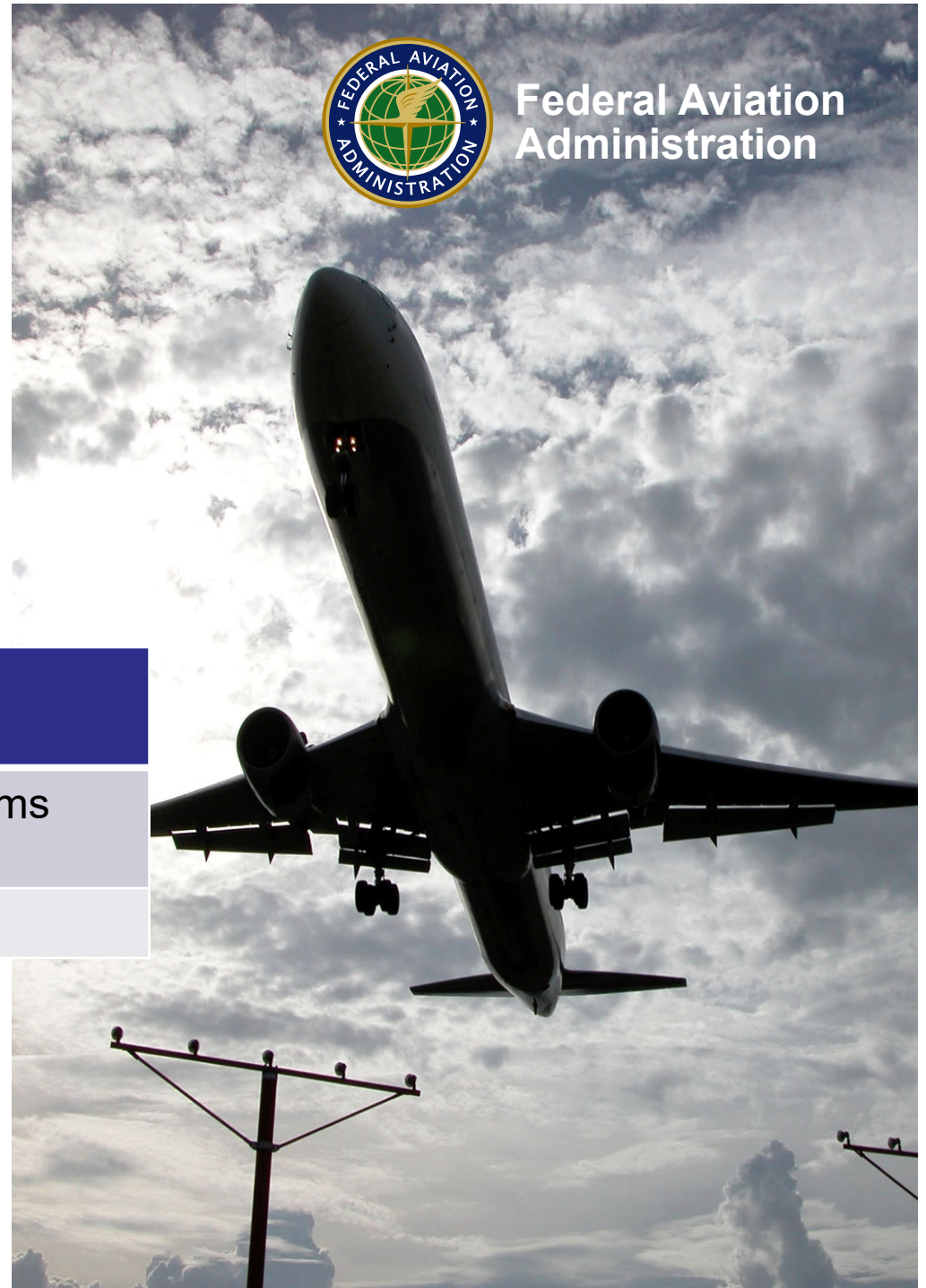


Pilot Records Database

Reporting Disciplinary
Actions, Separation of
Employment and NDR

Presented to:	Reporting Entities
By:	FAA, Aviation Data Systems Branch
Date:	January 19, 2023



PRD Program Office

- **FAA, Aviation Data Systems Branch,
Oklahoma City, Oklahoma**
- **Chris Morris – PRD Program Manager**
- **Stacey Smith – Assistant PRD PM**
- **PRD Support Team (prdsupport@faa.gov)**



Questions?

- **Please submit questions via the Q/A Box.**
- **We will either reply via the Q/A box, reply at the end of the presentation, or email you a reply soon after.**
- **This presentation will be available at PRD.FAA.GOV in the resources section.**



Overview

- **Final Disciplinary Action Records**
- **Records Concerning Separation of Employment**
- **National Driver Register Records**
- **Walk-through Reporting Records**



Who Can Report Pilot Records

- **Reminder; the following PRD user roles can report pilot records:**
 - Authorized Responsible Person
 - Authorized User Contributor
 - Same applies for proxy and trustee



Final Disciplinary Action Records

- **What qualifies as a disciplinary record?**
 - A record of corrective or punitive action taken by an operator who is subject to Part 111 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.
- **How soon must a disciplinary record be reported?**
 - Within 30 days of *becoming final*.



Final Disciplinary Action Records

- **Does the PAC Exception Apply?**
 - Yes, unless the disciplinary record resulted in permanent or temporary removal of the pilot from aircraft operations. If you delay reporting IAW the PAC exception, you must report the FDAR within 14 days of a request.
- **Supporting (Relevant) Documents**
 - Any documents that are relevant to a final disciplinary action must be indicated in the PRD.
 - Must indicate if they exist when reporting the record to PRD but the supporting documents themselves are not reported into the PRD.
 - You must retain the supporting documents for 5 years and provide them within 14 days of receiving a request for them.
 - They are provided outside the PRD such as via mail.



Final Disciplinary Action Records

- **If a disciplinary record has already been reported, but gets overturned, it must be corrected or suppressed in the PRD within 10 days.**
- **Remember, only report a disciplinary record if it:**
 - Was an action taken by the employer,
 - Imposed an adverse penalty on the pilot such as a suspension, termination, or written warning,
 - Directly involved the individual's performance as a pilot, and
 - Has not been subsequently overturned.
 - Overturned means the pilot was declared to not have performed the original action.
- **See AC 120-68J para 2.8.1.3 and § 111.230**



Records Concerning Separation of Employment

- **What qualifies as a separation record?**
 - Records concerning release from employment, resignation, termination, or disqualification with respect to employment as a pilot.
- **How soon must a separation record be reported?**
 - Within 30 days of becoming final



Records Concerning Separation of Employment

- **Separation Types**

- Termination –pilot performance
- Termination – professional disqualification
- Employer-initiated separation not due to pilot performance
- Physical/medical disqualification
- Resignation
- Retirement
- Other

- **Does the PAC Exception Apply?**

- Yes, unless the pilot was terminated. If you delay reporting IAW the PAC exception, you must report the separation record within 14 days of a request.



Records Concerning Separation of Employment

- **Supporting (Relevant) Documents**
 - Any documents that are relevant to a separation must be indicated in the PRD.
 - Must indicate if they exist when reporting the record to PRD but the supporting documents themselves are not reported into the PRD.
 - You must retain the supporting documents for 5 years and provide them within 14 days of receiving a request for them.
 - They are provided outside the PRD such as via mail.



Records Concerning Separation of Employment

- **Reporting a separation record is part of the pilot's employment record in the PRD.**
- **You may have already reported the pilot's hire date in the PRD. In this case, you will edit this existing record to add the new separation information.**



Records Concerning Separation of Employment

- If you have not yet reported the hiring information, you can add a new employment record with both the hiring and separation information.
- See AC 120-68J para 2.8.1.4 and § 111.235



National Driver Register (NDR)

- **Not reporting any NDR records, but rather when the NDR was queried and evaluated.**
- **This only required for those conducting operations under part 121, 125, and 135 (air carriers)**



National Driver Register (NDR)

- **The reviewing entity must obtain the written consent of that individual before requesting an NDR search for the individual's State motor vehicle driving records.**
- **After obtaining the written consent of the individual, the reviewing entity must submit a request to the NDR to determine whether any State maintains relevant records pertaining to that individual.**



National Driver Register (NDR)

- **When the NDR search result is returned, if the NDR search result indicates that records exist concerning that individual, the reviewing entity must submit a request for the relevant motor vehicle driving records to each chief driver licensing official of each State identified in the NDR search result.**
- **While the FAA provides FAA Form 8060-13, it may not be accepted by other parties. Use whichever forms they require.**

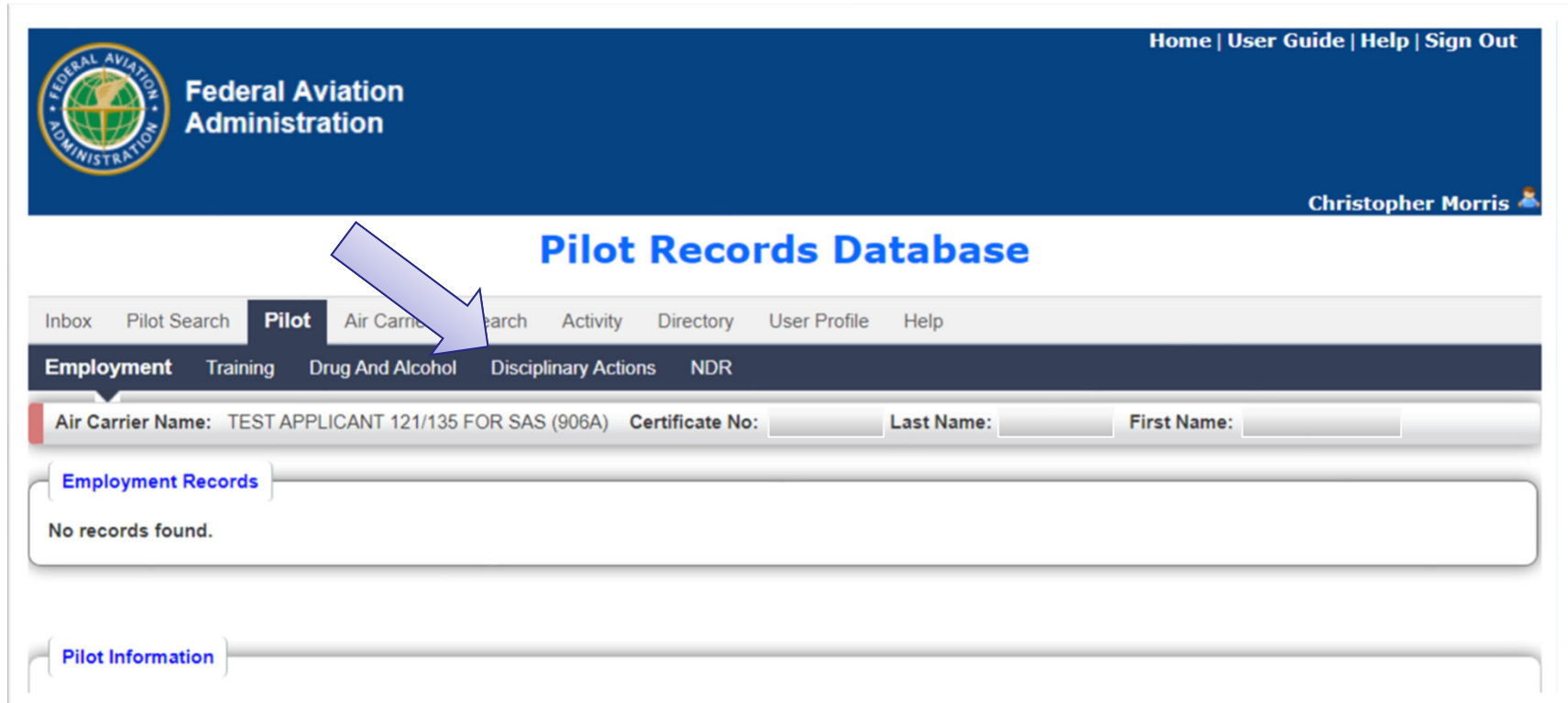


National Driver Register (NDR)

- **When this process is complete, report the date of completion to the PRD within 45 days from the date of hire.**
- **Retain the related records for five years as evidence the search was completed.**
- **See AC 120-68J para 2.6.4 and § 111.110**



Walk-through Reporting Records – Disciplinary Record



The screenshot shows the Federal Aviation Administration (FAA) Pilot Records Database interface. At the top, the FAA logo and name are on the left, and navigation links (Home, User Guide, Help, Sign Out) and the user name (Christopher Morris) are on the right. 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, User Profile, and Help. Under the "Pilot" tab, there is a sub-section titled "Employment" with sub-tabs: Employment Records, Training, Drug And Alcohol, Disciplinary Actions, and NDR. A blue arrow points to the "Disciplinary Actions" sub-tab. Below the sub-tabs, there is a search area with fields for "Air Carrier Name" (filled with "TEST APPLICANT 121/135 FOR SAS (906A)"), "Certificate No:", "Last Name:", and "First Name:". Below the search area, there are two expandable sections: "Employment Records" and "Pilot Information". The "Employment Records" section is currently expanded and displays the message "No records found."



Walk-through Reporting Records - Disciplinary Record

Pilot Records Database

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

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

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate No: Last Name: First Name:

Final Disciplinary Actions
No records found.


Pilot Information
Certificate No: Last Name: First Name: Middle Name: 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.



Walk-through Reporting Records - Disciplinary Record

Final Disciplinary Action

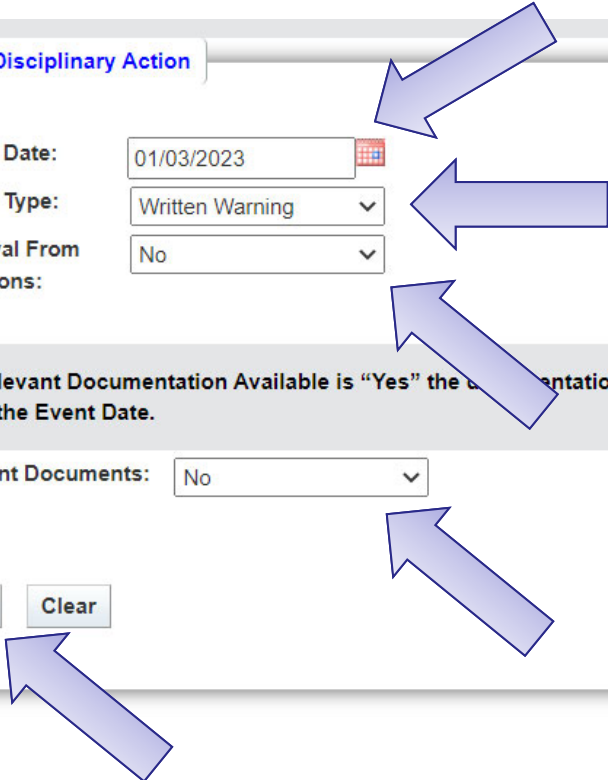
*Action Date: 

*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: ▼



Walk-through Reporting Records – Separation Records

Pilot Records Database

Pilot Search **Pilot** Air Carrier Search Activity Directory User Profile Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate No: Last Name: First Name:

Employment Records

Export To Excel Export To PDF

<input type="checkbox"/>	<u>Pilot Name</u>	<u>Certificate</u>	<u>Record ID</u>	<u>Reporting Entity</u>	<u>PRD Date of Hire</u>	<u>Separation Date</u>	<u>Separation Type</u>	<u>PRD Records Complete Date</u>	<u>No Additional records to report to PRD Date</u>
<input type="checkbox"/>			-EM-4	TEST APPLICANT 121/135 FOR SAS (906A)	09/09/2021				

10 items per page 1 - 1 of 1 items

Edit Assignment-to-Duty Add Additional Record





Federal Aviation
Administration


Walk-through Reporting Records – Separation Records

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 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: 



Walk-through Reporting Records – NDR

Pilot Records Database

Inbox Pilot Search **Pilot** Air Carrier Search Actions Directory User Profile Help

Employment Training Drug And Alcohol Disciplinary Actions NDR

Air Carrier Name: TEST APPLICANT 121/135 FOR SAS (906A) Certificate No: Last Name: First Name:

Employment Records

Export To Excel Export To PDF

	<u>Pilot Name</u>	<u>Certificate</u>	<u>Record ID</u>	<u>Reporting Entity</u>	<u>PRD Date of Hire</u>	<u>Separation Date</u>	<u>Separation Type</u>	<u>PRD Records Complete Date</u>	<u>No Additional records to report to PRD Date</u>
<input type="checkbox"/>			EM-4	TEST APPLICANT 121/135 FOR SAS (906A)	09/09/2021				

10 items per page 1 - 1 of 1 items




Walk-through Reporting Records – NDR

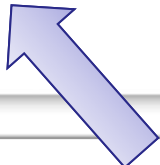

Pilot Information

*Certificate No: *Last Name: First Name: Middle Name: Record ID:

NDR Record Entry

Enter the date the reviewing entity complied with the motor vehicle driving record request requirements.

*NDR Request Date: 



Resources

- [PRD Web Site](#)
- [49 U.S. Code § 44703\(i\) Pilot Records Database](#)
- [14 CFR Part 111](#)
- [AC 120-68J](#)
- [PRD Resources for Industry](#)
- PRDsupport@faa.gov



Next Webinar

- **February 23: Reporting Pilot Records via the Application Program Interface (API)**
- **Schedule and links posted at PRD.FAA.GOV.**



Questions

