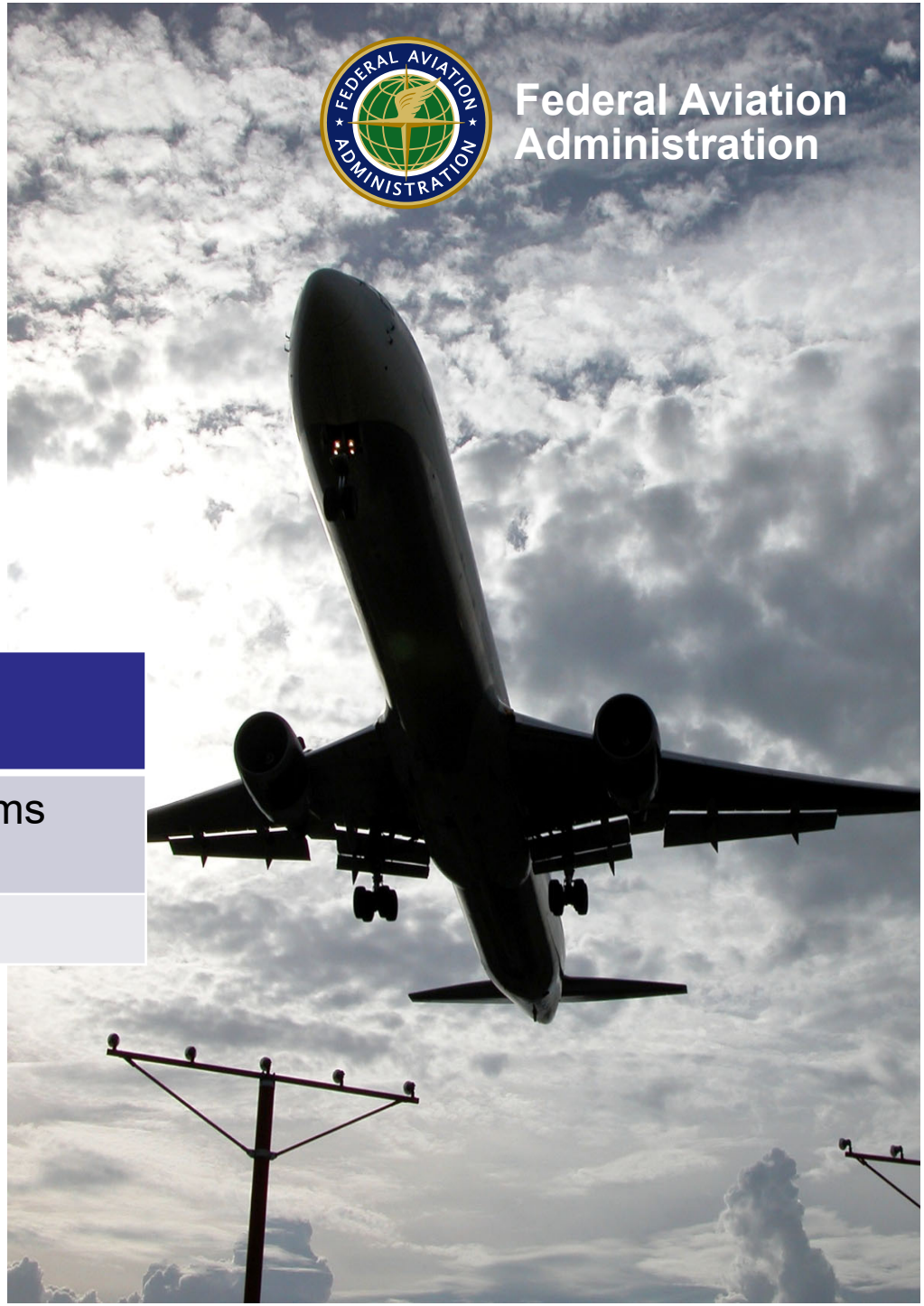
Pilot Records Database

Responding to Record Requests

Presented to:	Reporting Entities
By:	FAA, Aviation Data Systems Branch
Date:	October 20, 2022



PRD Program Office

- FAA, Aviation Data Systems Branch, Oklahoma City, Oklahoma
- Chris Morris – PRD Program Manager
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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

- **Why Are You Receiving Requests for Records via the PRD and / or FAA Form 8060-11 and 11A**
- **Determining When You have Open Record Requests via the PRD**
- **How to Respond to Record Requests**

Why Are You Receiving Requests for Records

- **You may receive pilot record requests two ways:**
  - FAA Form 8060-11/11A IAW PRIA (primary way to ask for outstanding records until 9/2024)
  - Via the PRD IAW Part 111 (becomes primary 9/2024)
- **This presentation focuses on requests received via the PRD system.**
- **If you receive FAA Form 8060-11/11A, you can provide the records as you have since 1997.**
- **Or, you can report the records to the PRD instead.**
- **You must reply within 30 days IAW PRIA statute.**
- **So, why are you getting requests via the PRD?**

Why Are You Receiving Requests for Records via the PRD

- **An operator is considering hiring a pilot who used to work for you:**
  - You have reported employment records to PRD, or
  - The pilot listed you as an employer.
- **PRD likely does not have all the historical records it will have by September 2024.**
- **Many PAC group records will never get reported unless a request is made via the PRD.**

Why Are You Receiving Requests for Records via the PRD

- **Historical pilot records are not due in PRD until June 2023 or September 2024.**
- **Thus, you likely have historical pilot records not yet reported to the PRD.**
- **Reminder, historical records are those dated before June 10, 2022.**
- **New pilot records should be reported within 30 days beginning June 10, 2022.**
- **Some operators (PAC group) are allowed to delay reporting some new records until a request is submitted for those records. This will continue beyond 2024. No historical record reporting.**

Why Are You Receiving Requests for Records via the PRD

- **By September 2024, PRD will contain all applicable "historical" pilot records and will be loaded with new records within 30 days*.**
- **At that point, no longer a need for the PRIA request process 8060-11 and in most cases no need to request records via PRD except for from the PAC group.**
- **But for now, hiring operators will continue requesting records via 8060-11/11A and sometimes the PRD.**

Why Are You Receiving Requests for Records via the PRD

- **Again, if you receive a request under PRIA, (FAA Form 8060-11/11A) you may return the records outside PRD, just as has been done since 1997.**
- **Or, you may report the records to PRD instead in which case the requesting operator will access them from the PRD.**
- **PRIA and use of the 8060-11 sunsets September 9, 2024.**

Why Are You Receiving Requests for Records via the PRD

- **If you are a "PAC" group operator, you are allowed to not report most new records on the standard schedule and must report new records if you are sent a PRD request:**
  - Those conducting public aircraft operations
  - Air tour operators 91.147
  - Corporate operators
- **So hiring operators will need to continue requesting records from PAC operators beyond September 2024 via the PRD.**

Why Are You Receiving Requests for Records via the PRD

- **During the transition period (now to 9/2024)**
  - Only the PAC group is obligated to respond to a record requests via the PRD system for records dated after 6/10/2022. 14 days to report records.
  - All other reporting entities *may* elect to respond to a PRD request or they may elect to follow the reporting deadlines listed in Part 111.
  - You must respond within 30 days to a PRIA request as has been customary.
  - Don't be surprised when you receive requests for the same records via both 8060-11/11A and the PRD system.
- **Lets focus now on how to reply to requests received via the PRD**

Determining When You have Pending Requests in the PRD

- **There are two types of records which can be requested via the PRD:**
  - Outstanding Pilot Records
  - Supporting Documents
- **Outstanding pilot records means records which are normally reported to PRD, but for whatever the reason, appear to not yet be reported.**

Determining When You have Pending Requests in the PRD

- **Supporting documents relate to final disciplinary records or employment records.**
- **You indicate during record reporting if supporting documents exist.**
- **The hiring operator can see that supporting records exist and then request them via the PRD.**

Determining When You have Pending Requests in the PRD

- **Nightly emails are sent which summarize the open requests.**
- **Otherwise, it is displayed when logging into the Tools link from PRD.FAA.GOV.**

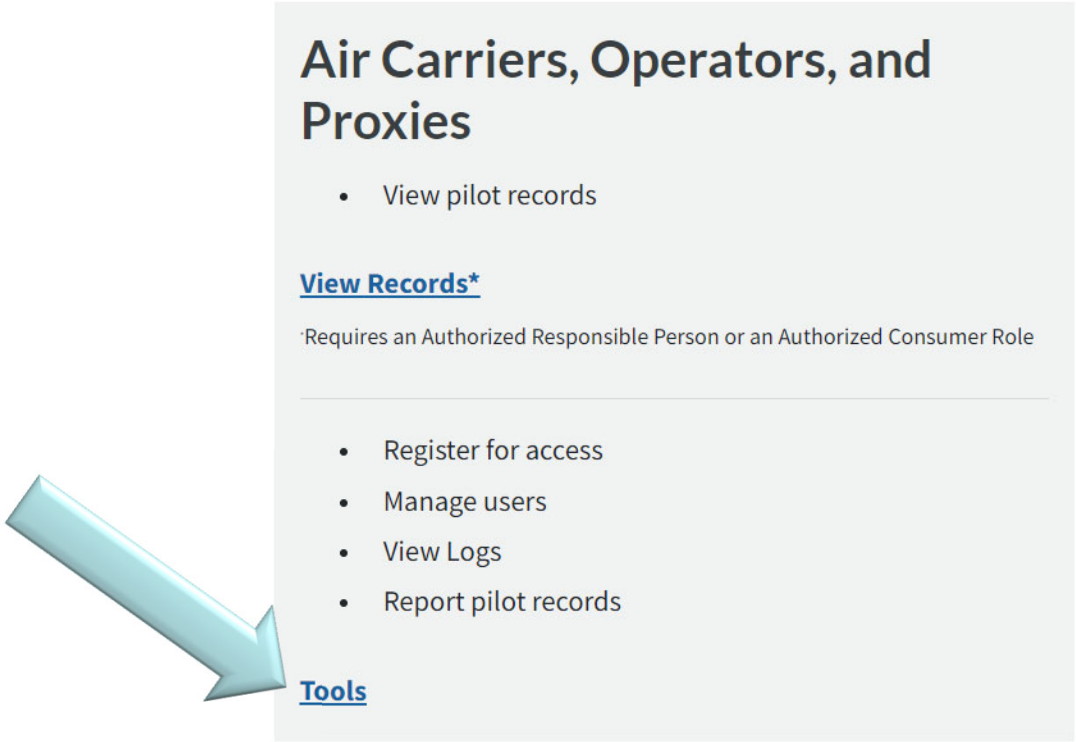
Air carrier:

Record Requests Submitted on 10/14/2022.

Request For	Record ID	Reference Number	Request section	Action	Requested Date	Requested By
Record Request		REQ-0000331	Employment	Requesting all Outstanding Records	10/14/2022 1:51:09 PM	TEST APPLICANT 121 FOR SAS (900A)
Record Request	[redacted] EM-1	REQ-0000334	Employment	Requesting Employment Separation Documents	10/14/2022 2:51:31 PM	TEST APPLICANT 121 FOR SAS (900A)

Determining When You have Pending Requests in the PRD

- **Log in via the Tools link to see any open record requests.**



Determining When You have Pending Requests in the PRD

Pilot Records Database

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

Dashboard | Correction Request | Record Request

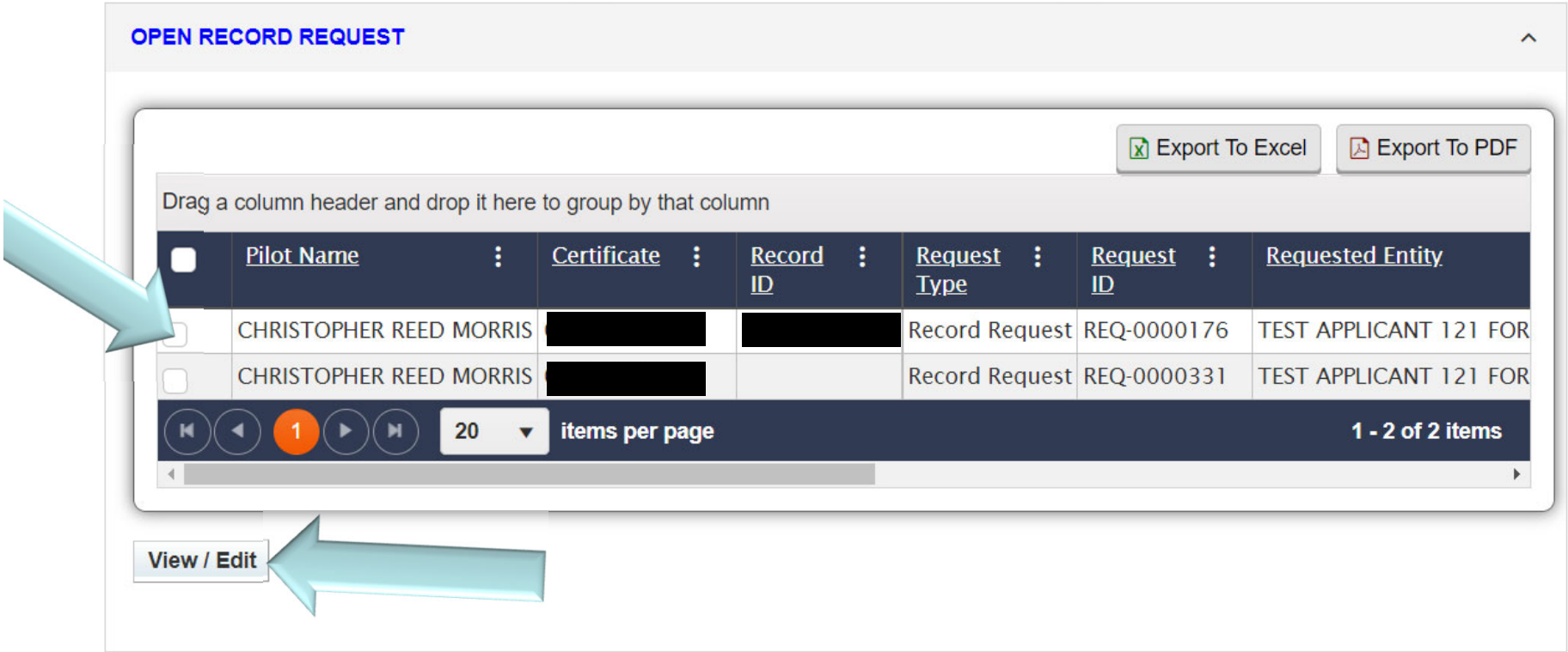
PILOT RECORDS	
Employment	1
Duty	0
Training	1
Disciplinary Actions	0
Drug and Alcohol	0
NDR	0
Total Records	

CORRECTION REQUEST / RECORD REQUEST	
Open Correction Request	0
Closed Correction Request	0
Open Missing Correction Request	0
Closed Missing Correction Request	0
Cancelled Correction Request	0
Disputed Correction Request	0
Open Record Request	2
Open Overdue Record Request	1
Closed Record Request	0

USER INFORMATION	
Responsible Person	4
User Manager	3
Consumer User	3
Contributor User	1
Proxy Responsible Person	1
Proxy Consumer	0
Proxy Contributor	0
Proxy User Manager	0

Determining When You have Pending Requests in the PRD

- **The open requests open below the dashboard.**



Determining When You have Pending Requests in the PRD

Record Request Details

Pilot Name:	CHRISTOPHER REED MORRIS	**Certificate No:**	[redacted]
Record ID:	[redacted]	**Request ID:**	REQ-0000176
Request Type:	Record Request	**Status:**	Requested
Section:	Employment	**Action:**	Requesting all Outstanding Records
Requesting Entity:	TEST APPLICANT 121 FOR SAS (900A)	**Requested Date:**	8/24/2022

Record Request Disposition

*Completion Status: -Select-

*Completed Date:

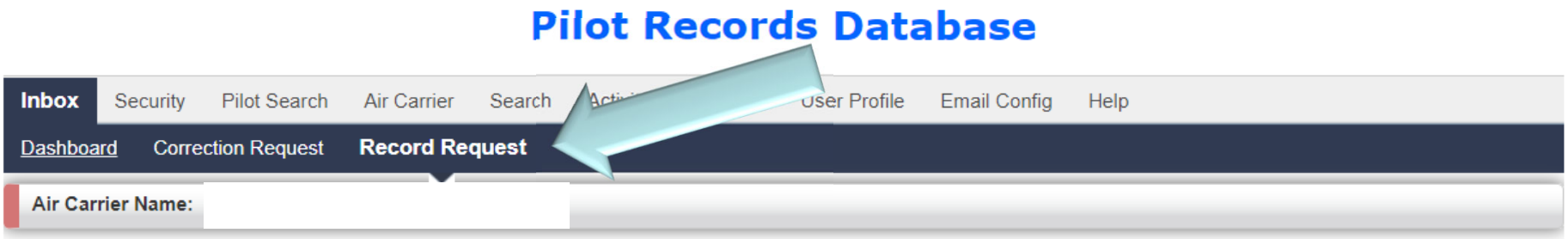
*Document Sent: -Select-

Comments:

Save Clear

Determining When You have Pending Requests in the PRD

- **You can also see the requests, including closed requests, via the Record Request menu.**



Determining When You have Pending Requests in the PRD

Back To Role Selection Page

Record Request Search

*At least one search parameter is required.

Certificate No:		Section:	-Select-
Request ID:		Request Type:	-Select-
Record ID:		Pilot Name:	Min first (3) char of Pilot Name
Action:	-Select-	Status:	Requested
Requested Date:	From: To:	Requesting Entity:	Min first (3) char of Requested Entity
Last Updated By:	Min first (3) char of Last Updated By	Last Updated Date:	From: To:

Search Clear

Record Request Data

Export To Excel Export To PDF

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

Pilot Name	Certificate	Record ID	Request Type	Request ID	Requesting Entity	Section	Action	Status
CHRISTOPHER REED MORRIS	[redacted]		Record Request	REQ-0000331	TEST APPLICANT 121 FOR SAS (900A)	Employment	Requesting all Outstanding Records	Requested
CHRISTOPHER REED MORRIS	[redacted]	[redacted]	Record Request	REQ-0000176	TEST APPLICANT 121 FOR SAS (900A)	Employment	Requesting all Outstanding Records	Requested

1 10 items per page 1 - 2 of 2 items

Responding to Record Requests

- **Now that you see you have a request via the PRD, what must you do?**
  - PAC Operator: Report the applicable pilot records within 14 days to the PRD, then close the request to indicate you have reported the records.
  - Continued-

Responding to Record Requests

- **Now that you see you have a request via the PRD, what must you do?**
  - All others who report records:
    - Before 9/2024:You may elect to report any outstanding historical records to the PRD ahead of the schedule required by Part 111. Make sure all new records are up to date. Close the request to indicate you have reported the records. You can also expect an 8060-11 requesting the records under PRIA.
    - After 9/2024: Historical record reporting is expected to be complete, so just make sure you have reported all the appropriate records and close the request.

Responding to Record Requests

- **Back to the example, we will process this request for records:**

Record Request Details

Pilot Name:	CHRISTOPHER REED MORRIS	**Certificate No:**	[redacted]
Record ID:	[redacted]	**Request ID:**	REQ-0000176
Request Type:	Record Request	**Status:**	Requested
Section:	Employment	**Action:**	Requesting all Outstanding Records
Requesting Entity:	TEST APPLICANT 121 FOR SAS (900A)	**Requested Date:**	8/24/2022

Record Request Disposition

*Completion Status: -Select-

*Completed Date:

*Document Sent: -Select-

Comments:

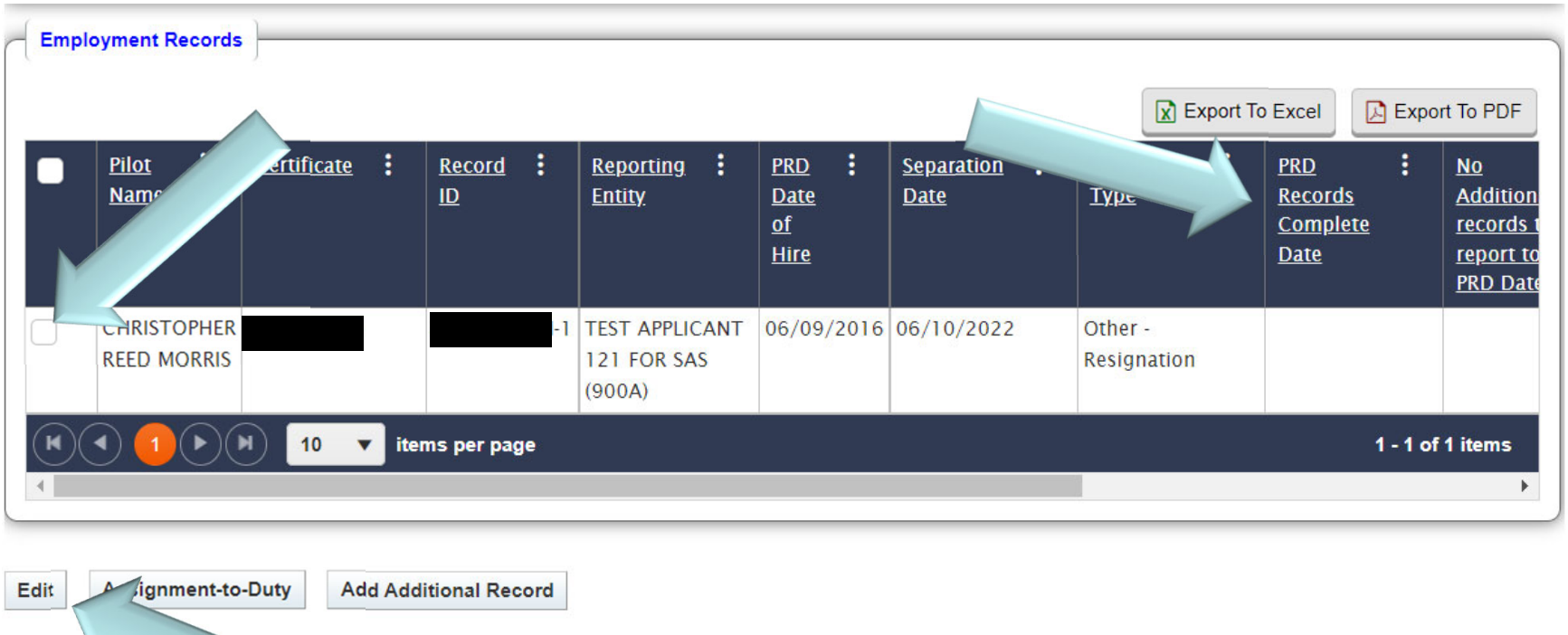
Save Clear

Responding to Record Requests

- Report all outstanding records.
- See the previous webinar about reporting records but there is one really helpful item to discuss.
- Let's look at the page seen when entering this pilot's employment records.
- Important to update the Employment record for that pilot after you enter the records so future reviewing entities don't ask you repeatedly for records (as they are already in PRD).

Responding to Record Requests

- **Notice no "Records Complete Date" has been entered.**



Responding to Record Requests

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: 06/09/2016

Complete Date: 10/14/2022

Final Records Date:

The Separation is the last-in-time record of an ac 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 ope ines the separation is not subject to any pending dispute.

Separation Date: 06/10/2022

Separation Type: Other - Resignation

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

Relevant Documents: Yes

Update Clear

Responding to Record Requests

Record Request Details

Pilot Name: CHRISTOPHER REED MORRIS
Record ID: [redacted]-1
Request Type: Record Request
Section: Employment
Requesting Entity: TEST APPLICANT 121 FOR SAS (900A)

Record Request Disposition

*Completion Status: Yes
*Completed Date: 10/14/2022
*Document Sent: Reported to PRD
Comments:

Save Clear

Yes: Means you completed this request.

No: You did not complete this request, but want to close it anyway. Explain in comments.

Date you closed the request.

How you provided the records to the requestor: emailed, faxed, mailed, reported to PRD, other.

Enter comments as needed. Displayed to the requestor.

Responding to Record Requests

Record Request Details

Pilot Name:	CHRISTOPHER REED MORRIS	**Certificate No:**	[redacted]
Record ID:	[redacted]1	**Request ID:**	REQ-0000176
Request Type:	Record Request	**Status:**	Requested
Section:	Employment	**Action:**	Requesting all Outstanding Records
Requesting Entity:	TEST APPLICANT 121 FOR SAS (900A)	**Requested Date:**	2022-08-24T05:00:00.000Z

Record Request Disposition

*Completion Status: Yes

*Completed Date: 10/14/2022

*Document Sent: Reported to PRD

Comments:

Save Clear

Responding to Record Requests

- **You will see a confirmation message after updating the request.**

Responding to Record Requests

- **Dashboard shows the updated status. Still one request pending.**

Responding to Record Requests

This is for the same pilot. (duplicate request)

Record Request Details

Pilot Name:	CHRISTOPHER REED MORRIS		
Record ID:		**Request ID:**	REQ-0000331
Request Type:	Record Request	**Status:**	Requested
Section:	Employment	**Action:**	Requesting all Outstanding Records
Requesting Entity:	TEST APPLICANT 121 FOR SAS (900A)	**Requested Date:**	10/14/2022

Record Request Disposition

***Completion Status:**	No
***Completed Date:**	10/14/2022
***Document Sent:**	Other
Comments:	Duplicate request

Save Clear

Responding to Record Requests

Employment History

Export To Excel | Export To PDF

Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
[redacted]	TEST APPLICANT 135A FOR SAS (1B4A)	04/01/2022				Requested	No
[redacted]	TEST APPLICANT 121 FOR SAS (900A)	06/09/2016	06/10/2022	Other - Resignation	10/14/2022	Completed	Yes Request Separation Documents

1 | 20 items per page | 1 - 2 of 2 items

If you need to request pilot records from an employer not shown in the Employment History table, you may use this button to make the request.

Request Records from a Different Employer

Request Records from a Different Employer

Export To Excel | Export To PDF

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

Request ID	Air Carrier	Requested Date	Expiration Date	Status
REQ-0000331	TEST APPLICANT 121 FOR SAS (900A)	10/14/2022	10/28/2022	Completed

1 | 5 items per page | 1 - 1 of 1 items

Responding to Record Requests

Employment History

Export To Excel | Export To PDF

Record ID | Separation Documents

Completed Details for Final Record

Completed Details

Completed By: Christopher Morris
Completion Status: Yes
Completed Date: 10/14/2022
Document Sent: Reported to PRD
Comments:

Close

- 2 of 2 items

If you need to re

Request Records

Request Record

Export To PDF

Drag a column he

Request ID				Status
REQ-0000331	TEST APPLICANT 121 FOR SAS (900A)	10/14/2022	10/28/2022	Completed

5 items per page

1 - 1 of 1 items

Responding to Record Requests

Employment History

Export To Excel | Export To PDF

Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
[redacted]	TEST APPLICANT 135A FOR SAS (1B4A)	04/01/2022				Requested	No
[redacted]	TEST APPLICANT 121 FOR SAS (900A)	06/09/2016	06/10/2022	Other - Resignation	10/14/2022	Completed	Yes Request Separation Documents

1 | 20 items per page | 1 - 2 of 2 items

If you need to request pilot records from an employer not shown in the Employment History table, you may use this button to make the request.

Request Records from a Different Employer

Request Records from a Different Employer

Export To Excel | Export To PDF

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

Request ID	Air Carrier	Requested Date	Expiration Date	Status
REQ-0000331	TEST APPLICANT 121 FOR SAS (900A)	10/14/2022	10/28/2022	Completed

1 | 5 items per page | 1 - 1 of 1 items

Responding to Record Requests

Employment History

Export To Excel | Export To PDF

Record ID	Reporting Entity	PRD Date of Hire	Separation Date	Separation Type	PRD Records Complete Date	No Additional records to report to PRD Date	Separation Documents Exist
[redacted]	TEST APPLICANT 135A FOR SAS (1B4A)	04/01/2022				Requested	No
[redacted]	TEST APPLICANT 121 FOR SAS (900A)	06/09/2016	06/10/2022	Other - Resignation	10/14/2022	Completed	Yes Request Separation Documents

1 | 20 items per page | 1 - 2 of 2 items

If you need to request pilot records from an employer not shown in the Employment History table, you may use this button to make the request.

Request Records from a Different Employer

Request Records from a Different Employer

Export To Excel | Export To PDF

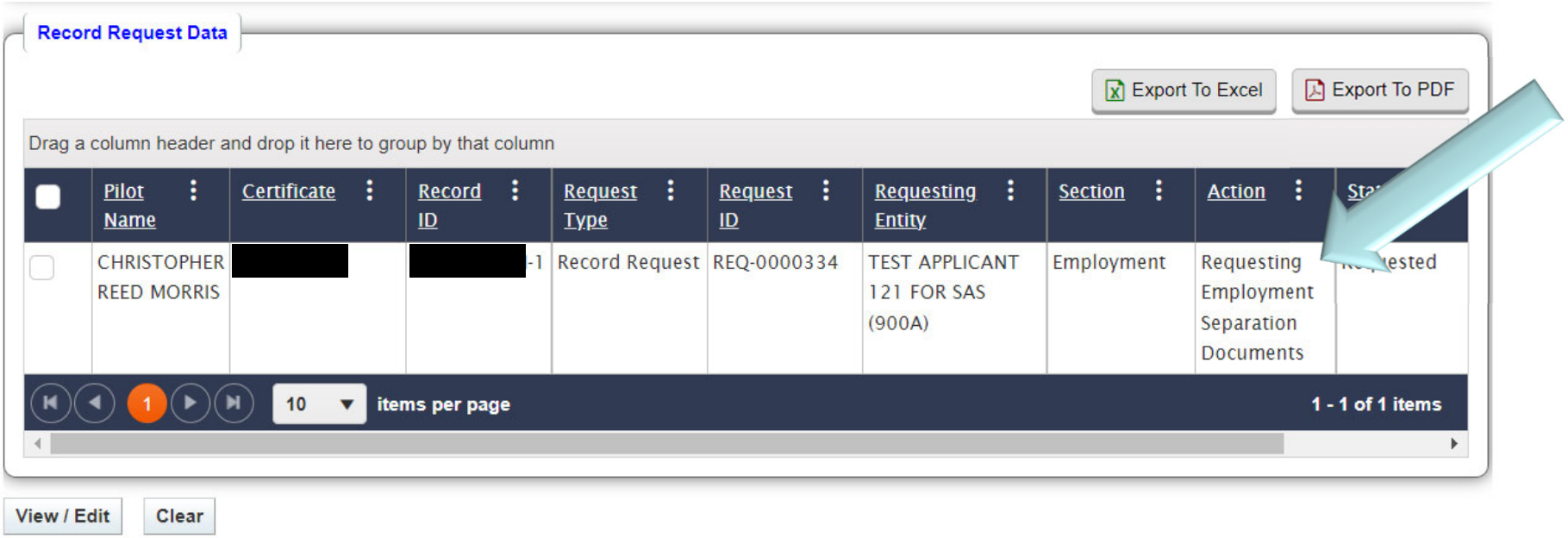
Drag a column header and drop it here to group by that column

Request ID	Air Carrier	Requested Date	Expiration Date	Status
REQ-0000331	TEST APPLICANT 121 FOR SAS (900A)	10/14/2022	10/28/2022	Completed

1 | 5 items per page | 1 - 1 of 1 items

Responding to Record Requests

- **What about Supporting Documents?**



Responding to Record Requests

- Supporting documents are not reported to the PRD. There is no way to actually enter them.
- They are provided outside the PRD such as mail, email, etc.
- See example request

Responding to Record Requests

Record Request Details

Pilot Name:	CHRISTOPHER REED MORRIS	**Certificate No:**	[redacted]
Record ID:	[redacted]	**Request ID:**	REQ-0000334
Request Type:	Record Request	**Status:**	Requested
Section:	Employment	**Action:**	Requesting Employment Separation Documents
Requesting Entity:	TEST APPLICANT 121 FOR SAS (900A)	**Requested Date:**	2022-10-14T05:00:00.000Z

Record Request Disposition

*Completion Status: -Select-

*Completed Date:

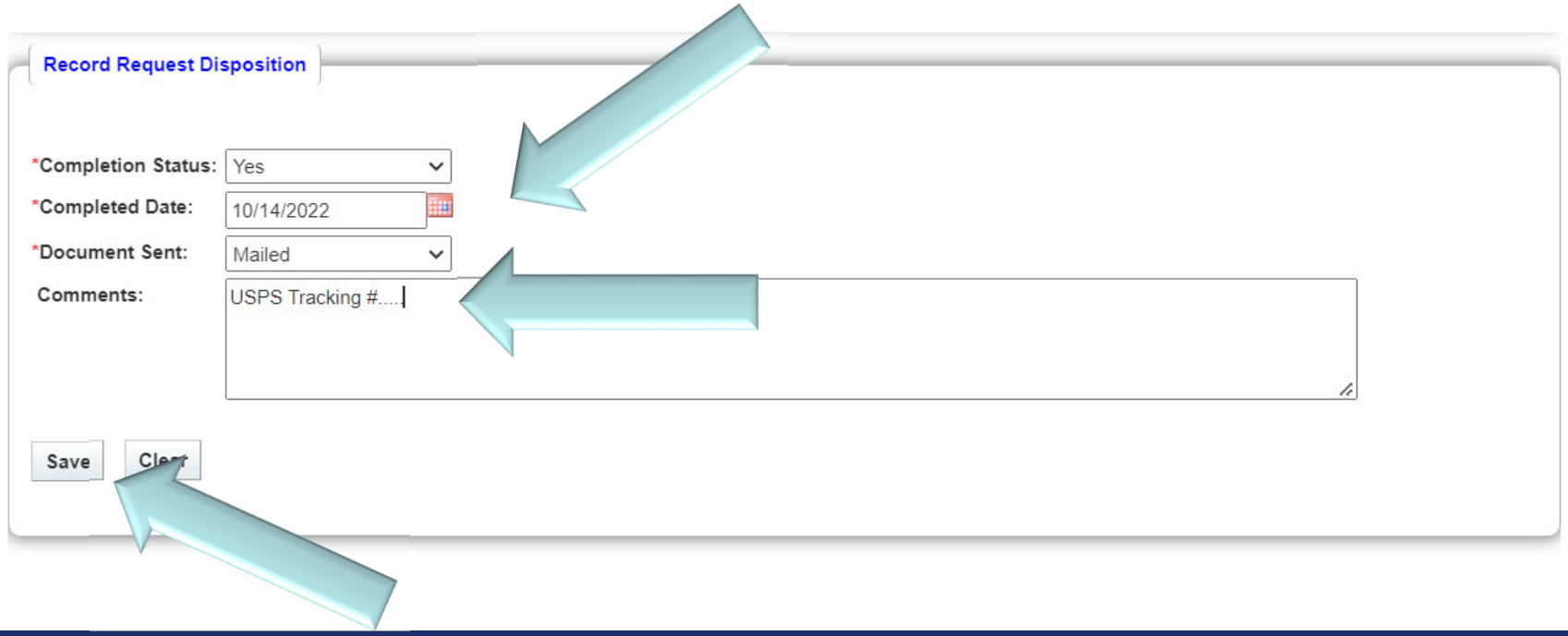
*Document Sent: -Select-

Comments:

Save Clear

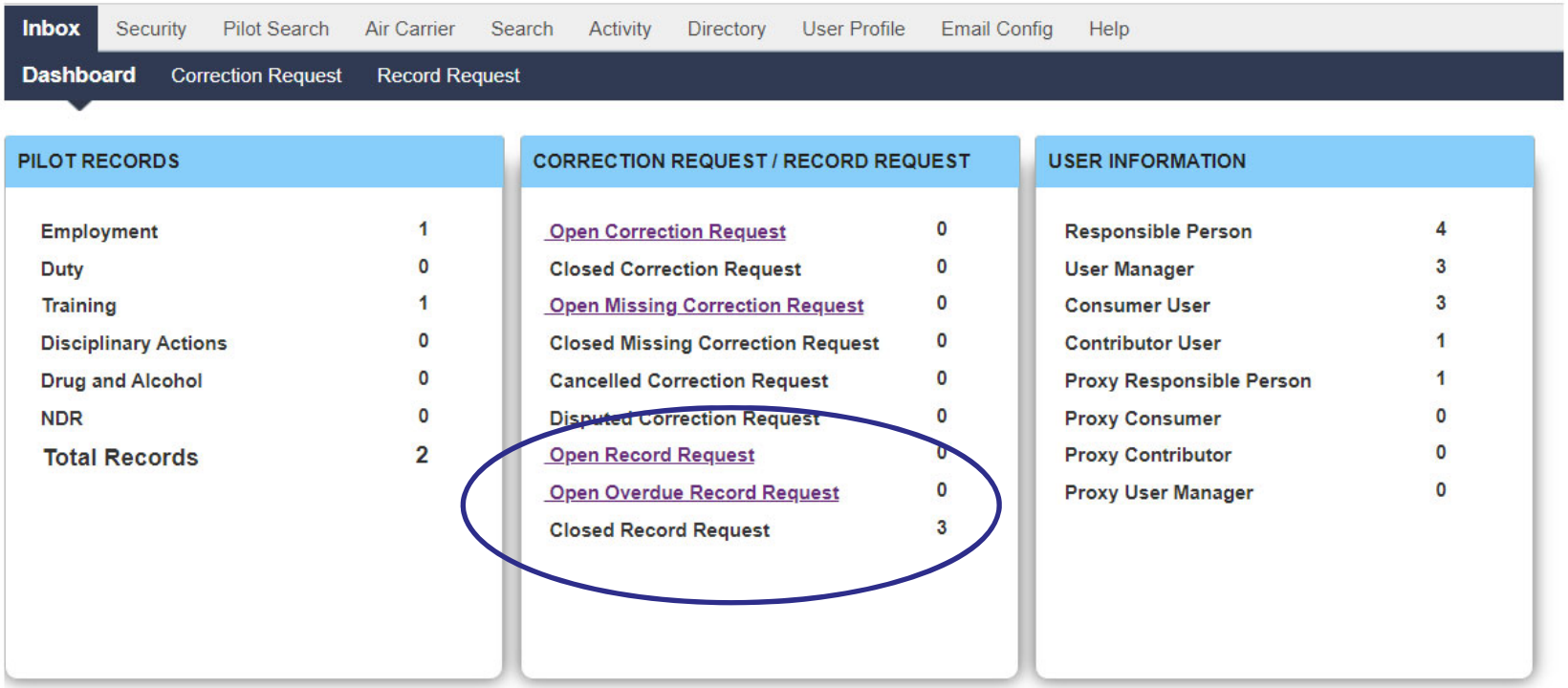
Responding to Record Requests

- **After you provide the records, you can close the request.**



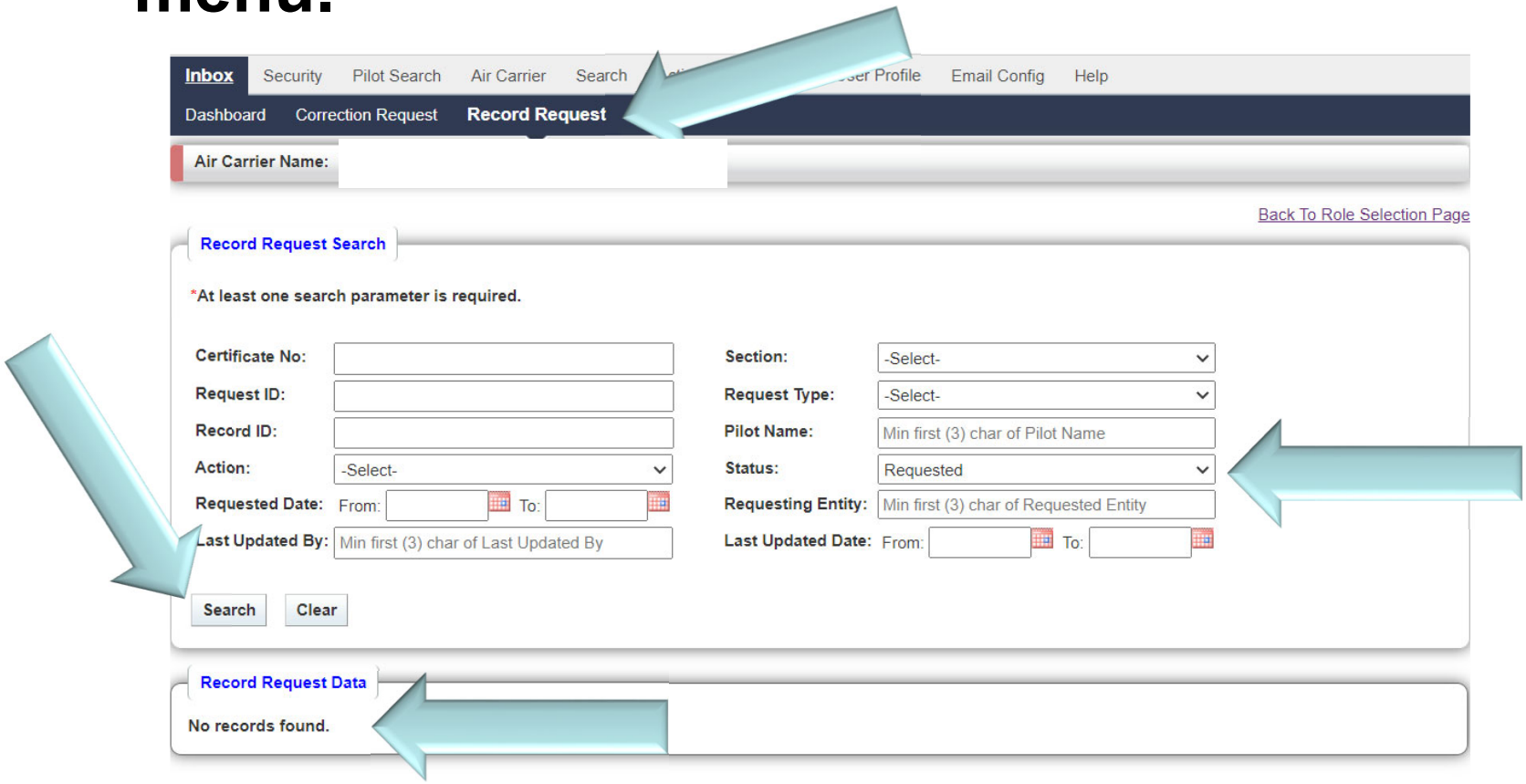
Responding to Record Requests

- **All record requests have been closed.**



Responding to Record Requests

- **Same can be seen via the Record Request menu.**



In Summary

- **Check for pending records requests via the dashboard.**
- **Report the records as needed to the PRD, then close the request.**
- **Until September 2024, expect to still receive FAA Form 8060-11 from hiring operators.**

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

- **December 1: Reporting in Detail: Drug and Alcohol Records**
- **Schedule posted at PRD.FAA.GOV.**

Questions