
VDRP User's Guide

April 26, 2013



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ABOUT THIS GUIDE

This chapter defines the intended audience, briefly describes the contents of this guide, and defines step procedure terms that may be unique to this guide.

WHO SHOULD READ THIS GUIDE?

The VDRP User's Guide is written for any person who wants to use the VDRP application for processing self-disclosures. This document does contain all of the information required for using the VDRP application.

The Voluntary Disclosure Reporting Program (VDRP) system provides FAA and aviation regulated entity personnel with an automated method for collecting, processing, reporting upon, and querying voluntary self-disclosures.

Currently, there are three primary types of users:

- FAA Inspectors, which can be a POI, PMI, or PAI, who are assigned to review and approve any self-disclosures that are submitted into the VDRP application.
- Any person that is affiliated with an airline organization (referred to as a Regulated Entity throughout this document)
- Help desk personnel, who have access to specific support functionality.

All users are required to have an assigned User ID and Password to access VDRP. Each user will have an access type. Depending on this type and the rights therein, a user will only be able to complete certain steps in a self disclosure's life cycle.

WHAT YOU'LL FIND IN THIS GUIDE

In this guide, you'll find general information about the VDRP application, important definitions of structure and terminology used within VDRP, and step procedures for using every function within the VDRP application.

Introductory information begins each chapter and section throughout this guide to assist you in finding the information you need quickly. This guide is organized the same way that the VDRP application is organized, so that it follows the same logic throughout. Screenshot are displayed for each screen which gives a better understanding of the functionality. The following provides a brief list of what you will find in each chapter:

- "Overview," which defines the current voluntary disclosure process, defines the two (FAA and RE) types of individuals who are part of this process, and gives a brief description of the Voluntary Disclosure Reporting Program.
- "Logging Into VDRP," which explains how to successfully log into the VDRP application.
- "VDRP Features & User Functions," which contains an information flow diagram defining how the online VDRP application data process works based on user type, gives a detailed description of the main page of the VDRP application, and explains how navigation works within the application, and defines how to use all of the functions within the VDRP application that are accessible to any user, regardless of user type.
- "Additional VDRP Functions," which explains the various functionality in the left navigation of VDRP application. It gives step procedures and information about all of the other functions within the VDRP application that are not part of the self-disclosure submission process.
- "Completing the VDRP Self-Disclosure Submission Process," which walks you through each of the stages involved in completing and processing a self-disclosure using the VDRP application. Each stage is to be completed by one of two primary users: A Regulated Entity or an FAA Inspector.
- "Reports," which defines the standard and executive reports.
- "What is a Business Concern?," which defines the term "Business Concern" and describes how to determine where your organization fits into this concept. It also explains where to apply this concept within the VDRP application.
- "Calendar Feature", which describes how to use the integrated calendar feature when, throughout the VDRP application, you are required to input a date. In addition to Calendar Feature, "Glossary of Terms within VDRP" table is added for user convenience

STEP PROCEDURE TERMS USED IN THIS GUIDE

When describing task procedures, the terms shown in Table 1 are used throughout this guide. Become familiar with these terms and their meanings to make sure that you are performing the step procedures correctly.

TABLE 1. Step Procedure Terms

Term	Description
Choose	Choose is typically used when you are required to make a choice between answers that are given. For example: Choose Yes or No .
Select	Select means that you are required to highlight a selection from a list or menu by pressing the left mouse button one time. For example: Select the file name from the list and click Open .
Click	Click means that you are to use your left mouse button to select a button to advance to the next step or to complete a task.
Double-click	Double-click means that you are to press the left mouse button twice in quick succession.
Click the Drop-down arrow	Click the drop-down arrow means you are to use your left mouse to click on the drop-down arrow to open the drop-down menu to display your choices and select from the list.

OVERVIEW

This section contains:

- “What Is The Voluntary Disclosure Process?,” which defines the current voluntary disclosure process.
- “Typical Users of the Voluntary Disclosure Process,” which defines the two types of individuals who are part of this process.
- “Voluntary Disclosure Reporting Program (VDRP),” which gives a brief description of the Voluntary Disclosure Reporting Program.

WHAT IS THE VOLUNTARY DISCLOSURE PROCESS?

The Voluntary Disclosure Reporting Program (VDRP) is outlined in Advisory Circular AC 00-58, 14 CFR Part 193, FAA Order 8900.1 (Vol 11, Ch 1), FAA Order 2150.3 and FAA Order 8089. The Program is based on the concept that the open sharing of apparent violations which have been discovered by the Regulated Entity, voluntarily disclosed to the FAA and corrected in a manner acceptable to the FAA, will enhance and promote aviation safety. The VDRP Program provides that Certificate holders, qualified fractional ownership programs, and Production Approval Holders (PAHs) may receive a letter of correction in lieu of civil penalty action for covered instances of noncompliance that are voluntarily disclosed to the FAA and corrected in accordance with the procedures set forth under the program.

As a result, voluntary disclosure offers a higher standard for continued operational safety, maintenance, flight operations, anti-drug and alcohol misuse prevention programs, and to the manufacturing functions of a production approval holder's organization.

The VDRP application offers a convenient, automated interface for regulated entities and FAA inspectors to process self-disclosures.

VDRP Application is developed based on 508 Compliancy and follows FAA Web standards. In accordance with the above standards, each screen includes the FAA Logo, displayed in the top left corner, along with the FAA Privacy Policy and functionality-based links displayed in the left navigation.

TYPICAL USERS OF THE VOLUNTARY DISCLOSURE PROCESS

Regulated Entities: A Regulated Entity is an airline or person employed by an airline organization or affiliated organization. Within the VDRP application, a Regulated Entity begins the self-disclosure process by completing an initial notification. A Regulated Entity is also responsible for completing the Written Report.

FAA Inspectors. A designated FAA Inspector is an FAA employee assigned to a specific self-disclosure, whose responsibilities include:

- Reviewing, accepting, and declining Initial Notifications submitted by a Regulated Entity.
- Receiving, accepting, and declining Written Reports submitted by a Regulated Entity.
- Surveying that the corrective action defined by a Regulated Entity is complete.
- Reviewing self-disclosures and determining whether to approve a self-disclosure

Senior Office Manager, For all voluntary disclosures presented by air carriers operating under 14 CFR Parts 121 and/or 135, the FAA Office Manager (SOM) or Alternate SOM (ASOM), performs the final review of the PI's handling of the voluntary disclosure at the conclusion of Stages 2 and 6 of the VDRP process. If the SOM does not concur with the Inspector's handling, the SOM will select "Return" and enter whatever comments are appropriate to aid the inspector in correcting deficiencies prior to resubmitting the file for review. When resubmitted by the inspector, the file returns to the SOM/ASOM for review. The file will not advance past Stage 2 or Stage 6 without manager (SOM or ASOM) concurrence, but may cycle between the SOM/ASOM and the Inspector indefinitely until concurrence is reached. SOM/ASOM concurrence is indicated by SOM/ASOM selection of the "Submit" option, which advances to the next stage of the processing.

Note: SOM reviews are only required for disclosures offered by 14 CFR Part 121 and 135 air carriers. However, field office managers retain the option to conduct internal reviews as deemed appropriate.

Any Principal Inspector may create the VDRP SOM account (UserID/Password). An alternate SOM (ASOM) may also be added when so directed by the SOM.

VOLUNTARY DISCLOSURE REPORTING PROGRAM (VDRP)

The VDRP application offers a convenient, automated interface to regulated entities and FAA inspectors for completing and submitting self-disclosures. The functionality within VDRP changes, depending on your user type.

Voluntary Disclosure Reporting Program (VDRP) has a focus to encourage voluntary reporting of safety issues and events that come to the attention of employees of certain certificate holders and regulated entities.

The program provides for the collection, analysis, and retention of safety data that would otherwise be unobtainable.

The VDRP System provides a secure password-authenticated, SSL encrypted environment for the processing of violation disclosures by FAA and regulated entity personnel. It will permit the regulated entity to electronically enter violation information via web, including the upload of relevant files. The system will provide a daily feed of selected disclosure data for inclusion into the EIS system.

To encourage an employee to voluntarily report safety issues even though they may involve an alleged violation of Title 14 of the Code of Federal Regulations (14 CFR), enforcement-related incentives have been designed into the program.

The specific guidelines, methods, responsibilities and documentation for establishing these programs are found in Advisory Circular 120-66A for ASAP and Advisory Circular 00-58B for VDRP.

Voluntary Disclosure Reporting Program (VDRP) has following advantages

- Access to anywhere you have internet connection.
- A single tracking number is permanently assigned to each voluntary disclosure
- Time to complete a disclosure is reduced by using online data entry
- Input data is auto-checked to reduce potential errors

There are six stages in the submission and approval process for a self-disclosure, defined as follows:

“Stage 1: Initial Notification,” which is comprised of a four-page form completed by a Regulated Entity and submitted to a designated FAA Inspector for review and approval. The Initial Notification form allows a Regulated Entity to give an overall description of a violation to be considered as a valid self-disclosure.

“Stage 2: Initial Notification Response,” which is comprised of one page form that an FAA inspector is required to complete once a completed Initial Notification is submitted by a Regulated Entity. Upon receipt and review of an Initial Notification, an FAA Inspector sends feedback to the Regulated Entity who submitted the Initial Notification either requesting changes or accepting the submission as is using this online form. The Regulated Entity is notified via email that the Initial Notification is accepted or rejected for self-disclosure. For operators certificated under 121/135, Senior Office Manager needs to approve this stage after FAA inspector submits stage 2.

“Stage 3: Written Report,” which is comprised of an 8-Page form completed by a Regulated Entity and submitted to an FAA inspector for review and approval. The Written Report allows a Regulated Entity to specify very detailed information about a violation.

“Stage 4: Written Report Review,” which is comprised of 2-page form that an FAA inspector is required to complete after reviewing a Written Report that was submitted by a Regulated Entity. Upon receipt and review of a Written Report, an FAA Inspector sends feedback to the Regulated Entity who submitted the Written Report to request changes or accept the Written Report. The Regulated Entity is notified via email that the Written Report is accepted or rejected for self-disclosure.

“Stage 5: Surveillance,” which is comprised of one-page form that an FAA inspector is required to complete to confirm acceptance of the self-disclosure and that the comprehensive fix has been satisfactorily implemented. Using this form, an Inspector can also require that any changes made during the implementation of the comprehensive fix steps be documented by the Regulated Entity in the Written Report. If an Inspector chooses to require changes to the Written Report, the self-disclosure is reverted to the Written Report stage and the Regulated Entity is required to make the required changes and resubmit the self-disclosure for approval by the FAA Inspector.

“Stage 6: Inspector Signoff,” which is comprised of a two- page form that an FAA inspector is required to complete to signoff by approving or rescinding the self-disclosure. For operators certificated under 121/135, Senior Office Manager needs to approve this stage after FAA inspector submits Stage 6.

VDRP FLOW CHART

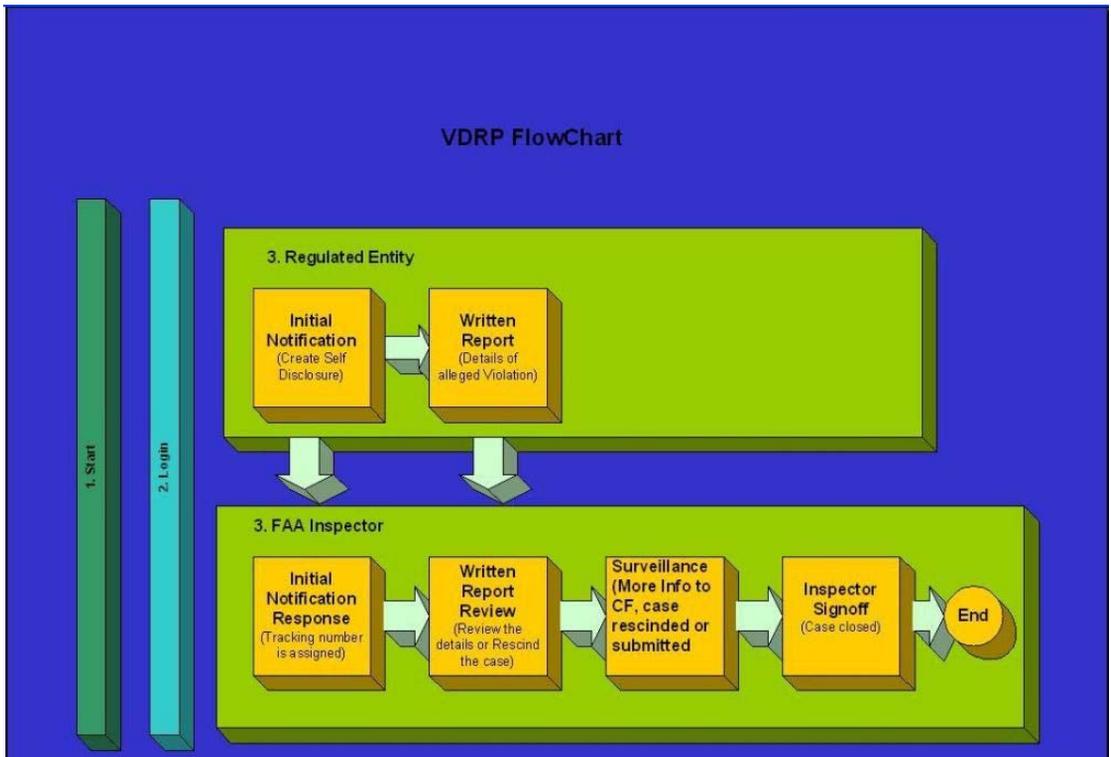


Figure 1. VDRP Flow Chart

LOGGING INTO VDRP

VDRP is a password protected web-based application. In order to access this application, you must be assigned a User ID and Password.

To access the VDRP web-based application, check the correct URL address, User ID and Password for initially logging into VDRP. Once you have located this information, you are ready to get started.

Passwords are valid for 90-days and then expire. Upon expiration, you will receive a message indicating such and be taken to the 'Change Password' screen upon login to reset your password, which cannot be any of the last 10 passwords used, per FAA guidelines. You will not be able to navigate to other VDRP application links, other than Help-related while your password is expired. (Refer to "Change Password" on page 84 for more details)

When you open the VDRP Login page, the User ID and Password text boxes are displayed for your login information. If you do not know your login information or have not received a User ID, click the Login Help, VDRP UserGuide link etc., on the Welcome Page in left navigation to find out how you can acquire this information. When you click this link, information about logging in as FAA Personnel and Regulated Entity Personnel are displayed at the bottom of this page. (Refer to "Login Help for FAA Personnel" on page 15 and "Login Help for RE Users" on page 16)

Maximum Login Attempts

After 3 failed login attempts (When VDRP user tries to log into VDRP with incorrect User ID and/or password), the User ID is locked and alert message directs the user to either use Forgot Password link or Contact Help Desk to reset the password.

Alert message reads as "*Maximum login attempts reached. Please either use the Forgot Password link or close the browser and contact the Help Desk to reset your password*"

(Refer to "Forgot Password? link" on page 17 and "Contact us link" on page 20 for more details)

VDRP LOGIN PAGE

Logging into VDRP Application

Perform the following steps to log into the VDRP application:

1. Specify the VDRP-designated URL in the Address field of Internet Explorer.
2. The VDRP Login page displays.

The screenshot shows the VDRP Login Page with the following content:

- Header:** Federal Aviation Administration logo and "FAA.gov Home" link.
- Page Title:** Voluntary Disclosure Reporting Program -- VDRP
- Navigation:** Home, Help
- Form:**
 - User ID *
 - Password *
 - Login button
 - Forgot Password?
- Attention:**
 - Repair Stations:** operating under 14 CFR Part 145 are required to utilize this web-based system for all voluntary disclosures. (Effective 12/9/2006)
 - Air Carriers:** operating under 14 CFR Parts 121 and 135 are required to utilize this web-based system for all voluntary disclosures. (Effective 12/9/2006)
 - All other authorized users of the Voluntary Disclosure Reporting Program (VDRP)** are required to continue use of the legacy (paper-based) VDRP process until authorized to utilize the web-based VDRP system. Announcements authoring other user groups to utilize this web-based system will be made on this VDRP Home Page as the system and supporting guidance are developed and deployed.
- Warnings:**
 - WARNING***WARNING***WARNING
 - This is a Federal Aviation Administration (FAA) protected computer system. All FAA systems, including all related equipment, networks, and network devices (e.g., including Internet access) are provided for the processing of official United States (U.S.) Government information.
 - Intentionally accessing a protected Government computer without authorization or in excess of authority and as a result causing damage, recklessly or otherwise, will constitute a violation of Title 18, United States Code, Section 1030, Computer Fraud and Abuse Act (CFAA), and may be referred to the Federal Bureau of Investigation (FBI) for investigation and prosecution. Violations of the CFAA can lead to both civil and criminal liability, including seeking monetary relief for economic damage.
 - The FAA will monitor usage for violations of public laws, national information security policies, and agency policy. The FAA will intercept, record, audit, read, copy, and disclose by and to authorized personnel for official purposes, including administrative, civil, and/or criminal investigations.
 - Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent and monitoring to these terms for violation of Federal laws, national security policy, and agency computer policy. If you are not an authorized user of this system or do not consent to monitoring, exit this system now.
 - WARNING***WARNING***WARNING
- Welcome!**
 - The VDRP system provides designated FAA officials and regulated entities a centralized, automated, and secure web application for the processing of voluntary disclosure information as described in AC 00-55B as revised. The application will support all documentation requirements and aid users in complying with self-disclosure policy.
- User Support:**
 - AVS National IT Service Desk Phone #: Toll free at 1-877-AVS-NSID or 1-877-287-6731.
 - E-mail Address: 9-NATL-AVS-IT-ServiceDesk@faa.gov
- System Access:**
 - Only authorized users can access this system. All transactions are encrypted using 128 Bit Secure Socket Layer (SSL) technology. You must be an approved user to access this system. If you have usernames and passwords, you may login now.
 - All new Principal Inspector (PI) Users will be initially kept in Inactive Status. You need to contact HelpDesk to make the status Active and then login to the VDRP System. Other Inspectors who are not Principals and need access to VDRP, have to request their Principals to add them to the System.
 - If you are a Regulated Entity User, please contact your Designated FAA Officials to gain access to the system.
- Settings:**
 - Recommended monitor resolution is 1024 x 768.
 - Note: Only Internet Explorer browser is supported by FAA for VDRP application usage. If another browser is being used to access VDRP and problems occur, please contact your company system administrator.
- Public Disclosure Protection:**
 - The information provided to the agency using the VDRP application is designated by FAA as protected from public disclosure in accordance with the provisions of 14 CFR Part 103 and FAA Order 8000-89. Under 49 U.S.C. 40123, the FAA is required to protect the information from disclosure to the public, including disclosure under the Freedom of Information Act (5 U.S.C. 552) or other laws, following issuance of such order.
- Footer:**
 - U.S. Department of Transportation, Federal Aviation Administration, 800 Independence Avenue, SW, Washington, DC 20591, 1-866-TELL-FAA (1-866-835-5322)
 - Readers & Viewers, Web Policies, Government Sites, Contact Us

3. VDRP Login page has newly added “Attention” text and “Warning” text defining the relevant as to which air carriers will be using the web-based VDRP and those who is required to continue legacy (paper-based) VDRP process.
4. Along with fields provided to enter User ID and Password, VDRP Login Page displays following text about VDRP system
 - Welcome text
 - User support information
 - About access to authenticated users
 - Details about setting and supporting browsers
 - Information about Public Disclosure Protection
5. Displays VDRP Advisory Circular 00-58B linked to the document under ‘Welcome’ text and in the left navigation of the Login Screen.
6. User support Information displays the details of AVS National IT Service Desk and contact information (Refer to “Contact us link” on page 20)
7. Authenticated User access to VDRP system is explained in “System Access” section of login screen.
8. Type your assigned user name in the User ID field, then press the TAB key. The cursor moves into the Password field.
9. Type your password, then click .
10. If the login is successful, the **VDRP Self-Disclosure List** page displays, showing a listing of all New self-disclosures that relate to your organization. Navigational tabs also display, allowing you to view and access Open, Closed, and Rejected self-disclosures



**Federal Aviation
Administration**

[FAA.gov Home](#)

Voluntary Disclosure Reporting Program

- Self Disclosures
 - [Create SD](#)
 - [View SD List](#)
 - [Search](#)
 - [Search Comp. Fixes](#)
- Reports
 - [Data Extract Report](#)
- Administration
 - [Update Profile](#)
 - [Change Password](#)
- Help
 - [General Help](#)
 - [Feedback](#)
 - [Release Notes](#)
- Documents
 - [VDRP User Guide](#)
 - [Introduction Guide](#)
 - [VDRP FAQs](#)

TESTSEA [Home](#) [Logout](#)

Self Disclosure List [Export/Print](#) [Help](#)

The Self-Disclosure List table displays information about each stage (see below for a brief definition of each stage) in the self-disclosure submission process, and allows the user to access the required forms for completion.

For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

Show Filter Options

New
Open
Closed
Rejected

Show per page [Show](#)

SD Title (View Details)	Notification Date	Next Action (Action Required)	DesignatorID
test	08/01/2012	Initial Notification Response	KS1A
1			

Stage	Required Form	Responsible Person
1	Initial Notification (Create SD)	Regulated Entity
2	Initial Notification Response	FAA Inspector
3	Written Report	Regulated Entity
4	Written Report Review	FAA Inspector
5	Surveillance	FAA Inspector
6	Inspector Signoff	FAA Inspector



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

Readers & Viewers

Web Policies & Notices
Privacy Policy

Government Sites

[DOT.gov](#)
[USA.gov](#)
[PlainLanguage.gov](#)
[Recovery.gov](#)
[Regulations.gov](#)
[Data.gov](#)

Contact Us

[Contact Us](#)
[Help](#)

Figure 2. Login Successful Screen - Self-Disclosure List Page

Login Help for FAA Personnel

FAA officials can log into the VDRP application using their unique Inspector Code as the User ID login. All new Principal Inspector users will be initially kept in Inactive state. User need to contact Help desk to make the status Active and then login to the VDRP system. Other inspectors who are not Principals and need access to VDRP, has to request their Principals to add them to the system.

Principal Inspectors(PI)

Only Principal Inspectors (PIs), or inspectors granted authority by a PI to add or edit users, or AFS-230 personnel, are authorized to Add Users (FAA inspectors or representatives of regulated entities) to the VDRP system.

Principal Inspector must continue to login to VDRP System utilizing their inspector code as reflected in the WebOPSS system in order to be recognized as PI on the system.

New (Principal) Inspectors

New Principle Inspectors will initially be kept in an Inactive state and will not be able to access VDRP System. These Inspectors need to contact HelpDesk to have their status changed from Inactive to Active. Other new Inspectors who are not Principals have to request their Principal Inspectors to add them to VDRP System

FAA Principal Inspectors receive a User ID derived from WebOPSS data. FAA personnel added to the VDRP system by a PI or AFS-230, will normally be assigned their AVS Login ID as their VDRP User ID. Regulated entities will be assigned a User ID by the PI adding them to the system and that User ID will normally be based on their employing certificate holder.

If an FAA inspector does not remember his/her password, click the 'Forgot Password?' link displayed on VDRP login page (Refer to "Forgot Password? link" on page 17)

If a user forgets their User ID or Security answer, he/she needs to contact the help desk for assistance. To contact the help desk, click on the "Contact Us" link displayed in the footer on any screen. (Refer to "Contact us link" on page 20)

Login Help for RE Users

Regulated Entity users are assigned a User ID by their designated FAA official to log into the VDRP system. If the login is unsuccessful, the message, “Login failed” displays in the upper left corner of the Login page.

First time logging in?

If this is the first time you have logged into VDRP, the Change Password page displays for you to change your password. Once you have successfully changed your password and click on ‘Save’ button, the VDRP Self-Disclosure List page displays, showing a listing of all open self-disclosures that relate to your organization.

If this is not the first time you have logged into VDRP, the VDRP Self-Disclosure List page displays.

If the regulated entity does not remember his/her password, click the “Forgot Password?” link displayed on VDRP login page (Refer to “Forgot Password? link” on page 17)

If the user forgets their User ID or Security answer, he/she needs to contact help desk for assistance. To contact help desk, click on the “Contact Us” link displayed as one of the footer link on any screen. (Refer to “Contact us link” on page 20)

Forgot Password? link

If you have forgotten your password and cannot log into VDRP application, please click on 'Forgot Password? link displayed on VDRP Login page to reset their password.

This functionality can be used either by FAA Inspector or a Regulated Entity or Help desk administrator.

Once user enters all the information correctly, the password is reset and the new password is sent to the email address of the user (as listed in their profile)

Forgot password

Perform the following steps to reset password via 'Forgot Password' link:

1. From VDRP Login page, clicking on "Forgot Password" link navigates user to 'VDRP Password Recovery' page.
2. Below are the 2 steps involved in resetting the password:

User ID Verification

=====

1. Click on 'Next' button without entering any text in 'Please enter your user ID' text box, check that an alert message is displayed informing the user to enter user ID.
2. Enter the correct User ID and click on 'Next' button, user is navigated to a screen to enter the Security Answer.
3. Click on 'Next' button after entering incorrect user id, user is navigated to a screen with message '*The User ID you entered was not found. Please go back and correct your User ID, or contact the help desk for assistance*' displayed.
4. Click on 'Previous' button and go back to previous screen to correct the typo errors in entering the user ID and click on 'Next' button after entering the correct user ID to move forward.

5. Click on 'Cancel' button with or without entering user id, user is navigated back to VDRP Login page.
6. If you forgot your user ID, please contact help desk (Refer to "Contact us link" on page 20)

Security Answer Verification

=====

1. Click on 'Next' button without entering any text in the text box provided for entering the security answer, check that an alert message is displayed as 'Please enter the answer to your security question'
2. Click on 'Next' button after entering incorrect user id, user is navigated a screen a message 'The answer to your security question could not be validated. Please go back and correct your answer, or contact the help desk for assistance.
3. Click on 'Previous' button and go back to previous screen to correct the typo errors in entering the security answer and click on 'Next' button after entering the correct security answer to move forward.
4. Click on 'Cancel' button with or without entering user id, user is navigated back to VDRP Login page.
5. If you forgot your security answer, please contact help desk (Refer to "Contact us link" on page 20)
6. Enter the correct security answer and click on 'Next' button, user is navigated to a screen as shown below:

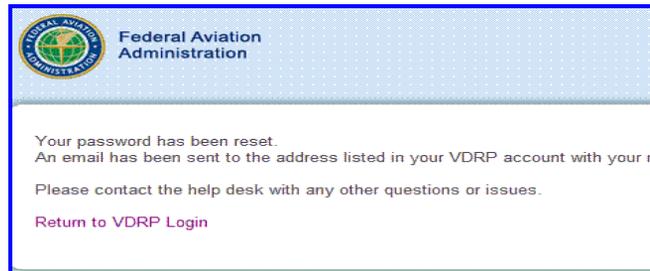


Figure 3. Password Reset screen

7. Log into VDRP with the new password sent to your email address.
8. Once logged into VDRP with the new password, user will be prompted to change the password to proceed further.

Forgot User ID

If you have forgotten your correct User ID, please contact AVS National IT Service Desk or VDRP Help Desk as specified below:

E-mail: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Phone: Toll free @1-877-AVS-NSD1 or 1-877-287-6731.

Forgot Security Answer

If you have forgotten your correct security Answer, please contact AVS National IT Service Desk or VDRP Help Desk as specified below:

E-mail: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Phone: Toll free @1-877-AVS-NSD1 or 1-877-287-6731.

Contact us link

“Contact us” link displays the contact information for assistance when using the VDRP application. User can contact VDRP Help Desk or AVS National IT Service Desk either by email or by Phone as specified in the details below:

User Support

User will be provided with Online tutorial supplemented with this User Guide. User can call the AVS National IT Service Desk Phone number. If the problem is not resolved by AVS National IT Service Desk, the AFS-230 technical staff will be the final step of problem troubleshooting and resolution.

TABLE 2.

User Support Info	AVS National IT Service Desk.
Telephone Number	Toll free @1-877-AVS-NSD1 or 1-877-287-6731.
E-mail	9-NATL-AVS-IT-ServiceDesk@faa.gov.

AVS National IT Service Desk and the VDRP program have trained personnel who aids users when they have support issues with VDRP.

VDRP LOGOUT PAGE

1. Click on “Logout” link displayed in the upper right corner upon successful login on any of the screen.



Figure 4. VDRP LogOut Screen

2. User is navigated to VDRP “Logout Successful” screen when he/she is logged out of VDRP system.
3. Displays user support information on the log out screen along with the thank you note for using the VDRP web tool
4. Click on “Home” link to log back into VDRP system and navigate to Login Page screen
5. If the login is unsuccessful, the message, “*Login Failed*” displays in the upper left corner of the Login page.

VDRP FEATURES & USER FUNCTIONS

This chapter defines all of the features of the VDRP application as it relates to your user type. Depending on your user type, you have access to a specific set of functions within the VDRP application. These functions directly correspond to the steps that you are required to perform for proper completion and submission of a self-disclosure violation.

This chapter includes:

- “Defining the VDRP Self-Disclosure List Page” on page 24, which gives a detailed description of the main page of the VDRP application, and explains how navigation works within the application.
- “VDRP Self-Disclosure Details Screen” on page 39, which gives a Read-only description of all the stages that are completed for that particular self disclosure at any time user logs into the system.
- “Defining VDRP User Functions” on page 45, which lists all the functionality in VDRP including the six stages of self disclosure submission process.

DEFINING THE VDRP SELF-DISCLOSURE LIST PAGE

The VDRP Self-Disclosure List page is the main page that displays upon successfully logging into VDRP application. This section defines the terminology used when discussing functionality of this application.

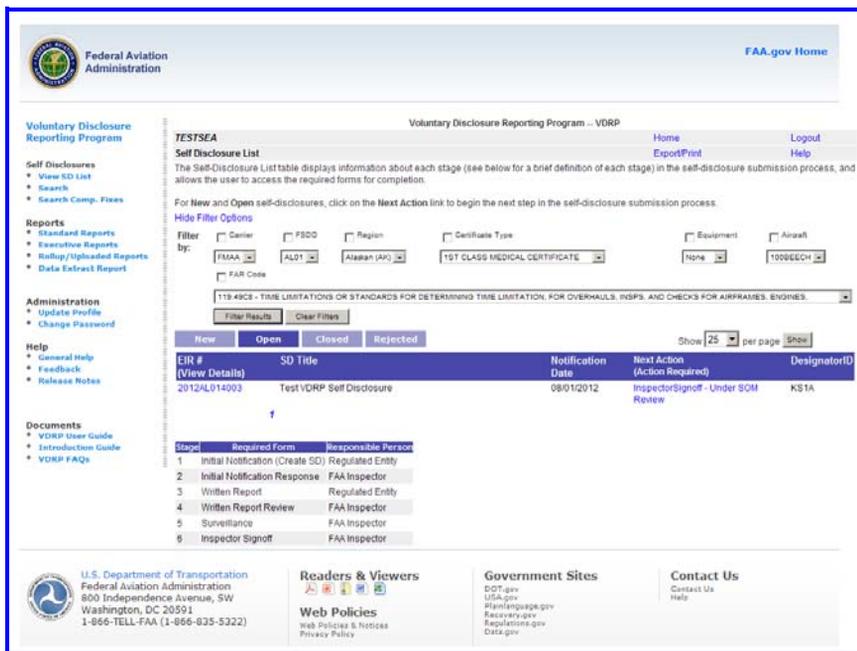


Figure 5. VDRP Self Disclosure List screen

SD List Filters

The Self Disclosure List (SD List) screen displays information about each stage in self-disclosure submission process, and allows user to access the required form for completion.

Below list displays the brief definition of each stage and the responsible person

- Stage 1 - Initial Notification - Completion by RE user
- Stage 2 - Initial Notification Response - Completion by FAA Inspector
- Stage 3 - Written Report - Completion by RE user
- Stage 4 - Written Report Review - Completion by FAA Inspector
- Stage 5 - Surveillance - Completion by FAA Inspector
- Stage 6 - Inspector Sign-off - Completion by FAA Inspector

Perform the following steps to apply filters on SD List screen:

1. There are four tabs under which all the disclosures from creation to closure are displayed. The cases are moved from one tab to another based on completion of each of six stages.
2. Due to large numbers of cases belonging to various designators in different stages, a filter option is added to SD List screen via "Show Filter option" link.
3. Filtering cases allows VDRP user to easily find the case he/she wants to look at and also to see the status of all self-disclosures that must be completed.
4. Click on 'Show Filter Option' link to apply filters and click on 'Hide Filter Options' link to hide the filters on SD List screen



Figure 6. SD List Filters options

5. There are seven filters on SD List screen which helps the logged-in VDRP user to find a case quickly and easily. They are as follows:
 - Carrier filter -> List all the designators, that the user is responsible for.
 - FSDO filter -> List the CHDOs, that the user belongs to.
 - Region filter -> List the region, based on the CHDO that the user belongs to.
 - Certificate Type filter -> List only those certificates types that are actually included in the disclosures that the user can see.

- Equipment filter -> List only those equipment type that are included in the disclosures that the user can see.
 - Aircraft filter -> List only those models of aircraft equipment that are included in the disclosures that the user can see.
 - FAR code filter -> List only those FAR code that are actually included in the disclosures that the user can see.
6. There are 2 buttons displayed for applying filters for the cases displayed on four tab of SD List screen. They are
 - "Filter Results" button - Displays results based on applied filters.
 - "Clear Filters" button - Clear all the applied filters.
 7. To apply the filter, check the checkbox next to preferred filter and select the appropriate option from the filter drop down. Once selection is done, click on 'Filter Results' button to view the desired results.
 8. The filter results are applicable to all the four tabs on SD list and not specific to any one tab. Once the logged-in user applies the filters, the results are displayed for all 'New', 'Open','closed' and 'Rejected' tabs.
 9. Unlike filters, the 'Export/Print' link is applicable to specific tab on SD List screen. When user clicks on 'Export/Print' link when viewing the case on 'Rejected' tab, the results exported to excel sheet will be cases displayed only on 'Rejected' tab.
 10. Click on 'Show' button after selecting any of the one option listed in Show drop down to display selected number of cases per page. The options are as follows:
 - 25 per page
 - 50 per page
 - 75 per page
 - 100 per page
 - 300 per page
 - 500 per page

SD Operator Types

The Status of the self disclosures displayed under column Next Action in the Self-Disclosure List page vary based on operators certificated under Title 14 Code of Federal Regulations (14 CFR) part 119 for operators under part 121 or part 135. Therefore, the two types of classification are as follows

- **Operators NOT Certificated Under Part 121 or Part 135:** Under this classification, the status of self disclosure are based on creation of self disclosures by Regulated Entity and submission/rejection by FAA Inspector
- **Operators Certificated Under Part 121 or Part 135:** Under this classification, the status of self disclosure is based on creation of self disclosures by Regulated Entity and submission/rejection by Principal Inspector and Senior Office Manager.

Operators NOT certificated under Part 121 or Part 135

Self Disclosure List Screen - New Tab

All new Initial notifications that are submitted and are pending acceptance from FAA inspector are displayed under “New” tab in Self Disclosure List screen. User will be navigating to Self disclosure list screen when he/she clicks on ‘View SD List’ link displayed in the left navigation.

When a link in the **Next Action** column is active (clickable, not grayed out), it is an action that you are required to perform based on your user type. When a link is active and clickable, it indicates that it is the next sequential pending action that must be completed before the submission process can continue. If a link is inactive (grayed out), your user type is not allowed to access the action. This indicates that there are no pending actions for you to complete.



SD Title (View Details)	Notification Date	Next Action (Action Required)	Designator
Test self Disclosure 2	02/27/2011	Initial Notification Response	TESW
Test Self Disclosure 1	11/30/2010	Initial Notification Response	TESW

Figure 7. Self Disclosure list - NEW Tab

New Self Disclosures that are in “Initial Notification (IN)” or “Initial Notification Response (INR)” stage are displayed under New tab in Self disclosure list page

Table displayed for new self disclosures lists the details about all the new self-disclosures created by a particular designator. There are four columns of information defined as follows:

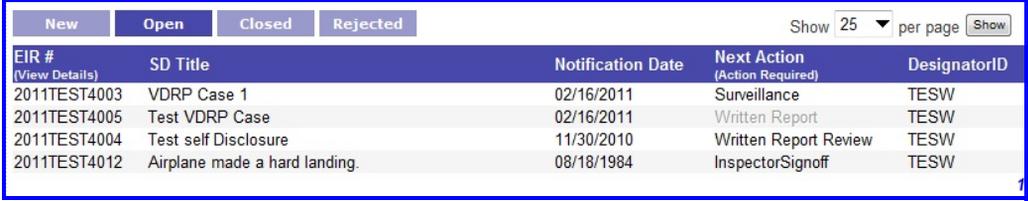
- The **SD Title** column contains the titles of the self disclosure that links the user to read-only screen of “VDRP Self-Disclosure Details Screen” on page 39
- The **Notification Date** column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system. Make sure that the notification date may not be a future date, nor can it be more than 30 days prior to the date on which that particular notification was submitted for the first time into VDRP application (this date is displayed in SD Detail View Screen as “Submitted Date” under ‘Initial Notification’ section).
- The **Next Action** column contains links that allow user to view the current status of a self-disclosure. The status shown indicates the NEXT sequential step in the completion of a self-disclosure submission.
- The **Designator ID** column displays the designator code to which the person who submitted the Initial Notification belongs to.

Self Disclosure List Screen - Open Tab

Self-Disclosures that are submitted and are not complete are displayed under “Open” tab in Self Disclosure List screen. In other words, Open Self-Disclosures refers to all self disclosures that are submitted AFTER they have been accepted by an FAA Inspector (after completing INR form). The submission can be at any stage in the complete SD process.

Open Self Disclosures that are either in “Written Report (WR)” or “Written Report Review (WRR)” or “Surveillance (SUR)” or “Inspector Signoff (IS)” stages are displayed under Open tab in Self disclosure list screen.

When a link in the **Next Action** column is active (clickable, not grayed out), it is an action that you are required to perform based on your user type. When a link is active and clickable, it indicates that it is the next sequential pending action that must be completed before the submission process can continue. If a link is inactive (grayed out), your user type is not allowed to access the action. This indicates that there are no pending actions for you to complete.



New	Open	Closed	Rejected	Show 25 per page	Show
EIR # (View Details)	SD Title	Notification Date	Next Action (Action Required)	DesignatorID	
2011TEST4003	VDRP Case 1	02/16/2011	Surveillance	TESW	
2011TEST4005	Test VDRP Case	02/16/2011	Written Report	TESW	
2011TEST4004	Test self Disclosure	11/30/2010	Written Report Review	TESW	
2011TEST4012	Airplane made a hard landing.	08/18/1984	InspectorSignoff	TESW	

Figure 8. Self Disclosure list - OPEN tab

Table displayed for open self disclosures lists the details about all the open self-disclosures. There are five columns of information defined as follows:

- The **EIR#** column shows the system-generated identification number as a hyperlink that is assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector. When clicked on EIR# link navigates the user to read-only screen of “VDRP Self-Disclosure Details Screen” on page 39
- The **SD Title** column contains the name assigned to the self-disclosure when first entered into VDRP application.
- The **Notification Date** column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system. Make sure that the notification date may not be a future date, nor can it be more than 30 days prior to the date on which that particular notification was submitted for the first time into VDRP application (this date is displayed in SD Detail View Screen as “Submitted Date” under ‘Initial Notification’ section).
- The **Next Action** column contains links that allow user to view the current status of a self-disclosure. The status shown indicates the NEXT sequential step in the completion of a self-disclosure submission.
- The **Designator ID** column displays the designator code to which the person who submitted the Initial Notification belongs to.

Self Disclosure List Screen - Closed Tab

Self-Disclosures that have completed all the six stages of complete self disclosure submission process are displayed under “Closed” tab in Self Disclosure List screen.

Completed Closed Self Disclosures are displayed with 75 cases per page under Closed tab in Self disclosure list screen. The Status and Case Closed date in VDRP are displayed for each of the completed self disclosures.

Table displayed for closed self disclosures lists all completed self-disclosures. There are five columns of information defined as follows:

- The **EIR#** column shows the system-generated identification number as a hyperlink that is assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector. When clicked on EIR# link navigates the user to read-only screen of “VDRP Self-Disclosure Details Screen” on page 39
- The **SD Title** column contains the name assigned to the self-disclosure when first entered into VDRP application.
- The **Notification Date** is the date when the original disclosure was submitted
- The **Case Closed Date** column displays the date that the self-disclosure was closed within VDRP system. See “Wait Period of Closed Case within VDRP System and EIS System” on page 31
- The **Status** indicates the current status of the self-disclosure
- **Submitted By** indicates the name of the person who originally submitted the Self Disclosure to the FAA.
- The **Designator ID** column displays the designator code for the regulated entity submitting the voluntary disclosure.

New	Open	Closed	Rejected	Show 75 per page Show			
EIR # (View Details)	SD Title	Notification Date	Case Closed Date	Status	Submitted By	DesignatorID	
2012TEST1234	TOC/J867 Gadget Arm Not Retracting	1/23/2012	01/23/2013	Closed	Inspector Gadget	DALA	
2012TEST2345	TOC/XF99 Unexplained Cockpit Recorder Sounds	9/23/2012	10/23/2012	Closed	Fox Mulder	DALA	
2012TEST9876	TOC/MIFL Air Conditioning Over Run	9/23/2012	10/16/2012	Closed	Sonny Crockett	DALA	

Figure 9. Self Disclosure List - CLOSED tab

Wait Period of Closed Case within VDRP System and EIS System

The VDRP System has a “built-in” delay between closure of a case in VDRP and closure of that case in the EIS. That delay allows for errors in the record to be found and corrected prior to closing the record in EIS. This functionality was added to the VDRP system because the EIS has no provision for re-opening cases which have been closed (the functionality was never developed for the EIS).

During the 10 day “wait” period, the case may be reopened via utilization of the, “Change SDstatus” link available within VDRP.

At the end of the ten day “wait” period, if the case has not been re-opened, the VDRP system forwards the case closure information to EIS and the file is closed reflecting the date on which the case was closed in VDRP. Thus, at the end of the 10 day, “wait” period, the EIS and VDRP records will reflect the same closure date, and any evaluation of, “time to process” will be unaffected by the wait period. However, during the 10 day “wait” period, any comparison of closure dates (and/or record status) will reflect disagreement between VDRP and EIS.

If the case has been re-opened and is then closed, the last date of closure will be recorded in VDRP and, following the 10 day wait period that date will be recorded in EIS.

After 10 days grace period, user will not be able change the status of self-disclosure in VDRP via **Change SD status** link. If he/she tries to enter the “EIR Number” or “Notification ID” of a case that exceeds 10 day grace period on Change SD Status screen, an error message is displayed as “This Self Disclosure exceeded the 10 days grace period limit. Cannot change the Status” with Change Status button **disabled**.

Any “closed” or “rescinded” or “invalid” self-disclosure that exceeds the 10-day limit can be re-opened via **Reopen Case** link that is accessible only by AFS-230 Personnel.

Self Disclosure List Screen - Rejected Tab

Self-Disclosures that, at the discretion of the designated FAA Inspector, were not valid self-disclosures and were therefore rejected or rescinded are displayed under “Rejected” tab in Self Disclosure List screen listing 75 cases per page.

Rejected Self Disclosures lists all self disclosures that are closed with “No Action” which displays “Rescinded” or “Invalid” status. The Status and Case Closed date in VDRP are displayed for each

of the completed self disclosures. See “Wait Period of Closed Case within VDRP System and EIS System” on page 31

Table displayed for rejected self disclosures lists initial notification or self disclosure that were closed due to rejection. There are five columns of information defined as follows:

- The **EIR#** column shows the system-generated identification number as a hyperlink that is assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector. When clicked on EIR# link navigates the user to read-only screen of “VDRP Self-Disclosure Details Screen” on page 39
- The **SD Title** column contains the name assigned to the self-disclosure when first entered into VDRP application.
- The **Notification Date** is the date when the Self Disclosure was initially submitted.
- The **Case Closed Date** column displays the date that the Initial Notification/Self-disclosure was closed due to rejection.
- The **Status** column indicates the reason that the self-disclosures was rejected (Invalid or Rescinded)
- **Submitted By** indicates who the original submitted of the Self Disclosure
- The **Designator ID** column displays the designator code assigned to the certificate holder and the Submitted By column contains the name of the person who submitted the initial notification to the FAA.

New	Open	Closed	Rejected	Show 75 per page Show			
EIR # (View Details)	SD Title	Notification Date	Case Closed Date	Status	Submitted By	Designator ID	
2011TEST1234	Bad Specs on Rotary Gunder	4/5/2011	04/11/2011	INVALID	Tommy Callahan	ZZDA	
2011TEST5678	Error in Taxi Procedure	2/22/2011	03/18/2011	RESCINDED	Travis Bickle	ZZDA	
2011TEST9012	Auto Pilot Malfunction	7/2/1980	02/11/2011	INVALID	Ted Striker	ZZDA	
N/A	Exceeded MRP Resending Date	2/1/2011	02/02/2011	INVALID	James Trebleack	ZZDA	

Figure 10. Self Disclosure List - REJECTED tab

Operators certificated under Part 121 or Part 135

Self Disclosure List Screen - New Tab

A New Self-Disclosure refers to all initial notifications that are submitted that are pending acceptance from an FAA Inspector.

Perform the following steps to view and access functionality for new self-disclosures:

1. Click the View SD List link in the left navigation.
2. Click the 'New' tab. The New Self-Disclosures Table displays, listing details about all new self-disclosures. There are four columns of information defined as follows:
 - The 'SD Title' column contains the name assigned to the self-disclosure when first entered into VDRP.
 - The 'Notification Date' column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system.
 - The 'Next Action' column contains links that allow you to view the current status of a self-disclosure (the status shown indicates the NEXT sequential step in the completion of a self-disclosure submission).
 - The 'Designator ID' column displays the User ID of the person who submitted the Initial Notification
3. When a link in the Next Action column is active (clickable, not grayed out), it is an action that a user is required to perform based on your user type. When a link is active and clickable, it indicates that it is the next sequential pending action that must be completed before the submission process can continue. If a link is inactive (grayed out), your user type is not allowed to access the action. This indicates that there are no pending actions for user to complete.
4. New Self-Disclosures that are displayed under New tab in Self disclosure List page
 - "Initial Notification (IN)" stage
 - "Initial Notification Response (INR)" stage
 - "Initial Notification Response - Under SOM Review (INR)" stage

5. In Stage 2, Initial Notification Response Stage, INR Stage - SOM Approval is required.
 - a. Before the Principal Inspector submits the INR stage for Office Manager approval, the Initial Notification link in the Next Action column is active and clickable by Principal Inspector under New tab but the same link becomes Inactive and grayed out for PI once he/she submits INR stage to Senior Office Manager.
 - b. User will be navigating to Self disclosure list screen when he/she clicks on View SD List link displayed in the left navigation. The self disclosure in Initial Notification Response stage that is submitted by Principal Inspector (PI) and is pending acceptance from Senior Office Manager (SOM) are displayed under "New" tab in Self Disclosure List screen and those self disclosures that are approved by Senior Office Manager and navigate to Written Report stage are displayed under "Open" tab in Self Disclosure List screen.

Self Disclosure List Screen - Open Tab

Open Self-Disclosures refer to all self-disclosures that are submitted that are not complete. The submission can be at any stage in the process.

Perform the following steps to view and access functionality for open self-disclosures:

1. Click the View SD List link in the left navigation.
2. Click the 'Open' tab. The Open Self-Disclosures Table displays, listing details about all new self-disclosures. There are four columns of information defined as follows:
 - The "EIR#" column shows the system-generated identification number assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector (the Initial Notification Response form must be completed) as a link that displays the Self-Disclosure Details page for the selected self-disclosure.
 - The 'SD Title' column contains the name assigned to the self-disclosure when first entered into VDRP.
 - The 'Notification Date' column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system.
 - The 'Next Action' column contains links that allow you to view the current status of a self-disclosure (the status shown indicates the NEXT sequential step in the completion of a self-disclosure submission).

- The 'Designator ID' column displays the User ID of the person who submitted the Initial Notification
3. When a link in the Next Action column is active (clickable, not grayed out), it is an action that a user is required to perform based on your user type. When a link is active and clickable, it indicates that it is the next sequential pending action that must be completed before the submission process can continue. If a link is inactive (grayed out), your user type is not allowed to access the action. This indicates that there are no pending actions for user to complete.
 4. Open Self-Disclosures that are displayed under open tab in Self disclosure List page
 - "Written Report (WR)" stage
 - "Written Report Review (WRR)" stage
 - "Surveillance (SUR)" stage
 - "Inspector Sign off (IS)" stage or
 - "Inspector Sign off - Under SOM Review (IS)" stage
 5. In Stage 6, Inspector Sign off Stage, IS Stage - SOM Approval is required.
 - a. Before the Principal Inspector submits the Inspector Sign off stage for Office Manager approval, the Inspector Sign off link in the Next Action column is active and clickable by Principal Inspector under Open tab but the same link becomes Inactive and grayed out for PI once he/she submits IS stage to Senior Office Manager.
 - b. User will be navigating to Self disclosure list screen when he/she clicks on View SD List link displayed in the left navigation. The self disclosure in Inspector Sign off stage that is submitted by Principal Inspector (PI) and is pending acceptance from Senior Office Manager (SOM) are displayed under "Open" tab in Self Disclosure List screen and those self disclosures that are approved by Senior Office Manager and are Closed or Rescinded are displayed under "Closed" or "Rejected" tab accordingly in Self Disclosure List screen.

Self Disclosure List Screen - Closed Tab

Closed Self-Disclosures are all self-disclosures that are completed for each of the six stages (Initial Notification, Initial Notification Response, Written Report, Written Report Review, Surveillance, and Inspector Sign off).

Perform the following steps to view and access functionality for all closed self-disclosures:

1. Click the View SD List link in the left navigation.
2. Click the 'Closed' tab. The Closed Self-Disclosures Table displays, listing all completed self-disclosures. There are five columns, defined as follows:
 - The EIR# column shows the system-generated identification number assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector (the Initial Notification Response form must be completed) as a link that displays the Self-Disclosure Details page for the selected self-disclosure.
 - The SD Title column contains the name assigned to the self-disclosure when first entered into VDRP.
 - The Case Closed Date column displays the date that the self-disclosure was closed. See "Wait Period of Closed Case within VDRP System and EIS System" on page 31
 - The Status indicates the current status of the self-disclosure.
 - The Designator ID column displays the User ID of the person who submitted the Initial Notification

Self Disclosure List Screen - Rejected Tab

Rejected Self-Disclosures are all self-disclosures that, at the discretion of the designated FAA Inspector, were not valid self-disclosures and were therefore rejected or rescinded.

Perform the following steps to view and access functionality for all rejected self-disclosures:

1. Click the View SD List link in the VDRP Functions Bar.
2. Click the 'Rejected' tab. The Rejected Self-Disclosures Table displays, listing all rescinded/rejected self-disclosures. There are five columns, defined as follows:
 - The EIR# column shows the system-generated identification number assigned to a self-disclosure AFTER it has been accepted by an FAA Inspector (the Initial Notification Response form must be completed) as a link that displays the Self-Disclosure Details page for the selected self-disclosure.
 - The SD Title column contains read only titles.
 - The Case Closed Date column displays the date that the Initial Notification/Self-Disclosure was closed due to rejection.

- The Status column indicates the reason that the self-disclosure was rejected (Invalid or Rescinded).
- The Designator ID column displays the designator code to which the person who submitted the Initial Notification belongs to.

The VDRP Self-Disclosure List page is comprised of several navigational links

Each is defined as follows:

- FAA Navigational links
- Left Navigation links
- FAA Footer links
- FAA Logo

FAA Navigation Links. This area contains links that navigates user from the VDRP application and allow you to navigate throughout the FAA web site and to other non-VDRP related sites. The more prominent links include:

- FAA.gov Home, which opens the home page for the FAA website, located at <http://www.faa.gov/>
- Home, which returns the user to the VDRP home page.
- Logout, which logs the user out of VDRP and returns to the VDRP logout screen.
- Help, which launches a new window with online help for VDRP.

Left Navigation Links. This area contains links that navigates user to VDRP Functional links like create SD, View SD, Add New User, Edit User, Change Password, Change SD Status etc. All these functionalities are explained in detail under “Additional VDRP Functions” on page 49

FAA Footer Links This area contains links that navigates user to check that the VDRP application include all the guidelines according to FAA Web Standards. The prominent links include:

- FAA.gov Home link, which navigates user to a US Govt website, located at <http://www.faa.gov>
- Privacy Policy, which opens the home page about the FAA Privacy and Website policy, located at <http://www.faa.gov/privacy/>

- Web Policies & Notices, which navigates user to FAA Web policies and Important Notices, located at http://www.faa.gov/web_policies
- Contact Us, which navigates user to VDRP help desk contact information.
- Help, which launches a new window with online help for VDRP.

FAA Logo - Displayed at the top left corner of the screen on each page of VDRP Application.

Also displays "Readers& Viewers" links that navigate user to website, located at <http://www.faa.gov>

The Self Disclosure List table displays information about each stage, the required forms for self disclosure submission process and the responsible person who can access the forms to complete the process.

VDRP SELF-DISCLOSURE DETAILS SCREEN

The Self-Disclosure Details Page is accessible from many different navigational links throughout the VDRP application. There is a variety of information that is shown on this page and the information is Read-Only text. This screen is also referred as 'SD View Only' screen or in a short form as 'SD Details screen'

When a link in the **Next Action** column is active (clickable, not grayed out), it is an action that you are required to perform based on your user type. When user clicks on EIR# link of an active self-disclosure, he/she is navigated to Self-Disclosure Details screen with active "Next Stage" link displayed at the **top** and **bottom** left corner of the displayed screen. When "Next Stage" link is clicked, user is navigated to next sequential pending stage that must be completed before the submission process can continue.

When user clicks on EIR# link of a self disclosure where a link in the **Next Action** column is Inactive (grayed out), he/she is navigated to Self-Disclosure Details screen with NO "Next Stage" link displayed. This indicates that there are no pending actions for you to complete.

SD View Only screen (or SD Details screen)

Below are the details of Read-only text displayed for self-disclosure details or SD View only screen

- Notification ID
- EIR Number
- EIR Status
- Current Stage
- Notification Title

Initial Notification Details

Voluntary Disclosure Reporting Program -- VDRP				
TESTTAA			Home	Logout
Self Disclosure Details			View/Print	Help
Notification ID	EIR Number	EIR Status	Current Stage	Notification Title
7584	2011TEST4012	RESCINDED	Rescinded	Airplane made a hard landing.
Initial Notification				
Submitted By	Designator ID	Designator Name	Business Concern	
Test 145 operator Firstname Test 145 operator Lastname	TESW	Test 145	Large Business Concern	
Was Alleged Violation Discovered as the Result of an Aviation Safety Action Program (ASAP) Report				No
Was Alleged Violation Discovered During Air Carrier Program (ACEP) Evaluation				No
Did Non Compliance Cease after Detection				Yes
Is Evaluation Underway to Determine Systemic Problem				Yes
Will Written Report be Submitted in 10 Working Days				Yes
Submitted Date	Notification Mode	Notification Date, Time	Date Discovered	Reason for the delayed notification
5/26/2011	Web	8/18/1984 19:31	8/17/1984	This event was discovered while reviewing FOQA data.
Information of the Person Preparing Comprehensive fix:				
Name	Buzz Argonauty			
Contact Information	202-629-9232			
Description of Alleged Violation				
The airplane landed at an excessive vertical speed.				
Description of Immediate Action				
The event was verified according to the maintenance manual, and the plane was removed from service for inspection.				

Initial Notification Response Details

Description of Immediate Action						
The event was verified according to the maintenance manual, and the plane was removed from service for inspection.						
Comments						
Initial Notification Response						
Is Valid SD?	Investigation Commence Date	Inspector Name	Submitted By	Submitted Date	Was the delayed notification accepted?	
Yes	11/17/1989	Test Archer	Test 145 Firstname Test 145 Lastname	5/05/2011	Yes	
Explanation for invalid or delayed SD						

Written Report Details

Written Report

WR Date 5/25/2011	Full Report Yes	DiscoverDate, Time 8/17/1984 07:30	Submitted By Test 145 operator Firstname Test 145 operator Lastname	Current Version Submitted Date 5/29/2011	First Version Submitted Date 5/29/2011
----------------------	--------------------	---------------------------------------	---	---	---

Violation Location
FOQA Records Room at Home Office

WR Version
1

Reason of Incomplete Written Report

Detailed Self Disclosure (violation) Description
Aircraft exceeded 600 f/min vertical speed during landing.

Analysis Summary
Pilot did not report hard landing event.

Reason why the violation was inadvertent
 unaware of hard landing event before FOQA discovery.

Evidence Description

N/A

LIKELIHOOD	SEVERITY			
	Catastrophic	Critical	Marginal	Negligible
Frequent	<input checked="" type="radio"/> High	<input checked="" type="radio"/> High	<input checked="" type="radio"/> Moderate	<input checked="" type="radio"/> Moderate
Occasional	<input checked="" type="radio"/> High	<input checked="" type="radio"/> Moderate	<input checked="" type="radio"/> Moderate	<input checked="" type="radio"/> Low
Remote	<input checked="" type="radio"/> Moderate	<input checked="" type="radio"/> Moderate	<input checked="" type="radio"/> Low	<input checked="" type="radio"/> Low

Certificate Type sched air carrier 121 &/or 135	Date Occurred 12/17/1983	Time Violation Remained Undetected 9 Months	Immediate Action Date 11/20/1989	Company Name/Address Hajjar13 English Muffin Way, Frederick, MD-21704
Equipment Type-Aircraft, Make-BOEING, Model-707, group-707.	Aircraft Registration Number N600XX	Aircraft Serial Number TW1500		

Immediate Action Description
Hard landing maintenance inspection.

FAR Violations

Far Code	Far Description
121.367C	EACH ACFT RELEASED TO SVC IS AIRWORTHY AND HAS BEEN PROPERLY MAINTAINED FOR OPERATIONS UNDER THIS PART

Personnel Information

Personnel Type	Name	Email	Phone
Immediate Action	Johnny, Goggles	johnny.goggles@faa.gov	2026299232 x101
Comprehensive Fix	Johnny, Goggles	johnny.goggles@faa.gov	2026299232 x101
Discovered Alleged Violation	Johnny, Goggles	johnny.goggles@faa.gov	2026299232 x101
Filing Report	Johnny, Goggles	johnny.goggles@faa.gov	2026299232 x101
Monitoring Implementation of Fix	Johnny, Goggles	johnny.goggles@faa.gov	2026299232 x101

Written Report Review Details

Written Report Review						
Designator TESW	Comprehensive Fix Status ACCEPT	Comprehensive Fix Implementation Deadline 1/1/1991		Inspector Name Teri Archer	Inspector Code TESTAA	Inspector Type POI
Operation Type air carrier - 121	Operation Subtype scheduled passenger	Violation Category flight operations	Violation Source self disc - flight standards	Problem Category records/tapes	Problem Code inspections	Review Date
Fix Description program/procedures -training	SD Identity sd sched air carrier 121	Accident Type no accident	Management Intervention No	Submitted Date 5/28/2011		
SEVERITY						
	Catastrophic	Critical	Marginal	Negligible		
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate		
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low		
Remote	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input checked="" type="radio"/> Low	<input type="radio"/> Low		
Additional Comments						

Surveillance Details

Surveillance						
Implemented Satisfactory ? Yes	Was Comprehensive fix changed during the implementation? No	Submitted Date 5/28/2011	Inspector Code TESTAA	Inspector Type POI	Designator TESW	InspectorName Teri Archer
Additional Comments						

Inspector Sign-Off Details

Inspector Sign-off					
Close Type	Submitted Date	Inspector Code	InspectorName	Action Description	Sanction Description
Closed	5/28/2011	TESTTAA	Teri Archer	no action	
Reject Reason					
<div style="border: 1px solid gray; height: 60px;"></div>					
2011TEST4012_TESTTAA_5_28_2011_9_32_3.doc 2150-5 Document					

WR Version

Written Report Details

The completed and the latest version of Written Report can be viewed in Read-Only format on “Written Report Details” on page 41

When the FAA Inspector returns the case to the operator for revisions either from Written Report Review stage or Surveillance stage, a new hyperlink is displayed at the bottom of Written Report Details section on Self-Disclosure Details Screen.

The hyperlink is in the format of “Written Report Version <version number>”. Clicking on this link will enable the user to view the previous version of Written Report data based on the version number specified. When user click on the WR Versioning link, a new window pop ups that contains the previous data of Written Report stage. The previous versions of written report data will allow the inspector to differentiate with the latest data of Written Report entered by Operator. This will help the FAA inspector to review and approve the updates done to the case by regulated entity.

VDRP Self-Disclosure Details Screen

The screenshot displays the VDRP Self-Disclosure Details screen. On the left, there are several sections: Certificate Type (ground instructor), Date Occurred (2/17/2011), Time Violation (1 Cycles / Remained Undetected), Immediate Action Date (2/17/2011), Company Name/Address (Test 135/test street - exc , Test.AK-23456), Equipment (Type-Component, Make-, Model-A...), Aircraft Registration Number, and Aircraft Serial Number. Below these are sections for Immediate Action Description (We fixed it immediately.), FAR Violations (Far Code: 101.19, Far Description: NO PERSON MAY OPE...), Personnel Information (Personnel Type: N, Immediate Action: ia, Discovered Alleged Violation: Ls, Filing Report: U, Monitoring Implementation of Fix: ia), and Comprehensive Fix Procedure (Step Title: fix it, Begin Date: 2/17/2011, Details: We will fix it.).

The main content area shows 'Previous Version Details' with a 'View/Print' link. Below this is a table of Written Reports:

Notification ID	EIR Number	EIR Status	Current Stage	Notification Title
7501	2011TEST4006	CLOSED	Closed	Example Self Disclosure

Below the table is the 'Written Report' section, which includes a table of report versions:

WR Date	Full Report	DiscoverDate, Time	Submitted By	Current Version	Submitted Date	First Version Submitted
2/17/2011	Yes	2/17/2011 19:26	Test User	2/17/2011		2/17/2011

The 'Violation Location' is Washington, DC. The 'Reason of incomplete Written Report' section is currently empty. At the bottom left, there are links for 'Written Report Version 3', 'Written Report Version 2', and 'Written Report Version 1'. A red circle highlights 'Written Report Version 2', and a red arrow points from it to the 'WR Version 2' entry in the table above.

Figure 11. Written Report versions

DEFINING VDRP USER FUNCTIONS

This section lists all of the functions available within the VDRP application, and also briefly defines the functions that are specific to a particular user. All functions accessible to any user are outlined in this section, and each function sub-section defines the function and gives step procedures for using the function.

Note: Refer to the designated sections/pages shown in the definitions below to learn how to use any functions that are not detailed in this section.

There are six stages that must be completed throughout the VDRP self-disclosure submission process, and within each stage are procedures and functionality that you can use in completing these stages. The six stages consist of:

- “Stage 1: Initial Notification,” is the first stage in submitting a self-disclosure and is performed by a Regulated Entity (refer to page 98 to learn how to use the functionality required for completing this stage).
- “Stage 2: Initial Notification Response,” (FAA) is the second stage in submitting a self-disclosure and is performed by an FAA Inspector upon receipt of an Initial Notification (refer page 109 to learn how to use the functionality required for completing this stage).
- “Stage 3: Written Report,” is the third stage in submitting a self-disclosure and is performed by a Regulated Entity upon receiving approval of the Initial Notification via the Initial Notification Response (refer to page 121 to learn how to use the functionality required for completing this stage).
- “Stage 4: Written Report Review,” is the fourth stage in submitting a self-disclosure and is performed by an FAA Inspector upon receiving a Written Report (refer to page 144 to learn how to use the functionality required for completing this stage).
- “Stage 5: Surveillance,” (FAA) is the fifth stage in submitting a self-disclosure and is performed by an FAA Inspector. The surveillance performed is based on the comprehensive fix information submitted as part of the Written Report (refer to page 151 to learn how to use the functionality required for completing this stage).
- “Stage 6: Inspector Signoff,” (FAA) is the sixth and final stage in submitting a self-disclosure and is performed by an FAA Inspector. This is the final approval and sign-off for a self-disclosure (refer to page 157 to learn how to use the functionality required for completing this stage).

There are also several other functions available within the VDRP application, and depending on your user type, you may or may not have access. These include:

- Create SD is only accessible by a Regulated Entity to complete an Initial Notification for review by an FAA Inspector.
- View SD List is accessible by any VDRP user and gives the user access to the self-disclosures that are in New, Open, Closed, and Rejected status.
- Search (Text) is accessible by any VDRP user and enables user to search case based on Ad-hoc text search with specified fields of complete SD process
- Search Comprehensive Fixes is accessible by any VDRP user and allows user to search for a fix used for any case based on Ad-hoc text search with specified fields of comprehensive fix
- Update Profile - FAA is accessible by FAA Inspector and allows a user choose email options of receiving emails and also to change Last Name, First Name, Email, Phone etc that was specified by an FAA Inspector when a person is added to the VDRP application as a user.
- Update Profile - RE is accessible by Regulated Entity and allows a user choose email options of receiving emails and also to change Last Name, First Name, Email, Phone etc that was specified by an FAA Inspector when a person is added to the VDRP application as a user.
- Add New User is only accessible by an FAA Inspector and allows the user to add a new user to the VDRP application by defining the Name, User Type/Level, Contact Information and the Title of the person being added as a user. Before adding a new user, check for avoiding duplicate users is added to this screen
- Edit User is only accessible by an FAA Inspector and allows the user to change the Name, User Type/Level, Contact Information and the Title of an existing user. This screen is sortable, filterable and exportable.
- Change Password is accessible by a Regulated Entity or an FAA Inspector, and allows the user to change the current password designated to them for access to the VDRP application.
- Change SDStatus is accessible by an FAA Inspector and allows the user to reset the case to its previous stage by editing the case upon entering either EIR Number or Notification ID of a self-disclosure.
- Rescind Case is accessible by an FAA Inspector and allows the user to rescind the case at any stage by either entering EIR Number or Notification ID along with the reason for rescinding the case.

- Standard Reports are accessible by an FAA Inspector and are primarily used by an Inspector to compile and analyze self-disclosure detailed information about an initial notification or a valid self-disclosure.
- Executive Reports are accessible by an FAA Inspector and are displayed in an appealing manner with additional features to analyze the detailed information of self-disclosure. These reports are primarily used by an Inspector to compile and save the displayed content in excel document for future reference.
- General Help is accessible by either a Regulated Entity or an FAA Inspector and opens up a new window with VDRP Online Help System.
- Feedback is accessible by any VDRP user and allows the user to provide comments and suggestions about VDRP system via filling in a Customer feedback form.
- Release Notes is accessible by any VDRP user and displays the details of new functionalities added to VDRP application.
- VDRP User Guide is accessible any VDRP user and opens up a PDF format of VDRP User's Guide which help user who wants to use VDRP application for processing self-disclosures.
- VDRP Introduction Guide is accessible by any VDRP user and basically is created for new users who wants to know how the VDRP application works screen-by-screen.
- VDRP FAQs is accessible by any VDRP user and list the frequently asked questions based on User type (RE, FAA or Help Desk)

ADDITIONAL VDRP FUNCTIONS

This chapter gives step procedures and information about all of the other functions within the VDRP application that are not part of the self-disclosure submission process.

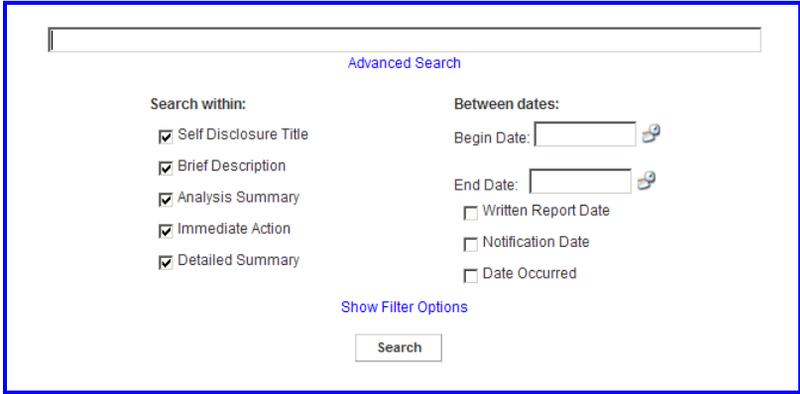
Search (Text)

An FAA Inspector or a Regulated Entity or Help desk administrator can perform text search using the “Search” function

Search Options

Perform the following steps to perform text search:

1. From any page within the VDRP application, click the “Search” link in the left navigation. The ‘VDRP Search’ page displays.



The screenshot displays the 'Advanced Search' interface. At the top, there is a search input field. Below it, the 'Search within:' section contains five checked checkboxes: 'Self Disclosure Title', 'Brief Description', 'Analysis Summary', 'Immediate Action', and 'Detailed Summary'. To the right, the 'Between dates:' section includes 'Begin Date:' and 'End Date:' input fields, each with a calendar icon, and three unchecked checkboxes: 'Written Report Date', 'Notification Date', and 'Date Occurred'. A 'Show Filter Options' link is positioned below the date and checkbox options. At the bottom center, there is a 'Search' button.

Figure 12. VDRP Search Screen

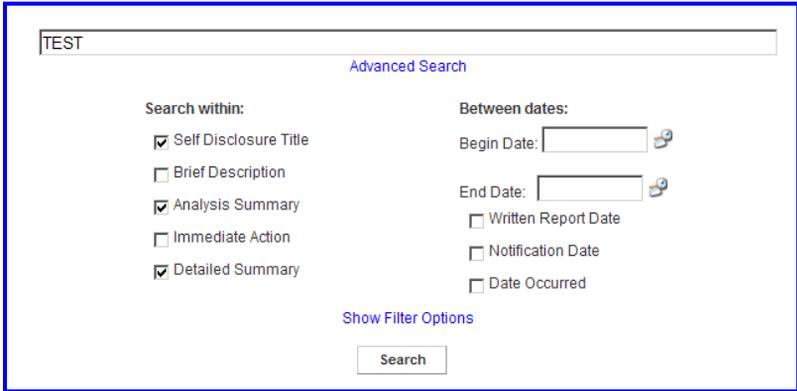
2. On VDRP search page, by default basic search options are displayed. Click on “Advanced Search” link to display additional search options. To restore the basic option, click on 'Basic Search' link.
3. The search criteria for text is based on two categories:
 - **Search within (5 text field from VDRP disclosure submission process)**
 - Title;
 - Brief Description;
 - Analysis Summary;
 - Immediate Action and
 - Detailed Summary.
 - **Between Dates (3 dates fields from VDRP disclosure submission process)**
 - Written Report Date;
 - Notification Date and
 - Date Occurred
4. The '**Show Filter Options**' link allows user to apply filters for the search results based on 7 filters. User can click on '**Hide Filter Options**' link if he/she chooses not to apply filters. The applicable filters are as follows:
 - Carrier filter -> List all the designators, that the user is responsible for (Includes “All FAA Designators” option)
 - FSDO filter -> List the CHDOs, that the user belongs to.
 - Region filter -> List the region, based on the CHDO that the user belongs to.
 - Certificate Type filter ->List only those certificates types that are actually included in the disclosures that the user can see.
 - FAR code filter -> List only those FAR code that are actually included in the disclosures that the user can see.
 - Equipment filter -> List only those equipment type that are included in the disclosures that the user can see.
 - Aircraft filter -> List only those models of aircraft equipment that are included in the disclosures that the user can see.
5. To apply the filters on search results, check the checkbox next to preferred filter and select the appropriate option from the filter drop down. Once selection is done, click on 'Search' button to view the desired results.

6. Results of text search are displayed in two viewable modes: List View and Grid View
7. Text search based on Basic search link or Advanced search link, restricts the search results to be displayed according to options the user choose while searching.

Basic Search (Text)

Perform the following steps to perform Basic Text search:

1. On VDRP search page, user will be able to perform basic search, as a default.
2. Click on 'Search' button without selecting any of the check boxes provided for 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'
3. To perform basic text search, click on 'Search' button after typing the "text/word" user wants to search in the text box provided and selecting any one or more of the check boxes listed in 'Search within' category appropriate for desired search. Check that the search results find occurrences of the complete word typed by the user in the categories selected. See Figure 13 on page 51

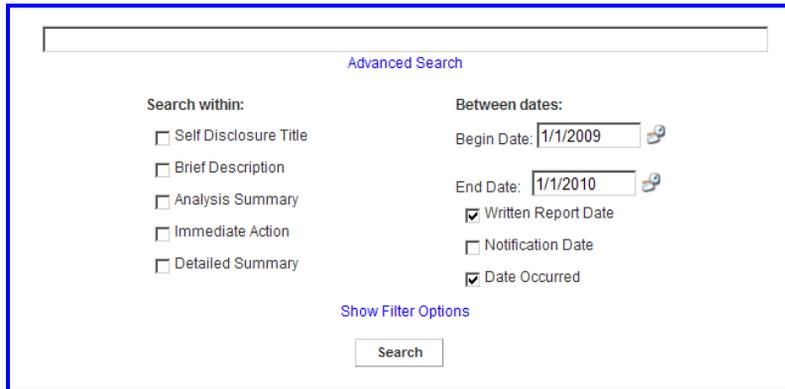


The screenshot shows a search interface with a text input field containing 'TEST'. Below the input field is a link for 'Advanced Search'. Underneath, there are two columns of options. The first column, 'Search within:', contains four checkboxes: 'Self Disclosure Title' (checked), 'Brief Description' (unchecked), 'Analysis Summary' (checked), and 'Detailed Summary' (checked). The second column, 'Between dates:', contains two date input fields labeled 'Begin Date:' and 'End Date:', both of which are empty. Below these columns is a link for 'Show Filter Options' and a 'Search' button.

Figure 13. Basic Text Search - 'Search within' Category

4. To view self disclosures between any specified dates, click on 'Search' button after selecting any dates check boxes and entering the begin date and end dates in the text boxes provided

via clicking on 'Calendar' icon. Check that the search results displays list of self disclosures that belong to the date range specified. See Figure 14 on page 52



The screenshot shows a web interface for an 'Advanced Search'. At the top, there is a search input field. Below it, the title 'Advanced Search' is centered. The interface is divided into two main sections: 'Search within:' and 'Between dates:'. Under 'Search within:', there are five checkboxes: 'Self Disclosure Title', 'Brief Description', 'Analysis Summary', 'Immediate Action', and 'Detailed Summary'. Under 'Between dates:', there are two date input fields: 'Begin Date:' with the value '1/1/2009' and 'End Date:' with the value '1/1/2010'. Below the date fields are three checkboxes: 'Written Report Date' (checked), 'Notification Date' (unchecked), and 'Date Occurred' (checked). At the bottom of the form, there is a link 'Show Filter Options' and a 'Search' button.

Figure 14. Basic Text Search: 'Between Dates' category

5. If there are no cases within the specified search, the text "No results" is displayed in search results.
6. Once the search is done, the search results are displayed in List view as default. If user wish to see the Grid View, he/she needs to click on 'Grid' link displayed at the top of search results section. User can view the results back in List View by clicking on "List" link.
7. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section

Advanced Search (Text)

Perform the following steps to perform Advanced Text search:

1. On VDRP search page, click on "Advanced Search" link and new section with additional search options are displayed under 2 sub-sections
 - Find cases that have
 - All of these words;
 - The exact phrase;

- At least one of these words;
 - **Exclude cases that have**
 - Any of these unwanted words;
2. When user wants to use the option, **All of these words**, the search results will display searches for instances that contain all of the words user has specified in each of the three text boxes provided, but not necessarily in the order they typed.
 3. When user wants to use the option, **The exact phrase**, the search results will display searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.
 4. When user wants to use the option, **At least one of these words**, the search results will display searches for any instances of at least one of the words typed in each of the three of text boxes provided for this option.
 5. When user wants to **exclude cases with unwanted words**, the search results will display searches for any instances that do not contain the words typed in three of the text boxes provided for this option.
 6. Click on 'Search' button without checking any of the check boxes provided for 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'
 7. To perform search with advanced options, click on 'Search' button after typing the "text/ word" user wants to search in the text boxes provided and selecting/deselecting any one or more of the check boxes listed in 'Search within' category appropriate for desired search. Check that the search results find occurrences of all the words typed by the user in the categories selected.
 8. To view self disclosures between any specified dates with advanced search options, click on 'Search' button after checking any dates check boxes and entering the begin date and end dates in the text boxes provided via clicking on 'Calendar' icon. Check that the search results displays list of self disclosures that belong to the date range specified. See Figure 15 on page 54

The screenshot shows a 'Basic Search' form with the following sections:

- Find cases that have:**
 - All of these words: [] AND [] AND []
 - The exact phrase: []
 - At least one of these words: [] OR [] OR []
 - Exclude cases that have:
 - Any of these unwanted words: [] OR [] OR []
- Search within:**
 - Self Disclosure Title
 - Brief Description
 - Analysis Summary
 - Immediate Action
 - Detailed Summary
- Between dates:**
 - Begin Date: [1/1/2009]
 - End Date: [1/1/2010]
 - Written Report Date
 - Notification Date
 - Date Occurred

At the bottom, there is a 'Show Filter Options' link and a 'Search' button.

Figure 15. Advanced Text Search screen

9. Once the search is done, the search results are displayed in List view as default. If user wish to see the Grid View, he/she needs to click on 'Grid' link displayed at the top of search results section. User can view the results back in List View by clicking on "List" link.
10. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section.

List View (Text Search)

Perform the following steps to view the results in 'List View' mode:

1. From any page within the VDRP application, click the "Search" link in left navigation Bar. The 'VDRP Search' page displays.
2. On VDRP search page, all the check boxes under 'Search within' category are selected by default.
3. To do the text search, type the word in the text box provided and click on 'Search' button. For more precise searches, click on Advanced search.
4. Search results are displayed in "Results" section and displays the list of all the self disclosures that match the search criteria. The first record is the most relevant match of the search done, the second the next most relevant and so on down the list

5. Search Results in List view includes the following information. See Figure 16 on page 55:
- **SD Title Name:** The first line is the title of the case which is hyper linked. When clicked, a new window opens up with SD details screen.
 - **Status:** Displays the status of the case.
 - **Snippet:** Below the status is the actual excerpt or a small portion of 'Brief Description' of the case.
 - **Hover links:** These 3 mouse-over links are divided by a vertical bar (|) and displays a portion of information when the user moves or "hovers" the cursor over these links. The field are as follows: *Analysis Summary*; *Immediate Action* and *Detailed summary of the case*.
 - **Relevancy score:** Displays the results that are sorted with highest rank at the top.

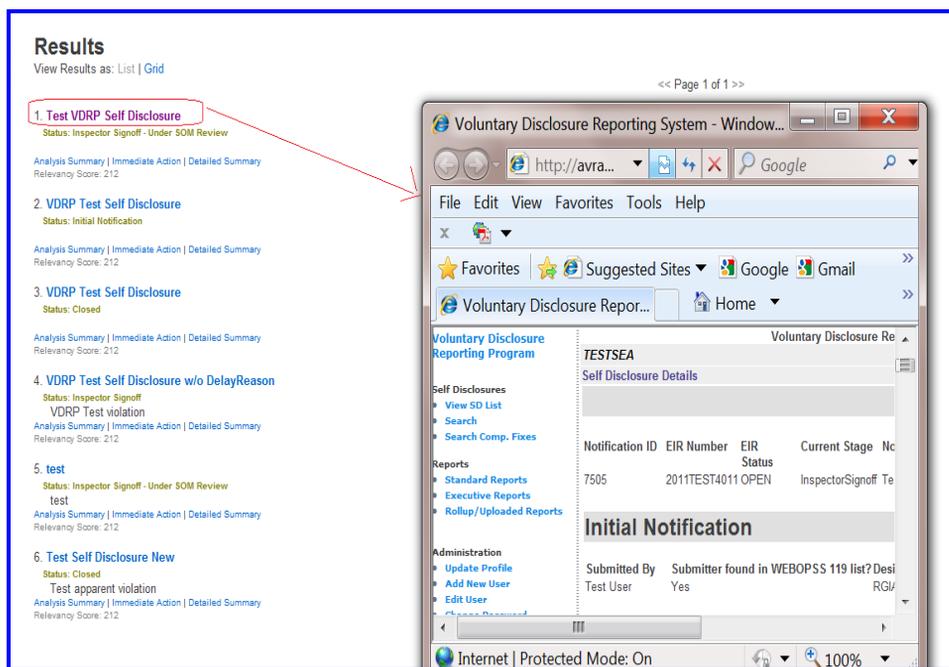


Figure 16. Text Search - List View

6. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section and user can toggle between the links to view the results in any of the desired modes.

7. Pagination is displayed in the format “Page <first page> of <total pages>” at the top and bottom of search results section. Check that on each page of search results, 20 records are listed.
8. To navigate to previous pages, click on << link (previous page link).
9. To navigate to next pages, click on >> link (next page link).

Grid View (Text Search)

Perform the following steps to view the results in 'Grid View' mode:

1. From any page within the VDRP application, click the “Search” link in left navigation bar. The 'VDRP Search' page displays.
2. On VDRP search page, all the check boxes under 'Search within' category are selected by default
3. To do the text search, type the word in the text box provided and click on 'Search' button. For more precise searches, click on Advanced search.
4. Search results are displayed in “Results” section and displays the list of all the self disclosures that match the search criteria.
5. Click on “Grid” link displayed next to “List” link at the top of “Results” section to navigate to “Grid View” mode.
6. Search Results in Grid view are displayed as columns. The columns displayed are as follows:
 - **EIR:** Displays the EIR number of the case and is hyper-linked. When clicked, a new window opens up with SD details screen. If no EIR number is assigned to the case, check that the link is named as 'Not Yet Assigned' When clicked, a new window opens up with SD details screen. If the case is Rejected/Invalid, check that the link is named as 'N/A' link. When clicked, a new window opens up with SD details screen.
 - **Title:** Displays the SD Title of the case.
 - **Status:** Displays the status of the case.
 - **Brief Description:** Displays the text entered in 'Briefly describe apparent violation' field on 'Violation' tab (First tab in Stage 1)

- **Analysis Summary:** Displays the text entered in 'Summary of Analysis' field on 'Analysis' tab (Fifth tab in Stage 3)
- **Immediate Action:** Displays the text entered in 'Description of Immediate Action' field on 'Action' tab (Fourth tab in Stage 3)
- **Detailed Summary:** Displays the text entered in 'Provide a detailed summary of the violation' field on 'Summary' tab (Third tab in Stage 3)
- **WR Date:** Displays Written Report Date displayed in 'General' tab (First tab in Stage 3)
- **Notification Date:** Displays Notification date entered in 'Violation' tab (First tab in Stage 1)
- **Date Occurred:** Displays Date Occurred entered in 'Description' tab (Second tab in Stage 3)

The screenshot shows the 'Voluntary Disclosure Reporting System - Window...' browser window. The main content area displays 'Results' for 'TESTTAA' in 'Grid' view. A red arrow points from the 'Update' button in the 'Results' section to the 'Update' button in the pop-up window. The pop-up window shows 'Self Disclosure Details' for 'TESTTAA' with a table of notification information and an 'Initial Notification' section.

Notification ID	EIR Number	EIR Status	Current Stage	Notification Title
7500	2011TEST4005	OPEN	Written Report	Test VDRP Case

Submitted By	Designator ID	Designator Name	B
Test 145 operator	TESW	Test 145	L
Firstname Test			
145 operator			

EIR	Title	Status	Brief Description	Analysis Summary	Immediate Action	Detailed Summary	WR Date	Notification Date	Date Occurred
Not Yet Assigned	Test self Disclosure 2	Initial Notification Response	Test apparent violation 2						
2011TEST4005	Test VDRP Case	Written Report	Test3	Test3	Test3	Test3	2/16/2011 11:30:55 PM	2/27/2011 12:00:00 AM	2/16/2011 12:00:00 AM
2011TEST4004	Test self Disclosure	Closed	Test2	Test3	Test3	Test3	2/16/2011 11:32:44 PM	11/30/2010 12:00:00 AM	11/21/2010 12:00:00 AM
2011TEST4009	Test Self Disclosure	Initial Notification Response	Test 1 apparent violation	asddad	dsduf		3/4/2011 3:00:16 PM	11/30/2010 12:00:00 AM	11/28/2010 12:00:00 AM

Figure 17. Text Search - Grid View

7. The 'Show Field Display Options' link displayed at the top of "Results" section for "Grid" view, allows user to select and de-select columns to be displayed on this view.
8. After selecting few check boxes from display options, click on 'Update' button to check if the selected columns are displayed in the "Grid" view.

9. User can click on 'Hide Field Display Options' link to hide the column check boxes from choosing.
10. "List" link and "Grid" link are separated by a Pipe symbol (|) at the top of search results section and user can toggle between the links to view the results in any of the desired modes.
11. Pagination is displayed in the format "Page <first page> of <total pages>" at the top and bottom of search results section. Check that on each page of search results, 20 rows are listed.
12. To navigate to previous pages, click on << link (previous page link).
13. To navigate to next pages, click on >> link (next page link).

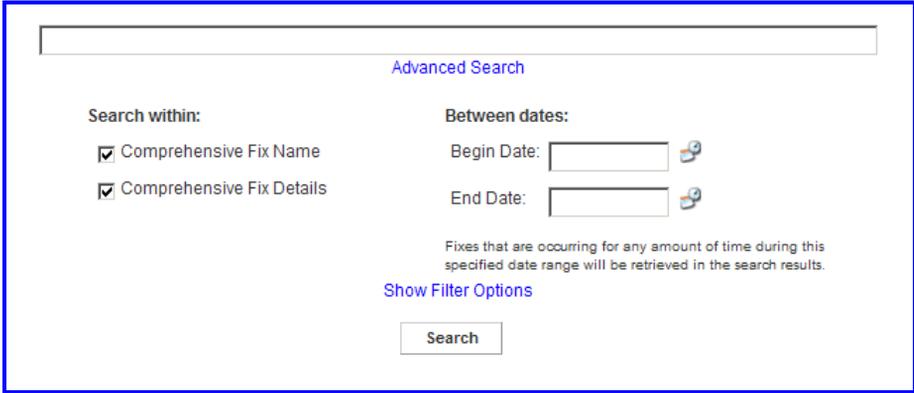
Search Comprehensive Fixes

An FAA Inspector or a Regulated Entity or Help desk administrator can perform comprehensive fix search using the “Search Comp. Fixes” function

Search Options

Perform the following steps to perform comprehensive fix search:

1. From any page within the VDRP application, click the “Search Comp. Fixes” link in left navigation. The 'VDRP Comprehensive Fix Search' page displays.



The screenshot shows the 'Advanced Search' interface for VDRP Comprehensive Fix Search. At the top is a search input field. Below it, the text 'Advanced Search' is centered. Under 'Search within:', there are two checked checkboxes: 'Comprehensive Fix Name' and 'Comprehensive Fix Details'. To the right, under 'Between dates:', there are two date input fields labeled 'Begin Date' and 'End Date', each with a calendar icon. Below the date fields is a note: 'Fixes that are occurring for any amount of time during this specified date range will be retrieved in the search results.' A 'Show Filter Options' link is positioned below the note, and a 'Search' button is at the bottom center.

Figure 18. VDRP Comprehensive Fix Search Screen

2. On VDRP Comprehensive Fix Search page, by default basic search options are displayed. Click on “Advanced Search” link to display additional search options. To restore the basic option, click on 'Basic Search' link.
3. The search criteria for text is based on two categories:
 - Search within (2 text field from VDRP Comprehensive Fixes details)
 - Name
 - Description
 - Between Dates

- Between Dates of Begin and End date of a comprehensive fixes. Search results for all those fixes occurring in specified date range are displayed.
- 4. The '**Show Filter Options**' link allows user to apply filters for the Comprehensive Fix search results based on 7 filters. User can click on '**Hide Filter Options**' link if he/she chooses not to apply filters. The applicable filters are as follows:
 - Carrier filter -> List all the designators, that the user is responsible for (Includes "All FAA Designators" option)
 - FSDO filter -> List the CHDOs, that the user belongs to.
 - Region filter -> List the region, based on the CHDO that the user belongs to.
 - Certificate Type filter ->List only those certificates types that are actually included in the disclosures and matching the comprehensive fix searched for.
 - FAR code filter -> List only those FAR code that are actually included in the disclosures and matching the comprehensive fix searched for.
 - Equipment filter -> List only those equipment type that are included in the disclosures and matching the comprehensive fix searched for.
 - Aircraft filter -> List only those models of aircraft equipment that are included in the disclosures and matching the comprehensive fix searched for.
- 5. To apply the filters on search results, check the checkbox next to preferred filter and select the appropriate option from the filter drop down. Once selection is done, click on 'Search' button to view the desired results.
- 6. Results of Comprehensive fix search are displayed in two viewable modes: List View and Grid View
- 7. Comprehensive Fix search based on Basic search link or Advanced search link, restricts the search results to be displayed according to options the user choose while searching.

Basic Search (Comprehensive Fix)

Perform the following steps to perform Basic comprehensive fix search:

1. On VDRP Comprehensive Fix Search page, user will be able to perform basic search, as a default.

2. Click on 'Search' button without selecting any of the check boxes provided for 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'
3. To perform basic comprehensive fix search, click on 'Search' button after typing the "text/ word" user wants to search in the text box provided and selecting any one or more of the check boxes listed in 'Search within' category appropriate for desired search. Check that the search results find occurrences of the complete word typed by the user in the categories selected.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
VDRP Comprehensive Fix Search Help

FOQA
[Advanced Search](#)

Search within:

Comprehensive Fix Name
 Comprehensive Fix Details

Between dates:

Begin Date: 
End Date: 

Fixes that are occurring for any amount of time during this specified date range will be retrieved in the search results.

[Show Filter Options](#)

Figure 19. Basic Comprehensive Fix Search - 'Search within' Category

4. To view fixes between any specified dates, click on 'Search' button after selecting any dates check boxes and entering the begin date and end dates in the text boxes provided via clicking on 'Calendar' icon.
5. Check that the search results for dates displays all the fixes that are occurring for any amount of time during the specified date range and retrieves all fixes that have end dates greater than entered 'Begin Date' and begin dates less than entered 'End Date'.
6. User can enter just the 'Begin Date' text box and click on 'Search' button to retrieve all the fixes whose end dates occurred AFTER the specified begin date.
7. User can enter just the 'End Date' text box and click on 'Search' button to retrieve all the fixes whose begin dates occurred BEFORE the specified end date.

The screenshot shows a web application interface for the Voluntary Disclosure Reporting Program (VDRP). At the top, there is a header with the text "TESTSEA" on the left, "Voluntary Disclosure Reporting Program -- VDRP" in the center, and "Home" and "Logout" on the right. Below the header, there is a sub-header "VDRP Comprehensive Fix Search" with a "Help" link on the right. The main content area features a search bar with a "Search" button. Below the search bar, there is a section titled "Advanced Search". Under "Advanced Search", there are two sub-sections: "Search within:" and "Between dates:". The "Search within:" section has two checkboxes: "Comprehensive Fix Name" and "Comprehensive Fix Details". The "Between dates:" section has two date input fields: "Begin Date:" with the value "1/1/2011" and "End Date:" with the value "2/2/2012". Below the date fields, there is a note: "Fixes that are occurring for any amount of time during this specified date range will be retrieved in the search results." and a "Show Filter Options" link. At the bottom of the "Advanced Search" section, there is a "Search" button.

Figure 20. Basic Comprehensive Fix Search: 'Between Dates' category

8. If there are no cases within the specified search, the text "No results" is displayed in search results.
9. Once the search is done, the search results are displayed in List view as default. If user wish to see the Grid View, he/she needs to click on 'Grid' link displayed at the top of search results section. User can view the results back in List View by clicking on "List" link.
10. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section

Advanced Search (Comprehensive Fix)

Perform the following steps to perform Advanced Text search:

1. On VDRP Comprehensive Fix search page, click on "Advanced Search" link and new section with additional search options are displayed under 2 sub-sections
 - Find fixes that have
 - All of these words;
 - The exact phrase;
 - At least one of these words;
 - Exclude fixes that have

- Any of these unwanted words;
- 2. When user wants to use the option, **All of these words**, the search results will display searches for instances that contain all of the words user has specified in each of the three text boxes provided, but not necessarily in the order they typed.
- 3. When user wants to use the option, **The exact phrase**, the search results will display searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.
- 4. When user wants to use the option, **At least one of these words**, the search results will display searches for any instances of at least one of the words typed in each of the three of text boxes provided for this option.
- 5. When user wants to **exclude cases with unwanted words**, the search results will display searches for any instances that do not contain the words typed in three of the text boxes provided for this option.
- 6. Click on 'Search' button without checking any of the check boxes provided for 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'
- 7. To perform search with advanced options, click on 'Search' button after typing the "text/word" user wants to search in the text boxes provided and selecting/deselecting any one or more of the check boxes listed in 'Search within' category appropriate for desired search. Check that the search results find occurrences of all the words typed by the user in the categories selected.
- 8. To view fixes between any specified dates, click on 'Search' button after selecting any dates check boxes and entering the begin date and end dates in the text boxes provided via clicking on 'Calendar' icon.
- 9. Check that the search results for dates displays all the fixes that are occurring for any amount of time during the specified date range and retrieves all fixes that have end dates greater than entered 'Begin Date' and begin dates less than entered 'End Date'.
- 10. User can enter just the 'Begin Date' text box and click on 'Search' button to retrieve all the fixes whose end dates occurred AFTER the specified begin date.
- 11. User can enter just the 'End Date' text box and click on 'Search' button to retrieve all the fixes whose begin dates occurred BEFORE the specified end date.

TESTSEA Voluntary Disclosure Reporting Program - VDRP Home Logout
VDRP Comprehensive Fix Search Help

Basic Search

Find fixes that have:

All of these words: [] AND [] AND []

The exact phrase: []

At least one of these words: [] OR [] OR []

Exclude fixes that have:

Any of these unwanted words: [] OR [] OR []

Search within:

Comprehensive Fix Name

Comprehensive Fix Details

Between dates:

Begin Date: [1/1/2011] [calendar icon]

End Date: [2/2/2012] [calendar icon]

Fixes that are counting for any amount of time during this specified date range will be retrieved in the search results.

Show Filter Options

Search

Figure 21. Advanced Comprehensive Fix Search screen

12. Once the search is done, the search results are displayed in List view as default. If user wish to see the Grid View, he/she needs to click on 'Grid' link displayed at the top of search results section. User can view the results back in List View by clicking on "List" link.
13. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section.

List View (Comprehensive Fix)

Perform the following steps to view the results in 'List View' mode:

1. From any page within the VDRP application, click the "Search Comp. Fixes" link in left navigation Bar. The 'VDRP Comprehensive Fix Search' page displays.
2. On VDRP Comprehensive Fix search page, all the check boxes under 'Search within' category are selected by default.
3. To do the comprehensive fix search, type the word in the text box provided and click on 'Search' button. For more precise searches, click on Advanced search.
4. Search results are displayed in "Results" section and displays the list of all comprehensive fixes that match the search criteria.

5. The first record is the most relevant match of the search done, the second the next most relevant and so on down the list
6. Search Results in List view includes the following information.
 - **Fix Name:** Displays the name of the fix
 - **Status:** Displays the status of the case.
 - **Fix Dates | Person Responsible:** Displays the name of responsible person and fix dates (Begin and End dates of the fix)
 - **Snippet:** Below the fix dates is the actual excerpt or a small portion of 'Details' of the comprehensive fix.
 - **SD Title link:** Displays the title of the case which is hyper linked. When clicked, a new window opens up with SD details screen.
 - **Relevancy score:** Displays the results that are sorted with highest rank at the top.

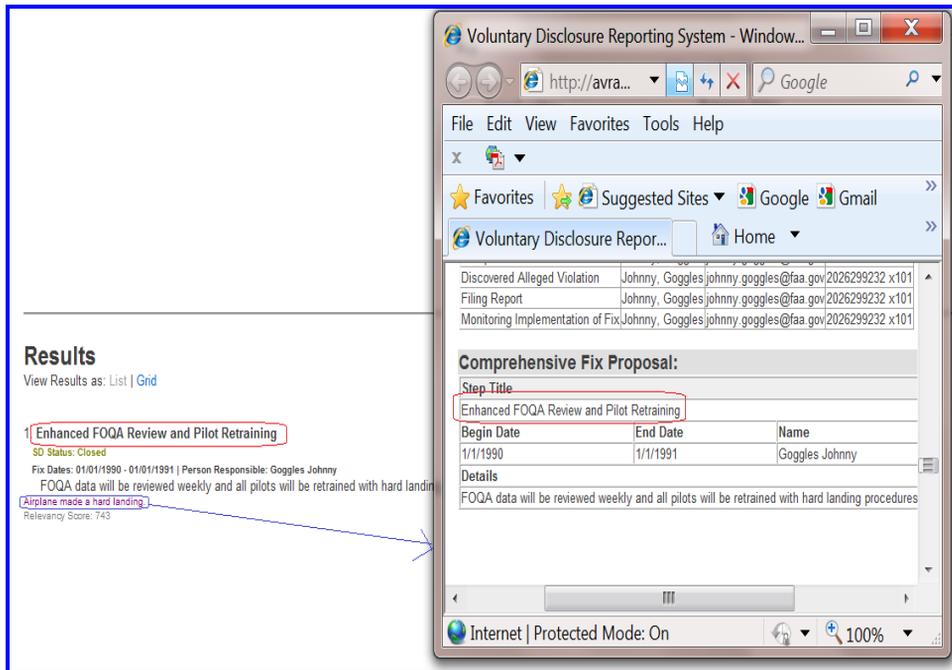


Figure 22. Comprehensive Fix Search - List View

7. List link and Grid link are separated by a Pipe symbol (|) at the top of search results section and user can toggle between the links to view the results in any of the desired modes.
8. Pagination is displayed in the format “Page <first page> of <total pages>” at the top and bottom of search results section. Check that on each page of search results, 20 records are listed.
9. To navigate to previous pages, click on << link (previous page link).
10. To navigate to next pages, click on >> link (next page link).

Grid View (Comprehensive Fix)

Perform the following steps to view the results in 'Grid View' mode:

1. From any page within the VDRP application, click the “Search Comp. Fixes” link in left navigation bar. The 'VDRP Comprehensive Fix Search' page displays.
2. On VDRP Comprehensive Fix search page, all the check boxes under 'Search within' category are selected by default
3. To do the comprehensive fix search, type the word in the text box provided and click on 'Search' button. For more precise searches, click on Advanced search.
4. Search results are displayed in “Results” section and displays the list of all the self disclosures that match the search criteria.
5. The 'Show Field Display Options' link displayed at the top of “Results” section for “Grid” view, allows user to select and de-select columns to be displayed on this view.
6. After selecting few check boxes from display options, click on 'Update' button to check if the selected columns are displayed in the “Grid” view.
7. User can click on 'Hide Field Display Options' link to hide the column check boxes from choosing.
8. Search Results in Grid view are displayed as columns. The columns displayed are as follows:
 - Fix Name: Displays the name of comprehensive fix.

- Details: Displays the details of the fix.
- SD Title: Title of self disclosure to which the fix belongs to
- SD Status: Displays the status of the self disclosure.
- Begin Date: Displays the begin date of the comprehensive fix.
- End Date: Displays the end date of the comprehensive fix.
- Person Responsible: Displays the name of the person who entered the fix.
- WR Date: Displays Written Report Date displayed in 'General' tab (First tab in Stage3)

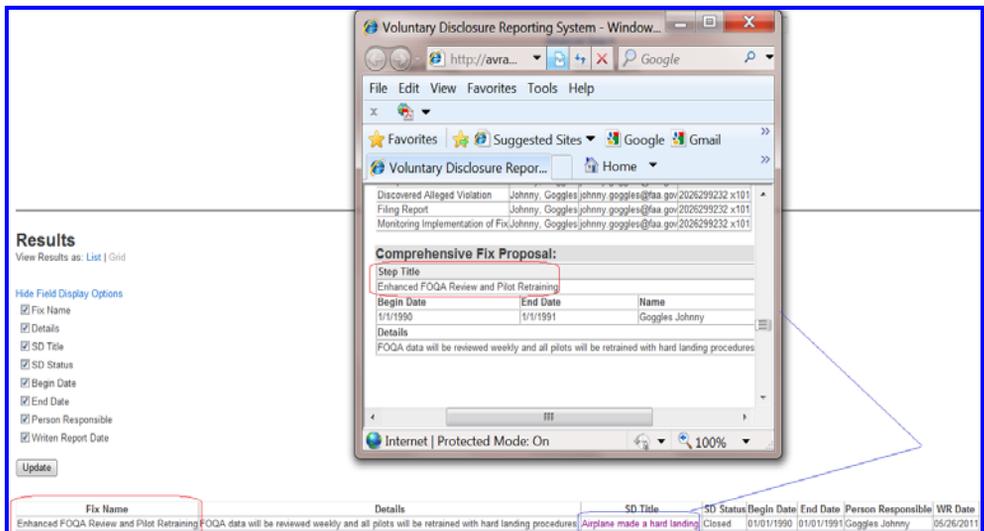


Figure 23. Comprehensive Fix Search - Grid View

9. "List" link and "Grid" link are separated by a Pipe symbol (|) at the top of search results section and user can toggle between the links to view the results in any of the desired modes.
10. Pagination is displayed in the format "Page <first page> of <total pages>" at the top and bottom of search results section. Check that on each page of search results, 20 rows are listed.
11. To navigate to previous pages, click on << link (previous page link).
12. To navigate to next pages, click on >> link (next page link).

UPDATE PROFILE - FAA

An FAA Inspector can update profile information using the Update Profile function.

Perform the following steps to define/update your VDRP profile:

1. Log into VDRP as FAA (PI or Backup PI or SOM) with valid user name and password.
2. From any page within the VDRP application, click the "Update Profile" link in the left navigation. The 'Update Profile' page displays.
3. In the fields provided, specifies your 'Last Name', 'First Name', 'E-mail Address', 'Phone Number/Extension' and 'Job Title' as you want them defined in your VDRP application profile.
4. There are 2 radio button options (Yes or No) displayed for the field 'Would like to receive Emails?' for FAA read only user if he/she wishes to receive email notifications or not to receive them.
5. For Principal Inspector, the default selection of field 'Would like to receive e-mails?' is "Yes" and email options are checked (except the reminder pending option)
6. For FAA (Backup PI or SOM), the default selection of field 'Would like to receive e-mails?' is "No" and email options are unchecked.
7. For FAA (Read Only), the default selection of field 'Would like to receive e-mails?' is "No" and email options are unchecked. Before changing the receive emails to "Yes", read only user needs to ensure that they are properly assigned to CHDO by contacting PI or help desk.
8. If "No" radio button is selected for field 'Would like to receive e-mails?', user will not be receiving any of the email notifications and the email options will be hidden.
9. If "Yes" radio button is selected for field 'Would like to receive e-mails?', user will be receiving email notifications and email options will be displayed.
10. The email options displayed for FAA (PI or Backup PI or SOM) when 'Yes' radio button is selected are:
 - Notification on the submission of each stage.
 - Notification for new self disclosures

- Reminder for Pending cases after “x” days
- Notification when cases are closed.

Note: FAA (Read Only) user do not have reminder of pending cases option.

11. Four email options [as specified in Step 9] are displayed for FAA (PI or Backup PI or SOM) user with following user levels:
 - Principal Inspectors
 - FAA - Read/Edit/Create
 - FAA - Read/Edit
 - FAA - SOM
 - FAA - Backup SOM
12. If FAA (PI or Backup PI or SOM) user wants to receive e-mail notifications at the submission of each stage, then he/she needs to check the check box for 'Notification on the submission of each stage'.

The screenshot displays the 'Update Profile' interface for a user named 'TESTSEA'. The page is titled 'Voluntary Disclosure Reporting Program - VDRP' and includes navigation links for 'Home', 'Logout', 'ViewPrint', and 'Help'. The user's profile information is as follows:

- Last Name*: Doe
- First Name*: John
- Email*: afu230-vdrp@faa.gov (with a red asterisk indicating a required field)
- Phone: [] Ext. []
- Job Title: []

The 'Email Options' section is expanded, showing the following settings:

- Would like to receive Emails?: Yes No
- Notification on the submission of each stage:
- Notification for new self disclosures:
- Reminder for pending cases after [] days:
- Notification when cases are closed:

The 'User Type' is set to 'Federal Aviation Administration' and the 'User Level' is 'Principal Inspector'. 'Save' and 'Cancel' buttons are located at the bottom right of the form.

Figure 24. Update Profile - FAA

13. If FAA (PI or Backup PI or SOM) user wants to receive e-mail notifications whenever a new case is created by regulated entity, then he/she needs to check the check box for 'Notification for new self disclosures'.
14. If FAA (PI or Backup PI or SOM) user wants to receive pending e-mail notifications for all those cases that has been pending for "x" number of days, he/she needs to do the following:
 - Check the check box of reminder pending case option
 - Enter a valid integer for number of days to receive pending email notification for specified number of days.
15. The 'User Type' and 'User Level' fields are derived from your Login ID and are not editable. They determine your access privileges within the VDRP application.
16. Click **Save** to confirm your entries. To retain your previous profile without saving any changes you made, click **Cancel** before you click **Save**.
17. Without any changes, **Save** button stays on same page when clicked and **Cancel** button navigates to self disclosure list screen

UPDATE PROFILE - RE

A Regulated Entity can update profile information using the Update Profile function.

Perform the following steps to define/update your VDRP profile:

1. Log into VDRP as Regulated Entity user with valid user name and password.
2. From any page within the VDRP application, click the "Update Profile" link in the left navigation. The 'Update Profile' page displays.
3. In the fields provided, specifies your 'Last Name', 'First Name', 'E-mail Address', 'Phone Number/Extension' and 'Job Title' as you want them defined in your VDRP application profile.
4. There are 2 radio button options (Yes or No) displayed for the field 'Would like to receive Emails?' for FAA read only user if he/she wishes to receive email notifications or not to receive them.
5. The default selection of field 'Would like to receive e-mails?' is "Yes" for RE User.
6. If "No" radio button is selected, user will not be receiving any of the email notifications and the email options will be hidden.
7. If "Yes" radio button is selected, user will be receiving email notifications and email options will be displayed.
8. The one email option displayed for RE user when 'Yes' radio button is selected is:
 - Reminder for Pending cases after "x" days
9. One email option [as specified in Step 8] is displayed for Regulated Entity with following user levels:
 - RE - Read Only user
 - RE - Read/Edit user
 - RE - 119 user
10. If an RE User wants to receive pending e-mail notifications for all those cases that have been pending for a given number of days, the inspector needs to do the following:

- Check the check box of reminder pending case option
- Enter a valid integer for number of days to receive pending email notification for specified number of days.

Voluntary Disclosure Reporting Program - VDRP

TESTRE2
Update Profile

Home View/Print Logout Help

* Indicates a required field

Complete the following fields, then click Save Page:

Last Name* Doe

First Name* Jane

Email* afs230-vdrp@faa.gov
ex: userid@company.com

Phone [] Ext. []

Job Title []

Would like to receive Emails? Yes No

Reminder for pending cases after [] days.

User Type Regulated Entity

User Level Regulated Entity (Read/Edit)

Save Cancel

Figure 25. Update Profile - RE

11. The 'User Type' and 'User Level' fields are derived from your Login ID and are not editable. They determine your access privileges within the VDRP application.
12. Click **Save** to confirm your entries. To retain your previous profile without saving any changes you made, click **Cancel** before you click **Save**.
13. Without any changes, **Save** button stays on same page when clicked and **Cancel** button navigates to self disclosure list screen

ADD NEW USER

A designated FAA Inspector can set up new users within their VDRP application using the Add New User function.

Perform the following steps to add a new user:

1. From any page within the VDRP application, click the Add New User link in the left navigation.

The Add New User page displays (Figure 26).

The screenshot shows the 'Add New User' page within the Federal Aviation Administration's Voluntary Disclosure Reporting Program (VDRP). The page header includes the FAA logo and 'Federal Aviation Administration' on the left, and 'FAA.gov Home' on the right. The main content area is titled 'Voluntary Disclosure Reporting Program -- VDRP' and 'Add New User'. A navigation menu on the left lists various options under categories like Self Disclosures, Reports, Administration, Help, and Documents. The main form area contains the following fields and instructions:

- TESTSEA** (breadcrumb)
- Add New User** (page title)
- * Indicates a Required Field**
- Complete the following fields for the user you are adding. All fields are required. If you click Save Page before you correctly complete each field, you must retype the password in both the Password and Confirm Password fields. Also make sure that UserID that you create for Regulated Entity is 7 characters in length (first 4 characters should be the designator code and next 3 characters should be the User initials).
- Certificate Holding Office belonging to FAR 121 or 135 shall create Senior Office Manager.
- Before you create the new user, Click [here](#) to check if he/she already exists in the system.
- New User ID***: Text input field with a note: UserID for RE = DesignatorCode (XXXX) + User Initials (XXX) (ex: DALARXY); UserID for any FAA user = AVS Login ID.
- User Type***: Dropdown menu.
- User Level***: Dropdown menu.
- Designator ID***: Dropdown menu.
- Password***: Text input field.
- Confirm Password***: Text input field.
- Last Name***: Text input field.
- First Name***: Text input field.
- Email***: Text input field with a note: ex: userid@company.com.
- Phone**: Text input field with an 'Ext.' sub-field.
- Job Title**: Text input field.
- Active User?***: Radio buttons for Yes and No.

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Figure 26. Add New User Page

2. Before creating a new user, PI (any user who has a privilege to add a new user) can check if the new user he/she wants to add, already exists in the system.
3. Checking already existing users in system avoids creating “**Duplicate User**” into VDRP. To find already existing users in the system, Refer to “**Check Duplicate Users**” on page 75
4. Type a unique identifier in the New User ID field. This is the users login ID. Click the drop-down arrow in the User Type field and select the type of user you want to apply to the person being added.
5. Type a unique identifier in the User ID field. This is the user's login ID.
When adding an FAA User to the system, the User's AVS Login ID should be used as the User ID. When adding a Regulated Entity to the VDRP system it is recommended that for user being assigned to represent a certificate holder having a 4 or 5 character certificate identifier (e.g. AALA for American Airlines), should use the certificate identifier, followed by the individual's initials. Thus, if Jim Johnson is being entered into the system as a representative for AALA, his User ID would be: AALAJJ
6. Click the drop-down arrow in the **User Type** field and select the type of user you want to apply to the person being added. There are two choices: **Federal Aviation Administration or Regulated Entity**.
7. If user selects **Regulated Entity** as the User Type, click the drop-down arrow in the **User Level** field and select the access privilege level (Read Only and Read/Edit) he/she want to apply to the new user being added.
8. If 119 Regulated Entity user needs to be added, then click the drop-down arrow in the **User Level** field and select the access privilege level (119 User) he/she want to apply to the new 119 user being added.
9. If user selects **Federal Aviation Administration** as the User Type, click the drop-down arrow in the **User Level** field and select the access privilege level he/she want to apply to the new user being added (Read Only, Read/Edit, Manager(Read Only), Read/Edit/Create, Senior Office Manager, Senior Office Manager - Backup)
10. If User Level selected for Federal Aviation Administration User Type is either 'Read Only' or 'Read/Edit' or 'Manager(Read Only)' or 'Read/Edit/Create' options, click the drop-down in the “Designator ID” field and select the airline based on which the new FAA inspector will be assigned to work for regulated entities belonging to only that particular airline.
Note: For User Level 'Senior Office Manager' and 'Senior Office Manager - Backup', navigate to “Add New (SOM) User” on page 78

11. Specify a password for the person you are adding in the **Password** field. This is the user's password, and can be changed once the user logs in for the first time. Re-type the password in the **Confirm Password** field
12. Type the **Last Name, First Name, Email, Phone, Extension** and **Job Title** for the user you are adding.
13. If you want the person you are adding to have access to the system, click **Yes** in the **Active User?** field. Otherwise, click **No**.
14. Click **Save** to confirm your entries and **Cancel** navigates to self disclosures list.

The user is now added to your VDRP application, and with the specified User ID and password, can successfully log into the application.

Check Duplicate Users

On Add New User screen, a link is provided to find already existing user in VDRP application.

The purpose of this link is to allow the Principal Inspector (or User ID creator) to check for possible duplicates user before creating a new User ID.

Perform the following steps on how to find duplicate users or already existing users:

1. On Add New User screen, click on the link "here" displayed in blue color just above the text box to enter the New User ID.
2. Once clicked on "here" link, user is navigated to 'Check For Duplicate Users' screen.
3. User can check for duplicate users by clicking on 'Search' button after entering data into at least one of the three fields displayed below:
 - Last Name or
 - First name or
 - E-mail ID
4. Based on the results, Principal Inspector (or any User ID creator) can determine if the user he wants to create is already in the system or not.

5. If User ID creator finds the user already exists in the system, he/she can activate the old user instead of creating a new user.
6. If the User ID creator finds that the user that he/she wants to create does NOT exist in the system, then they can go ahead and create/add a new User.

The screenshot displays the 'Add New User' interface within the FAA's Voluntary Disclosure Reporting Program (VDRP). The main form includes fields for 'New User ID*', 'User Type*', 'User Level*', 'Designator ID*', 'Password*', 'Confirm Password*', 'Last Name*', 'First Name*', 'Email*', 'Phone', 'Job Title', and 'Active User?*' with a 'Yes/No' radio button. A modal window titled 'Check For Duplicate Users' is overlaid, prompting the user to 'Enter data into at least one of the fields below, and click on Search button.' The modal contains input fields for 'Last Name', 'First Name', and 'Email ID', along with a 'Search' button. A blue arrow points from the 'here' link in the main form's instructions to the modal window.

Figure 27. Check Duplicate Users

7. Once the search is complete, a list of existing users matching the search data for a given input are displayed in following columns:
 - User ID
 - LastName
 - FirstName
 - Email
 - Phone
 - NewUser

Add New User

- Active
- UserType/UserLevel
- CHDO/Designator

Voluntary Disclosure Reporting Program – VDRP

TESTSEA [Home](#) [Logout](#)

[Check For Duplicate Users](#) [Help](#)

Enter data into at least one of the fields below, and click on Search button.

LastName

FirstName

Email ID

List of Existing Users for a given input.

UserID	LastName	FirstName	Email	Phone	NewUser	Active	UserType/UserLevel	CHDO/Designator
TESTJDA	Doe	Jane	afs230-vdrp@faa.gov	5555554545	Yes	No	FAA/Principal Inspector	
WAIA1MAD	doerge	michael	afs230-vdrp@faa.gov	5555554545	No	Yes	RE/Regulated Entity (Read/Edit)	WAIA
AL03TDD	Doerner	Thomas	afs230-vdrp@faa.gov	5555554545	No	No	FAA/Principal Inspector	ELYA, K99C, LGOA, TUBA, WUSC
SW15TDD	Doerner	Thomas D	afs230-vdrp@faa.gov	5555554545	No	Yes	FAA/Principal Inspector	B02R, 08XR, 0A2R, E12R, J01R, K2CR, M03R, R03A, TL5A, V16R, V55R, X0UR

1

8. FAA User can create duplicate users with same lastname, firstname and email id but with different User IDs and an alert message is displayed as *" This User already exists in the system with different User ID, Please click above link for more details. If you still want to add the user, click on save button"*.
9. If user wants to go ahead and proceed further, then another alert message is displayed when user clicks on 'Save' button after entering all the information as follows: *" This User already exists in the system with different UserID. Click OK, if you still want to proceed. If not click on Cancel and click above link for more details"* with OK and Cancel buttons
10. Click on 'Cancel' button, user stays on the same screen and clicking on 'OK' button creates duplicate user with same firstname, same lastname and same email id.

ADD NEW (SOM) USER

A designated Principal Inspector can set up new SOM user for a specified Certificate Holding District Office(CHDO) within the VDRP application using the **Add New User** function.

Perform the following steps to add a new SOM user:

1. Log into VDRP as Principal Inspector with a valid username/password to add a new SOM or SOM backup user into VDRP system.
2. From any page within the VDRP application, click the Add New User link in the left navigation.

The Add New SOM User page displays (Figure 28).

TESTSEA Voluntary Disclosure Reporting Program -- VDRP

Home Logout

Add New User Help

* Indicates a Required Field

Complete the following fields for the user you are adding. All fields are required. If you click Save Page before you correctly complete each field, you must retype the password in both the Password and Confirm Password fields. Also make sure that UserID that you create for Regulated Entity is 7 characters in length (first 4 characters should be the designator code and next 3 characters should be the User Initials).

Certificate Holding Office belonging to FAR 121 or 135 shall create Senior Office Manager.

Before you create the new user, Click [here](#) to check if he/she already exists in the system.

New User ID*

User ID for RE = DesignatorCode (XXXX) + User Initials (XXX) (ex: DALARJY)
User ID for any FAA user = AVS Login ID

User Type*

User Level*

CHDO*

Password*

Confirm Password*

LastName*

FirstName*

Email*

ex: userid@company.com

Phone Ext.

Job Title

Active User?* Yes No

Save Cancel

Figure 28. Add New SOM User Page

Add New (SOM) User

3. Type a unique identifier in the **User ID** field. This is the user's login ID. Ensure that Certificate Holding Office belonging to FAR 121 or 135 shall create Senior Office Manager.
4. Click the drop-down arrow in the **User Type** field and select the type of user you want to apply to the person being added. There are two choices: **Federal Aviation Administration** or **Regulated Entity**.
5. User selects **Federal Aviation Administration** as the User Type, click the drop-down arrow in the **User Level** field and select the access privilege level he/she want to apply to the new SOM user being added (Senior Office Manager OR Senior Office Manager - Backup)
6. When User Level selected is either Senior Office Manager or Senior Office Manager - Backup, then a new drop down "CHDO" displays
7. Select the appropriate CHDO from the drop down to add an SOM user for that specified CHDO.
8. Specify a password for the person you are adding in the **Password** field. This is the user's password, and can be changed once the user logs in for the first time.
9. Re-type the password in the **Confirm Password** field
10. Type the **Last Name, First Name, Email, Phone, Extension** and **Job Title** for the user you are adding.
11. If you want the person you are adding to have access to the system, click **Yes** option for 'Active User?' field. Otherwise, click **No**.
12. Click **Save** to confirm your entries.
13. **Cancel** navigates to self disclosures list.

The SOM user is now added to your VDRP application, and with the specified User ID and password, can successfully log into the application.

EDIT USER

A designated FAA Inspector can edit existing user information using the Edit User function.

Edit/Modify the User Details screen

Perform the following steps to edit an existing user:

1. From any page within the VDRP application, click the Edit User link in the left navigation.
2. The “Edit/Modify the User details” table displays list of current users.

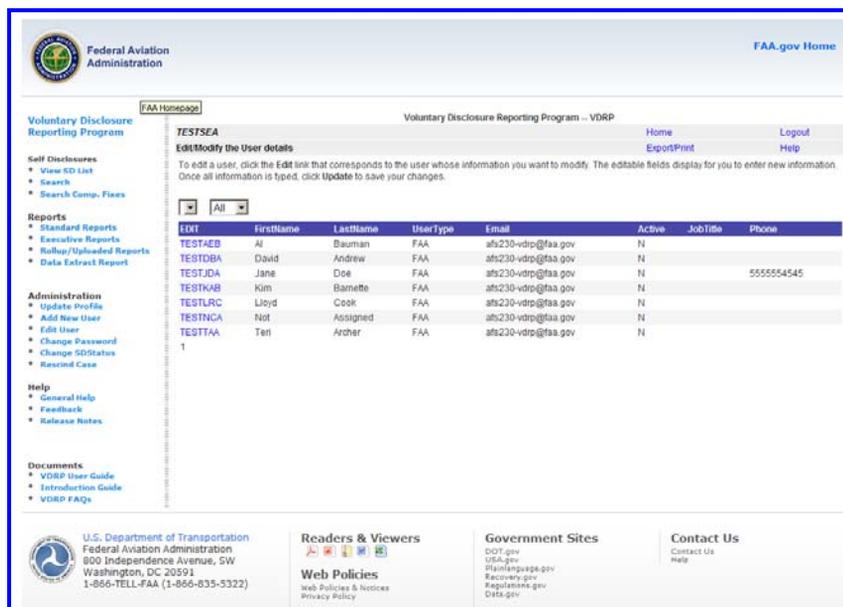


Figure 29. Edit User Page: List of Users

3. The table contains the following columns: EDIT, First Name, Last Name, User Type, Job Title, Phone, Email, and Active (Y or N).

4. User finds the following columns sortable in alphabetical order: EDIT, FirstName, LastName, UserType and Job Title.
5. Click the user ID link for each user displays in the Edit column as a link navigates user to 'Edit User' screen that displays the details defined about the specified user, and allows to update the information.
6. The 'Edit/Modify the User Details' screen displays two drop downs that filters the users:
 - One drop down lists all the designators belonging to the user.
 - Other drop down lists three filters, 2 being user types: **All, RE, FAA**
7. If user selects one of the designators in the first drop down and select user type "FAA" in the other drop down, the screen updates and filters only FAA users specific to the designator selected.
8. If user selects one of the designators in the first drop down and select user type "RE" in the other drop down, the screen updates and filters only RE users specific to the designator selected.
9. If user selects one of the designators in the first drop down and select user type "ALL" in the other drop down, the screen updates and filters both RE users and FAA users specific to the designator selected.
10. The sorted list or filtered list can be exportable into an excel document via 'Export/Print' link displayed on the top right corner of the page.
11. Once exported into an excel, user can print the list of users based on filters.
12. An FAA Principle Inspector will see a list of regulated entity users and Associate Inspectors that share a Designator ID with the FAA Inspector. FAA Principle Inspectors are not editable within the VDRP application.

Edit User screen

Perform the following steps to edit an existing user profile:

1. Click the user ID link in the EDIT column of the user you want to change.

- The Edit User page displays with the current user field values for the specified user. You can now update the values from the appropriate drop-down list, or text box fields.

Federal Aviation Administration

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA

Home Logout

Help

Add New User

* indicates a Required Field

Complete the following fields for the user you are adding. All fields are required. If you click Save Page before you correctly complete each field, you must retype the password in both the Password and Confirm Password fields. Also make sure that UserID that you create for Regulated Entry is 7 characters in length (first 4 characters should be the designator code and next 3 characters should be the User initials).

Certificate Holding Office belonging to FAR 121 or 135 shall create Senior Office Manager.

Before you create the new user, Click [here](#) to check if he/she already exists in the system.

New User ID* TESTre
User ID for RE = DesignatorCode (XXXX) - User Initials (000) (ex: DALAR00Y)
User ID for any FAA user = AVS Login ID

User Type* Regulated Entity

User Level* Regulated Entity (Read/Edit)

Designator ID* KSTA - Aurora Aviation Services, Inc.
* - Indicates the iWBOPSS assigned Designator for logged-in User

Password* ****

Confirm Password* ****

Last Name* Test

First Name* User

Email* test@email.com
ex: user@company.com

Phone 5554444 Ext. 4444

Job Title Tester

Active User? Yes No

Save Cancel

Figure 30. Edit User screen

- Check that 'User ID' is NOT editable but all the other fields are editable.
- Click 'Save' button to confirm your entries. To exit without making any changes, click 'Cancel' button before you click 'Save' button.
- For each field you want to change, either select a new value from the drop-down or type new information based on the type of field.
- When you have made all changes, click Save to confirm your changes. If you want to retain the original information about a user and disregard all of your changes, click Cancel before you click Save.

The revised user information displays in the **Edit User** table.

7. If you want to delete the specified user from the VDRP application, click the 'Delete User' button at the bottom of the page and OK to confirm.
8. To Remove the user from the VDRP application, click on 'Delete User' button.
9. Click Delete User.
Displays delete user confirmation message.



10. Click **Cancel** button on delete user confirmation message.
Pop up message is closed and navigates user to Edit User screen without any changes
11. Click **OK** button on delete user confirmation message.
12. Displays delete user successful message.
13. Click **OK** button on delete user successful message.
Pop up message is closed and navigates user to Edit user screen.
'Save' and 'Delete User' buttons are **disabled** on Edit User screen.
14. The deleted user information is NOT displayed in the **Edit User** table.
15. Validation for 119 user is added on Edit User screen and alert message is displayed when first name and last name is not matching with that stored in WebOPSS for 119 Official.

CHANGE PASSWORD

The Change Password function is accessed via the Change Password link located in the left navigation.

Perform the following steps to change your VDRP password:

1. From any page within the VDRP application, click the Change Password link in the left navigation.

The Change Password page displays, showing your User ID and the fields required for changing your password.

The screenshot shows the 'Change Password & Account Information' page in the VDRP application. The page header includes the Federal Aviation Administration logo and 'FAA.gov Home'. The main content area is titled 'TESTSEA' and 'Voluntary Disclosure Reporting Program -- VDRP'. It features a navigation menu on the left with categories like 'Self Disclosures', 'Reports', 'Administration', 'Help', and 'Documents'. The main form area contains the following fields and instructions:

- Change Password & Account Information**
- * Indicates a required field
- Complete the following fields, then click **Save Page**:
- Old Password*
- New Password*
- Confirm New Password*
- Security Question and Answer**
- If you forget your password, you can reset it by correctly answering a question you set up in advance. Please enter a question and answer that you will easily remember but that others will not know. To ensure security, do not use your password as part of the answer.
- Select one of the questions to populate the field. Then, enter your answer to the question.
- Security Question*
- Answer*
- Email Address**
- Please review your e-mail address below. You have the option to change it at this time.
- Your E-mail*

At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 31. Change Password Page

Specific conventions must be followed when creating passwords. Any password must be 8 to 15 characters in length, cannot be the same as your last 10 passwords, and must contain all of the following additional conventions:

- At least one uppercase character
 - At least one lowercase character
 - At least one numeric character ranging from 0 to 9
 - At least one special character
2. Type your current password in the **Old Password** field.
 3. Type your new password in the **New Password** field.
 4. Type your new password again in the **Confirm New Password**.
 5. The values for Security Question and Answer and Email Address are populated with the information user entered while creating the account
 6. User has an option to change security question and answer along with new password to be sent to a new email address (if user changes) which he/she will remember.
 7. Click **Save**.
User navigates to Self Disclosure list screen.
 8. Click **Cancel**. to update your profile information with your new password.
The **Self-Disclosure List** page displays showing all of the self-disclosures related to you.

CHANGE SDSTATUS

The Change SDstatus function is accessed via the Change SDstatus link located in the left navigation.

Perform the following steps to change the status of the self disclosure:

1. From any page within the VDRP application, click the Change SDstatus link in the left navigation.

The Change Status page displays, showing User ID and the fields required for changing the status of the self disclosure.

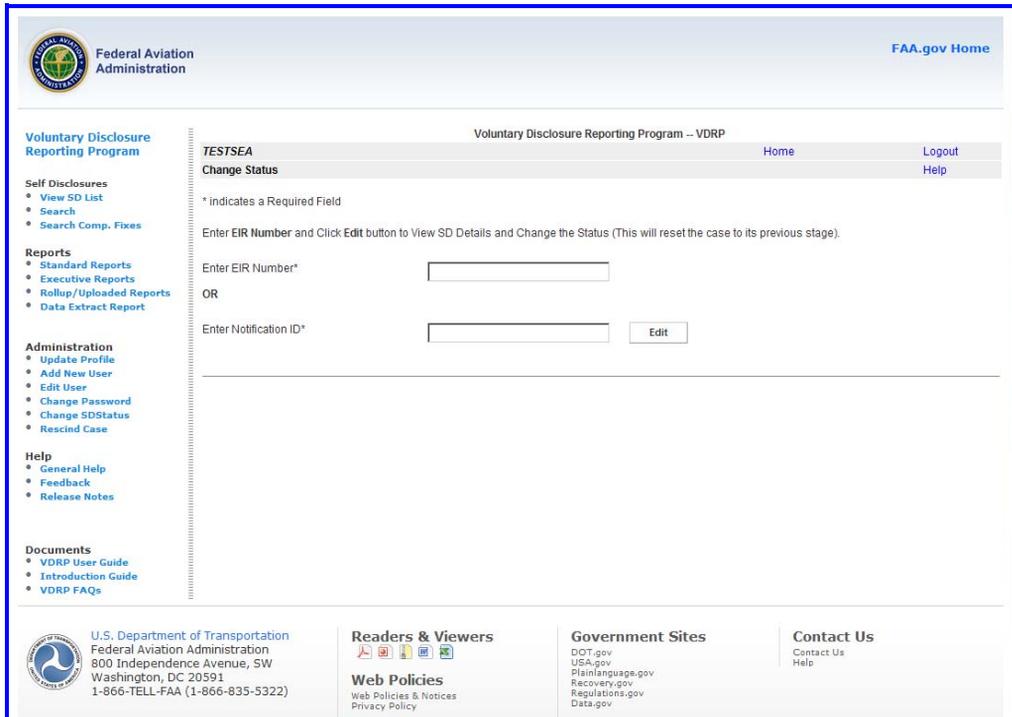


Figure 32. Change Status Page

2. Before changing the status of a self disclosure, system allows the user to check the case details of self-disclosure that's being changed.

3. Ensure that **Change Status** button and **Cancel** button shows up when user clicks on Edit button after entering either EIR Number or Notification ID.
4. Click Cancel.
User navigates to Self-Disclosure List page displaying all of the self-disclosures related to designated inspector.
5. FAA Inspector should have either the EIR Number or Notification ID to change the status of self disclosure.
6. Click Edit button after entering either EIR Number or Notification ID that have exceeded the 10 days grace period limit. Also ensure that Change Status **Change Status** button is disabled.
7. Any "closed" or "rescinded" self-disclosure that exceeds the 10-day limit can be re-opened via "Reopen Case" link which is accessible only by AFS-230 personnel. Once the case is re-opened in stage VI, the Principal Inspector can upload appropriate document. Note that as per AC-0058B dated 4-30-2009, the self disclosure will be navigating to Senior Office Manager's approval AFTER Principal inspector submits the case in Inspector Sign Off stage.
8. Click Change Status
After entering either EIR Number or Notification ID of self-disclosure where "No" option is selected for "Would like to receive the Emails?" for RE and/or FAA user on Update Profile screen, email notifications are not sent and if "Yes" option is selected then, the email notification is sent about changed status.
9. Navigate to Change Status screen via 'Change SDstatus' link and click on 'Change Status' button after entering all the required information.
Displays **VDRP Error** with a message as "Make sure EIRNumber or NotificationID you entered belongs to one of the Designator assigned to you" when user tries to change status of self disclosure belonging to the designator NOT assigned to him/her.

RESCIND CASE

The Rescind Case function is accessed via the Rescind Case link located in the left navigation. This link is displayed for FAA user with Read/Edit/Create and Read/Edit access privileged.

Perform the following steps to rescind the case:

1. From any page within the VDRP application, click the Rescind Case link in the left navigation.

The Rescind Case page displays the designated user ID code at the top of the screen and the fields required to rescind a case are indicated by symbol * displayed next to appropriate field.

The screenshot shows the 'Rescind Case' page within the Voluntary Disclosure Reporting Program (VDRP) application. The page header includes the Federal Aviation Administration logo and 'FAA.gov Home'. The main content area is titled 'Voluntary Disclosure Reporting Program -- VDRP' and features a breadcrumb trail: 'Home' > 'Rescind Case'. A note states '* Indicates a Required Field'. The form contains the following elements:

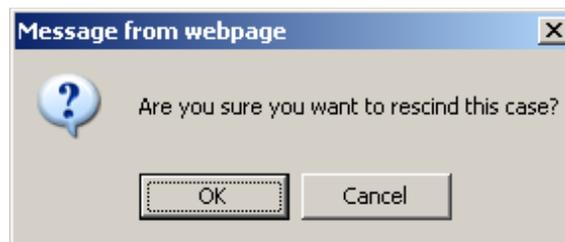
- A text instruction: 'Enter EIR Number or Notification ID and Click: Get SD Status Details button to View SD Details then click Rescind Button (This will rescind the case).'
- An input field for 'Enter EIR Number*'.
- The text 'OR'.
- An input field for 'Enter Notification ID*' and a 'Get SD Status Details' button.
- A large text area for 'Enter the Reason for Rescinding the Case*'.
- 'Rescind' and 'Cancel' buttons at the bottom of the form.

The left navigation menu includes sections for 'Voluntary Disclosure Reporting Program', 'Self Disclosures', 'Reports', 'Administration', 'Help', and 'Documents'. The 'Rescind case' link is highlighted under the 'Help' section. The footer contains contact information for the U.S. Department of Transportation, FAA, and links to 'Readers & Viewers', 'Web Policies', 'Government Sites', and 'Contact Us'.

Figure 33. Rescind Case Page

Rescind Case

2. Before rescinding a case, system allows the user to check the status details of self-disclosure that's being rescinded.
3. Ensure that Rescind  button is **disabled** when user first navigates to Rescind Case screen
4. Click Cancel.
User navigates to Self-Disclosure List page displaying all of the self-disclosures related to designated inspector.
5. FAA Inspector should have either the EIR Number or Notification ID to rescind a case.
6. Click **Get SD Status Details** button **WITHOUT** entering either EIR Number or Notification ID
The Rescind Case page displays error message to enter either one.
7. Click **Get SD Status Details** button after entering **BOTH** EIR Number and Notification ID
The Rescind Case page displays error message not to enter both.
8. Click **Get SD Status Details** button after entering **EITHER** EIR Number **OR** Notification ID
9. Ensure that  button is **enabled** when user clicks **Get SD Status Details** button after entering either EIR Number or Notification ID
10. Click Rescind.
Displays Rescind this case pop up message.



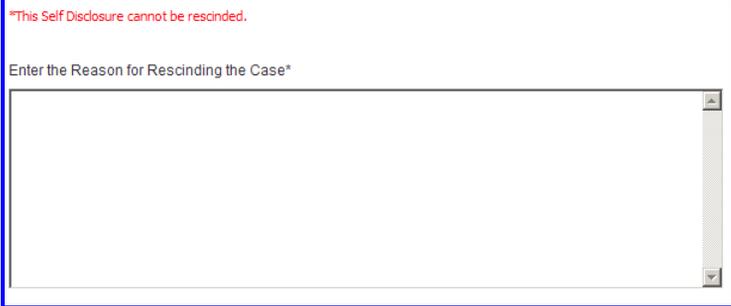
11. Click Cancel button on Rescind this case pop up message.

Rescind Case

Pop up message is closed and navigates user to Rescind case screen without any changes

12. Click OK button on Rescind this case pop up message **WITHOUT** entering any text in Reason for Rescinding Case field.

The Rescind Case page displays error message to enter reason for rescinding the case



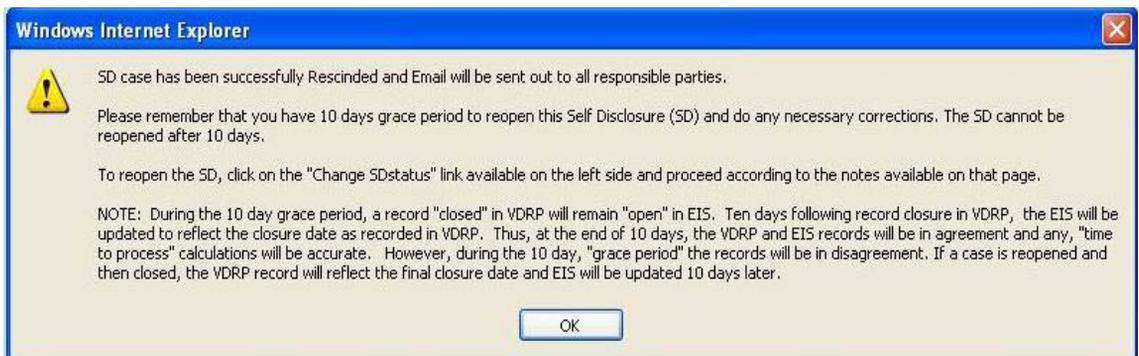
*This Self Disclosure cannot be rescinded.

Enter the Reason for Rescinding the Case*

A screenshot of a web form. At the top, there is a red error message: "*This Self Disclosure cannot be rescinded." Below this is a text input field with the placeholder text "Enter the Reason for Rescinding the Case*". The input field is empty and has a vertical scrollbar on the right side.

13. Click OK button on Rescind this case pop up message after entering text in Reason for Rescinding the case field.

User navigates to new screen with a successfully Rescinded pop up message as shown below



14. User will be given a 10-day grace period where a closed or rescinded self-disclosure can be reopened by going to **Change SD Status** link from VDRP function bar.
15. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System" on page 31

16. The rescinded self-disclosure that exceeds the 10-day limit can be re-opened via "Reopen Case" link which is accessible only by AFS-230 Personnel.
17. Click OK button on successfully Rescinded pop up message.
18. Enter all the required fields to rescind a self disclosure in INR (Initial Notification Response) stage and Click **Rescind**. Error message is displayed as "This Self Disclosure can be Deleted in Initial Notification stage".

Ensure that error message shows up for self disclosure in INR stage **ONLY** when **EIR Number is Not Yet Assigned**.

User will be able to rescind a self disclosure in INR stage if **EIR Number is assigned** to that particular self disclosure.
19. Rescinded self disclosures are accessible from 'Rejected' tab in Self Disclosure list screen and rescinding a self disclosure returns the case to the Regulated Entity for review and update.
20. Rescinding the self disclosure in "Initial Notification" stage with EIR number assigned, displays **VDRP Error** with a message as "Your data has been saved. But due to some problem, automated email did not go through. Please send the Email manually" when "Would you like to receive email?" radio option for RE and/or FAA user on Update profile screen is **No**
21. Navigate to Rescind Case screen via 'Rescind Case' link and click on 'Rescind' button after entering all the required information.

Displays **VDRP Error** with a message as "Make sure EIRNumber or NotificationID you entered belongs to one of the Designator assigned to you" when user tries to rescind a self disclosure belonging to the designator NOT assigned to him/her.

GENERAL HELP, FEEDBACK AND RELEASE NOTES

The General Help link gives user access to a complete, navigational online help system that allows him/her to search by subject, find information via an index, or to review the table of contents for the information for which they may need assistance.

To access General Help, click the General Help link located in the VDRP Function Bar.

The Online Help opens in a separate page. Using the navigational tools embedded in the online help, user can locate the interested content.

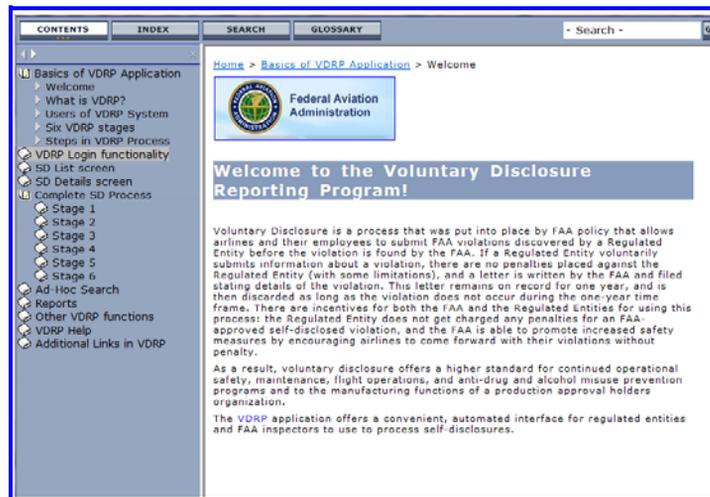


Figure 34. General Help Pop-up window

If user have questions or comments about the VDRP application, he/she can use the Feedback link located in the left navigation.

From any page within the VDRP application, click the Feedback link located in the left navigation. Click on the Customer Feedback Form for VDRP link that's provided to open the FAA - Flights Standards Services) Customer Feedback window. Select the "AFS-230 Advanced Qualification Program Branch" from the office drop-down. Select "Other" for the service provided. Enter "Comments" in the textbox. Enter your "Company Name", "Name", "Phone" and

“Email” contact information in the provided text boxes. Click “Submit” to send your comments. Close the AFS Customer Feedback window when done. User comments will be sent to the appropriate parties for review and analysis.

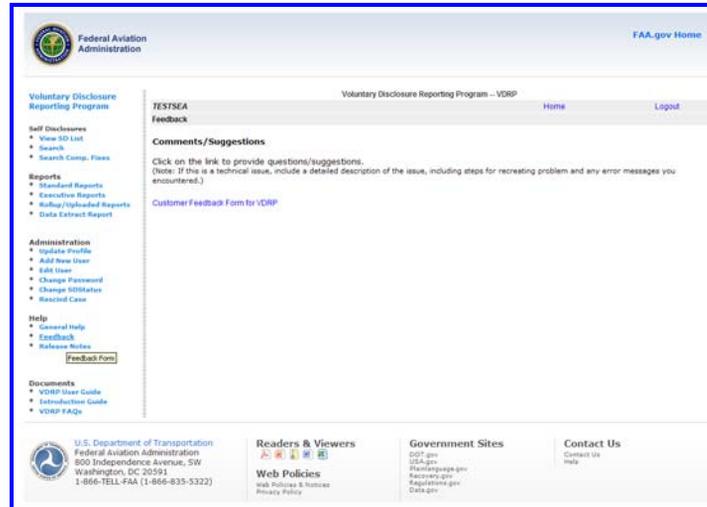


Figure 35. Feedback Screen

Release Notes located in VDRP Function Bar display the details of new functionality added to web based VDRP application

From any page within the VDRP application, click on the Release Notes link located in the left navigation and user is navigated to “Release Notes - What’s new in VDRP” screen.

VDRP USER GUIDE

The VDRP User's Guide is written for any person who wants to use the VDRP application for processing self-disclosures. This document does contain all of the information required for using the VDRP application and about user function of Regulated Entity and FAA Inspector.

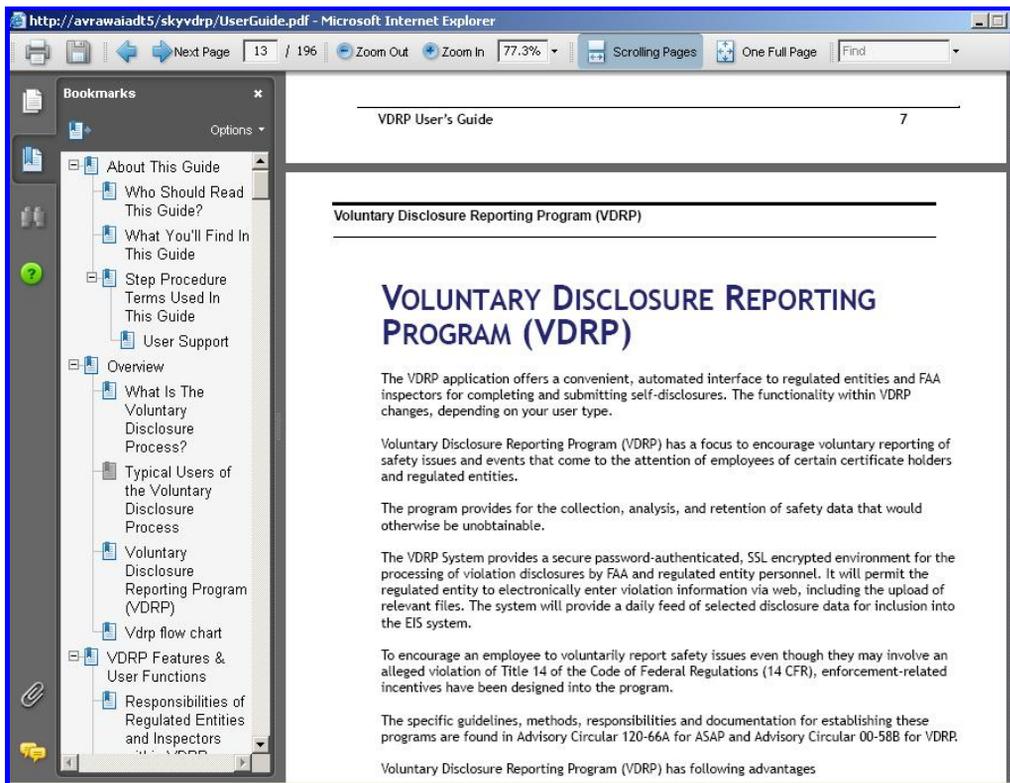


Figure 36. VDRP User Guide

INTRODUCTION GUIDE

Introduction Guide helps new users understand VDRP application. This guide explains screen-by-screen as how the VDRP system works.

There are 2 introduction Guides in VDRP application for both users under Part 121/135 and Part 145 each.

One of Guide, referred as “VDRP Introduction Guide - Air Carrier” document applicable to U.S Certificated air carriers operating under 14 CFR Part 121 or Part 135.

Other Guide, referred as “VDRP Introduction Guide - 145" document applicable to Part 145 Users.

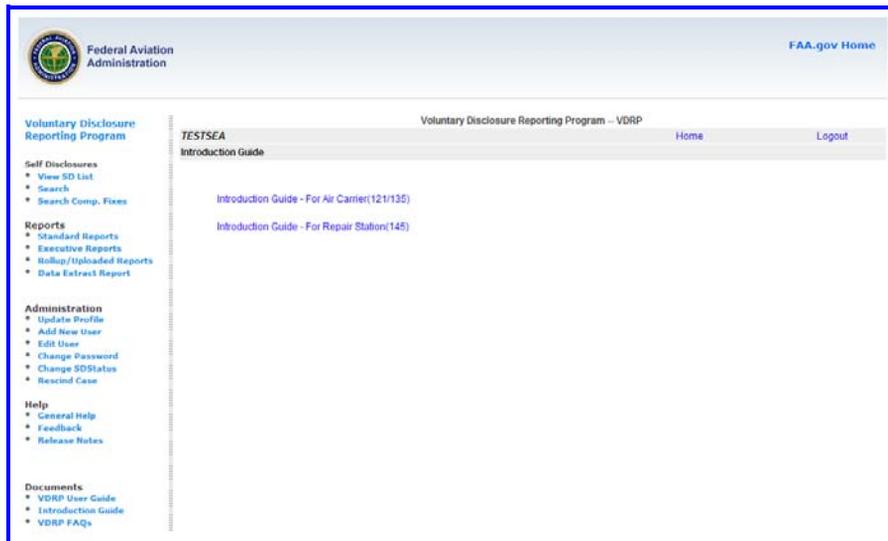


Figure 37. Introduction Guide links

COMPLETING THE VDRP SELF-DISCLOSURE SUBMISSION PROCESS

This chapter walks you through each of the stages involved in completing and processing a self-disclosure using the VDRP application. Each stage is to be completed by one of two primary users: A Regulated Entity or an FAA Inspector. To learn more about the differences between these users, refer to “VDRP Features & User Functions” on page 23. A Regulated Entity completes Stage 1: Initial Notification and Stage 3: Written Report. An FAA Inspector is required to approve the Initial Notification (Stage 2: Initial Notification Response) and the Written Report (Stage 4: Written Report Review). An FAA Inspector is also required to complete Stage 5: Surveillance and Stage 6: Inspector Signoff.

This section gives step procedures for:

- “Stage 1: Initial Notification”, which is performed by a Regulated Entity to begin the self-disclosure process.
- “Stage 2: Initial Notification Response”, which is performed by an FAA Inspector to approve the Initial Notification as a valid self-disclosure.
- “Stage 3: Written Report”, which is performed by a Regulated Entity to give all of the details of the violation.
- “Stage 4: Written Report Review”, which is performed by an FAA Inspector to approve the information included in the Written Report as complete and valid as a possible violation.
- “Stage 5: Surveillance”, which is performed by an FAA Inspector to confirm that the comprehensive fixes outlined in the Written Report have been implemented completely and successfully.
- “Stage 6: Inspector Signoff”, which is performed by an FAA Inspector to confirm that the self-disclosure is valid, that the comprehensive fix steps that were outlined in the Written Report were implemented, and to close the self-disclosure as complete.

STAGE 1: INITIAL NOTIFICATION

Initial Notification is the first stage in the self-disclosure submission process, and it must be completed by a Regulated Entity. First, we will open a blank Initial Notification form, then we can complete the form.

Opening the Initial Notification Form

Click the Create SD link found in the blue panel on the left side of the page (Figure 39).

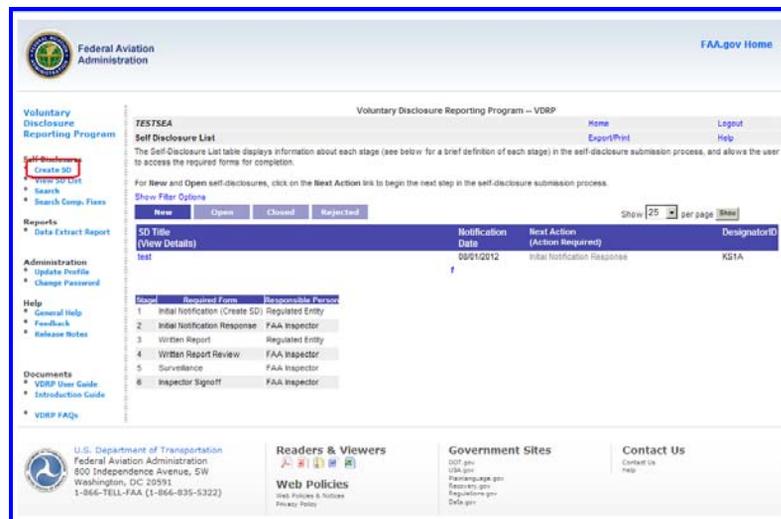


Figure 39. Self-Disclosure List Page: Create SD Link

Stage 1: Initial Notification

The Initial Notification page displays (Figure 40), showing four tabs (1-Violation, 2-Action, 3-Verify, and 4-Submit). Each tab page must be completed to submit this form.

Figure 40. Initial Notification Page

Completing the Initial Notification Form

There are four steps to complete for submitting an Initial Notification form (see corresponding sections below to learn how to perform each step):

- Step 1: “Completing the Violation Tab Page” on page 99.
- Step 2: “Completing the Action Tab Page” on page 101.
- Step 3: “Completing the Verify Tab Page” on page 103.
- Step 4: “Completing the Submit Tab Page” on page 104.

Step 1: Completing the Violation Tab Page

Completing the Violation Tab page is the first step in submitting an Initial Notification, and requires an overview statement that briefly describes the violation and must include specific details about the violation.

Perform the following steps to complete the Violation Tab page:

1. From the VDRP Self-Disclosure List page, click the Create SD link in the left navigation.

The Initial Notification page displays showing the Violation Tab page (Figure 41).

The screenshot shows the FAA.gov website interface for the Voluntary Disclosure Reporting Program (VDRP). The page title is "Voluntary Disclosure Reporting Program -- VDRP" and the user is logged in as "TESTSEA". The page is divided into a left navigation menu and a main content area. The left navigation menu includes sections for "Self Disclosures", "Reports", "Administration", "Help", and "Documents". The main content area has a breadcrumb trail: "Home > View/Print > Help > Stage 1: Initial Notification". Below the breadcrumb trail are links for "Home", "Logout", "View/Print", and "Help". The main content area is titled "Stage 1: Initial Notification" and contains a tabbed interface with four tabs: "1-Violation", "2-Action", "3-Verify", and "4-Submit". The "1-Violation" tab is active. Below the tabs, there is a message: "Click on each tab to complete all fields required for the Initial Notification form." followed by an asterisk indicating required fields. The form fields include: "Notification ID" (text input), "SD Title" (text input), "Subject*" (text input), "Notification Date*" (text input with a calendar icon), "Notification Time" (dropdown menu), "Date Discovered*" (text input with a calendar icon), and "Time Discovered" (dropdown menu). Below these fields is a large text area for "Briefly describe apparent violation:" with a "Spell Check" link. At the bottom of the form, there is a "Save Page" button and a message: "Click Save Page before you continue."

Figure 41. Initial Notification Form: Violation Tab Page

2. Type an overview statement of the initial notification you are submitting in the **Subject** field.
3. Enter **Notification Date** field manually or click Calendar Icon to select date.
4. Enter the future date in the Notification Date field and click on 'Save Page' button. Ensure that an alert message is displayed as "Notification Date may not be a future date".
5. Enter the date that is more than 30 days prior to the date on which that particular notification was submitted and click on 'Save Page' button. Once the specified date is entered, user finds that a new textbox namely "Reason for Delay" is displayed.

Stage 1: Initial Notification

The screenshot shows the 'Stage 1: Initial Notification' form within the 'JESTSECA Voluntary Disclosure Reporting Program - VDRP' interface. The form includes a navigation bar with 'Home', 'Logout', 'ViewPrint', and 'Help' links. Below the navigation bar, there are four tabs: '1-Violation' (selected), '2-Action', '3-Verify', and '4-Submit'. The form contains the following fields and instructions:

- Notification ID: 9603
- SD Title: test
- Subject: [Text box containing 'test']
- Notification Date: [Calendar icon] 7/4/2012
- Notification Time: [Hour/Minute dropdowns]
- Date Discovered: [Calendar icon] 8/1/2012
- Time Discovered: [Hour/Minute dropdowns]
- Reason for delay: [Text box]

Instructions and notes on the form include: 'Click on each tab to complete all fields required for the Initial Notification form.', '* indicates a required field.', 'Complete the following required field(s) and click Save Page.', and a red note at the bottom: '*Please explain why notification date is more than 30days prior to the date on which this notification is submitted.'

6. The "Reason for Delay" text box enables the RE User to enter the explanation as to why the Notification date entered is more than 30 days prior to the date on which the notification was submitted.
7. Specify the 'Notification Time' by clicking the drop-down arrow for the 'Hour' field, and then selecting the desired hour from the provided list. Repeat for selection of the desired minutes entry in the 'Minute' field.
8. Enter Date Discovered field manually or click Calendar Icon to select date. This date should be less than or equal to notification date and should be pre-populated in "Date Discovered" field on description tab of Written Report stage (Please refer to "Completing the Description Tab Page" on page 124).
9. Specify the 'Time Discovered' by clicking the drop-down arrow for the 'Hour' field, and then selecting the desired hour from the provided list. Repeat for selection of the desired minutes entry in the 'Minute' field.
10. Type-in brief detail of the violation in the Briefly describe apparent violation field.
11. Click Save Page to confirm your entries.
12. Continue to Step 2: "Completing the Action Tab Page" on page 101.

Step 2: Completing the Action Tab Page

Completing the Action Tab page is the second step in submitting an Initial Notification, and requires information about the action that was taken immediately after discovering the violation.

Perform the following steps to complete the Action Tab page:

1. Click the **2-Action** tab.

The Initial Notification Action Tab page displays (Figure 42).

The screenshot shows the FAA.gov website interface for the Voluntary Disclosure Reporting Program (VDRP). The page title is "Voluntary Disclosure Reporting Program -- VDRP". The user is logged in as "TESTSEA". The page is divided into several sections:

- Navigation:** Home, Logout, View/Print, Help.
- Self Disclosures:** Create SD, View SD List, Search, Search Comp. Fixes.
- Reports:** Data Extract Report.
- Administration:** Update Profile, Change Password.
- Help:** General Help, Feedback, Release Notes.
- Documents:** VDRP User Guide, Introduction Guide, VDRP FAQs.

The main content area is titled "Stage 1: Initial Notification". It features a progress bar with four tabs: "1-Violation", "2-Action" (selected), "3-Verify", and "4-Submit". Below the tabs, there are input fields for "Notification ID" and "SD Title". A "Spell Check" button is located to the right of the "SD Title" field. A large text box is provided for the user to "Briefly describe action taken after apparent violation was detected:". Below the text box, there is a "Save Page" button. At the bottom of the page, there is a "Save Page" button and a note: "Click Save Page before you continue."

Figure 42. Initial Notification Form: Action Tab Page

2. Type a brief description of the action taken to fix the current violation conditions, after it was detected, in the text box provided.
3. Click **Save Page** to confirm your entries, then continue to Step 3: "Completing the Verify Tab Page" on page 103.

Step 3: Completing the Verify Tab Page

Completing the Verify Tab page is the third step in submitting an Initial Notification, and requires that you answer several questions about the violation.

Perform the following steps to complete the Verify Tab page:

1. Click the **3-Verify** tab.

The Initial Notification Verify Tab page displays (Figure 43).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Initial Notification Form, specifically the Verify Tab page. The page header includes the FAA logo and the text "Federal Aviation Administration" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation tabs for "TESTSEA", "Stage 1: Initial Notification", "Home", "Logout", "View/Print", and "Help". The "Stage 1: Initial Notification" tab is active, and it contains four sub-tabs: "1-Violation", "2-Action", "3-Verify", and "4-Submit". The "3-Verify" tab is selected. The form contains several sections: "Self Disclosures" with links for "Create SD", "View SD List", "Search", and "Search Comp. Fixes"; "Reports" with a link for "Data Extract Report"; "Administration" with links for "Update Profile" and "Change Password"; "Help" with links for "General Help", "Feedback", and "Release Notes"; and "Documents" with links for "VDRP User Guide", "Introduction Guide", and "VDRP FAQs". The main form area includes a "Notification ID" field, an "SD Title" field, and a "Save Page" button. Below these fields, there are several questions with radio button options for "Yes" and "No": "Did Non-Compliance Cease after Detection?*", "Is an evaluation underway to determine if there are any Systemic Problems?*", "Will the Written Report be submitted within 10 working days?*", "Was the Apparent Violation Discovered During Air Carrier Evaluation Program(ACEP)?*", and "Was the Apparent Violation Discovered as the result of an Aviation Safety Action Program (ASAP) Report?*" There is also a "Media Used to Notify Self Disclosure" dropdown menu and a "Spell Check" link. A large text area for "Further clarification of above:" is provided. At the bottom, there is a "Save Page" button and a note: "You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button on the Submit Tab form to send the form to an FAA Inspector for review and approval." and "Click Save Page before you continue."

Figure 43. Initial Notification Form: Verify Tab Page

Stage 1: Initial Notification

2. Answer all of the questions shown on this page, using the following information as a guide (all questions must be answered to submit the Initial Notification):
 - a. **Did Non-Compliance Cease after Detection?** If the violation was fixed once it was detected, choose **Yes**. If the violation was not fixed immediately, choose **No** and explain your answer in the text box provided.
 - b. **Is an evaluation underway to determine if there are any systemic problems?** If an evaluation is currently being performed to determine if systematic problems exist, choose **Yes**. If no evaluation is taking place, choose **No** and explain your answer in the text box provided.
 - c. **Will the written report be submitted within 10 working days?** To confirm that you will complete the Written Report within 10 days from receipt of the Initial Notification, choose **Yes**. If you are unable to make this deadline, choose **No** and explain your answer in the text box provided.
 - d. **Was the Apparent Violation Discovered During Air Carrier Evaluation Program (ACEP)?** If the violation was discovered during the ACEP evaluation, choose **Yes**. Otherwise, choose **No** and explain your answer in the text box provided.
 - e. **Was the Apparent Violation Discovered as a result of an Aviation Safety Action Program (ASAP) Report?** If the violation was discovered during the ASAP evaluation, choose **Yes**. Otherwise, choose **No** and explain your answer in the text box provided.
6. If you answered **No** to any of these questions that you have not explained in the text box provided, do so now.
7. Click the drop-down arrow in the **Media Used to Notify Self Disclosure** field and select the manner in which you communicated the self-disclosure. Your choices are **Phone**, **Fax**, **Web** or **In Person**.
8. Click to confirm your entries, and continue to Step 4: "Completing the Submit Tab Page" on page 104.

[Step 4: Completing the Submit Tab Page](#)

Completing the **Submit Tab** page is the fourth and final step in submitting an Initial Notification, and requires that you define your Business Concern (See "What is a Business Concern?" on

Stage 1: Initial Notification

page 219), specify the Last Name/First name of the person representing the Regulated Entity in this self-disclosure submission.

Perform the following steps to complete the Submit Tab page:

1. Click the **4-Submit** tab.

The Initial Notification Submit Tab page displays (Figure 44).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Initial Notification Submit Tab page. The page header includes the FAA logo and the text "Federal Aviation Administration" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there is a navigation bar with tabs for "1-Violation", "2-Action", "3-Verify", and "4-Submit", with "4-Submit" being the active tab. The page content includes a "Notification ID" field, an "SD Title" field, and a "Designator ID" field with the value "KS1A". There is a "Business Concern*" dropdown menu with a value of "None". Below this are fields for "Regulated Entity Preparing Comprehensive Fix:", "Last Name*", "First Name*", and "Contact Information*". There are "Browse..." and "Upload" buttons for uploading a document. At the bottom, there are "Save Page" and "Submit" buttons. The page also includes a "Help" section with links for "General Help", "Feedback", and "Release Notes".

Figure 44. Initial Notification Form: Submit Tab Page for 14CFR Part 145

2. Click the drop-down arrow in the Business Concern field and select the type of business (Small, Large, Individual, or Other) that applies to you. If you are not sure under which category your organization falls, refer to A“What is a Business Concern?” on page 219.

Stage 1: Initial Notification

3. If submitter is Part 119.65 or 119.69 Company Official, select the name of submitter from the 119 Official drop down. Select option as "None", if the submitter is not 119 Official.

Federal Aviation Administration

Voluntary Disclosure Reporting Program -- VDRP

TEST76EA

Stage 1: Initial Notification

Home View/Print Logout Help

Click on each tab to complete all fields required for the initial notification form.

1-Violation 2-Action 3-Verify 4-Submit

* Indicates a required field.

Notification ID SD Title

Complete the following required field(s) and click Save Page:

Designator ID K51A

Business Concern*

119 Official (Select your name from the list, if you are 119 Official) None

Regulated Entity Preparing Comprehensive Fix.

Last Name*

First Name*

Contact Information*

To upload a letter signed by one of the management officials specified in 14 CFR Part 119.65 or 119.69 or to attach any document which will assist in the processing of this disclosure, click Browse and select the desired file by clicking on its name. Then, select, Upload. Verify the proper file name has been uploaded to the VDRP web-tool.(Multiple attachments are authorized)

Browse... Upload

[You can view the uploaded file(s) also in the Self-Disclosure Details Page after the Initial Notification is submitted. (click the View SD List link, then click the corresponding SD Title link.) Go to the Initial Notification section to view the attached authorization letter to this Initial Notification.]

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button on the Submit Tab form to send the form to an FAA inspector for review and approval.

Click Save Page before you continue. Save Page

Click Submit to complete or Click Delete to delete the SD.

Initial Notification Submit Delete

Figure 45. Initial Notification: Submit Tab Page for 14CFR Part 121 and/or Part 135

4. Type the Last Name, First Name and Contact Information of the person who represents your organization (Regulated Entity) that is preparing the Comprehensive Fix for the violation in the designated fields.
5. Optionally, user can upload **any attachments** to support the initial notification and can view the uploaded files in self disclosure details page after the initial notification is submitted.
6. To Upload a document, click on **Browse...** button, the 'Choose File' dialog displays.
7. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the **Browse...** button.

Stage 1: Initial Notification

8. Click and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.
9. Click without selecting any documents.

The message, "*Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?*" displays.
10. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List** page->**EIR Number** column.

If user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.
11. When done, click to confirm your entries.
12. Click "Delete" button, if user wants to delete the created self-disclosure.

The Self Disclosure created will be deleted and user will be navigated to Self Disclosure List Screen. User will be able to delete self-disclosure from any of the four tabs before or after submission of newly created self-disclosure.
13. Otherwise, Click .
13. The message, "*Are you sure you want to submit this record?*" displays.
14. Click OK to confirm.

The message, "*Record Inserted Successfully and Email will be sent to all responsible parties*" displays.

Note: Email Notifications are sent to **all the three PI's** namely PAI, PMI and POI listed in the pick list of VDRP application and to **Regulated Entity** - who created the self disclosure. Click OK to complete the submission.
15. Once you have completed and submitted the Initial Notification, See "Stage 2: Initial Notification Response" on page 109 must be completed next.
16. The completed Initial notification form can be viewed in Read-Only format on "VDRP Self-Disclosure Details Screen" on page 39.

For Operators NOT certificated under Part 121 or Part 135, self disclosure details such as

Stage 1: Initial Notification

Notification ID, EIR Number, Notification Title, Designator, Inspector name and other info are displayed

For Operators certificated under Part 121 or Part 135, a new extra field **“Submitter found in WEBOPSS 119 list?”** is displayed along with the self disclosure details same as those displayed for operators NOT certificated under Part 121 or Part 135.

STAGE 2: INITIAL NOTIFICATION RESPONSE

Completing an Initial Notification Response is the second stage in the VDRP process, and it must be completed by an FAA Inspector in response to a submitted Initial Notification. Upon completion of this stage, an email notification is sent to the Regulated Entity to either confirm or deny the proposed self-disclosure.

Operators certificated under 14 CFR Part 145

Completing the Initial Notification Response form

Perform the following steps to complete the Initial Notification Response form:

1. From the Self-Disclosure List page, click the **New** tab

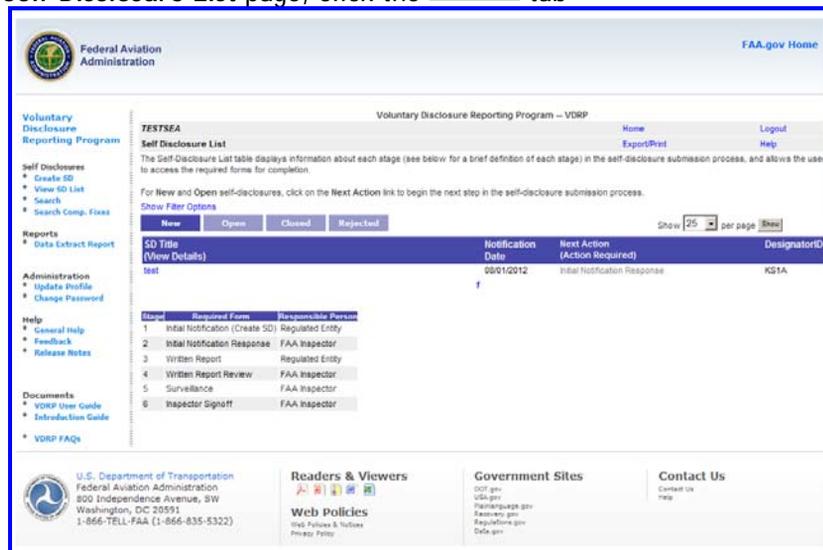


Figure 46. Self Disclosure List screen

2. Click the Initial Notification Response link in the Next Action column.

The Initial Notification Response page displays (See “Initial Notification Response Form” on page 110).

The screenshot shows the 'Initial Notification Response' form within the FAA's Voluntary Disclosure Reporting Program (VDRP) web application. The page header includes the FAA logo and 'Federal Aviation Administration' on the left, and 'FAA.gov Home' on the right. A navigation menu on the left lists various options like 'Self Disclosures', 'Reports', 'Administration', 'Help', and 'Documents'. The main content area is titled 'TESTSEA Voluntary Disclosure Reporting Program - VDRP' and includes links for 'Home', 'Logout', 'ViewPrint', and 'Help'. The form displays the following information: 'Stage 2: Initial Notification Response', 'Designator ID: K51A', and 'Notification ID: 9603'. Below this, there is a section for 'Self Disclosure Title' with a 'Check for similar disclosures' link. The form requires the user to complete several fields: 'Name of approving Inspector*' (with a dropdown menu), 'Specify the Investigation Commence Date*' (with a calendar icon), and two radio button questions: 'Is this a Valid Self Disclosure?*' and 'Was Submitted/Has Letter from 119 official?*', both with 'Yes' and 'No' options. A 'Spell Check' link is provided for the text input. There is a large empty text area for providing a brief explanation for rejection or acceptance. Below this is an 'Upload' section with 'Browse' and 'Upload' buttons. At the bottom of the form, there are 'Save Page' and 'Send Back' buttons, and a 'Submit' button. The footer contains contact information for the U.S. Department of Transportation, FAA, and links to various government sites and web policies.

Figure 47. Initial Notification Response Form

3. Check that the static text for Designator ID, Notification ID and Self Disclosure Title is displayed at the top of INR form.
4. Click on ‘Check for similar disclosure’ link and a new window opens up and navigates to Text search functionality (Refer to “Search (Text)” on page 49 and see Figure 49 on page 116)
5. Select the Name of approving inspector from the drop down.
6. Specify the date that the investigation began by typing the date (*mm/dd/yyyy*) in the Specify the Investigation Commence Date field, or clicking the  icon to access the Calendar Feature. This date should not be greater than today.

Stage 2: Initial Notification Response

7. Select **Yes** or **No** to specify whether the self-disclosure is valid. *If "Is this a Valid Self Disclosure?" field is disabled with user unable to change the radio buttons (Yes or No), then ensure that the following message "Cases with EIR number assigned are always Valid" is displayed.*
8. If you answered **No** to the above question, explain why the self-disclosure is not valid in the **If No, Explain** field.
9. If **"No"** option is selected for **"Is this a valid Self Disclosure?"**, then ensure that the **"Send Back"** button is disabled so that the FAA user cannot send back the self disclosure that is Invalid.
10. Click **"Submit"** after selecting **No** for **"Is this a Valid Self-disclosure?"**
Displays **"Are you sure you want to make this case Invalid?"** with **OK** and **Cancel** buttons.
11. Click **"OK"** button to continue the invalidation of the self-disclosure
Displays a pop up with following message **"EIR Number is not generated as it has been determined that this is not a Self-Disclosure case. An Email has been sent out to all relevant users. Please remember that you have 10 days grace period to reopen this Self Disclosure (SD) and do any necessary corrections. The SD cannot be reopened after 10 days. To reopen the SD, click on the "Change SDstatus" link available on the left side and proceed according to the notes available on that page."**
12. Click **"Cancel"** button to terminate the invalidation and allow the user to return to INR stage to take whatever action he/she deem appropriate.
13. Select **Yes** or **No** to specify if the FAA Inspector accepts or rejects the reason for delay text entered by RE User to notify about the self disclosure for the field **"Do you accept the reason for the delay to Notify"**.

Stage 2: Initial Notification Response

Federal Aviation Administration
FAA.gov Home

Voluntary Disclosure Reporting Program

TESTSEA
Stage 2: Initial Notification Response

Home Logout
ViewPrint Help

* Indicates a required field.
Designator ID: KS1A Notification ID: 9603
Self Disclosure Title: _____
Check for similar disclosures

Complete the following required field(s) and click: Save Page:

Name of approving Inspector* _____
Specify the Investigation Commence Date* _____

Is this a Valid Self Disclosure?* Yes No
Was Submitted/Has Letter from 119 official?* Yes No
Do you accept the reason for the delayed Notification?* Yes No

If "Invalid", provide brief explanation for rejection. If "Valid", despite failure to meet timeliness criteria, provide brief explanation for acceptance. (Note: A Principal may accept an SD whenever it is determined that a later submission is justified.) [Spell Check](#)

To upload any supporting files/documents, click, [Browse](#) and select the desired file by clicking on its name. Then, select, [Upload](#). Verify the proper file name has been uploaded to the VDRP web-tool.

14. Click OK.
User finds Save Page, Send Back and Submit buttons on that page are **disabled**
15. User can upload any attachments to support the initial notification response. He/she can view the uploaded files in self disclosure details page after the initial notification response stage is submitted.
16. To Upload a document, click on [Browse...](#) button, the 'Choose File' dialog displays.
17. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the [Browse...](#) button.
18. Click [Upload](#) without selecting any documents. The message, "Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?" displays.
19. Once the document is uploaded, the attachments table displays the name of the documents, along with 'View' and 'Delete' links. User can view the document via the View link on this

Stage 2: Initial Notification Response

page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List** page->**EIR Number** column.

If user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.

20. If user wants to send the self disclosure for further updates to Regulated Entity, then click **Send Back** button to send back a **valid** self disclosure to Initial Notification stage.

Displays pop up message as "SD has been sent back to initial notification stage. Please inform the Regulated Entity to make the Updates". Also email notifications are sent to RE and PI when PI send the case back to RE. Click to confirm your entries

21. Click .

The message, "EIR Number associated with this case is <EIR Number>. An Email has been sent out to all relevant users" displays. This number is your case number, and is used throughout the VDRP process as a reference to this case. Please make note of this number for future reference. Email Notifications are sent to **Regulated Entity** - who submitted the initial notification and to **Principal Inspector** - who is reviewing the case (and also to back up inspector working on this case, if any). This email is a prompt to the Regulated Entity that the Written Report must be submitted to continue the self-disclosure process.

22. Click .

Once a completed Initial Notification Response is submitted, the Regulated Entity is ready to begin "Stage 3: Written Report" on page 121.

Operators certificated under 14 CFR Part 121 and/or Part 135

Completing the Initial Notification Response form

For designators belonging to Part 121, Part 135 or Part 121/135, completing an **Initial Notification response** is the second stage in the VDRP process BUT done in two parts. The first part requires Principal Inspector(PI) to complete the initial notification response stage and submit to Senior Office Manager (SOM) for his/her approval. The second part requires the SOM to optionally enter any comments and click on Submit/Return button based on concurrence or nonconcurrence with PI's determination of the self-disclosure.

Perform the following steps to complete the Initial Notification Response form for SOM approval:

1. Log into VDRP as Principal Inspector with a valid username/password.
2. From the Self-Disclosure List page, click the  tab.
3. Click the Initial Notification Response link in the Next Action column.

The Initial Notification Response page displays (See "Initial Notification Response Form - 119 Official Verification" on page 115).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) Initial Notification Response form. The page header includes the FAA logo and the text "Federal Aviation Administration" and "Voluntary Disclosure Reporting Program - VDRP". The user is logged in as "TESTSEA". The form displays the following information:

- Designator ID: KS1A
- Notification ID: 9603
- Self Disclosure Title: [Empty field]

The form contains several sections for user input:

- Name of approving Inspector***: A dropdown menu.
- Specify the Investigation Commence Date***: A date input field.
- Is this a Valid Self Disclosure?***: Radio buttons for Yes and No.
- Was Submitted/Has Letter from 119 official?***: Radio buttons for Yes and No.
- Explanation**: A large text area for providing a brief explanation for rejection if "Invalid" or for acceptance if "Valid".
- Upload**: A "Browse" button to select supporting files and an "Upload" button.

At the bottom of the form, there are buttons for "Save Page", "Send Back", and "Submit". The footer contains contact information for the FAA, including the U.S. Department of Transportation, and links to "Readers & Viewers", "Web Policies", "Government Sites", and "Contact Us".

Figure 48. Initial Notification Response Form - 119 Official Verification

4. Check that the static text for Designator ID, Notification ID and Self Disclosure Title is displayed at the top of INR form.
5. Click on 'Check for similar disclosure' link and a new window opens up and navigates to Text search functionality (Refer to See "Search (Text)" on page 49)

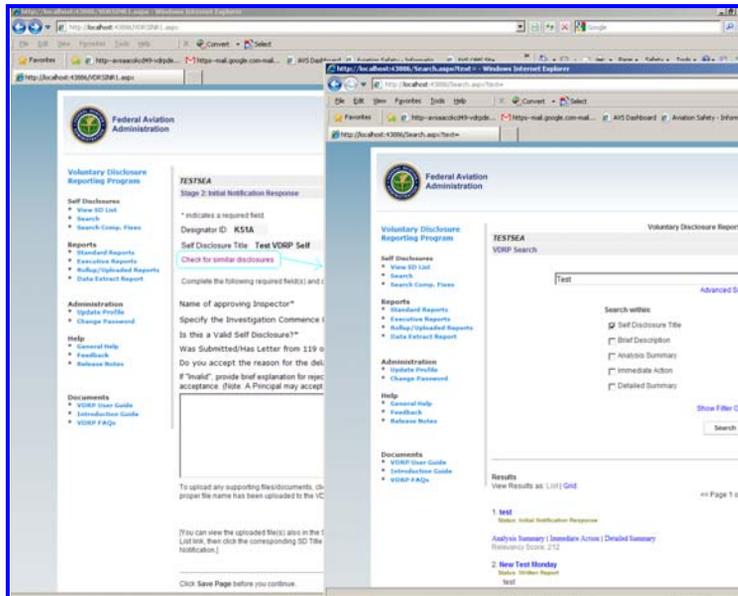


Figure 49. Check for similar disclosures

6. Select the **Name of approving inspector** from the drop down.
7. Specify the date that the investigation began by typing the date (*mm/dd/yyyy*) in the **Specify the Investigation Commence Date** field, or clicking the  icon to access the Calendar Feature. This date should not be greater than today.
8. Select **Yes** or **No** to specify whether the self-disclosure is valid.
9. If you answered **No** to the above question, explain why the self-disclosure is not valid in the textbox **If No, Explain** field. Ensure that “Send Back” button is disabled so that the FAA user cannot sent back the self disclosure that is Invalid.
10. Click “Submit” after selecting **No** for “Is this a Valid Self-disclosure?”
Displays “Are you sure you want to make this case **Invalid**?” with OK and Cancel buttons.
11. Click “OK” button to continue the invalidation or Click “Cancel” button to terminate the invalidation.

Stage 2: Initial Notification Response

12. Select **Yes** or **No** to specify whether this self-disclosure is submitted by **119 Official** or whether a letter has been uploaded by **119 Official**.
13. Select **Yes** or **No** to specify whether the FAA Inspector accepts or rejects the reason for delay text entered by RE User to notify about the self disclosure for the field "Do you accept the reason for the delay to Notify".
14. User can **upload** any supporting files or documents and can view the uploaded files in self disclosure details page after the initial notification response stage is submitted.
15. To Upload a document, click on button, the 'Choose File' dialog displays.
16. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List page->EIR Number** column.
17. Otherwise, Click to confirm your entries.
18. If enabled, the **Send Back** button sends back a **valid** self disclosure to Initial Notification stage. Displays pop up message as "SD has been sent back to initial notification stage. Please inform the Regulated Entity to make the Updates". Also email notifications are sent to RE and PI.
19. Ensuring that there exists **no SOM user** in the database for the specified CHDO, Click button to submit the self-disclosure **BEFORE** SOM User is added to VDRP system. If the submitting CHDO has no SOM designated in the VDRP database, and attempts to submit a disclosure in Stage 2 or 6, the message, "Add Senior Office Manager user to the VDRP system before you submit." will be displayed and submission will not be permitted until an SOM user is designated for the office. The SOM user must be added via the "Add New User" option.
20. Click button to submit the self-disclosure **AFTER** SOM User is added to VDRP system for SOM approval.

The message, "An Email has been sent out to all relevant users" displays. An email is sent to Principal Inspector who submitted the Initial Notification response stage and Senior Office Manager whose approval is required to navigate to second part of Initial Notification Response stage.
21. Click .

Stage 2: Initial Notification Response

Once a completed first part of Initial Notification Response stage is submitted by Principal Inspector, the Self-disclosure is ready for the second part of Initial Notification Response stage which requires SOM Approval via “Senior Office Manager Approval - INR Stage” on page 118.

22. Make sure to check that the self disclosure submitted by Principal Inspector displays as Inactive “Initial Notification Response - Under SOM Review” link under Next Action column on ‘New’ tab of Self-disclosure list screen.
23. The completed Initial notification response form can be viewed in Read-Only format on “VDRP Self-Disclosure Details Screen” on page 39.
For Operators NOT certificated under Part 121 or Part 135, self disclosure details such as “Is Valid SD?”, Investigation commence date, Inspector name etc are displayed.
For Operators certificated under Part 121 or Part 135, a new extra field “Submitted/Letter from 119 Official?” is displayed along with the self disclosure details same as those displayed for operators NOT certificated under 121 or 135.
24. Eventhough the Principal Inspector submits the Initial Notification Response form, the self disclosure is not ready to navigate to Written Report stage until the second part of INR stage is completed by approval of Senior Office Manager via “Senior Office Manager Approval - INR Stage” on page 118.

Senior Office Manager Approval - INR Stage

The Office Manager who have oversight responsibility for operators certificated under Title 14 Code of Federal Regulations (14 CFR) part 119 for operations under part 121 or part 135 must determine whether, based on the information available at FAA at the time, the initial submission of self-disclosure does or does not meet the criteria for acceptance under the FAA’s voluntary disclosure policy.

Perform the following steps to complete the Senior Office Manager Approval for InitialNotificationResponse form in Stage II of the VDRP system:

1. Log into VDRP as Senior Office Manager (SOM) with a valid username/password belonging to the same CHDO of PI who submitted the self disclosure.
2. From the Self-Disclosure List page, click the  tab.

Stage 2: Initial Notification Response

- Click the “Initial Notification Response” link under ‘Next Action’ column as SOM User. The Senior Office Manager Approval for InitialNotificationResponse page is displayed (See “Senior Office Manager Approval Screen - INR Stage” on page 119)

Note: You must be an office Manager to access a SOM Approval for submission. If you see the ‘Initial Notification Response - Under SOM Review’ link but it is grayed out (you cannot click it), this indicates that you are not logged in as Office Manager.

The screenshot displays the "Senior Office Manager Approval" screen for the Voluntary Disclosure Reporting Program (VDRP). The page header includes the Federal Aviation Administration logo and the text "Federal Aviation Administration" and "FAA.gov Home". The main content area is titled "Voluntary Disclosure Reporting Program -- VDRP" and "TESTSEA". It shows a "Senior Office Manager Approval for InitialNotificationResponse" form. The form includes fields for "Designator ID: KS1A", "EIR Number", and "Notification ID: 9603". The "Self Disclosure Title" is "Test Failed on FDR". Below the form, there is a text area for comments with the text: "The FDR failed to initiate during the FFC. Further tests will be conducted in NTSS facility." At the bottom of the form, there are "Return" and "Submit" buttons. The footer contains contact information for the U.S. Department of Transportation, Federal Aviation Administration, and links to "Readers & Viewers", "Government Sites", and "Contact Us".

Figure 50. Senior Office Manager Approval Screen - INR Stage

- Optionally enter SOM comments based on approval or rejection about the information filled in by the Principal Inspector in INR stage.
- Click on ‘Return’ button indicating SOM’s non-concurrence with PI’s determination about the self disclosure. The self disclosure navigates to Initial Notification response stage allowing the Principal Inspector to add or update the INR form accordingly to re-send the returned case for SOM approval.

Stage 2: Initial Notification Response

6. Click on 'Submit' button indicating SOM's concurrence with PI's determination about the self disclosure
The self disclosure navigates to Written Report stage after SOM submits the self disclosure via SOM Approval screen which completes the second part of INR stage.
Click OK.
A confirmation pop up appears as "EIR Number associated with this case is <EIR Number>. An Email has been sent out to all relevant users" displays denoting successful approval of Senior Office Manager from INR stage to Written Report stage.
This number is your case number, and is used throughout the VDRP process as a reference to this case. Please make note of this number for future reference.
7. An email is sent to **Senior Office Manager** - who submitted the approval of Initial Notification response stage, **Principal Inspector** - who submitted the first part of INR stage and **Regulated Entity** - who submitted the initial notification. This email is a prompt to the Regulated Entity that the Written Report must be submitted to continue the self-disclosure process.
8. Once the second part of Initial Notification Response stage is completed and submitted by Senior Office Manager, the Regulated Entity is ready to begin "Stage 3: Written Report" on page 121

STAGE 3: WRITTEN REPORT

Written Report is the third stage in the self-disclosure submission process, and it must be completed by a Regulated Entity upon receipt of an Initial Notification Response email. First we will open a blank Written Report form, then we can complete the form.

Opening the Written Report Form

Perform the following steps to open a blank Written Report form:

1. Log into VDRP (see “Logging Into VDRP” on page 11).
2. Click on the **Open Tab** from the **Self-Disclosure List** page to view all open self-disclosures that require some action.
3. Click on the **Written Report** link in the **Next Action** column that corresponds to the self-disclosure for which an email was received.

Note: You must be a Regulated Entity to access a Written Report for submission. If you see the Written Report link but it is grayed out (you cannot click it), this indicates that you are not logged in as a Regulated Entity.

Stage 3: Written Report

The Written Report page displays (Figure 51) with the General Tab page open. There are eight forms (tabs) that require completion for this form.

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report form. The page is titled "Voluntary Disclosure Reporting Program -- VDRP" and includes a navigation bar with "Home", "ViewPrint", "Logout", and "Help" links. The form is for a report titled "TESTSEA" and is currently on the "1-General" tab. The left sidebar contains navigation links for "Self Disclosures", "Reports", "Administration", "Help", and "Documents".

The form fields include:

- Designator: KS1A
- EIR Number: 2012AL014003
- SD Title: test
- Written Report Date: 8/15/2012
- Certificate Type: FLIGHT ENGINEER
- Company Name: Piers Aviation Services, Inc.
- Company Address: PO Box 110
- City: Delta junction
- State: Marshall Islands
- Zip Code: 99876

For the purpose of identifying responsible personnel, please check the box for the activity below and type in the information requested for that activity (Note: if the same person will be used for multiple activities, check those activities first, then enter the requested information for the first selected such activity only):

Activity	Last Name	First Name	Position	Phone	PhoneExt	Email
<input type="checkbox"/> Immediate Action						
<input type="checkbox"/> Comprehensive Fix						
<input type="checkbox"/> Discovered Alleged Violation						
<input checked="" type="checkbox"/> Filing Report						
<input type="checkbox"/> Monitoring Implementation of Fix						

Personnel information for the selected activity:

- Last Name: Doe
- First Name: John
- Position: Manager
- Phone Number: 5555554545
- Ext:
- Email: afs230-vdrp@faa.gov

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click: Save Page before you continue. Save Page

Figure 51. Written Report Form: General Tab Page

Completing a Written Report

Now that the Written Report form is open, you are ready to complete the form. There are eight steps you must complete to submit a Written Report for review by an FAA Inspector, including:

- Step 1: “Completing the General Information Tab Page” on page 123
- Step 2: “Completing the Description Tab Page” on page 124
- Step 3: “Completing the Summary Tab Page” on page 129
- Step 4: “Completing the Action Tab Page” on page 131
- Step 5: “Completing the Analysis Tab Page” on page 132
- Step 6: “Completing the Comprehensive Fix Tab Page” on page 134
- Step 7: “Completing the Equipment Tab Page” on page 139
- Step 8: “Completing the Submit Tab Page” on page 141

Step 1: Completing the General Information Tab Page

Completing the **General Tab** page is the first step in completing a Written Report. General information for a Written Report consists of your current position within an airline organization, the name and address of your organization, and the name, position, and contact information of the FAA company official filing this report (most likely, it is you).

Perform the following steps to complete the General page of the Written Report:

1. With the **General Tab** active (Figure 51), click the drop-down arrow in the **Certificate Type** field and select certificate type that closely reflects your current position.
2. Type the name of the company you are representing in the **Company Name** field.
3. Type the address of the company you are representing in the **Company Address, City, State, and Zip Code** fields.
4. User can enter international address by selecting 'N/A' from 'State' drop-down. When LOC is generated displaying the address at top right corner of the letter in sixth stage, the international address is correctly displayed as entered in this tab.

5. User will be asked for the contact information of responsible personnel for the various activities listed in this section of the form in subsequent pages of the Written Report.
6. Select the appropriate check boxes for each of the activities that you're responsible for. For example, if user is responsible for both the Comprehensive Fix and Filing Report, both check boxes should be selected.
7. Complete all required information fields below the activity contact table (Last Name, First Name, Position, Phone Number/Ext, and E-mail).
8. Click to confirm your entries.
9. Continue to Step 2: "Completing the Description Tab Page" on page 124.

[Step 2: Completing the Description Tab Page](#)

Completing the **Description Tab** page is the second step in completing a Written Report and is broken into two procedures: Adding a FAR to the Self-Disclosure and Completing the Description Tab page.

Adding a FAR to a Self-Disclosure

Perform the following steps to Add a FAR to the Self-Disclosure:

Adding a FAR to a self-disclosure is a required part of completing the Written Report form.

1. Click the **2-Description** tab.

The Description Tab page displays (Figure 52).

Federal Aviation Administration
FAA.gov Home

Voluntary Disclosure Reporting Program
TESTSEA
Voluntary Disclosure Reporting Program – VDRP
Stage 3: Written Report
Home View/Print Logout Help

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. File 7-Equipment 8-Submit

* indicates a required field
Designator: K51A
Review Cycle: 1

EIR Number: 2012AL014003
SD Title: test

Complete the following required field(s) and click **Save Page**.

Specify the FAR(s) to associate with this violation (click **Select FAR**, select from the listing (type first few chars to get the list of all nearest matching FARs), then click **Add FAR** to complete the add):

Violated FAR	FAR Description	Delete
101	MOORED BALLOONS, KITES, UNMANNED ROCKETS AND UNMANNED FREE BALLOONS	<input type="button" value="Delete"/>

Date Discovered*: 8/1/2012

Time Discovered*: 10 : 19

Location of Discovery*: Phoenix, AZ

Date Occurred*: 8/1/2012 # Date Occurred is unknown, please enter the date discovered instead.

Time Violation Remained Undetected*: 1 Cycles and/or : :

Regulated Entity who Discovered Violation:

Last Name*: Doe, Jr.

First Name*: John

Position*: Flight Tech

Phone Number: 555554545 Ext. :

Email: jd-8409@airline.com

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval.

Click **Save Page** before you continue.

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

Readers & Viewers
Web Policies
Web Policies & Notices
Privacy Policy

Government Sites
DOT.gov
USA.gov
PlainLanguage.gov
Recovery.gov
Regulations.gov
Data.gov

Contact Us
Contact Us
Help

Figure 52. Written Report Form: Description Tab Page

2. Click the button.

Stage 3: Written Report

The Select FAR field displays (Figure 53).

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. Fix 7-Equipment 8-Submit

* indicates a required field. Designator: KS1A Review Cycle: 1

EIR Number: 2012AL014003 SD Title: Test VDRP Self Disclosure

Complete the following required field(s) and click **Save Page**:

Specify the FAR(s) to associate with this violation (click **Select FAR**, select from the listing (type first few chars to get the list of all nearest matching FARs), then click **Add FAR** to complete the add)*:

No FAR Violations selected

Select FAR

Figure 53. Written Report Form: Description Tab Page with FAR Field

The Add FAR field displays (Figure 54).

Click on each tab to complete all fields required for the Written Report form.

1-General 2-Description 3-Summary 4-Action 5-Analysis 6-Comp. Fix 7-Equipment 8-Submit

* indicates a required field. Designator: KS1A Review Cycle: 1

EIR Number: 2012AL014003 SD Title: Test VDRP Self Disclosure

Complete the following required field(s) and click **Save Page**:

Specify the FAR(s) to associate with this violation (click **Select FAR**, select from the listing (type first few chars to get the list of all nearest matching FARs), then click **Add FAR** to complete the add)*:

No FAR Violations selected

Select FAR From Below List:

12

121 - certification and operations: domestic, flag, and supplemental air carriers and commercial operators of large aircraft
121.1 - applicability of part 121
121.1005 - hazardous materials training required.
121.1005A - trng rghts, except as provided in para b,c, and f of this sect, no cert holder may use any crewmember or person to perfo
121.1005B - new hire or new job function. a person who is a new hire and has not yet satisfactorily completed the reqd initial hazma
121.1005C - persons who work for more than one cert holder. a cert holder that uses or assigns a person to perform or directly supe
121.1005C1 - the cert holder using this exception receives written verification from the person designated to hold the trng records
121.1005C2 - the cert holder who trained the person has the same operations specifications regarding the acceptance, handling, and tr
121.1005D - recurrent haz mat trng-completion date. a person who satisfactorily completes recurrent haz mat trng in the calendar mon
121.1005E - repair stations. a cert holder must ensure that each repair station performing work for, or on the cert holder's behalf

More...

Add FAR

Figure 54. Written Report Form: Description Tab Page with FAR selection

Stage 3: Written Report

3. Click the drop-down arrow in the **Select FAR** field and highlight to select the desired FAR you want to add.
4. Instead of scrolling for minutes to find the desired FAR, type in the first digits of the specified FAR in the box provided which will decrease the list to those FARs meeting the criteria that has been entered by the user.
5. Click **Add FAR** to save the selected FAR to the Written Report.
When complete, the added FAR is listed in the **Violated FAR** table along with a **Delete** link. For additional information about deleting a FAR, see step 6.
6. Repeat this process until all applicable FAR's are added to your self-disclosure.
7. If you need to change any of your FAR selections before you continue (or at any time), click the **Delete** link that corresponds to the FAR you want to remove from the self-disclosure.
The FAR is removed from the **Violated FAR** table, indicating that you have successfully deleted the FAR from the self-disclosure.

Completing the Description Tab Page

Once the FAR has been successfully added to the Written Report, you can continue completing the remaining fields on this page (Figure 55).

The screenshot shows a web form titled "Written Report Form: Description Tab Page Fields". The form includes the following fields and controls:

- Date Discovered***: A text input field containing "8/1/2012" and a calendar icon.
- Time Discovered***: Two dropdown menus for selecting hours and minutes.
- Location of Discovery***: A large text area for entering the location.
- Date Occurred***: A text input field with a note: "If Date Occurred is unknown, please enter the date discovered instead." and a calendar icon.
- Time Violation Remained Undetected***: Two input fields for "Cycles" and "and/or" followed by a dropdown menu.
- Regulated Entity who Discovered Violation:**
 - Last Name***: Text input field.
 - First Name***: Text input field.
 - Position***: Text input field.
 - Phone Number**: Two input fields for main number and "Ext.".
 - Email**: Text input field.

Below the form, there is a paragraph of instructions: "You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval." At the bottom, there is a "Save Page" button and a note: "Click **Save Page** before you continue."

Figure 55. Written Report Form: Description Tab Page Fields

Perform the following steps to complete the Description Tab page:

1. The "Date Discovered" field should be automatically pre-populated with same date entered by the regulated entity for "Date Discovered" field in violation tab of Initial Notification stage. User can update the pre-populated date by typing the date (*mm/dd/yyyy*) or clicking the  icon to access the Calendar Feature in the **Date Discovered** field (Please refer to "Completing the Violation Tab Page" on page 99)
2. Specify the time that the violation was discovered field by clicking the drop-down arrow in the **Time Discovered** fields and selecting the time in hours (first field) and minutes (second field).
3. Specify the physical location of the violation in the **Location of Discovery** field. This field now allows user to enter 400 characters

Stage 3: Written Report

4. The **Date Occurred** field must be earlier than or the same as the Date Discovered. User can enter occurred date by typing the date (*mm/dd/yyyy*) or clicking the  icon to access the Calendar Feature in the **Date Occurred** field
5. Specify the amount of time that the violation was left undetected in the **Time Violation Remained Undetected** field in cycles, hours or days by typing a numeric value in the **Cycles** field and/or clicking the drop-down arrows for each field that follows the **Cycles** field to specify the time in hours and minutes.
6. Complete all required fields below the **Regulated Entity who Discovered Violation** heading (Last Name, First Name, Position, Phone Number/Ext, and Email).
7. Click to confirm your entries.
8. Continue to Step 3: "Completing the Summary Tab Page" on page 129.

Step 3: Completing the Summary Tab Page

Completing the **Summary Tab** page is the third step in the Written Report submission process. The tab form requires a detailed description of the violation, as supporting evidence for your self-disclosure.

Perform the following steps to complete the **Summary Tab** page:

9. Click the **3-Summary** Tab.

The Summary Tab page displays (Figure 56).

RISK ASSESSMENT MATRIX (RAM):
 Determine the severity (Catastrophic - death or severe damage; Critical - severe injury or substantial damage; Marginal - minor injury or damage; Negligible - incident/occurrence with no injury or damage) and the likelihood of occurrence (Frequent - likely to occur often; Occasional - likely to occur sometimes; Remote - unlikely to occur or would seldom occur) in the table, move to where your determinations intersect and select the given you the level of safety risk.

LIKELIHOOD	SEVERITY			
	Catastrophic	Critical	Marginal	Negligible
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low
Remote	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low	<input type="radio"/> Low

Figure 56. Written Report Form: Summary Tab Page

10. Specify detailed information about the violation in the Provide a detailed summary of the violation field.
11. Select applicable radio button to categorize the self disclosure from “Risk Assessment Matrix” table (Selection of Risk Assessment Matrix option is a “required” field.)
12. Based on Severity (Catastrophic, Critical, Marginal or Negligible), Likelihood (Frequent, Occasional or Remote) and Level of safety risk (High, Moderate or Low), the risk assessment for a self disclosure is determine by regulated entity in this stage. User can only select one radio button in the risk assessment table.
13. Click to confirm your entries.
14. Continue to Step 4: “Completing the Action Tab Page” on page 131.

Step 4: Completing the Action Tab Page

Completing the Action Tab page is the fourth step in the Written Report submission process. This page requires specific details of the action taken at the time that the violation was discovered.

Perform the following steps to complete the Action Tab page:

1. Click the **2-Action** Tab.

The Action Tab page displays (Figure 57).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report form, specifically the Action Tab page. The page header includes the FAA logo and the text "Federal Aviation Administration" and "Voluntary Disclosure Reporting Program -- VDRP". The user is logged in as "TESTSEA" and is on the "Stage 3: Written Report" page. The page has a navigation menu with tabs for "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix", "7-Equipment", and "8-Submit". The "4-Action" tab is selected. The form contains several fields: "Designator: KS1A", "Review Cycle: 1", "EIR Number: 2012AL014003", and "SD Title: Test VDRP Self Disclosure". A section titled "Complete the following required field(s) and click Save Page:" contains the "Immediate Action Date*" field with the value "8/2/2012" and a calendar icon. Below this is the "Description of Immediate Action*" field with the text "The bolt was replaced and the sheered bolt was sent to for inspection." and a "Spell Check" button. A section titled "Regulated Entity Responsible for Immediate Action:" contains fields for "Last Name*" (Doe), "First Name*" (James), "Position*" (Flight Eng), "Phone Number" (5545445454), "Ext." (), and "Email" (fe-458@airplane.com). At the bottom, there is a "Save Page" button and a note: "Click Save Page before you continue."

Figure 57. Written Report Form: Action Tab Page

2. Specify the date that the immediate action was taken by typing the date (*mm/dd/yyyy*) in the Immediate Action Date field, or clicking the  icon to access the Calendar Feature.

3. Give a brief description of any action that was taken immediately after discovering the violation in the Description of Immediate Action field.
4. Complete all required fields below the Regulated Entity Responsible for Immediate Action heading (Last Name, First Name, Position, Phone Number/Ext, and Email)
5. Click to confirm your entries.
6. Continue to Step 5: "Completing the Analysis Tab Page" on page 132.

Step 5: Completing the Analysis Tab Page

Completing the **Analysis Tab** page is the fifth step in the Written Report submission process. This page is where you specify the results of the violation analysis performed. It also requires that you specify if a violation was inadvertent, and requires supporting evidence to be described in such cases.

Perform the following steps to complete the Analysis Tab page:

1. Click the Tab.

The Analysis Tab page displays (Figure 58).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report form, Analysis Tab page. The page header includes the FAA logo and the text "Federal Aviation Administration" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, the user is logged in as "TESTSEA" and is on the "Stage 3: Written Report" page. The page has a navigation bar with tabs for "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis" (selected), "6-Comp. Fix", "7-Equipment", and "8-Submit". There are also links for "Home", "View/Print", "Logout", and "Help".

The form contains the following fields and sections:

- Designator:** KS1A
- Review Cycle:** 1
- EIR Number:** 2012AL014003
- SD Title:** Test VDRP Self Disclosure
- Summary of Analysis*** (Text area with a "Spell Check" link)
- Reason why the violation was inadvertent*** (Text area)
- Supporting Evidence*** (Text area)

At the bottom of the page, there is a "Save Page" button and a note: "You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form to send the form to an FAA Inspector for review and approval." Below this note is a "Save Page" button and the text "Click Save Page before you continue."

Figure 58. Written Report Form: Analysis Tab Page

2. Type a detailed description of the analysis results in the **Summary of Analysis** field
3. Type an explanation of how the violation was not intentional in the **Reason why the violation was inadvertent** field.

4. Specify any evidence (documentation, conditions, etc.) to support why the violation should be accepted as a self-disclosure in the **Supporting Evidence** field.
5. Click to confirm your entries.
6. Continue to Step 6: "Completing the Comprehensive Fix Tab Page" on page 134.

Step 6: Completing the Comprehensive Fix Tab Page

Completing the **Comp. Fix Tab** page is the sixth step in the Written Report submission process. A Comprehensive Fix is a detailed list of steps that the Regulated Entity intends to perform to ensure that the conditions under which the violation occurred are eliminated. This page allows the Regulated Entity to outline each step in their proposed process through the Comprehensive Fix Add Step functionality.

Perform the following steps for each comprehensive fix step you want to add to the Written Report:

1. Click the **6-Comp. Fix** Tab.

The Comprehensive Fix Tab page displays.

The screenshot displays the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report form. The page is titled "Voluntary Disclosure Reporting Program -- VDRP" and "Stage 3: Written Report". The main content area includes a navigation menu on the left with sections for "Self Disclosures", "Administration", "Help", and "Documents". The main content area contains the following fields and instructions:

- Click on each tab to complete all fields required for the Written Report form.
- Click **Add Step** to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions.
- Comprehensive Fix Detailed Description*:
No Comprehensive Fix Steps created
- Complete the following fields for each comprehensive fix step you add:
 - Task Name*
 - Fix Begin Date*
 - Fix End Date*
- Comprehensive Fix Detail Description* (with a Spell Check button)
- Regulated Entity Responsible for Implementing Fix:
 - Last Name*
 - First Name*
 - Department
- Regulated Entity responsible for conducting Self Audit following implementation of Comprehensive Fix:
 - Last Name*
 - First Name*
 - Department

At the bottom, there is a "Save Page" button and a "Cancel" button. A note at the bottom states: "You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button on the Submit Tab form to send the form to an FAA Inspector for review and approval."

Figure 59. Written Report Form: Comp. Fix Tab Page with Fields

2. Click **Add Step**.
3. Type a brief description of a task to be implemented to fix the conditions under which the violation occurred in the **Task Name** field.
4. Specify the date that the implementation of the current step is to start in the **Fix Begin Date** and **Fix End Date** fields by typing the date (*mm/dd/yyyy*) or clicking the  icon to access the Calendar Feature. Begin date should be less than or equal to end date.

5. Type a detailed description of the step you are planning to perform in the **Comprehensive Fix Detail Description** field.
6. Type the name of the person who is responsible for implementing this comprehensive fix step in the **Last Name** and **First Name** fields below the **Regulated Entity Responsible for Implementing Fix** heading.
7. Specify the department for which the person performing the implementation of the current step is affiliated in the **Department** field (optional field)
8. Type the name of the person who is responsible for conducting the self audit of this comprehensive fix step in the **Last Name** and **First Name** fields below the **Regulated Entity responsible for conducting Self Audit following implementation of Comprehensive Fix** heading.
9. Specify the department to which the person performing the self audit is assigned in the **Department** field. (Optional field)
10. Click to confirm your entries.

The step is successfully added to the Written Report, and is listed in the **Comprehensive Fix Detailed Description** table. The table contains the **Step**, **Begin Date**, **End Date**, and an **"Edit"**, **"Delete"** and **"Find Similar Fixes"** link.

11. Repeat Steps 1 through 8 until you have added all desired comprehensive fix steps.
12. To make any changes to a Comprehensive Fix step you already added, see "Editing a Comprehensive Fix Step" on page 136 and perform the steps shown.
13. To delete a Comprehensive Fix step you added, click the **Delete** link that corresponds to the step you want to remove from the Comprehensive Fix.

Editing a Comprehensive Fix Step

You may need to edit a comprehensive fix step you previously added to a Written Report.

Perform the following steps to edit a comprehensive fix step within a Written Report:

1. From the Self-Disclosure List page, click the **Written Report** link in the **Next Action** column to open the **Written Report** page.

The **Written Report** form displays with the **1-General** tab active.

2. Click the **6-Comp. Fix** Tab.

The **Written Report Comprehensive Fix** page displays.

3. Click the Edit link in Comprehensive Fix table related to a step added.

All fields are displayed for you to edit.

4. Change fields as desired (for information about each field, see Step 6: "Completing the Comprehensive Fix Tab Page" on page 134) for the selected step.

5. When you have made all changes, click to confirm your changes.

Deleting a Comprehensive Fix Step

You may need to delete a comprehensive fix step you previously added to a Written Report.

Perform the following steps to delete a comprehensive fix step within a Written Report:

1. From the Self-Disclosure List page, click the Written Report link in the Next Action column to open the Written Report page.

The **Written Report** form displays with the **1-General** tab active.

2. Click the **6-Comp. Fix** Tab.

The **Written Report Comprehensive Fix** page displays.

3. Click the Delete link in Comprehensive Fix table related to a step added.

4. The step related to 'Delete' link is removed from the table and the step no longer exists.

Finding Similar Fixes

You may need to find a similar comprehensive fix step if they have been added to Written Report by any other user.

Perform the following steps to find a similar comprehensive fix step within a Written Report:

1. From the Self-Disclosure List page, click the Written Report link in the Next Action column to open the Written Report page.

The Written Report form displays with the **1-General** tab active.

2. Click the **6-Comp. Fix** Tab.

The Written Report Comprehensive Fix page displays.

3. Click the 'Find Similar Fixes' link in Comprehensive Fix table related to a step to find the similar fix as the one selected.
4. When clicked, a new window is displayed and navigates user to VDRP Comprehensive Fix search screen.
5. The Fix title is pre-populated and results window display all those fixes similar to the selected step title. Refer to "Search Comprehensive Fixes" on page 59 and See Figure 60

Federal Aviation Administration

Voluntary Disclosure Reporting Program – VDRP

TESTSEA

Stage 3: Written Report

Click on each tab to complete all fields required for the Written Report form.

1- General 2- Description 3- Summary 4- Action 5- Analysis 6- Comp. Fix 7- Equipment 8- Submit

* indicates a required field

Designator: K51A

ER Number: 2012AL054003

SD Title: Test VDRP Self Disclosure

Review Cycle: 1

Complete the following required field(s) and click Save Page:

Click Add Step to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions.

Comprehensive Fix Detailed Description?

Step	Begin Date	End Date	Edit	Delete	Find Similar Fixes
Final Step	8/12/2012	8/13/2012	Edit	Delete	Find Similar Fixes
Initialization Step	8/12/2012	8/10/2012	Edit	Delete	Find Similar Fixes
Second Initialization Step	8/2/2012	8/4/2012	Edit	Delete	Find Similar Fixes

Step Three

Advanced Search

Search within:

Comprehensive Fix Name

Comprehensive Fix Details

Between dates:

Begin Date:

End Date:

Press that are required for any amount of time during this specified date range will be returned in the search results.

Show Filter Options

Search

Results

View Results as: List Grid

<< Page 1 of 1 >>

Figure 60. Find Similar Fixes

6. Continue to Step 7: “Completing the Equipment Tab Page” on page 139.

Step 7: Completing the Equipment Tab Page

Completing the **Equipment Tab** page is the seventh step in the Written Report submission process, and where you specify the equipment type, make, group, model, aircraft registration number and aircraft serial number.

Perform the following steps to complete the Equipment page of the Written Report:

1. Click the **7-Equipment** Tab.

The Written Report Equipment page displays (Figure 61).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report form, specifically the Equipment Tab Page. The page is titled "Voluntary Disclosure Reporting Program -- VDRP" and "Stage 3: Written Report". The user is logged in as "TESTSEA". The page includes a navigation menu with tabs for 1-General, 2-Description, 3-Summary, 4-Action, 5-Analysis, 6-Comp. Fix, 7-Equipment (selected), and 8-Submit. The form fields include: Designator: K51A, Review Cycle: 1, EIR Number: 2012AL014003, and SD Title: Test VDRP Self Disclosure. The form requires the user to complete the following required field(s) and click "Save Page": Select equipment Type* (a drop-down menu), Select desired model* (a drop-down menu with a "Get" button), Equipment Make, Equipment Group, Aircraft Registration Number (with a note: "User may enter multiple Registration Numbers if registration numbers are separated by a comma. (e.g. N450UM, N451UM, N453UM, etc.)"), and Aircraft Serial Number (with a note: "User may enter multiple Serial Numbers if Serial numbers are separated by a comma. (e.g. UE231, 30020, 145425, etc.)"). The Equipment Model* field is also present. A "Save Page" button is located at the bottom right of the form.

Figure 61. Written Report Form: Equipment Tab Page

2. Click the drop-down arrow in the "Select Equipment Type" field, and select the type of equipment that was involved in the alleged violation.
3. Click on "Get" button displayed next to "Select Desired Model" drop down after selecting the applicable model number for the equipment type you selected above.
Note: Instead of scrolling for minutes to find the desired model, type in the first digits of the specified model in the box provided which will decrease the list to those models meeting the criteria that has been entered by the user.

The "Equipment Make", "Equipment Group", and "Equipment Model" fields are populated based on the model you select.

4. Optionally, type the registration number of the aircraft to which the violation applies in the "Aircraft Registration Number" field.

5. Multiple registration numbers can be entered separated by a comma. If the number of registration numbers exceed 100 characters (the number allowed by the system), the user can list at least one valid registration number in the following manner: "N450UM, and others, as noted on the attached list".
6. Optionally, type the serial number of the aircraft to which the violation applies in the "Aircraft Serial Number" field.
7. Multiple serial numbers can be entered separated by a comma. If the number of serial numbers exceed 100 characters (the number allowed by the system), the user can list at least one valid serial number in the following manner: "N450UM, and others, as noted on the attached list".
8. Click to confirm your entries.
9. Continue to Step 8: "Completing the Submit Tab Page" on page 141.

[Step 8: Completing the Submit Tab Page](#)

Completing the **Submit Tab** page is the eighth and final step in the Written Report submission process, and where you confirm that the Written Report is complete to the best of your knowledge, and specify the contact information for the person who will be monitoring the implementation of the comprehensive fix steps you defined in Step 6: "Completing the Comprehensive Fix Tab Page" of the Written Report process.

Perform the following steps to complete the Submit page and to submit the completed Written Report:

1. Click the **8-Submit** Tab.

The Written Report Submit Tab page displays (Figure 62).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) Stage 3: Written Report Submit Tab page. The page header includes the FAA logo and the text "Federal Aviation Administration" and "Voluntary Disclosure Reporting Program - VDRP". The page title is "TESTSEA Stage 3: Written Report". The page contains a progress bar with 8 tabs: 1-General, 2-Description, 3-Summary, 4-Action, 5-Analysis, 6-Comp. Fix, 7-Equipment, and 8-Submit. The 8-Submit tab is active. The form includes fields for Designator (KS1A), EIR Number (2012AL014003), and SD Title (Test VDRP Self Disclosure). It also has a "Browse..." button for uploading attachments and a "Submit" button at the bottom.

Figure 62. Written Report Form: Submit Tab Page

2. User can upload any attachments to support the written report and can view the uploaded files in self disclosure details page after the written report is submitted.
3. To Upload a document, click on **Browse...** button, the 'Choose File' dialog displays.
4. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the **Browse...** button. Click **Upload** and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.
5. Click **Upload** without selecting any documents. The message, "Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?" displays.

Stage 3: Written Report

6. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List** page->**EIR Number** column.

Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.

7. If you have successfully completed all pages of the Written Report, answer **Yes** to the question, **Is the Written Report Complete?**. If it is not complete, select **No** and give an explanation as to why it is not completed in the **If No, Explain** text box.
8. Complete all required fields below the **Regulated Entity to Monitor Implementation of Comprehensive Fix** heading (**Last Name, First Name, Position, Phone Number/Ext, and Email**).

9. Click to confirm your entries. Click to save and submit the completed Written Report for review by your designated FAA Inspector.

10. Click OK.

A confirmation pop up appears as "Written Report submitted successfully and Email will be sent out to all responsible parties" denoting successful completion of Written Report stage and user navigates to Submit tab on Written Report. Ensure that Save Page and Submit buttons are disabled after submission. **Note:** Email Notifications are sent to **Principal Inspector** - who is reviewing the case (and also to back up inspector working on this case, if any) and to **Regulated Entity** - who completed the written report.

You have completed all of the steps for completing the Written Report. When you submit this form, email notifications are sent to appropriate parties and the FAA Inspector is notified that he is required to review the Written Report and complete the Written Report Review, which is Stage 4 in the self-disclosure process (see "Stage 4: Written Report Review" on page 144 for additional information).

STAGE 4: WRITTEN REPORT REVIEW

Completing a Written Report Review is the fourth stage in the self-disclosure submission process, and consists of two pages of information that require completion. There are tabs for navigating to each.

Once a Written Report is submitted by a Regulated Entity, the designated FAA Inspector is required to review the report and submit any comments back to the Regulated Entity for incorporation into the report. The results of this review are documented in the Written Report Review. Several fields that are on the Written Report Review page are defined by you, the FAA Inspector, using the Maintain Codes function within this application.

Completing the Written Report Review Form

There are two steps you must complete to submit a Written Report Review including:

- Step 1: “Completing the EIR Form 2150-5 and RAM Page” on page 144.
- Step 2: “Completing the Submit Page” on page 146.

Step 1: Completing the EIR Form 2150-5 and RAM Page

Perform the following steps to complete the EIR Form 2150-5 and RAM Page:

1. From the Self-Disclosure List page (Figure 39 on page 98), click the **Written Report Review** link in the **Next Action** column.

The **Written Report Review** page displays, showing the Equipment Type, Equipment Make, Equipment Model, and Equipment Group values, which are populated based on the model along with entered ‘Registration Number’ and ‘Serial Number’

selected when the Regulated Entity completed Step 7: "Completing the Equipment Tab Page" of the Written Report (see page 139).

TESTSEA

Voluntary Disclosure Reporting Program -- VDRP

Home Logout

Stage 4: Written Report Review

Help

Click on each tab to complete all fields required for the Written Report Review form.

1-EIR Form 2150-5 and RAM 2-Submit

* indicates a required field.

EIR Number 2012AL014003 Review Cycle 1 Designator ID KS1A

Self Disclosure Title: Test VDRP Self Disclosure

Specify all required fields to complete the Enforcement Investigation Report Form 2150-5 (EIR Form 2150-5). Review the Equipment information as desired.

Aircraft, Engine, Propeller, Component or Appliance Involved

Equipment Type Aircraft

Equipment Make LKHIED

Equipment Model 1049B55

Equipment Group 1049

Aircraft Registration Number L8857

Aircraft Serial Number 12345

Complete the following fields using the drop-down arrow listings, then click **Save Page** to continue.

Type of Violation

SD Identity Code*

Operation Type*

Operation Sub-Type*

Violation Category*

Violation Source*

Accident Associated*

Field Office Recommendation

Problem Category*

Problem Code*

Fix*

Risk Assessment Matrix (RAM):

Determine the severity and the likelihood of occurrence. In the table, move to where your determinations intersect and select; this gives you the level of safety risk. If you need more info, click on help link.

LIKELIHOOD	SEVERITY			
	Catastrophic	Critical	Marginal	Negligible
Frequent	<input type="radio"/> High	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate
Occasional	<input type="radio"/> High	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low
Remote	<input type="radio"/> Moderate	<input type="radio"/> Moderate	<input type="radio"/> Low	<input type="radio"/> Low

You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the **Submit** button on the Submit Tab form. Once submitted, the Regulated Entity is notified via email of completion.

Click **Save Page** before you continue.

Save Page

Figure 63. Written Report Review Form: EIR Form 2150-5 Page

- Below the **Type of Violation** heading, make selections for **SD Identity Code**, **Operation Type**, **Operation Sub-Type**, **Violation Category**, **Violation Source**, and **Accident Associated** fields by clicking the drop-down arrow for each field and making a selection.
- Below the **Field Office Recommendation** heading, select the **Problem Category**, **Problem Code**, and **Fix** that applies to the alleged violation.

Stage 4: Written Report Review

4. Make sure for all the fields with * mark are required and displayed under **Type of Violation** and **Field Office Recommendation** heading.
5. If an attempt is made to submit the Written Report Review without having completed the Risk Assessment Matrix, the message, "Risk Assessment Matrix (RAM) selection is required." will display.
6. Select applicable radio button to categorize the self disclosure from **Risk Assessment Matrix** table.
7. Based on **Severity** (Catastrophic, Critical, Marginal or Negligible), **Likelihood** (Frequent, Occasional or Remote) and **Level of safety risk** (High, Moderate or Low), the risk assessment for a self disclosure is determine by designated FAA Inspector. User can only select one radio button in the risk assessment table.
8. Scroll down to click to confirm your entries.
9. Continue to Step 2: "Completing the Submit Page" on page 146.

Step 2: Completing the Submit Page

Perform the following steps to complete the Submit Tab Page:

1. Click the tab.

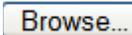
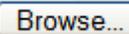
The Written Report Review Submit Tab page displays (Figure 64).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top left is the FAA logo and the text "Federal Aviation Administration". At the top right is a link for "FAA.gov Home". Below the header is a navigation bar with "Home" and "Logout" links, and a "Help" link. The main content area is titled "Voluntary Disclosure Reporting Program -- VDRP" and "Stage 4: Written Report Review". It includes a breadcrumb trail: "Home > Voluntary Disclosure Reporting Program -- VDRP > Stage 4: Written Report Review". A message states: "Click on each tab to complete all fields required for the Written Report Review form." There are two tabs: "1-EIR Form 2150-5 and RAM" and "2-Submit", with "2-Submit" being the active tab. Below the tabs, there are input fields for "EIR Number" (2012AL014003), "Review Cycle" (1), and "Designator ID" (KS1A). The "Self Disclosure Title" is "Test VDRP Self Disclosure". A message says: "Complete the following required field(s) and click Save Page." The form includes several questions with radio button options: "Do you accept the Written Report?" (Accept, Return to operator for revision), "Is upper management intervention required?" (Yes, No), and "Comprehensive fix implementation deadline*" (text input). There is a dropdown for "FAA Inspector Name*" and a "Comments:" text area with a "Spell Check" link. Below the comments area is a "Rescind case?" checkbox. There is a section for uploading documents with "Browse..." and "Upload" buttons. A note explains that uploaded files can be viewed in the Self-Disclosure Details Page. A red warning states: "You must complete all tab forms by saving each form, then clicking the next sequential tab. When you have completed all forms, click the Submit button. Once submitted, the Regulated Entity is notified via email of completion." At the bottom, there are "Save Page" and "Submit" buttons, with a "Written Report Review" label next to the Submit button.

Figure 64. Written Report Review Form: Submit Tab Page

2. If you have reviewed and accept the Written Report with no changes, answer the question "Do you accept the Written Report?" by choosing **Accept**. If changes are required by the Regulated Entity to the Written Report before you will accept it, choose **Return to Operator for Revision** as the answer to this question

Stage 4: Written Report Review

3. If the FAA Inspector chooses to return the case to Operator for revision for the first time, then the “Review Cycle” displayed at the top of the screen will increment from 1 to 2, once the regulated entity submits the case after updates.
4. The number of times the case is returned to operator for revision is recorded in “Review Cycles” indicating different versions of Written Report data.
5. The data of previous versions of Written report can be viewed by any user on SD Details screen under Written Report section (Please refer to “Written Report Details” on page 43)
6. In WRR Submit tab, If you feel that the violation should be escalated to the upper management level within the Regulated Entity, choose **Yes** to the question, **Is upper management intervention required?** Otherwise, choose **No**.
7. Specify the date that the comprehensive fix steps are to be implemented by typing the date (mm/dd/yyyy) in the **Comprehensive fix implementation date** field.
8. Click the drop-down arrow in the **FAA Inspector Name** and select the name of your designated FAA Inspector assigned to this self-disclosure.
9. If you want to include any additional information in your Written Report Review, type desired information in the **Comments** field.
10. User can upload any attachments to support the Written Report Review. He/she can view the uploaded files in self disclosure details page after the Stage 4 is submitted.
11. To Upload a document, click on  button, the ‘Choose File’ dialog displays.
12. Highlight the filename and click “Open” button to select the file. Check that the path and file name displays in the field to the left of the  button.
13. Click  and the attachments table displays the name of the documents, along with ‘View’ and ‘Delete’ links.
14. Click  without selecting any documents.

Stage 4: Written Report Review

The message, "*Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?*" displays.

15. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List** page->**EIR Number** column.
16. Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted. The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.
17. If user wants to Rescind this self-disclosure, check the "Rescind Case?" checkbox.
Note: Rescinding a Case Closed the Record with "No Action".
18. Under **Investigation Determined** field, indicate whether no violation occurred or if there's another reason for rescinding the self-disclosure. Type the reason for rescinding in the provided text box.
19. Scroll down to click to confirm the entries.
20. Click if user wish to rescind this self-disclosure.
21. Click OK to confirm submission when the message "Are you sure you want to Rescind this record?" is displayed.
22. A message is displayed after the self-disclosure is rescinded successfully. Rescinded self-disclosures are accessible from the **Rejected** tab in **Self-Disclosure List** Screen.

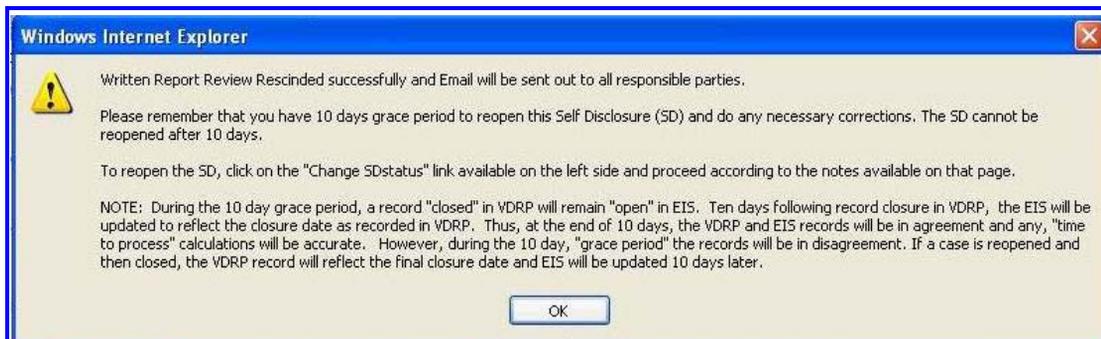


Figure 65. Written Report Review - Rescind successful screen

23. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System" on page 31
24. If user desires to continue without rescinding the case, Click after completing step 7
The message, "Are you sure you want to submit this record?" displays.
25. Click OK to confirm.
The message, "Written Report Review submitted successfully and Email will be sent to all responsible parties" displays.
Note: Email Notifications are sent to **Regulated Entity** - who completed the Written Report, **Filing officer** - who is displayed in the Written Report -> General tab and **Principal Inspector** - who is reviewing the written report (and also to back up inspector working on this case, if any).
26. Click OK to complete the submission.

You have completed both of the steps for completing the Written Report Review. When you submit this form, email notifications are sent to appropriate parties, and "Stage 5: Surveillance" on page 151 is ready to begin.

STAGE 5: SURVEILLANCE

Completing the Surveillance page is the fifth stage in the self-disclosure submission process.

Once an FAA Inspector has completed a Written Report Review, the Inspector is then required to complete surveillance to confirm that the comprehensive fix(es) outlined in the Written Report are implemented satisfactorily.

Completing Surveillance of the Comprehensive Fix Implementation

Perform the following steps to complete the surveillance page:

1. From the Self-Disclosure List page while the Open tab is active, click the Surveillance link in the Next Action column.

The Surveillance page displays (Figure 66)

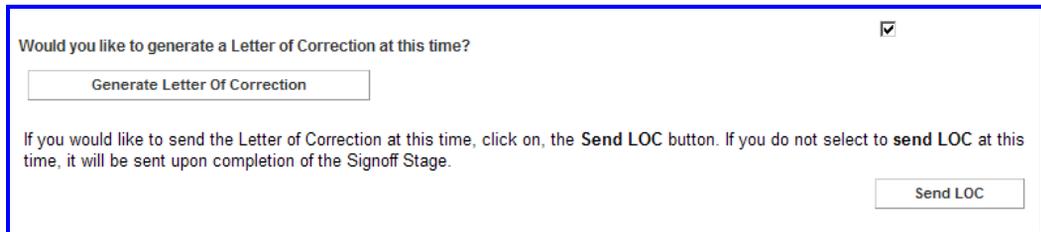
The screenshot shows the FAA.gov Home page for the Voluntary Disclosure Reporting Program (VDRP). The page is titled "Voluntary Disclosure Reporting Program -- VDRP" and "Stage 5: Surveillance". The user is logged in as "TESTSEA". The page includes a navigation menu with options like "Home", "Logout", "Download 2150 Form", "View/Print", and "Help". The main content area contains a form for reporting a self-disclosure. The form includes fields for "EIR Number" (2012AL014003), "Designator" (KS1A), and "Self Disclosure Title" (Test VDRP Self Disclosure). The form asks the user to answer questions about the comprehensive fix implementation, such as "Were any changes incorporated in the comprehensive fix which are not yet detailed in the written report?" and "Is the comprehensive fix implementation satisfactory?". The form also includes a "Comments" field, a "Spell Check" button, and a "Rescind Case?" checkbox. The form is currently in the "Surveillance" stage, and the user can click "Submit" to complete the stage.

Figure 66. Surveillance Form Page

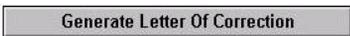
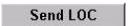
2. If no changes were made to the comprehensive fix during implementation, or you do not want to record any changes in the VDRP application that may have been made, choose **No** to the question, **Were any changes incorporated in the Comprehensive Fix which are not yet detailed in the Written Report?** The self-disclosure is reverted to Written Report status, and the Regulated Entity is notified that changes to the comprehensive fix steps are required. The Written Report must be resubmitted for approval (see "Stage 3: Written Report" on page 121 for additional information).

Stage 5: Surveillance

3. If the comprehensive fix implementation is complete and satisfactory, choose **Yes** to the question, **Is the comprehensive fix implementation satisfactory?** Otherwise, choose **No**. The Regulated Entity is notified that changes are required, and the Written Report must be resubmitted for approval (see “Stage 3: Written Report” on page 121 for additional information).
4. Click the drop-down arrow in the **FAA Designated Official Name** field and select the name of the designated FAA Inspector for the current case.
5. If you have additional information that you want to include relating to the surveillance of the current case, type any comments in the **Comments** field.
6. If user desires to continue without generating LOC, go to step 11 to upload signoff document.
7. If user wants to generate a letter of correction, check “Would you like to generate a Letter of Correction at this time?” checkbox.



The screenshot shows a form with a blue border. At the top right, there is a checked checkbox. Below it is the text: "Would you like to generate a Letter of Correction at this time?". Underneath this text is a button labeled "Generate Letter Of Correction". Below the button is a paragraph of text: "If you would like to send the Letter of Correction at this time, click on, the **Send LOC** button. If you do not select to **send LOC** at this time, it will be sent upon completion of the Signoff Stage." At the bottom right of the form is a button labeled "Send LOC".

8. Click on  button to generate LOC or attach desired LOC by clicking on “Browse” button to upload a selected file.
9. Once the LOC is generated or uploaded, user has access to ‘View’ and ‘Delete’ options.
10. If LOC is generated in this stage (Surveillance), then the same LOC will be available in sixth stage (Inspector Sign-off stage)
11. Optionally, if user wants to send Letter of Correction through email during the “Surveillance” stage, click 
Displays “LOC has been sent successfully to all responsible parties” message.
12. If user clicks on  button without generating letter of correction, then an alert message is displayed as ‘LOC is not yet uploaded /generated’ with ‘OK’ button

Stage 5: Surveillance

13. User can upload any attachments to support Surveillance stage. He/she can view the uploaded files in self disclosure details page after the Stage 5 is submitted.
14. To Upload a document, click on button, the 'Choose File' dialog displays.
15. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the button.
16. Click and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.
17. Click without selecting any documents.

The message, "Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?" displays.

Would you like to generate a Letter of Correction at this time?

FileName		
Doc1.doc	View	Delete
Test.doc	View	Delete
Test.xls	View	Delete
Test1.pdf	View	Delete

You can upload an LOC and other documents as desired. Click **Browse**, select the file to be uploaded, then click Upload to complete.

Choose the type of the upload file* LOC and/or Other Documents

Rescind Case? (Rescinding case will immediately close case without any action.)

Click **Submit** to complete Surveillance Stage.

Surveillance

18. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from Self-Disclosure List page->EIR Number column.

Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted. The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.

19. Scroll down to click to confirm the entries.
20. If user wants to Rescind this self-disclosure, check the “**Rescind Case?**” checkbox.
Note: Rescinding a Case Closes the Record with “No Action”
21. Under **Investigation Determined** field, indicate whether no violation occurred or if there’s another reason for rescinding the self-disclosure. Type the reason for rescinding in the provided text box.
22. User may also download **2150 Form** for editing.
23. Scroll down to click to confirm the entries.
24. Click if user wish to rescind this self-disclosure.
25. Click **OK** to confirm submission when the message “Are you sure you want to Rescind this record?” is displayed.
26. A message is displayed after the self-disclosure is rescinded successfully. Rescinded self-disclosures are accessible from the **Rejected** tab in **Self-Disclosure List** screen.

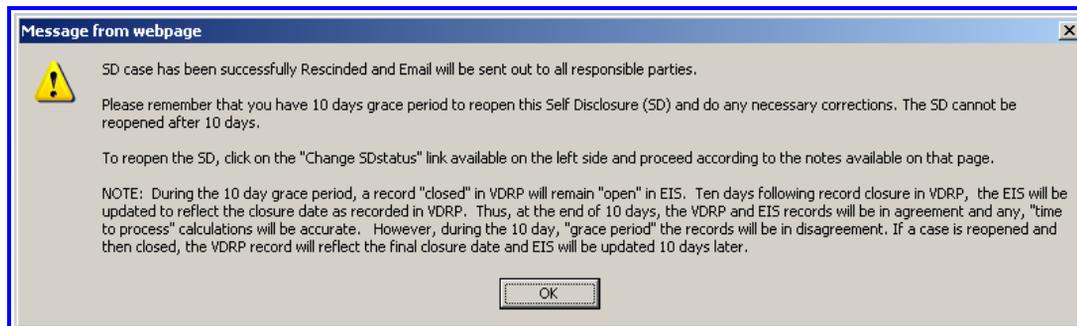


Figure 67. Surveillance - Rescind successful screen

Stage 5: Surveillance

27. Rescinding self-disclosure will immediately close the case without any action. See “Wait Period of Closed Case within VDRP System and EIS System” on page 31
28. If not rescinding, continue after step 17
29. Click . The message, "Are you sure you want to submit this record?" displays.
30. Click OK to confirm. The message, "Surveillance submitted successfully and Email will be sent to all responsible parties" displays.
Note1: Email Notifications are sent to **Regulated Entity** - who completed the Written Report, **Filing officer** - who is added in the Written Report -> General tab and the **FAA Inspector** - who is monitoring the case (and also to back up inspector working on this case, if any)
31. Click OK to complete the submission.

You have completed “Stage 5: Surveillance”. Upon completion and submission, email notifications are sent to appropriate parties. You are now ready to begin Stage 6: Completing an Inspector Signoff.

STAGE 6: INSPECTOR SIGNOFF

Inspector Signoff is the sixth and final stage in the self-disclosure submission and approval process, and consists of two pages of information that require completion.

Once the first five stages are complete, the designated FAA Inspector is required to signoff on the self-disclosure. In this stage, the FAA Inspector may sanction the Regulated Entity who submitted the self-disclosure by submitting a Letter of Correction or Warning Notice with the self-disclosure.

Operators NOT certificated under Part 121 or Part 135

Step 1: Completing the Sign Off Tab Page

Perform the following steps to complete the Sign Off Tab Page:

1. From the Self-Disclosure List page with the Open tab active, click the Inspector Signoff link in the Next Action column.

The Inspector Signoff page displays (Figure 68), showing the Signoff Tab page.

The screenshot shows the FAA Inspector Signoff Form, Signoff Tab Page. The page header includes the Federal Aviation Administration logo and the text "Federal Aviation Administration" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, the form is titled "TESTSEA" and "Stage 6: Inspector SignOff". There are two tabs: "1-Sign off" (selected) and "2-Submit". A "Download 2150 Form" link and "View/Print" and "Help" buttons are visible. A note states: "The Inspector Sign-off form is comprised of two related tabs. The 1-Sign Off Tab requires that you choose Action/Sanction. Depending upon your selection, the second tab, Submit, generates required letter format (LOC/Warning Notice)." Below the tabs, there are two buttons: "1-Sign off" and "2-Submit". A note indicates: "* indicates a required field." The form fields include: "EIR Number" (2012AL014003), "Designator" (KS1A), and "Self Disclosure Title" (Test VDRP Self Disclosure). A section titled "Complete the following required field(s) and click Save Page:" contains: "Name of approving Inspector*" (a drop-down menu), "Confirmed satisfactory completion of Self Audit by Regulated Entity following implementation of Comprehensive Fix:" (radio buttons for Yes and No), "Type of Action Taken Against RE*" (a drop-down menu with "ADMINISTRATIVE ACTION" selected), "Sanction Applied to RE*" (a drop-down menu with "WARNING NOTICE" selected), and "Self-Disclosure Status Determined By Action Taken:" (radio buttons for "Self-Disclosure Approved" and "Self-Disclosure Rescinded"). Below this is a section "If Rescinded, Explain:" with a text area and a "Spell Check" link. A "Save Page" button is at the bottom right.

Figure 68. Inspector Signoff Form: Signoff Tab Page

2. Click the drop-down arrow in the **Name of approving Inspector** field and select the applicable name.
3. Choose Yes or No to indicate if satisfactory completion of Self Audit by Regulated Entity following the implementation of a Comprehensive Fix has been confirmed. As the completion of a satisfactory self-audit is required prior to closure of the VDRP report, selection of "NO" in response to the question will prevent closure of the case until the self-audit is completed and found to be satisfactory.
4. Click the drop-down arrow in the **Type of Action Against RE** field and select the type of action (**No Action** or **Administrative Action**) to be taken against the regulated entity.

Stage 6: Inspector Signoff

5. If user selects **Administrative Action** option, the Self-Disclosure status is set to **Approved** and a case that has been approved is listed in the Self-Disclosure List screen on the **Closed** tab screen.
6. The **Sanction Applied to RE** field becomes **active** when user selects Administrative Action option. Click the drop-down arrow and select **Letter of Correction** or **Warning Notice**, as appropriate.
7. If user selects **No Action** option, the Self-Disclosure Approved or Rescinded status is set to **Rescinded** and a case that has been rescinded is listed in the Self-Disclosure List screen on the **Rejected** tab screen
8. The **Sanction Applied to RE** field becomes **Inactive** when user selects No Action option. Now type an explanation as to why the case was rescinded in the **If Rescinded, Explain** text box field
9. Scroll down and click to confirm your entries. User can download 2150 form for editing.
10. If Rescinding, go to Steps 12-15.
11. If NOT rescinding, go to Steps 16-20
12. The **Inspector Signoff** page displays (Figure 69), showing the **Submit Tab** page.

The screenshot shows the FAA.gov website interface for the Voluntary Disclosure Reporting Program (VDRP). The page title is "Stage 6: Inspector Signoff". The user is logged in as "JESTSEA". The page contains a "Generate Warning Notice" button, a table with one row showing a file named "Test.doc" of type "Other", and a "Submit" button. The page also includes a "Documents" section with links to "VDRP User Guide", "Introduction Guide", and "VDRP FAQs".

Figure 69. Inspector Sign Off form - Submit tab Page

13. If Rescinding, Click button
14. Click OK to confirm rescind when the message "Are you sure you want to Rescind this record?" is displayed.
15. A message is displayed after the self-disclosure is rescinded successfully. Rescinded self-disclosures are accessible from the Rejected tab in Self-Disclosure List Screen

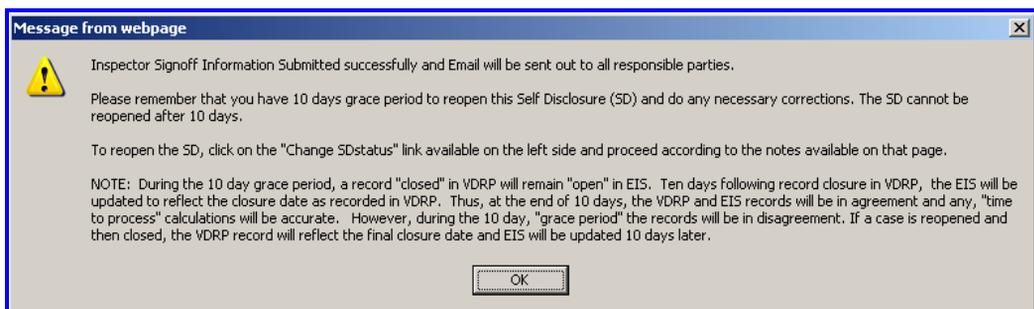
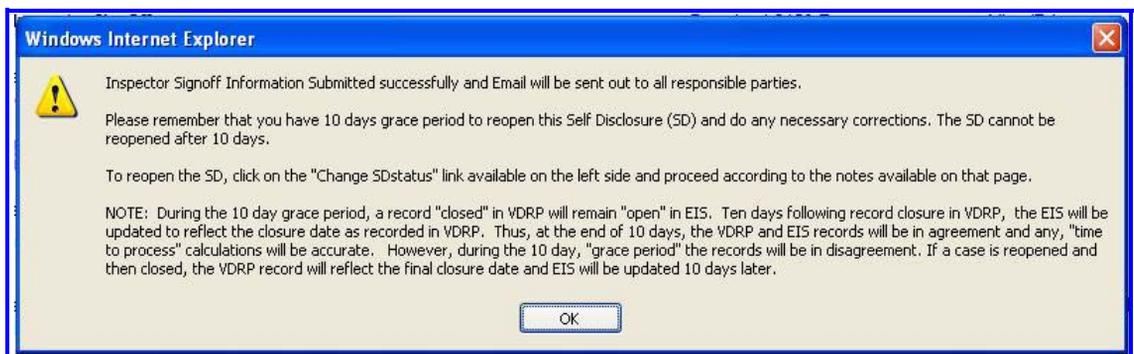


Figure 70. Inspector Signoff - Rescind successful screen

16. Rescinding self-disclosure will immediately close the case without any action. See “Wait Period of Closed Case within VDRP System and EIS System” on page 31
17. If **NOT** rescinding, user can generate a letter of correction (LOC) or Warning Notice from Submit tab page depending on option selected from “Sanction Applied to RE” drop down in Sign Off tab page.
18. Continue to Step 2: “Attaching an Administrative Action Document to a Self-Disclosure” on page 162.
19. Click to complete the Inspector Signoff stage.
The message, "Are you sure you want to submit this record?" displays.
20. Click OK to confirm. The following message is displayed “Inspector Signoff information submitted successfully and email will be sent out to all responsible parties” as displayed below.

Note: Email Notifications are sent to **Regulated Entity** - who completed the Written Report, **Filing officer** - who is added in the Written Report -> General tab and the **Principal Inspector** signing off the case (and also to back up inspector working on this case, if any).

The following message is displayed



21. Click OK to complete the submission.
22. Closed self-disclosures are accessible from the Closed tab in Self-Disclosure List Screen. See “Wait Period of Closed Case within VDRP System and EIS System” on page 31

[Step 2: Attaching an Administrative Action Document to a Self-Disclosure](#)

There are two procedures required to attach an administrative action document to a self-disclosure, including:

- “Generating and Editing an Administrative Action Document” on page 162.
- “Uploading the Administrative Action Document to a Self-Disclosure” on page 166.

Generating and Editing an Administrative Action Document

Perform the following steps to generate a Letter of Correction or Warning Notice for attachment to a self-disclosure:

1. Click  .

The Inspector Signoff Submit Tab page displays (Figure 71), from which you can Generate an Administrative Action document (Letter of Correction (LOC) or a Warning Notice), make edits to the document, and upload the document as an attachment to a self-disclosure.

The screenshot shows the 'Inspector Signoff' page within the 'Voluntary Disclosure Reporting Program -- VDRP'. The page includes a navigation menu on the left with sections for Self Disclosures, Reports, Administration, Help, and Documents. The main content area features a header for 'TESTSEA' with links for Home, Logout, and Help. Below this, there are buttons for '1-Sign off' and '2-Submit'. A text box contains the EIR Number '2012AL014003', Designator 'KS1A', and Self Disclosure Title 'Test VDRP Self Disclosure'. A 'Generate Warning Notice' button is present. A table lists a file named 'Test.doc' with type 'Other'. Below the table, there are radio buttons for 'LOC/Warning Notice', '2150-Form', and 'Other Documents', with 'Other Documents' selected. A 'Browse...' button and an 'Upload' button are also visible. At the bottom, a message states 'Your File Uploaded Successfully at server' and a 'Submit' button is present.

Figure 71. Inspector Signoff Form: Submit Tab Page

2. Click or (this button changes based on the selection you make on the Inspector Signoff Tab page).
3. If LOC is already uploaded in Stage5 (Surveillance), the same file will be displayed in file attachment table. User can use the same LOC or generate a new LOC as preferred.

The Choose File dialog displays (Figure 72).

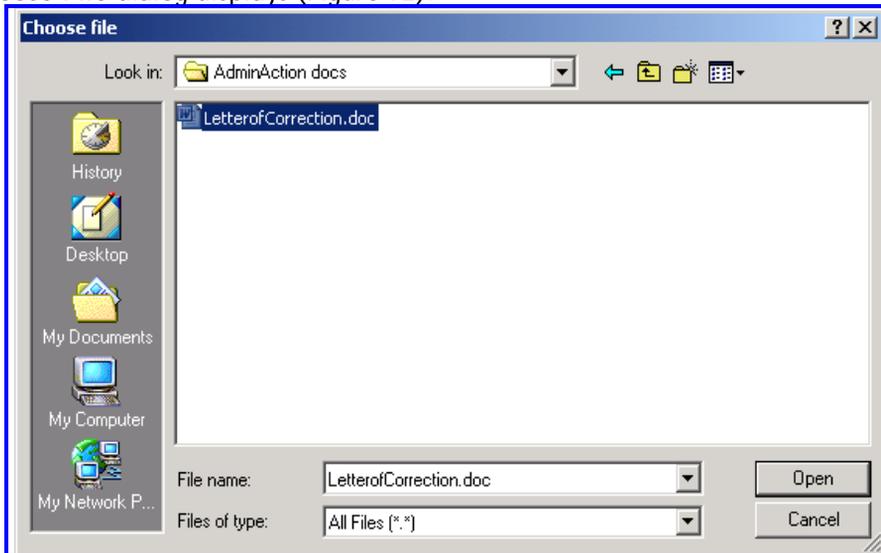


Figure 72. Choose File Dialog

4. Click **Open** then click **OK** to continue.

The **Open With** dialog displays () with a list of software packages currently installed on your machine from which you are to choose which one you want to use to view and the document.

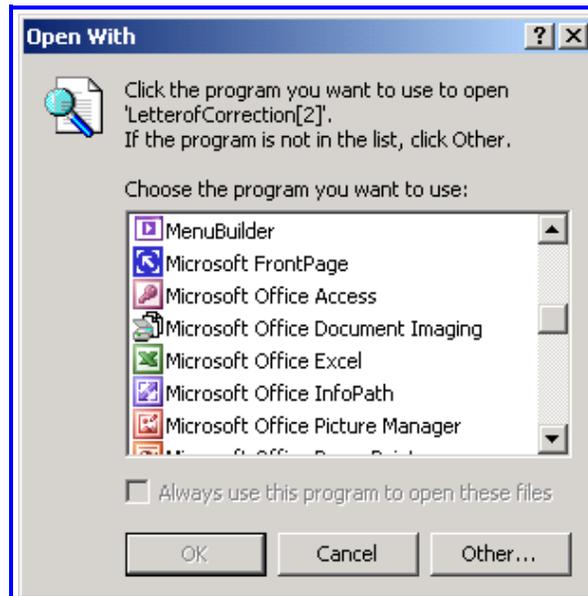


Figure 73. Open With Dialog

5. Highlight **Microsoft Office Word** and click **OK**.
MS Word opens the document.
6. Make necessary changes to the generated document, as desired.
7. Go to the **File** menu and select **Save As**.

The Save As dialog displays (Figure 74).

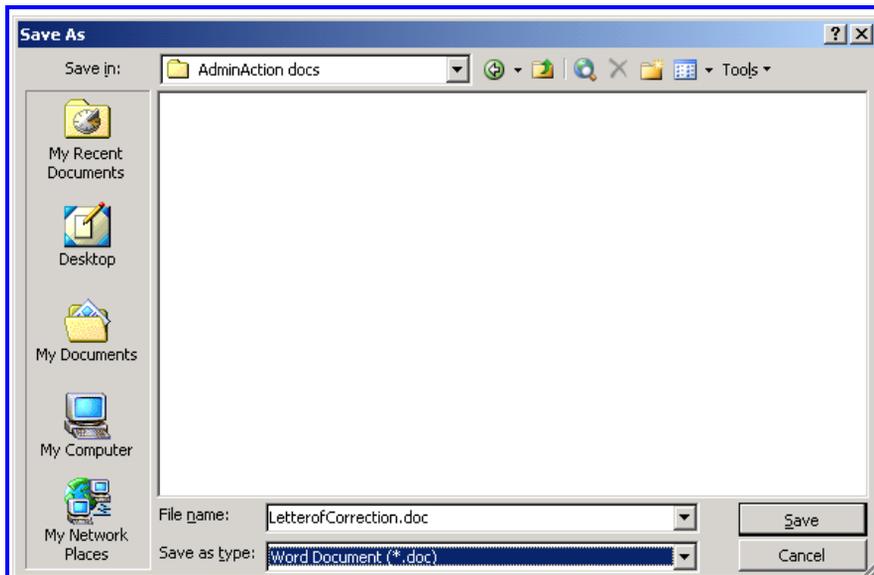


Figure 74. Save As Dialog

8. Using the icons to the right of the **Save In** field, select the location to which you want to save the document (if desired, you can change the name of the file in the same dialog), and make note of where you saved this document and the name of the document.
9. Click .
The file is saved to the location you selected.
10. Close the document file and return to the VDRP Inspector Signoff Submit Tab page.
11. Continue to “Uploading the Administrative Action Document to a Self-Disclosure” on page 166 to attach the saved file to a self-disclosure.

Uploading the Administrative Action Document to a Self-Disclosure

Perform the following steps to Upload the Letter of Correction or Warning Notice to the Self-Disclosure:

1. From the **Inspector Signoff Submit Tab** page, click .

The **Choose File** dialog displays (Figure 72).

2. Highlight the file name and click to select the file.

The path and file name displays in the field to the left of the button.

3. Click .

The **Attachments** table displays showing the name of the document, along with a **View** and a **Delete** link.

4. Repeat Steps 1 through 3 above to add any additional documentation you want to add to your self-disclosure.

5. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List** page->**EIR Number** column.

6. User can now upload **LOC, 2150 form and Other documents**.

7. If **LOC** is already uploaded in **Stage5 (Surveillance)**, the same file will be displayed in file attachment table. User can use the same **LOC** or generate a new **LOC** as preferred.

8. Click without selecting any documents.

9. The message, "*Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?*" displays.

10. Once the document is uploaded, the attachments table displays the name of the documents, file type along with 'View' and 'Delete' links.

11. Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.

Closure of a Voluntary Disclosure must be accomplished with Administrative Action or No Action. If Administrative Action is appropriate, a Letter of Correction (LOC) or Warning Letter must be attached to the file and issued to the Regulated Entity. If the Inspector selects

Stage 6: Inspector Signoff

Administrative Action as a closing action, but does not attach an LOC or a Warning Letter, the system will display a pop-up window with the message, "Are you sure you want to Submit this case without attaching LOC/Warning Letter? It will also display the options of "OK" or "Cancel" If "Cancel" is selected and a letter is attached, the case is closed as an Administrative Action and the attached letter becomes part of the record. If the option of "OK" is selected to confirm that no letter will be attached, the case is closed as a "No Action".

12. Click to complete the Inspector Signoff stage.

The message, "Are you sure you want to submit this record?" displays. Click OK to confirm.

Operators certificated under Part 121 or Part 135

For designators belonging to Part 121, Part 135 or Part 121/135, the **Inspector Sign Off** stage is the sixth stage in the VDRP process. This stage needs to be completed by two FAA personnel, the Principal Inspector (PI) and the Senior Office Manager (SOM). The Principal Inspector completes the Inspector Sign Off form comprising of two pages of information and submit to SOM for his/her Approval.

Senior Office Manager approves the final sign-off stipulating concurrence or nonconcurrence with satisfactory completion of comprehensive fix to the VDRP system, together with signed letter of correction or warning notice.

Perform the following steps to complete the Inspector SignOff form for SOM approval:

Step 1: Completing the Sign Off Tab Page

Perform the following steps to complete the Sign Off Tab Page:

1. Log into VDRP as Principal Inspector with a valid username/password.
2. From the Self-Disclosure List page with the Open tab active, click the Inspector Signoff link in the Next Action column.

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Voluntary Disclosure Reporting Program -- VDRP

TESTSEA

Stage 6: Inspector SignOff

Home Logout

Download 2150 Form View/Print Help

The Inspector Sign-off form is comprised of two related tabs. The 1-Sign Off Tab requires that you choose Action/Sanction. Depending upon your selection, the second tab, Submit, generates required letter format (LOC/Warning Notice).

1-Sign off 2-Submit

* Indicates a required field.

EIR Number 2012AL014003 Designator: KS1A Self Disclosure Title: Test VDRP Self Disclosure

Complete the following required field(s) and click Save Page:

Name of approving Inspector*

Confirmed satisfactory completion of Self Audit by Regulated Entity following implementation of Comprehensive Fix:*

Type of Action Taken Against RE*

Sanction Applied to RE*

Self-Disclosure Status Determined By Action Taken:

Administrative Action No Action

If Rescinded, Explain:

Save Page

Figure 75. Inspector Signoff Form: Signoff Tab Page

3. Click the drop-down arrow in the Name of approving Inspector field and select the applicable name.
4. Choose Yes or No to indicate if satisfactory completion of Self Audit by Regulated Entity following implementation of Comprehensive Fix has been confirmed.

Choose "Yes" if the following conditions have been met:

- 1) The Regulated Entity has completed a self-audit and found the corrective actions to be fully implemented and satisfactory to prevent recurrence of the root cause(s) identified in the Written Report
- 2) The FAA has reviewed the audit results and found the audit and results to be satisfactory

Stage 6: Inspector Signoff

Choose “NO” if either of the above requirements have not been met.

NOTE: Selection of “NO” will prevent closure of the VDRP record until both requirements are met and the Inspector selects “YES”.

5. Click the drop-down arrow in the **Type of Action Against RE** field and select the type of action (**No Action** or **Administrative Action**) to be taken against the regulated entity.
6. If user selects **Administrative Action** option, the Self-Disclosure status is set to **Approved**. The sixth stage with the approved status self disclosure is submitted and sent to Senior Office Manager for his/her approval.
7. The **Sanction Applied to RE** field becomes **active** when user selects Administrative Action option. Click the drop-down arrow and select **Letter of Correction** or **Warning Notice**, as appropriate.
8. After sixth stage is submitted by Principal Inspector, make sure to check that the approved status self disclosure displays as ‘Inactive’ Inspector SignOff link under Next Action column on ‘Open’ tab of Self-disclosure list screen
9. If user selects **No Action** option, the Self-Disclosure status is set to **Rescinded**. The sixth stage with the rescinded status self disclosure is submitted and sent to Senior Office Manager for his/her approval. (If rescinding the case, go to next step)
10. The **Sanction Applied to RE** field becomes **Inactive** when user selects No Action option. Now type an explanation as to why the case was rescinded in the **If Rescinded, Explain** text box field.
11. After sixth stage is submitted by Principal Inspector, make sure to check that the rescinded status self disclosure displays as ‘Inactive’ Inspector SignOff link under Next Action column on ‘Open’ tab of Self-disclosure list screen.
12. Scroll down and click to confirm your entries. User can download 2150 form for editing.
13. The **Inspector Signoff** page displays (Figure 69), showing the **Submit Tab** page.

The screenshot shows the FAA.gov website interface for the Voluntary Disclosure Reporting Program (VDRP). The page title is "Inspector Sign Off" under the "Stage 6" section. The user is logged in as TESTSEA. The form contains the following elements:

- Navigation:** Home, Logout, Help, Download 2150 Form, View/Print.
- Instructions:** "The Inspector Sign-off form is comprised of two related tabs. The 1-Sign Off Tab requires that you choose Action/Action. Depending upon your selection, the second tab, Submit, generates required letter format (LOC/Warning Notice)."
- Buttons:** 1-Sign Off, 2-Submit.
- Fields:** ER Number (2012AL014003), Designator (K51A), Self Disclosure Title (Test VDRP Self Disclosure).
- Text:** "This page allows you to generate a Letter of Correction (LOC)/Warning Notice document in MS Word. The generated document can be modified and uploaded." "You can upload an LOC, 2150-Form or Other Documents as desired. To Upload any supporting files/documents, choose Other Documents. Click Browse, select the file to be uploaded, then click Upload to complete. Choose the type of the upload file: LOC/Warning Notice, 2150-Form, Other Documents." "Once a Completed Inspector Sign-Off is submitted, you can view the uploaded files by opening the Self Disclosure Details Page."
- Table:** A table with columns "Filename", "File Type", "View", and "Delete". It contains one row: "Test.doc", "Other", "View", "Delete".
- Buttons:** Generate Warning Notice, Browse, Upload, Submit.
- Footer:** "Your File Uploaded Successfully at server. Click Submit to complete. Once submitted, the Regulated Entity is notified via email of completion." "Inspector Sign-Off" button.

Figure 76. Inspector Sign Off form - Submit tab Page

14. If Rescinding, go to Steps 15-17.
15. If NOT rescinding, go to Steps 18-31
16. If Rescinding, Click button
17. Click OK to confirm rescind when the message "Are you sure you want to Rescind this record?" is displayed.
18. A message is displayed after the self-disclosure is rescinded successfully.

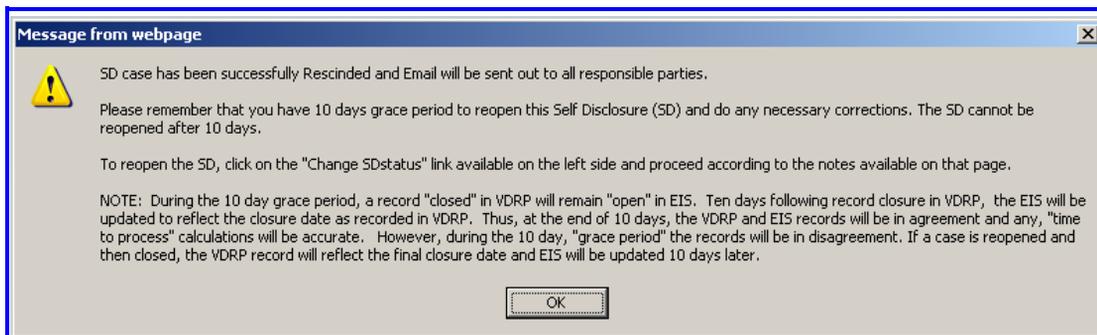


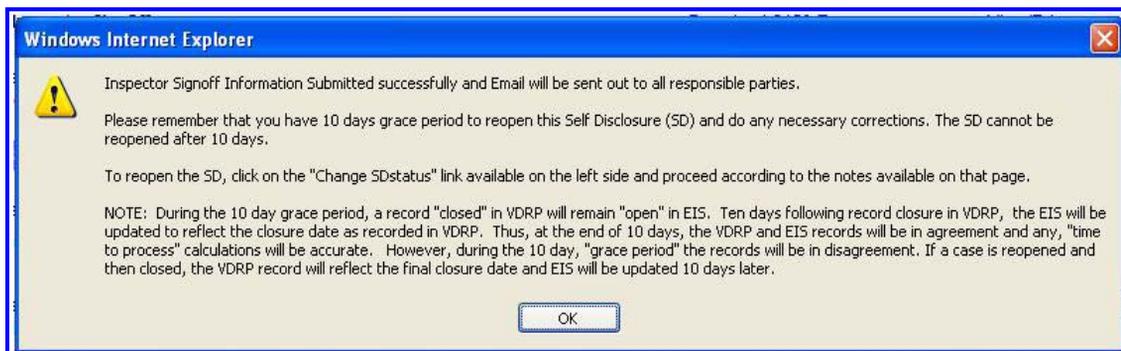
Figure 77. Inspector Signoff - Rescind successful screen

19. If **NOT rescinding**, user can generate a letter of correction (LOC) or Warning Notice from Submit tab page depending on option selected from "Sanction Applied to RE" drop down in Sign Off tab page.
20. If LOC is already uploaded in Stage5 (Surveillance), the same file will be displayed in file attachment table. User can use the same LOC or generate a new LOC as preferred.
21. From the Inspector Signoff Submit Tab page, click . The Choose File dialog displays the directory of the User's hard disk (Figure 72). Highlight the file name and click to select the file. The path and file name displays in the field to the left of the button.
22. Click .
The **Attachments** table displays showing the name of the document, along with a **View** and a **Delete** link.
23. Repeat Steps 19 through 21 above to add any additional documentation you want to add to your self-disclosure.
24. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self-Disclosure List page->EIR Number** column.
25. User can now upload LOC, 2150 form and **Other** documents.

Stage 6: Inspector Signoff

26. User can upload any attachments for “Other documents” option to support Inspector SignOff and can view the uploaded files in self disclosure details page after the Stage 6 is submitted.
27. Click without selecting any documents.
28. The message, “*Please check the file type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed) and size (max 4MB)?*” displays. Once the document is uploaded, the attachments table displays the name of the documents, file type along with ‘View’ and ‘Delete’ links.
29. Optionally, if user wants to delete the document for any reason after having uploaded the document, click the Delete link that corresponds to the document that needs to be deleted.
The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.
30. Click to confirm your entries.
Click on button without generating LOC, then an alert message is displayed as “Are you sure you want to Submit this case without attaching LOC/WarningLetter?. If Yes, click ‘OK’. If No, click ‘Cancel’ and attach the letter.” with OK and Cancel buttons.
If user clicks on ‘Cancel’ button, they stay on the same screen and can add or generate a new LOC. If user clicks on ‘OK’ button, then the case is submitted without LOC/Warning letter attached to the self disclosure.
31. Click to complete the Inspector Signoff stage.
The message, “Are you sure you want to submit this record?” displays.
32. Click **OK** to confirm.

The following message is displayed



33. After the approval of sixth stage by senior office manager, the approved self-disclosures are accessible from the "Closed" tab in Self-Disclosure List Screen.
Closed self-disclosures are accessible from the Closed tab in Self-Disclosure List Screen. See "Wait Period of Closed Case within VDRP System and EIS System" on page 31
34. After the approval of sixth stage by senior office manager, the rescinded self-disclosures are accessible from the "Rejected" tab in Self-Disclosure List Screen.
Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System" on page 31
35. Click OK to complete the submission of Sixth Stage by Principal Inspector. Upon completion and submission, email notifications are sent to appropriate parties. Emails are sent to **Senior Office Manager** - who will submit the approval of Inspector Signoff stage, **Principal Inspector** - who submitted Inspector Signoff stage
36. Submission of the completed record by the Inspector does not conclude the process or close the record. Upon submission by the Inspector, the record is forwarded to the Senior Office Manager (SOM), for their concurrence or non-concurrence. If the SOM concurs with the actions taken by the PI, the case will close upon submission of the SOM's concurrence. If the SOM does not concur, the file is returned to the PI for revision and re-submission by the PI. The case will not close until SOM concurrence is obtained.

Senior Office Manager Approval - IS Stage

The Office Manager who have oversight responsibility for operators certificated under Title 14 Code of Federal Regulations (14 CFR) part 119 for operations under part 121 or part 135 is required to accomplish the final sign-off function in Stage VI of the VDRP system. This can be done either via 'Senior Office Manager Approval for Inspector SignOff' screen or by uploading a scanned pdf copy of a letter signed by the office manager stipulating concurrence with satisfactory completion of the comprehensive fix to the VDRP system, together with the signed letter of correction.

Perform the following steps to complete the Senior Office Manager Approval for Inspector Signoff form of the VDRP system:

1. Log into VDRP as Senior Office Manager (SOM) with a valid username/password belonging to the same CHDO of PI who submitted the self disclosure.
2. From the Self-Disclosure List page, click the "Open" tab.
3. Click the "Inspector SignOff - Under SOM Review" link under 'Next Action' column as SOM User. The **Senior Office Manager Approval for Inspector Signoff** page is displayed (See "Senior Office Manager Approval Screen - IS Stage" on page 176)

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Senior Office Manager Approval for Inspector Signoff Help

* indicates a required field.

Designator ID: EIR Number Notification ID:

Self Disclosure Title:

Complete the following required field(s) and click **Submit/Return** :
Please add comments as needed:

Click **Submit** to Concur or Click **Return** to NonConcur with the Principal Inspector's determination concerning the acceptability of the Disclosure.

Senior Office Manager Approval

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

Readers & Viewers
Web Policies
Web Policies & Notices
Privacy Policy

Government Sites
DOT.gov
USA.gov
Plainlanguage.gov
Recovery.gov
Regulations.gov
Data.gov

Contact Us
Contact Us
Help

Figure 78. Senior Office Manager Approval Screen - IS Stage

4. Optionally enter SOM comments based on office manager's concurrence or nonconcurrency with the satisfactory completion of the comprehensive fix and based on approval or rejection about the information filled in by the Principal Inspector in all the six stages.
5. Click on 'Return' button indicating SOM's nonconcurrency with PI's determination about the self disclosure.
The self disclosure navigates to Inspector SignOff stage allowing the Principal Inspector to add or update the IS Stage accordingly to re-send the returned case for SOM approval
6. Click on 'Submit' button indicating SOM's concurrence with PI's determination about the self disclosure
The self disclosure navigates to either Closed tab or Rejected tab after SOM submits the self disclosure via SOM Approval screen which completes the second part of Inspector Signoff stage.

7. Click OK.

A confirmation pop up appears as “An Email has been sent out to all relevant users” denoting successful approval of Senior Office Manager from IS stage to either Closed tab (Approved Self disclosure) or Rejected status (Rescinded Self disclosure)

8. An email is sent to **Senior Office Manager** - who submitted the approval of Inspector Signoff stage, **Principal Inspector** - who submitted Inspector Signoff stage, **Filing Officer** - who is added in Written Report stage and **Regulated Entity** - who submitted the initial notification.

Once the Inspector Signoff stage is completed and submitted by Senior Office Manager, all six stages are completed in the Self-Disclosure Submission process. See “Additional VDRP Functions” on page 49 to learn more about the other functions available to you within VDRP.

REPORTS

This chapter gives step procedures and information about all of the other functions within the VDRP application that are not part of the self-disclosure submission process.

STANDARD REPORTS

There are five standard reports that can be run within the VDRP application by an FAA Inspector. Click on the links below for step procedures for each report:

- The **Self-Disclosures for a FAR and Particular Regulated Entity** Report compiles and lists self-disclosures for all Federal Aviation Regulations (FARs) associated with a specified regulated entity.
- The **Self-Disclosures for Fiscal Year and Particular Regulated Entity** Report compiles and lists self-disclosures filed within a fiscal year period for a specified regulated entity.
- The **Self-Disclosures for Particular Regulated Entity and Inspector** Report compiles and lists self-disclosures submitted by a Regulated Entity that are assigned to a specified FAA Inspector.
- The **Self-Disclosures for Particular Regulated Entity** Report compiles and lists self-disclosures submitted for a specified regulated entity.
- The **Self-Disclosures for a Particular Region and FSDO office** Report complies and lists self-disclosures based on FSDO office for a particular region for a specified regulated entity.

Generating a Report

The following process describes how to generate a report.

Perform the following steps to generate a report:

1. From the **Self-Disclosure List** page, click the **Standard Reports** link in the left navigation.

The Standard Reports page displays(), showing links for each of the five types of reports that you can generate.

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Standard Reports

- Self Disclosures for a FAR and Particular Regulated Entity
- Self Disclosures for Fiscal Year and Particular Regulated Entity
- Self Disclosures for Particular Regulated Entity and Inspector
- Self Disclosures for Particular Regulated Entity
- Self Disclosures for a Particular Region and FSDO office
- Self Disclosure Complete View Report

Self Disclosures

- View SD List
- Search
- Search Comp. Fixes

Reports

- Standard Reports
- Executive Reports
- Rollup/Summary Reports
- Data Extract Report

Administration

- Update Profile
- Change Password

Help

- General Help
- Feedback
- Release Notes

Documents

- VDRP User Guide
- Introduction Guide
- VDRP FAQs

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

Readers & Viewers

Web Policies

- Web Policies & Notices
- Privacy Policy

Government Sites

- DOT.gov
- USA.gov
- Plainlanguage.gov
- Recovery.gov
- Regulations.gov
- Data.gov

Contact Us

- Contact Us
- Help

Figure 79. Standard Reports Page

2. Click on a link that corresponds to the type of report you want to generate.

The Self-Disclosure Report field page displays (Figure 80), requesting specific information, and this information changes based on the type of report you want to generate. The example shown in Figure 80 is the Self-Disclosure by FAR and Regulated Entity page.

Figure 80. Self-Disclosure Report Page: SDs by FAR and Regulated Entity

- Depending on the type of report you selected, specify the requested information by clicking the drop-down arrows for each field and making your selection.

Type of Report	Field Name	Field Name	Field Name
SDs by FAR and Regulated Entity Report	Regulated Entity	FAR Code	_____
SDs by Fiscal Year and Regulated Entity Report	Regulated Entity	Fiscal Year	_____
SDs by Regulated Entity and Inspector	Regulated Entity	Inspector	_____
SDs for Particular Regulated Entity	Regulated Entity	_____	_____
SDs by Region, FSDO and Regulated Entity	Regulated Entity	Region	FSDO

- Click Create Report to generate the report using the information provided.

The report displays columns of information that pertain to the report type and information you specified. See “Sample Reports” on page 182 for additional information about what each report contains.

Sample Reports

This section contains samples of each report that can be generated in VDRP and gives brief definitions of each column that displays when a report is generated.

- “ ” on page 182.
- “ ” on page 184.
- “Self-Disclosures for a Regulated Entity and an FAA Inspector” on page 187.
- “Self-Disclosures for a Particular Regulated Entity” on page 189.

Self-Disclosures for a FAR and Particular Regulated Entity Report

Figure 81 shows the SDs by FAR and Regulated Entity Report page that displays after the criteria for the report is selected and Create Report is clicked to generate the report.

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SDs by FAR and Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity FAR Code

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SDs by FAR and Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity FAR Code

!!! FOR OFFICIAL USE ONLY !!!

WARNING: The Information in this Document is Protected from Disclosure under 49 U.S.C., § 40123 and 14 CFR part 193

Notification ID (View Details)	EIRNumber	EIRStatus	Notification Date	ACEP Status	ASAP Status
8307	2011EA274007	CLOSED	07/11/2011	NO	NO
7590	2011EA274002	CLOSED	03/02/2011	NO	NO
5330	2010EA274002	CLOSED	12/18/2009	NO	NO
1524	2008EA274003	CLOSED	09/26/2007	NO	NO
6536	2010EA274011	CLOSED	08/13/2010	NO	NO
6449	2010EA274010	CLOSED	07/27/2010	NO	NO
6536	2010EA274011	CLOSED	08/13/2010	NO	NO

Figure 81. Standard Reports: Self-Disclosures for a FAR and Particular Regulated Entity

TABLE 3. Self-Disclosures for a FAR and Particular RE Report Column Definitions

Column Title	Definition
Notification ID	Generated automatically when a Regulated Entity initially creates an Initial Notification, prior to acceptance by the designated FAA Inspector assigned to the case. Once an Initial Notification has been accepted by an FAA Inspector as valid, an EIR number is then assigned, and this is the primary tracking number for the self-disclosure.
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
ACEP Status	Indicates whether the violation was reported through ACEP (Air Carrier Evaluation Program) prior to the FAA discovering the violation. Yes means that it was reported via ACEP, and No indicates that the Regulated Entity did not report the violation.
ASAP Status	Indicates whether the violation was reported through ASAP (Aviation Safety Action Program) prior to the FAA discovering the violation. Yes means that it was reported via ASAP, and No indicates that the Regulated Entity did not report the violation.

Self-Disclosures for a Fiscal Year and a Particular Regulated Entity Report

Figure 82 shows the SDs by Fiscal Year and Regulated Entity Report page that displays after the criteria for the report is selected and Create Report is clicked to generate the report.

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[SDs For Fiscal Year and Regulated Entity](#) [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity Fiscal Year

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[SDs For Fiscal Year and Regulated Entity](#) [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity Fiscal Year

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WARNING: The Information in this Document is Protected from Disclosure under 49 U.S.C., § 40123 and 14 CFR part 193

Notification ID (View Details)	Eir Number	Eir Status	Last Name	First Name	Notification Date	Equipment Type	Equipment Make
9144	2012CE194001	OPEN	Alderman	David D	12/16/2011	A	EMB
9592	2012CE194007	OPEN	Jones	Paul	05/27/2012		
9593	2012CE194004	OPEN	Jones	Paul	05/27/2012	A	CLARK
9594	2012CE194002	OPEN	Alderman	David D	07/10/2012		
9595	2012CE194003	OPEN	Alderman	David D	07/04/2012	A	CLARK
9596	2012CE194005	OPEN	Alderman	David D	06/24/2012	E	DEVORE
9597	2012CE194006	OPEN	Alderman	David D	07/23/2012	E	AMTRGM
9600	2012CE194009	OPEN	Jones	Paul	07/10/2012	A	BOEING
9601	2012CE194008	OPEN	Alderman	David D	08/01/2012		
9602	2012CE194010	OPEN	Jones	Paul	07/29/2012		

Figure 82. Standard Reports: Self-Disclosures for Fiscal Year and Particular Regulated Entity

TABLE 4. Self-Disclosures for a Fiscal Year and a Particular Regulated Entity Report Column Definitions

Column Title	Definition
Notification ID	Generated automatically when a Regulated Entity initially creates an Initial Notification, prior to acceptance by the designated FAA Inspector assigned to the case. Once an Initial Notification has been accepted by an FAA Inspector as valid, an EIR number is then assigned, and this is the primary tracking number for the self-disclosure.
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process.
Last Name	Last name of the Inspector included in the Report.
First Name	First Name of the Inspector included in the report.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Equipment Type	Shows the equipment type involved in the violation, as specified in the Written Report.
Equipment Make	Shows the make of the equipment involved in the violation as described in the Written Report.

Self-Disclosures for a Regulated Entity and an FAA Inspector

Figure 83 shows the SDs by Regulated Entity and Inspector Report page that displays after the criteria for the report is selected and Create Report is clicked to generate the report.

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SDs by Regulated Entity and Inspector [Help](#)

Specify the following information, then click Create Report to generate the desired report:

Regulated Entity Inspector Name

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Voluntary Disclosure Reporting Program -- VDRP

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SDs by Regulated Entity and Inspector [Help](#)

Specify the following information, then click Create Report to generate the desired report:

Regulated Entity Inspector Name

!!! FOR OFFICIAL USE ONLY !!!

WARNING: The Information in this Document is Protected from Disclosure under 49 U.S.C., § 40123 and 14 CFR part 193

NotificationID (View Details)	IN Title	NotificationDate	ASAP	ACEP	EIRStatus	SubmitDate
9144	Test Data	12/16/2011	NO	NO	OPEN	07/23/2012
9592	Test Data	05/27/2012	YES	YES	OPEN	07/31/2012
9593	Test Data	05/27/2012	YES	YES	OPEN	07/20/2012
9594	Test Data	07/10/2012	YES	NO	OPEN	07/30/2012
9595	Test Data	07/04/2012	YES	NO	OPEN	07/20/2012
9596	Test Data	06/24/2012	YES	YES	OPEN	07/20/2012
9597	Test Data	07/23/2012	YES	YES	OPEN	08/02/2012
9600	Test Data	07/10/2012	YES	YES	OPEN	08/06/2012
9601	Test Data	08/01/2012	YES	YES	OPEN	08/06/2012
9602	New Test Monday	07/29/2012	NO	YES	OPEN	08/06/2012

Figure 83. Standard Reports: Self-Disclosures for Regulated Entity and FAA Inspector

TABLE 5. Self-Disclosures for a Particular RE and an FAA Inspector Report Column Definitions

Column Title	Definition
Notification ID	Generated automatically when a Regulated Entity initially creates an Initial Notification, prior to acceptance by the designated FAA Inspector assigned to the case. Once an Initial Notification has been accepted by an FAA Inspector as valid, an EIR number is then assigned, and this is the primary tracking number for the self-disclosure.
IN Title	Contains the Subject specified when a Regulated Entity initially created an Initial Notification within VDRP.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
ASAP Status	Indicates whether the violation was reported through ASAP (Aviation Safety Action Program) prior to the FAA discovering the violation. Yes means that it was reported via ASAP, and No indicates that the Regulated Entity did not report the violation.
ACEP Status	Indicates whether the violation was reported through ACEP (Air Carrier Evaluation Program) prior to the FAA discovering the violation. Yes means that it was reported via ACEP, and No indicates that the Regulated Entity did not report the violation.
EIR Status	Indicates the current status of the self-disclosure as indicated in the VDRP application.
Submit Date	The date that the self-disclosure was submitted via the VDRP application.

Self-Disclosures for a Particular Regulated Entity

Figure 84 shows the SDs by Regulated Entity Report page that displays after the criteria for the report is selected and Create Report is clicked to generate the report.

Voluntary Disclosure Reporting Program – VDRP

TESTSEA [Home](#) [Logout](#)

SDs for particular Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity

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Voluntary Disclosure Reporting Program – VDRP

TESTSEA [Home](#) [Logout](#)

SDs for particular Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Regulated Entity

!!! FOR OFFICIAL USE ONLY !!!

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NotificationID (View Details)	IN Title	NotificationDate	ACEP	ASAP	EIRStatus	EIRNumber
9144	Test Data	12/16/2011	NO	NO	OPEN	2012CE194001
9593	Test Data	05/27/2012	YES	YES	OPEN	2012CE194004
9592	Test Data	05/27/2012	YES	YES	OPEN	2012CE194007
9596	Test Data	06/24/2012	YES	YES	OPEN	2012CE194005
9595	Test Data	07/04/2012	NO	YES	OPEN	2012CE194003
9594	Test Data	07/10/2012	NO	YES	OPEN	2012CE194002
9600	Test Data	07/10/2012	YES	YES	OPEN	2012CE194009
9597	Test Data	07/23/2012	YES	YES	OPEN	2012CE194006
9602	New Test Monday	07/29/2012	YES	NO	OPEN	2012CE194010
9601	Test Data	08/01/2012	YES	YES	OPEN	2012CE194008

Figure 84. Standard Reports: Self-Disclosures for a Particular Regulated Entity

TABLE 6. Self-Disclosures for a Particular RE Report Column Definitions

Column Title	Definition
Notification ID	Generated automatically when a Regulated Entity initially creates an Initial Notification, prior to acceptance by the designated FAA Inspector assigned to the case. Once an Initial Notification has been accepted by an FAA Inspector as valid, an EIR number is then assigned, and this is the primary tracking number for the self-disclosure.
IN Title	Contains the Subject specified when a Regulated Entity initially created an Initial Notification within VDRP.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
ACEP Status	Indicates whether the violation was reported through ACEP (Air Carrier Evaluation Program) prior to the FAA discovering the violation. Yes means that it was reported via ACEP, and No indicates that the Regulated Entity did not report the violation.
ASAP Status	Indicates whether the violation was reported through ASAP (Aviation Safety Action Program) prior to the FAA discovering the violation. Yes means that it was reported via ASAP, and No indicates that the Regulated Entity did not report the violation.
EIR Status	Indicates the current status of the self-disclosure as indicated in the VDRP application.

Standard Reports

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process.

Self-Disclosures by Region, FSDO and Regulated Entity

Figure 85 shows the SDs by Region, FSDO and Regulated Entity page that displays after the criteria for the report is selected and Create Report is clicked to generate the report.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA [Home](#) [Logout](#)

SDs by Region, FSDO and Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Region FSDO Regulated Entity

!!! FOR OFFICIAL USE ONLY !!!

WARNING: The Information in this Document is Protected from Disclosure under 49 U.S.C., § 40123 and 14 CFR part 193

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA [Home](#) [Logout](#)

SDs by Region, FSDO and Regulated Entity [Help](#)

Specify the following information, then click **Create Report** to generate the desired report:

Region FSDO Regulated Entity

!!! FOR OFFICIAL USE ONLY !!!

WARNING: The Information in this Document is Protected from Disclosure under 49 U.S.C., § 40123 and 14 CFR part 193

NotificationID	EIRnumber	IN Title	NotificationDate	Designator	EIRStatus
(View Details)					
1	2007GL114001	Gear Down Ferry	10/03/2006	R61A	CLOSED
3	2007GL154001	Missing Flight Folders/Documents	10/05/2006	SCNA	CLOSED
4	2007GL134001	N808ME Coat Closet Installation	10/13/2006	MWEA	CLOSED
5	2007GL134002	N809ME Gland, MLG Swivel Assy	10/13/2006	MWEA	OPEN
6	2007EA114001	Violation FAR-135.297	10/13/2006	X1UA	RESCINDED
7	2007WP284001	Aircraft N636AW MEL 21-26-04 C1	10/16/2006	AWXA	CLOSED
8	2007GL134003	N813ME Oxygen Generators	10/17/2006	MWEA	CLOSED
9	2007EA214001	Violation of 14 CFR135.267	10/17/2006	MXIA	RESCINDED
10	2007NM034001	Logbook	12/05/2006	GLBA	CLOSED
11	2007GL154002	missing signature	10/18/2006	MALA	CLOSED
12	2007EA114003	N26PA, S/N RK-256 Engine Cowling event	10/19/2006	N9WA	CLOSED
13	2007WP284002	737 fleet required FAA approval on over wing exit	10/23/2006	AWXA	CLOSED
14	2007WP134001	AD 2006-07-14 inspection not performed	10/23/2006	HALA	RESCINDED
15	2007NM024001	N791AS Arctic Entries	10/24/2006	ASAA	CLOSED
17	2007NM024002	B737-800 CAT III Autoland Attempts Report	10/26/2006	ASAA	CLOSED

Figure 85. Standard Reports: Self-Disclosures by Region, FSDO and Regulated Entity

TABLE 7. Self-Disclosures by Region, FSDO and Regulated Entity Report Column Definitions

Column Title	Definition
Notification ID	Generated automatically when a Regulated Entity initially creates an Initial Notification, prior to acceptance by the designated FAA Inspector assigned to the case. Once an Initial Notification has been accepted by an FAA Inspector as valid, an EIR number is then assigned, and this is the primary tracking number for the self-disclosure.
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process.
IN Title	Contains the Subject specified when a Regulated Entity initially created an Initial Notification within VDRP.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Designator	Displays the code to which the selected Regulated Entity belongs to.
EIR Status	Indicates the current status of the self-disclosure as indicated in the VDRP application.

EXECUTIVE REPORTS

There are ten executive reports that can be run within the VDRP application by an FAA Inspector. These reports navigates the user to reporting services and enables him/her to select options from displayed drop downs to generate the desirable report.

These Executive Reports can be exported in any format namely excel sheet, acrobat (pdf) document, CSV (comma delimited) format etc., and FAA users can view or save the reports for future references.

Click on the links below for step procedures for the reports:

- The **Self Disclosures for a Particular Regulated Entity** Report compiles and lists self-disclosures submitted by a Regulated Entity that are assigned to a specified FAA Inspector.
- The **Self Disclosures for a Particular Regulated Entity and FAR** Report compiles and lists self-disclosures submitted by a Regulated Entity associated with a specified Federal Aviation Regulations (FARs).
- The **Self Disclosures for a Particular Regulated Entity and Fiscal Year** Report compiles and lists self-disclosures filed within a fiscal year period for a specified regulated entity.
- The **Self-Disclosures for a Particular Regulated Region and FSDO office** Report compiles and lists self-disclosures submitted for a specified regulated entity belonging to particular FSDO under specific Region.
- The **Self-Disclosure for a given EIRNumber or NotificationNumber** Report complies and lists self-disclosures based on EIR Number or Notification Number specified.
- The **Self-Disclosure for a Particular Region, FSDO, RE and FAR** Report complies and lists self-disclosures submitted by Regulated Entity belonging to particular FSDO under specific Region that are associated with specified Federal Aviation Regulations (FARs).
- The **Self-Disclosure for a Particular Region, FSDO, RE and Case Status** Report complies and lists self-disclosures submitted by Regulated Entity belonging to particular FSDO under specific Region that are associated with case status as Open, Rescinded and Closed.
- The **Self-Disclosure for a Particular Region, FSDO, RE and ASAP, ACEP Status** Report complies and lists self-disclosures submitted by Regulated Entity belonging to particular FSDO under specific Region that are associated with ASAP and ACEP status.
- The **Self-Disclosure for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate)** Report complies and lists self-disclosures submitted by

Regulated Entity belonging to Particular FSDO under specific Region within a Date Range that are associated with case status as Open, Rescinded and Closed. These disclosures are sorted in ascending order of notification date.

- The Closed Self Disclosures for a Particular Region, FSDO, RE and a Given ClosedDate Range (sorted on ClosedDate) Report complies and lists self-disclosures submitted by Regulated Entity belonging to Particular FSDO under specific Region within a Date Range. These disclosures are sorted in ascending order of closed date.

Generating an Executive Report

The following process describes how to generate an executive report.

Perform the following steps to generate a report:

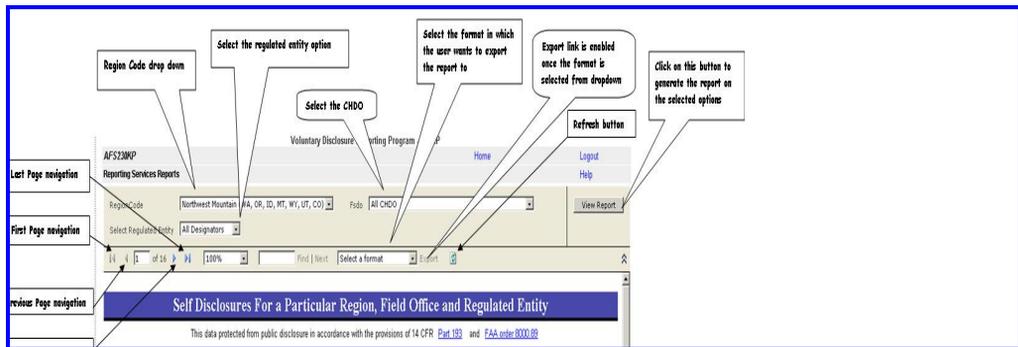
1. From the Self-Disclosure List page, click the Executive Reports link in the left navigation.

The Reporting Services Reports page displays, showing links for each of the ten types of reports that can be generated.

The screenshot shows the FAA's VDRP Reporting Services Reports page. The header includes the FAA logo and 'Federal Aviation Administration' text, with a 'FAA.gov Home' link in the top right. The main content area is titled 'Voluntary Disclosure Reporting Program -- VDRP' and 'Reporting Services Reports'. A navigation menu on the left lists various options: Self Disclosures (View SD List, Search, Search Comp. Fixes), Reports (Standard Reports, Executive Reports, Rollup/Uploaded Reports, Data Extract Report), Administration (Update Profile, Change Password), Help (General Help, Feedback, Release Notes), and Documents (VDRP User Guide, Introduction Guide, VDRP FAQs). The main content area lists ten report types: Self Disclosures for a Particular Regulated Entity, Self Disclosures for a Particular Regulated Entity and FAR, Self Disclosures for a Particular Regulated Entity and Fiscal Year, Self Disclosures for a Particular Region and FSDO office, Self Disclosure for a given EIRNumber or NotificationNumber, Self Disclosure for a Particular Region, FSDO, RE and FAR, Self Disclosure for a Particular Region, FSDO, RE and Case Status, Self Disclosure for a Particular Region, FSDO, RE and ASAP, ACEP Status, Self Disclosure for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate), and Closed Self Disclosures for a Particular Region, FSDO, RE and a Given ClosedDate Range (sorted on ClosedDate). The top right of the main content area has 'Home' and 'Logout' links, and 'Help' is also visible.

Figure 86. Executive Reports Page

2. Click on a link that corresponds to the type of report you want to generate.
3. User is navigated to Reporting Server screen where the parameters are selected and the results generated by clicking the 'View Report' button.
4. Below is the screenshot where are the navigation in the page are explained.



5. Depending on the type of report you selected, specify the requested information by clicking the drop-down arrows for each field and choose your selection.

6. Click **View Report** button to generate the report using the information provided.

The report displays columns of information that pertain to the report type and information you specified. See "Sample Executive Reports" on page 197 for additional information about what each report contains.

Sample Executive Reports

This section contains samples of each report that can be generated in VDRP and gives brief definitions of each column that displays when a report is generated.

- " " on page 198.
- " " on page 200.
- "Self Disclosures for a Particular Regulated Entity and Fiscal Year" on page 203.
- "Self Disclosures for a Particular Region and FSDO office" on page 205.
- "Self Disclosures for a given EIRNumber or NotificationNumber" on page 207.
- "Self Disclosures for a Particular Region, FSDO, RE and FAR" on page 208
- "Self Disclosures for a Particular Region, FSDO, RE and Case Status" on page 210
- "Self Disclosures for a Particular Region, FSDO, RE and ASAP, ACEP Status" on page 212

- “Self Disclosures for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate)” on page 214
- “Closed Self Disclosures for a Particular Region, FSDO, RE and a Given ClosedDate Range (sorted on ClosedDate)” on page 216

Self Disclosures for a Particular Regulated Entity

Figure 87 shows the Self Disclosures For a Particular Regulated Entity page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity* report is selected from executive reports main screen. User is navigated to a new reporting services screen where “View Report” button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on “Export” link after selecting format from Select a format drop down.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity <Select a Value> View Report

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity 1MBR View Report

1 of 1 100% Find Next Select a format Export

Self Disclosures For a Particular Regulated Entity

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EIR Number	FAR Code	Notification Date	EIR Status	Current Stage	Designator	SelfDisclosure Title
2012CE194001	43.13B	12/16/2011	OPEN	WrittenReport	1MBR	Test Data
2012CE194002		07/10/2012	OPEN	WrittenReport	1MBR	Test Data
2012CE194003	101.13A3	07/04/2012	OPEN	WrittenReportReview	1MBR	Test Data
2012CE194004	101.13A1	05/27/2012	OPEN	WrittenReport	1MBR	Test Data
2012CE194005	101.15	06/24/2012	OPEN	WrittenReportReview	1MBR	Test Data
2012CE194006	101.17A	07/23/2012	OPEN	Inspector Signoff	1MBR	Test Data
2012CE194007		05/27/2012	OPEN	WrittenReport	1MBR	Test Data
2012CE194008		08/01/2012	OPEN	WrittenReport	1MBR	Test Data
2012CE194009	101.15	07/10/2012	OPEN	WrittenReportReview	1MBR	Test Data
2012CE194010		07/29/2012	OPEN	WrittenReport	1MBR	New Test Monday

Figure 87. Executive Reports: Self-Disclosures for a Particular Regulated Entity

TABLE 8. Self Disclosures For a Particular Regulated Entity Report Column Definitions

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Designator and Title of case	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system. Also a new column Self Disclosure Title has been added.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Suveillance stage or Inspector Sign Off stage including closed or rescinde.

Self Disclosures for a Particular Regulated Entity and FAR

Figure 88 shows the Self Disclosures For a Particular Regulated Entity and Farcode page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity and FAR* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity <Select a Value> Select Farcode View Report

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity 1MBR Select Farcode All Far Codes View Report

1 of 1 100% Find Next Select a format Export

Self Disclosures For a Particular Regulated Entity and Farcode

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EIR Number	FAR Code	Designator	Notification Date	EIR Status	Current Stage	SelfDisclosure Title
2012CE194001	43.13B	1MBR	12/16/2011	OPEN	WrittenReport	Test Data
2012CE194003	101.13A3	1MBR	07/04/2012	OPEN	WrittenReportReview	Test Data
2012CE194004	101.13A1	1MBR	05/27/2012	OPEN	WrittenReport	Test Data
2012CE194005	101.15	1MBR	06/24/2012	OPEN	WrittenReportReview	Test Data
2012CE194006	101.17A	1MBR	07/23/2012	OPEN	Inspector Signoff	Test Data
2012CE194009	101.15	1MBR	07/10/2012	OPEN	WrittenReportReview	Test Data

Figure 88. Executive Reports: Self-Disclosures for a Particular Regulated Entity and Farcode

TABLE 9. Self-Disclosures for a Particular Regulated Entity and Farcode Report Column Definitions

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Designator	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage and Title of the case	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or Rescinded. Also the new column of Self Disclosure title has been added.

Self Disclosures for a Particular Regulated Entity and Fiscal Year

Figure 89 shows the Self Disclosures for a Regulated Entity in a Given Fiscal Year page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity and Fiscal Year* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity <Select a Value> Select Fiscal Year <Select a Value> View Report

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA Home Logout
Reporting Services Reports Help

Select Regulated Entity 1MBR Select Fiscal Year All View Report

1 of 1 100% Find Next Select a format Export

Self Disclosures for a Regulated Entity in a Given Fiscal Year

WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR [Part 193](#) and [FAA order 8000.89](#)
!!! FOR OFFICIAL USE ONLY !!!

EIR Number	FAR Code	Eirstatus	Current Stage	Designator	Notification Date	SelfDisclosure Title
2012CE194001	43.13B	OPEN	WrittenReport	1MBR	12/16/2011	Test Data
2012CE194003	101.13A3	OPEN	WrittenReportReview	1MBR	07/04/2012	Test Data
2012CE194003	101.13A4	OPEN	WrittenReportReview	1MBR	07/04/2012	Test Data
2012CE194003	101.15	OPEN	WrittenReportReview	1MBR	07/04/2012	Test Data
2012CE194004	101.13A1	OPEN	WrittenReport	1MBR	05/27/2012	Test Data
2012CE194005	101.15	OPEN	WrittenReportReview	1MBR	06/24/2012	Test Data
2012CE194006	101.17A	OPEN	Inspector Signoff	1MBR	07/23/2012	Test Data
2012CE194009	101.15	OPEN	WrittenReportReview	1MBR	07/10/2012	Test Data

Figure 89. Executive Reports: Self-Disclosures for a Regulated Entity in a Given Fiscal Year

TABLE 10. Self-Disclosures for a Regulated Entity in a Given Fiscal Year Report Column Definitions

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or rescinded.
Designator	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
Notification Date and Title of the case	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page. Also a new column as "Self Disclosure Title" is added.

Self Disclosures for a Particular Region and FSDO office

Figure 90 shows the Self Disclosures For a Particular Region, Field Office and Regulated Entity Report page that displays after the criteria for the *Self Disclosures for a Particular Region and FSDO office* report is selected from executive reports main screen. User is navigated to a new reporting services screen where “*View Report*” button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on “*Export*” link after selecting format from Select a format drop down.

The screenshot shows the 'Reporting Services Reports' interface. At the top, there are search filters: 'RegionCode' set to 'All Regions', 'FsdO' set to 'All CHDO', and 'Select Regulated Entity' set to 'All Designators'. A 'View Report' button is visible. Below the filters, there are navigation controls showing '1 of 194' records and a 'Select a format' dropdown menu. The interface is titled 'Voluntary Disclosure Reporting Program -- VDRP' and includes a 'Logout' link.

The main content area displays a table titled 'Self Disclosures For a Particular Region, Field Office and Regulated Entity'. A warning message states: 'WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR Part 193 and FAA order 8000.89 !!! FOR OFFICIAL USE ONLY !!!'. The table contains the following data:

EIR Number	Designator	Eirstatus	Current Stage	Notification Date	Self Disclosure Title
2012CE194001	1MBR	OPEN	WrittenReport	12/16/2011	Test Data
2012CE194007	1MBR	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194004	1MBR	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194002	1MBR	OPEN	WrittenReport	07/10/2012	Test Data
2012CE194003	1MBR	OPEN	WrittenReportReview	07/04/2012	Test Data
2012CE194005	1MBR	OPEN	WrittenReportReview	06/24/2012	Test Data
2012CE194006	1MBR	OPEN	Inspector Signoff	07/23/2012	Test Data
2012CE194009	1MBR	OPEN	WrittenReportReview	07/10/2012	Test Data
2012CE194008	1MBR	OPEN	WrittenReport	08/01/2012	Test Data
2012CE194010	1MBR	OPEN	WrittenReport	07/29/2012	New Test Monday

Figure 90. Executive Reports: Self-Disclosures for a Particular Region, Field Office and RE

TABLE 11. Self-Disclosures for a Particular Region, Field Office and RE Report Column Definitions

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or rescinded.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a given EIRNumber or NotificationNumber

Figure 91 shows the SELF DISCLOSURE DETAILS Report page that displays after the criteria for the *Self Disclosures for a given EIRNumber or NotificationNumber* report is selected. For this report, user clicks on “*Create Report*” button after entering either Notification ID or EIR Number on executive reports main screen. Based on Notification ID or EIR number, user is now navigated to new screen to generate a report that displays the details of the case specified. User can export the generated report in the desired format by clicking on “*Export*” link after selecting format from **Select a format** drop down.

SELF DISCLOSURE DETAILS

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GENERAL DETAILS				
Notification ID	EIR Number	EIR Status	Current Stage	Notification Title
9144	2012CE194001	OPEN	Written Report	Test Data

INITIAL NOTIFICATION				
Submitted By	Designator ID	Designator Name	Business Concern	Submitter found in OP
James Bailey	1MBR	EMBRAER AIRCRAFT MAINTENANCE SERVICES INC	Small Business Concern	YES

Was Alleged Violation Discovered as the Result of an Aviation Safety Action Program (ASAP) Report	NO
Was Alleged Violation Discovered During Air Carrier Program (ACEP) Evaluation	NO
Did Non-Compliance Cease after Detection	YES
Is Evaluation Underway to Determine Systemic Problem	YES
Will Written Report be Submitted in 10 Working Days	YES

Submitted Date	Notification Mode	Notification Date, Time	Date Discovered
12/21/2011	Web	12/16/2011 16:44	12/16/2011 16:00

Information of the Person Preparing Comprehensive fix:

Name: James Bailey
 Contact Information: 555-555-6179 jbailey@fakeemail.com

Description of Alleged Violation

Figure 91. Executive Reports: SELF DISCLOSURE DETAILS screen

Self Disclosures for a Particular Region, FSDO, RE and FAR

Figure 92 shows the Self Disclosures For a Particular Region, Field Office, Regulated Entity and FAR Report page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and FAR* report is selected from executive reports main screen. User is navigated to a new reporting services screen where “*View Report*” button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on “*Export*” link after selecting format from Select a format drop down.

The screenshot shows the 'Reporting Services Reports' interface. At the top, there are filters for RegionCode (set to '<Select a Value>'), FsdO (set to 'All CHDO'), Select Regulated Entity (set to '1MBR'), and Select FAR Code (set to 'All Far Codes'). A 'View Report' button is visible on the right. Below the filters is a navigation bar with '1 of 1' items, a '100%' zoom level, and an 'Export' link. The main content area displays a table titled 'Self Disclosures For a Particular Region, Field Office, Regulated Entity and FAR'. A warning message states: 'WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR Part 193 and FAA order 8000.89 !!! FOR OFFICIAL USE ONLY !!!'. The table contains the following data:

EIR Number	Designator	Eirstatus	Current Stage	FAR Code	Notification Date	Self Disclos
2012CE194001	1MBR	OPEN	WrittenReport	43.13B	12/16/2011	Test Data
2012CE194004	1MBR	OPEN	WrittenReport	101.13A1	05/27/2012	Test Data
2012CE194003	1MBR	OPEN	WrittenReportReview	101.13A3	07/04/2012	Test Data
2012CE194005	1MBR	OPEN	WrittenReportReview	101.15	06/24/2012	Test Data
2012CE194006	1MBR	OPEN	Inspector Signoff	101.17A	07/23/2012	Test Data
2012CE194009	1MBR	OPEN	WrittenReportReview	101.15	07/10/2012	Test Data

Figure 92. Executive Reports: Self Disclosures For a Particular Region, Field Office, RE and FAR

TABLE 12. Self Disclosures for a Particular Region, Field Office, RE and FAR Report Column Definitions

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application (any of six stages including closed or rescinded)
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within VDRP.

Self Disclosures for a Particular Region, FSDO, RE and Case Status

Figure 93 shows the Self Disclosures For a Particular Region, Field Office, Regulated Entity and Case Status Report page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and Case Status* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.

Voluntary Disclosure Reporting Program -- VDRP

TESTSEA

Reporting Services Reports

RegionCode: All Regions | FsdO: All CHDO | Select Regulated Entity: 1MBR | Select Status: All Status | View Report

1 of 1 | 100% | Find | Next | Select a format | Export

Self Disclosures For a Particular Region, Field Office, Regulated Entity and Case Status

WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR [Part 193](#) and [FAA order 8000.89](#)
 !!! FOR OFFICIAL USE ONLY !!!

EIR Number	Designator	Eirstatus	Current Stage	Notification Date	Self Disclosure Title
2012CE194001	1MBR	OPEN	WrittenReport	12/16/2011	Test Data
2012CE194007	1MBR	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194004	1MBR	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194002	1MBR	OPEN	WrittenReport	07/10/2012	Test Data
2012CE194003	1MBR	OPEN	WrittenReportReview	07/04/2012	Test Data
2012CE194005	1MBR	OPEN	WrittenReportReview	06/24/2012	Test Data
2012CE194006	1MBR	OPEN	Inspector Signoff	07/23/2012	Test Data
2012CE194009	1MBR	OPEN	WrittenReportReview	07/10/2012	Test Data
2012CE194008	1MBR	OPEN	WrittenReport	08/01/2012	Test Data
2012CE194010	1MBR	OPEN	WrittenReport	07/29/2012	New Test Monday

Figure 93. Executive Reports: Self Disclosures For a Particular Region, Field Office, RE and Case Status

TABLE 13. Self Disclosures for a Particular Region, Field Office, RE and Case Status Report Columns

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage and Far Code	Indicates the current stage of the self disclosure as indicated in VDRP application which are 6 stages including closed or rescinded. Far codes are added in third stage (Written Report) by Regulated entity.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a Particular Region, FSDO, RE and ASAP, ACEP Status

Figure 94 shows the Self Disclosures For a Particular Region, Field Office, Regulated Entity and ASAP, ACEP Status Report page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and ASAP, ACEP Status* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.

The screenshot shows the 'Reporting Services Reports' interface. The top section contains filters for RegionCode, FsdO, Select Regulated Entity, and Select Status, along with a 'View Report' button. The second section shows the same interface with filters set to 'All Regions', 'All CHDO', '1MBR', and 'All'. Below this is a table with columns: EIR Number, Designator, ACEP, ASAP, Eirstatus, Current Stage, Notification Date, and Self Disclosure Title. A warning message and a total row count are also visible.

EIR Number	Designator	ACEP	ASAP	Eirstatus	Current Stage	Notification Date	Self Disclosure Title
2012CE194001	1MBR	NO	NO	OPEN	WrittenReport	12/16/2011	Test Data
2012CE194007	1MBR	YES	YES	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194004	1MBR	YES	YES	OPEN	WrittenReport	05/27/2012	Test Data
2012CE194002	1MBR	NO	YES	OPEN	WrittenReport	07/10/2012	Test Data
2012CE194003	1MBR	NO	YES	OPEN	WrittenReportReview	07/04/2012	Test Data
2012CE194005	1MBR	YES	YES	OPEN	WrittenReportReview	06/24/2012	Test Data
2012CE194006	1MBR	YES	YES	OPEN	Inspector Signoff	07/23/2012	Test Data
2012CE194009	1MBR	YES	YES	OPEN	WrittenReportReview	07/10/2012	Test Data
2012CE194008	1MBR	YES	YES	OPEN	WrittenReport	08/01/2012	Test Data
2012CE194010	1MBR	YES	NO	OPEN	WrittenReport	07/29/2012	New Test Monday

Figure 94. Executive Reports: Self Disclosures For a Particular Region, Field Office, RE and ASAP, ACEP

TABLE 14. Self Disclosures for a Particular Region, Field Office, RE and ASAP, ACEP Status Report Columns

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
ACEP	Indicates 'Yes' or 'No' based on selection
ASAP	Indicates 'Yes' or 'No' based on selection
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate)

Figure 95 shows the Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given NotificationDate Range (sorted on NotificationDate) Report page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate)* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.

The screenshot displays the 'Reporting Services Reports' interface. The top section contains search filters: RegionCode (set to '<Select a Value>'), FsdO (set to 'All CHDO'), Select Regulated Entity (set to '1MBR'), Enter FromDate (set to '8/1/2011'), Enter ToDate (set to '8/1/2012'), and Select Status (set to 'All Status'). A 'View Report' button is visible on the right. Below the filters is a navigation bar with '1 of 1' items, a '100%' zoom level, and an 'Export' button. The main content area features a title bar: 'Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given NotificationDate Range (sorted on NotificationDate)'. A warning message states: 'WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR Part 193 and FAA order 8000.89 !!! FOR OFFICIAL USE ONLY !!!'. Below the warning, a summary bar indicates 'Total number of rows for the selected input = 12'. The data is presented in a table with the following columns: EIR Number, Designator, Eirstatus, Current Stage, Discover Date, Notification Date, and Self Disclosure.

EIR Number	Designator	Eirstatus	Current Stage	Discover Date	Notification Date	Self Disclosure
2012CE194001	1MBR	OPEN	WrittenReport	12/16/2011	12/16/2011	Test Data
2012CE194007	1MBR	OPEN	WrittenReport	05/27/2012	05/27/2012	Test Data
2012CE194004	1MBR	OPEN	WrittenReport	05/27/2012	05/27/2012	Test Data
2012CE194005	1MBR	OPEN	WrittenReportReview	06/24/2012	06/24/2012	Test Data
2012CE194003	1MBR	OPEN	WrittenReportReview	07/04/2012	07/04/2012	Test Data
2012CE194002	1MBR	OPEN	WrittenReport	07/02/2012	07/10/2012	Test Data
2012CE194009	1MBR	OPEN	WrittenReportReview	07/10/2012	07/10/2012	Test Data
2012CE194006	1MBR	OPEN	Inspector Signoff	07/23/2012	07/23/2012	Test Data
2012CE194010	1MBR	OPEN	WrittenReport	07/29/2012	07/29/2012	New Test Monday

Figure 95. Executive Reports: Self Disclosures For a Particular Region, Field Office, RE and a Given NotificationDate Range

TABLE 15. Self Disclosures for a Particular Region, Field Office, RE and NotificationDate RangeColumns

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Suveillance stage or Inspector Sign Off stage including closed or rescinded.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Closed Self Disclosures for a Particular Region, FSDO, RE and a Given ClosedDate Range (sorted on ClosedDate)

Figure 96 shows the List of Closed Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given ClosedDate Range Report page that displays after the criteria for the *Closed Self Disclosures for a Particular Region, FSDO, RE and Given ClosedDate Range (sorted on ClosedDate)* status report is selected from executive reports main screen. User is navigated to a new reporting services screen where “*View Report*” button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on “*Export*” link after selecting format from Select a format drop down.

Reporting Services Reports Help

RegionCode: <Select a Value> FSDO: []

Select Regulated Entity: [] Enter FromDate (mm/dd/yyyy): []

Enter ToDate (mm/dd/yyyy): [] View Report

Reporting Services Reports Help

RegionCode: All Regions FSDO: All CHDO View Report

Select Regulated Entity: FCPR Enter FromDate (mm/dd/yyyy): 8/1/2010

Enter ToDate (mm/dd/yyyy): 8/1/2012

1 of 1 100% Find | Next Select a format Export

List of Closed Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given ClosedDate (sorted on ClosedDate)

WARNING: This data protected from public disclosure in accordance with the provisions of 14 CFR [Part 193](#) and [FAA order 8000.89](#)

!!! FOR OFFICIAL USE ONLY !!!

Total number of rows for the selected input = 6

EIR Number	Designator	Eirstatus	Current Stage	Closed Date	Self Disclosure Title
2011NM094014	FCPR	CLOSED	Closed	08/03/2011	Test Data
2011NM094018	FCPR	CLOSED	Closed	08/03/2011	Test Data
2011NM094016	FCPR	CLOSED	Closed	08/04/2011	Test Data
2011NM094004	FCPR	CLOSED	Closed	08/09/2011	Test Data
2011NM094017	FCPR	CLOSED	Closed	08/11/2011	Test Data
2011NM094015	FCPR	CLOSED	Closed	01/20/2012	Test Data

Figure 96. Executive Reports: Closed Self Disclosures For a Particular Region, Field Office, RE and a Given ClosedDate Range

TABLE 16. Self Disclosures for a Particular Region, Field Office, RE and ClosedDate RangeColumns

Column Title	Definition
EIR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on EIR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Suveillance stage or Inspector Sign Off stage including closed or rescinded.
Closed Date	Indicates the date on which the self disclosure was closed in VDRP system.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

ROLLUP/UPLOADED REPORTS

VDRP “Rollup” reports navigate user to a VDRP Rollup screen where the flight standards community will view the VDRP Rollup data and other uploaded documents.

The screenshot displays the FAA.gov interface for the Voluntary Disclosure Reporting Program (VDRP). The page title is "Voluntary Disclosure Reporting Program -- VDRP" and it includes "Home" and "Logout" links. The main content area is titled "VDRP RollUP Reports and Other Uploaded Documents" and contains a table with the following data:

File Name	Date Uploaded	File Size
VDRP-1stQuarterFY2009Update.pdf	9/29/2010	192,012 bytes
VDRP-1stQuarterFY2010Update.pdf	12/3/2010	187,192 bytes
VDRP-3rdQuarterFY2009Update.pdf	12/3/2010	183,206 bytes
VDRP-4thQuarterFY2009Update.pdf	12/3/2010	183,127 bytes
VDRP2ndQuarterFY2009Update.pdf	9/29/2010	175,373 bytes
VDRP_DELTA_March_09.xls	9/29/2010	1,724,928 bytes
VDRP_LOAD_February_09.xls	9/29/2010	530,432 bytes

The left sidebar contains navigation links for "Voluntary Disclosure Reporting Program", "Self Disclosures", "Reports", "Administration", "Help", and "Documents".

DATA EXTRACT REPORT (REGULATED ENTITY)

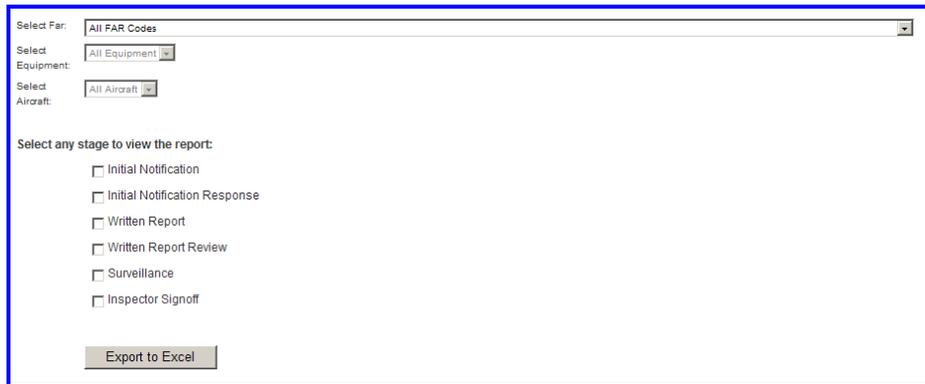
The Data Extract Report for use by Regulated Entities is designed to allow a user to extract data from the VDRP database of the Regulated Entity (RE) with which that user is associated. No other data is accessible to a user associated with an RE. The data extract report enables the user to extract full rows from the database for all stages of disclosure records associated with that RE.

A user may narrow search in four different ways: by selecting a FAR code, by selecting an Equipment category, by selecting an Aircraft type, and by specifying which stages to export. Selection of a FAR Code, Equipment category, or Aircraft type are **optional**.

To successfully generate a report, though, the user **MUST** select at least one checkbox under **Select any stage to view the report**.

When ready, click **Export to Excel** to generate the report.

After you click **Export to Excel**, a box will pop up asking you to **Open** or **Save** the tables (Figure 98). Click **Open** to open the document in the program of your choice, or **Save**, to save it to the location of your choice.



Select Far: All FAR Codes

Select Equipment: All Equipment

Select Aircraft: All Aircraft

Select any stage to view the report:

- Initial Notification
- Initial Notification Response
- Written Report
- Written Report Review
- Surveillance
- Inspector Signoff

Export to Excel

Figure 97. Data Extract Report Select Menu for a Regulated Entity

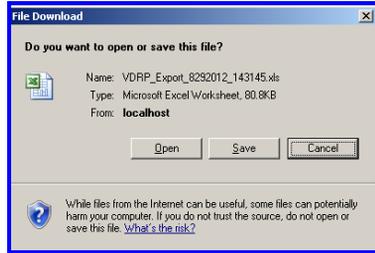


Figure 98. Open/Save Dialogue Box

DATA EXTRACT REPORT (FAA)

This report is designed to allow a user to extract full rows from the database for all 6 stages of the Self Disclosure process.

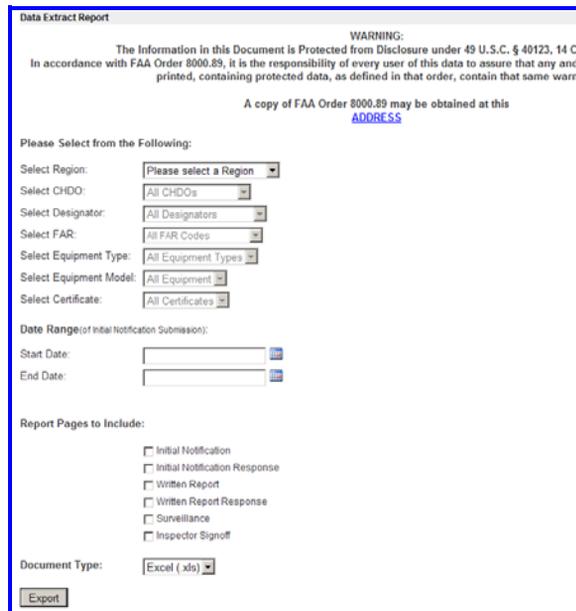
To successfully generate a report, you must first Select a Region. Selecting a CHDO, Designator, FAR code, Equipment Type, Equipment Model or Certificate is all optional. Do make note that you must have a Region selected to choose a CHDO and a CHDO selected to choose a Designator. Also, selecting an Equipment Type is also dependent upon Equipment Model. A user may also specify the Date Range in which the Initial Notification was submitted. The dates can either be manually entered, or entered by clicking on the Calendar icon .

To successfully generate a report, a user **MUST** select at least one checkbox from under **Report Pages to Include**.

Under Document Type, you may choose to output the tables in Excel (.xls) format or XML (.xml) format. Excel format is the default.

When ready, click **EXPORT** to create the file.

After you click **EXPORT**, a box will pop up asking you to **Open** or **Save** the tables (Figure 98). Click **Open** to open the document in the program of your choice, or **Save**, to save it to the location of your choice.



Data Extract Report

WARNING:
The Information in this Document is Protected from Disclosure under 49 U.S.C. § 40123, 14 CFR
In accordance with FAA Order 8000.89, it is the responsibility of every user of this data to assure that any and
printed, containing protected data, as defined in that order, contain that same warni

A copy of FAA Order 8000.89 may be obtained at this
[ADDRESS](#)

Please Select from the Following:

Select Region:

Select CHDO:

Select Designator:

Select FAR:

Select Equipment Type:

Select Equipment Model:

Select Certificate:

Date Range (of Initial Notification Submission):

Start Date: 

End Date: 

Report Pages to Include:

Initial Notification

Initial Notification Response

Written Report

Written Report Response

Surveillance

Inspector Signoff

Document Type:

Figure 99. Data Extract Report Select Menu for FAA User

A WHAT IS A BUSINESS CONCERN?

This appendix defines a business concern, information required for an Initial Notification.

A Business Concern is a business entity organized for profit that has a place of business located in the United States and that operates primarily in the United States. This business entity must make a significant contribution to the US economy through payment of taxes or use of American products, materials or labor.

A Small Business Concern is a business that fits the above definition whose numbers does not exceed the limit set by the Small Business Administration (SBA). Table 18 shows the definitions of these limits.

TABLE 18. SBA Small Business Concern Limits

Code	Type of Business	Number of Employees/Average Annual Receipts
336411	Aircraft Manufacturing	1500 Employees
336412	Aircraft Eng&Eng. Parts Manuf	1000 Employees
336413	Oth. Aircraft Part&Aux Equip Mfg	1000 Employees
481111	Scheduled Passenger Air Tranp	1500 Employees
481112	Scheduled Freight Air Transp	1500 Employees
481211	Nonschd.Chart. Pass. Air Tranp	1500 Employees
481212	Nonschd.Chart.Frgt Air Tranp	1500 Employees
481219	Other Nonschd Air Transp	\$6.0 Million
488111	Air Traffic Control	\$6.0 Million
488119	Other Airport Operations	\$6.0 Million

488190	Other Sup. Act. For Air Transp	\$6.0 Million
99999	Invalid Code	-

If your business concern *exceeds* the limits shown in this table, your business falls under the Large, Individual or Other definitions.

B CALENDAR FEATURE

This appendix defines the Calendar Feature within VDRP and gives a step procedure for how to use this handy tool.

WHAT IS THE CALENDAR FEATURE?

When entering a date within VDRP, you can either type in the date using the mm/dd/yyyy format, or you can use the Calendar Feature to specify the desired date. The Calendar Feature tool allows you to pull up an online calendar from which to choose the desired date. This calendar allows you to see the day of the week, the date, and you can scroll by year or month, as desired. Once the desired date is shown, simply click the date. The selected date displays in the field.

Perform the following steps to use the Calendar Feature to populate any date field in VDRP:

1. Click on the  icon to the right of any field that requires a date be specified (the icon is displayed for any of these fields).
2. Click on the Calendar Icon  for the current month calendar displays with heading as "<Current month, Current Year>"
3. Displays table under 7 columns specifying week day as S, M, T, W, T, F, S.
4. Displays all days of the months as 7 rows within the table along the specified columns.
5. All the dates within the calendar table are hyper linked.
6. Click the desired day of the month within the calendar that displays.
7. Use the < and > symbols to move from month to month.

What Is The Calendar Feature?

The selected date displays in the Date field.

8. Use the << and >> symbols to move from same month from Year to Year.
The selected date displays in the Date field
9. User can type in the date in date format as mm/dd/yyyy without clicking on the Calendar Feature Icon.
10. Type in characters instead of date format in the field provided.
Displays error message as "<Specified> Date is a required field and must be in the following format: mm/dd/yyyy".

C GLOSSARY OF TERMS

This appendix defines the alphabetical listing of acronyms, abbreviation, terms, and definitions associated with the VDRP System.

GLOSSARY OF TERMS WITHIN VDRP

AFS	Aviation Flight Standards Service
ASAP	Aviation Safety Action Program
AVR	Aviation Regulation and Certification Group
CFR	Code of Federal Regulation
DOT	Department of Transportation
EIR	Enforcement Investigative Report
EIS	Enforcement Information System
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
POI	Principal Operations Inspector
PMI	Principal Maintenance Inspector
PAI	Principal Aviation Inspector
SD	Self Disclosure
SSL	Secure Socket Layer
VDRP	Voluntary Disclosure Reporting Program