
Help Desk Quickstart User's Guide

September 12, 2006

This page intentionally left blank

Contents

1	About This Guide	1
	Who Should Read This Guide?	1
	What You'll Find In This Guide	1
	Step Procedure Terms Used In This Guide.....	3
2	Overview.....	5
	What Is The Voluntary Disclosure Process?	6
	Typical Users of the Voluntary Disclosure Process	7
	What is The Voluntary Disclosure Reporting Program (VDRP)?.....	8
	10
3	VDRP Features & User Functions	11
	Responsibilities of Regulated Entities and Inspectors within VDRP.....	12
	Defining the VDRP Self-Disclosure List Page	13
	Defining VDRP User Functions	16
4	Logging Into VDRP	19
5	Completing the VDRP Self-Disclosure Submission Process	21
	Stage 1: Initial Notification	22
	Opening the Initial Notification Form	22
	Completing the Initial Notification Form.....	23
	Stage 2: Initial Notification Response.....	31
	Completing the Initial Notification Response Form.....	31
	Stage 3: Written Report	34
	Opening the Written Report Form	34

Stage 4: Written Report Review.....	54
Completing the Written Report Review Form	54
Stage 5: Surveillance	59
Completing Surveillance of the Comprehensive Fix Implementation	59
Stage 6: Inspector Signoff.....	62
Completing the Inspector Signoff Form	62

6 Help Desk Features and Functions71

Resetting a Password	71
Adding a Designator	74
Disable a User	76
Edit a Case	77

7 Additional VDRP Functions79

Standard Reports.....	79
Generating a Report	79
Update Profile	92
Add New User	94
Edit User	96
Change Password.....	98
.....	100

A What is a Business Concern? 101

List of Figures

Figure 1. Responsibilities of RE and FAA Inspectors Within VDRP Flow Diagram	12
Figure 2. VDRP Self-Disclosure List Page with Descriptions	14
Figure 3. Self-Disclosure List Page: Create SD Link	22
Figure 4. Initial Notification Page	23
Figure 5. Initial Notification Form: Violation Tab Page	24
Figure 6. Initial Notification Form: Action Tab Page	25
Figure 7. Initial Notification Form: Verify Tab Page	27
Figure 8. Initial Notification Form: Submit Tab Page	29
Figure 9. Initial Notification Response Form	32
Figure 10. Written Report Form: General Tab Page	35
Figure 11. Written Report Form: Description Tab Page	38
Figure 12. Written Report Form: Description Tab Page with FAR Field	39
Figure 13. Written Report Form: Description Tab Page Fields	40
Figure 14. Written Report Form: Summary Tab Page	42
Figure 15. Written Report Form: Action Tab Page	43
Figure 16. Written Report Form: Analysis Tab Page	45
Figure 17. Written Report Form: Comp. Fix Tab Page	46
Figure 18. Written Report Form: Comprehensive Fix Tab Page with Fields	47
Figure 19. Written Report Form: Equipment Tab Page	50
Figure 20. Written Report Form: Submit Tab Page	52
Figure 21. Written Report Review Form: EIR Form 2150-5 Page	55
Figure 22. Written Report Review Form: Submit Tab Page	57
Figure 23. Surveillance Form Page	60
Figure 24. Inspector Signoff Form: Signoff Tab Page	63
Figure 25. Inspector Signoff Form: Submit Tab Page	65
Figure 26. Choose File Dialog	66

Figure 27. Open With Dialog	67
Figure 28. Save As Dialog	68
Figure 29. Self-Disclosure List Page: Reset Password Link	72
Figure 30. Reset Password Page	73
Figure 31. Add Designator Page	74
Figure 32. Field Office List: Dropdown buttons	75
Figure 33. Disable User Page	76
Figure 34. Edit Case Page	77
Figure 35. Edit Case with Populated Data Page	78
Figure 36. Standard Reports Page	80
Figure 37. Self-Disclosure Report Page: SDs by FAR and Regulated Entity	81
Figure 38. Standard Reports: Self-Disclosures for a FAR and Particular Regulated Entity	83
Figure 39. Standard Reports: Self-Disclosures for Fiscal Year and Particular Regulated Entity	85
Figure 40. Standard Reports: Self-Disclosures for Regulated Entity and FAA Inspector	87
Figure 41. Standard Reports: Self-Disclosures for a Particular Regulated Entity	89
Figure 42. Update Profile Page	92
Figure 43. Add New User Page	94
Figure 44. Edit User Page: List of Users	96
Figure 45. Edit User Page: Editable Fields	97
Figure 46. Change Password Page	98

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 QuickStart *HelpDesk User's Guide* is written for any person who wants to use or support the VDRP application for processing self-disclosures. This document does contain all the information needed to use VDRP, however the primary audience is those who support VDRP. 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) and any FAA Inspector (which includes a Principal Maintenance Inspector, Principal Operations Inspector, and Principal Aviation Inspector).
- HelpDesk Staff, which is any person that is responsible to support the VDRP application and has administrative rights to edit cases, reset passwords and perform a number of other administrative activities

All users are required to have an assigned User ID and Password to access VDRP, and based on this user ID they are required to complete the different stages needed to successfully process a valid self-disclosure from initial submission through to closure. HelpDesk Staff is not required to complete the various stages.

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.

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 types of individuals who are part of this process, and gives a brief description of the Voluntary Disclosure Reporting Program.
- “User Roles Within VDRP,” 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.
- “Login Procedures and Information,” which explains how to successfully log into the VDRP application.
- “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.
- “Help Desk Functions,” which walks you through each of the actions that the Help Desk is responsible for. This includes resetting passwords, editing self-disclosures, disabling users and more. These activities can be performed **only by Help Desk Staff**.
- “Additional VDRP Functions,” which 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.
- “What is Your 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.

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.

TABLE 2.

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.
- "What is The Voluntary Disclosure Reporting Program (VDRP)?" which gives a brief description of the Voluntary Disclosure Reporting Program.

WHAT IS THE VOLUNTARY DISCLOSURE PROCESS?

Voluntary Disclosure is currently a manual email/paper-based process that was put into place by FAA policy that allows airlines and their employees to submit FAA violations discovered by a Regulated Entity before the violation is found by the FAA.

The advantage of using this process is that if a Regulated Entity voluntarily submits information about a violation, there are no penalties placed against the Regulated Entity (with some limitations), and a letter is written by the FAA and filed stating details of the violation. This letter remains on record for one year, and is then discarded as long as the violation does not occur during the one-year time frame. There are incentives for both the FAA and the Regulated Entities for using this process: the Regulated Entity does not get charged any penalties for an FAA-approved self-disclosed violation, and the FAA is able to promote increased safety measures by encouraging airlines to come forward with their violations without penalty.

As a result, voluntary disclosure offers a higher standard for continued operational safety, maintenance, flight operations, and 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 use to process self-disclosures.

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

WHAT IS THE 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 ([FAA Inspector*Designated_FAA_Inspector](#) or [Regulated Entity*Regulated_Entity_Functions](#)).

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.

“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 one 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.

“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. 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.

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:

- “Responsibilities of Regulated Entities and Inspectors within VDRP” on page 12, which contains an information flow diagram defining how the online VDRP application data process works based on user type.
- “Defining the VDRP Self-Disclosure List Page” on page 13, which gives a detailed description of the main page of the VDRP application, and explains how navigation works within the application.
- “Defining VDRP User Functions” on page 16, which defines how to use all of the functions within the VDRP application that are accessible to any user, regardless of user type.

RESPONSIBILITIES OF REGULATED ENTITIES AND INSPECTORS WITHIN VDRP

Within VDRP, each user type (Regulated Entity or FAA Inspector) has specific responsibilities that they have to fulfill to successfully complete the self-disclosure process using VDRP.

The flow diagram below shows the main functions within the VDRP application, and defines who is responsible for the different pieces of information required for completing a self-disclosure submission within the application.

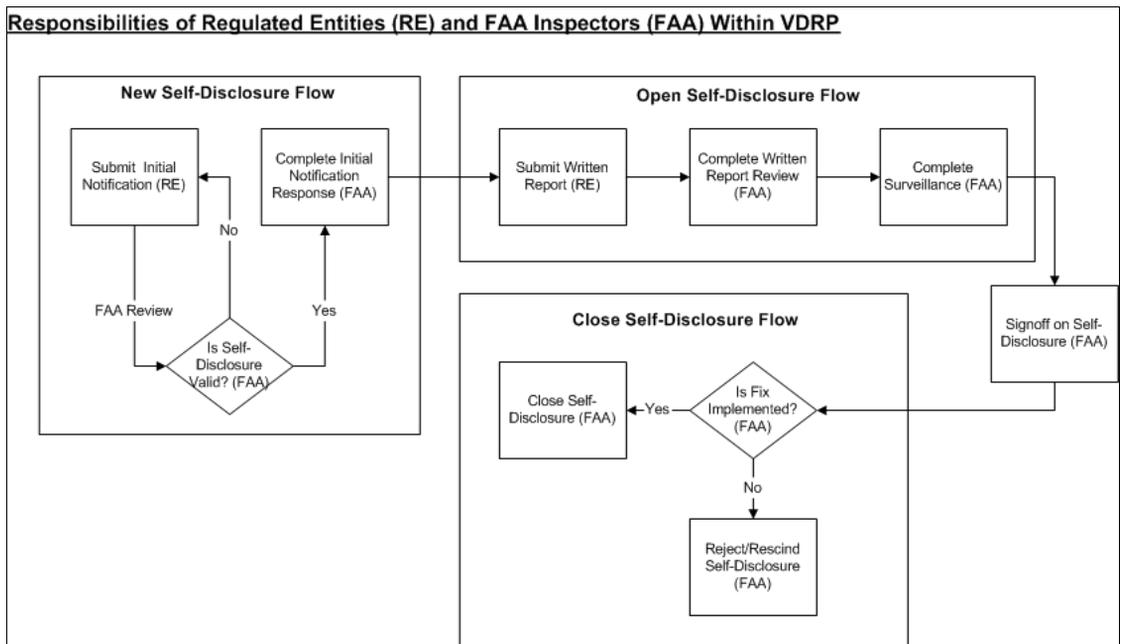


Figure 1. Responsibilities of RE and FAA Inspectors Within VDRP Flow Diagram

DEFINING THE VDRP SELF-DISCLOSURE LIST PAGE

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

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

Voluntary Disclosure Reporting Program

- Self Disclosures
 - View SD List
- Reports
 - Standard Reports
- Administration
 - Update Profile
 - Change Password
 - Change SD Status
- Help
 - General Help
 - Feedback
- VDRP Demo

FAASrc [Home](#)

Self Disclosure List

The Self-Disclosure List table displays information about each stage (see below for a brief definition of each 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 process.

New **Open** **Closed** **Rejected**

SD Title	Notification Date	Next Action <small>(Action Required)</small>
Pilot Error Upon Approach	9/8/2006	Initial Notification Response
Takeoff from Wrong Runway	9/3/2006	Initial Notification

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

firstgov.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

Figure 2. VDRP Self-Disclosure List Page with Descriptions

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 access the action. This indicates that there are no pending actions for you to complete.

The VDRP Self-Disclosure List page is comprised of several parts.

Each is defined as follows:

FAA Navigation Links. This area contains five links that remove you 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:

- Home, which opens the home page for the FAA website, located at <http://www.faa.gov>
- Site Map, which opens the FAA web site map, located at <http://www.faa.gov/utilities/sitemap.cfm>
- U.S. Department of Transportation, which opens the Department of Transportation web site, located at <http://www.dot.gov/>
- View Details, which opens a window that allows you to view or print the information previously entered into the currently opened form
- Home, which returns the user to the VDRP home page.
- Logout, which logs the user out of VDRP and returns to the VDRP login page.
- Spell Check, which launches on the self-disclosure pages, and allows the user to check the spelling of any entered data.

VDRP Functions Bar. These are navigational links used to access the main functionality within the VDRP application. The functionality that you can access (and view) is based on the User Type assigned to you when the FAA Inspector defined your access rights. Refer to

[Stages of the VDRP Process](#)Stages_of_the_VDRP_Process

[VDRP Navigation Links](#)VDRP_Navigation_Links

[VDRP Navigation Tabs](#)Viewing_the_SD_List_Page

[Multiple Page Links](#)Multiple_Page_Links

[Additional Information](#)Additional_Information

[Contact Us](#)Contact_Us

[Time Stamp](#)Time_Stamp

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 22 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 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 34 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 54 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 59 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 62 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 either a Regulated Entity or an FAA Inspector, and gives the user access to the self-disclosures that are in **New**, **Open**, **Closed**, and **Rejected** status. If a self-disclosure is pending an action by either user, an active link displays on either the **New Tab** page or **Open Tab** page in the **Next Action** column on the **Self-Disclosure List** page.
- 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.
- Update Profile is accessible by either a Regulated Entity or an FAA Inspector and allows a user to change Last Name, First Name, Email, Phone, and Title information 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.
- 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.
- 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.
- Maintan Codes is only accessible by an FAA Inspector, and allows the user to define parameters which show up as drop-down menus when entering information into the forms used for submitting a self-disclosure.

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**.

For FAA personnel, the pre-assigned Inspector Code is defined as a User ID. For Regulated Entities, User ID's are assigned by a designated FAA Official(s)

Perform the following steps to log into the VDRP application:

1. Specify the VDRP-designated URL in the Address field of Internet Explorer.

The **VDRP Login** page displays.

2. Type your assigned user name in the User ID field, then press the TAB key.
3. Type any details of the violation in the Briefly describe alleged violation field.

The cursor moves into the **Password** field.

4. Type your password, then click .

If the login is successful, the **VDRP Self-Disclosure List** page displays, showing a listing of all Open self-disclosures that relate to your organization. Navigational tabs also display, allowing you to view and access New, Closed, and Rejected self-disclosures.

If the login is unsuccessful, the message, "*Login Failed*" displays in the upper left portion of the **Login** page.

If you forgot your password, you can click on the **Forgot Password** link to get your password emailed to you. When you click on the Forgot Password link, your default email opens with a new email window and the address for requesting a new password in the **To:** field.

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 “Responsibilities of Regulated Entities and Inspectors within VDRP” on page 12. 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 3).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and 'Federal Aviation Administration' are displayed, along with the tagline 'Moving America Safely' and a 'FAA.gov Home' link. The main heading is 'Voluntary Disclosure Reporting Program -- VDRP'. Below this, a navigation bar shows 'Stage 1: Initial Notification' as the active tab, with other tabs for '1-Violation', '2-Action', '3-Verify', and '4-Submit'. A 'Home' link is also present. A 'Logout' link is in the top right corner. A left-hand navigation menu includes 'Voluntary Disclosure Reporting Program', 'Self Disclosures' (with 'Create SD' and 'View SD List' links), 'Administration' (with 'Update Profile' and 'Change Password' links), 'Help' (with 'General Help' and 'Feedback' links), and 'VDRP Demo'. The main content area contains the text: 'Click on each tab to complete all fields required for the Initial Notification form.' Below this are four tabs: '1-Violation' (active), '2-Action', '3-Verify', and '4-Submit'. A note states '* indicates a required field.' There are input fields for 'Notification ID' and 'SD Title'. Below these, it says 'Complete the following required field(s) and click **Save Page**:' followed by a 'Subject*' field and a larger text area for 'Briefly describe apparent violation:'. At the bottom, instructions state: '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.' A 'Save Page' button is located at the bottom right.

Figure 3. Self-Disclosure List Page: Create SD Link

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

The screenshot shows the FAA's VDRP web interface. At the top, the FAA logo and 'Federal Aviation Administration Moving America Safely' are visible, along with the URL 'FAA.gov'. The page title is 'Voluntary Disclosure Reporting Program -- VDRP'. A navigation menu on the left includes 'Self Disclosures', 'Administration', and 'Help'. The main content area features a breadcrumb trail 'data01 > Stage 1: Initial Notification' and links for 'Home', 'Logout', 'Spell Check', 'View/Print', and 'Help'. Below this, a tabbed interface shows four tabs: '1-Violation' (active), '2-Action', '3-Verify', and '4-Submit'. A message states: 'Click on each tab to complete all fields required for the Initial Notification form.' A note indicates that an asterisk (*) denotes a required field. The form includes input fields for 'Notification ID' and 'SD Title'. A section titled 'Complete the following required field(s) and click Save Page:' contains a 'Subject*' field and a larger text area for 'Briefly describe apparent violation:'. A footer note explains the process: '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.' A 'Save Page' button is located at the bottom right.

Figure 4. 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 23.
- Step 2: “Completing the Action Tab Page” on page 25.
- Step 3: “Completing the Verify Tab Page” on page 26.
- Step 4: “Completing the Submit Tab Page” on page 28.

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.

Stage 1: Initial Notification

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 **VDRP Functions Bar**.

The **Initial Notification** page displays showing the **Violation Tab** page (Figure 5).

The screenshot shows a web form titled "Stage 1: Initial Notification". At the top, there is a navigation bar with four tabs: "1-Violation" (selected), "2-Action", "3-Verify", and "4-Submit". Below the tabs, the text reads: "Click on each tab to complete all fields required for the Initial Notification form." The form includes a "Notification ID" field, a "Subject*" field, and a "Briefly describe alleged violation:" text area. A red asterisk indicates a required field. At the bottom, there is a "Save Page" button and a note: "Click **Save Page** before you continue."

[Figure 5. Initial Notification Form: Violation Tab Page](#)

2. Type an overview statement of the initial notification you are submitting in the **Subject** field.
3. Type brief details of the violation in the **Briefly describe alleged violation** field.
4. Click **Save** to confirm your entries.
5. Continue to Step 2: "Completing the Action Tab Page" on page 25.

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 6).

The screenshot shows the FAA VDRP Initial Notification Form: Action Tab Page. The page header includes the FAA logo and the text "Federal Aviation Administration Moving America Safely" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there is a navigation bar with tabs: "1-Violation", "2-Action" (selected), "3-Verify", and "4-Submit". The "2-Action" tab is highlighted in blue. The form content includes a "Notification ID" field with the value "64" and an "SD Title" field with the value "Pilot Error Upon Approach". There is a large text area for describing the action taken after the violation was detected. The page also includes a "Save Page" button and instructions to complete all tab forms by saving each form and clicking the next sequential tab.

Figure 6. 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  to confirm your entries, then continue to Step 3: “Completing the Verify Tab Page” on page 26.

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  tab.

The Initial Notification Verify Tab page displays (Figure 7).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with a "FAA.gov Home" link. The page title is "Voluntary Disclosure Reporting Program -- VDRP". A navigation bar includes "Home", "Logout", "Spell Check", "View/Print", and "Help". The current user is identified as "dala01". The page is divided into four tabs: "1-Violation", "2-Action", "3-Verify" (which is active), and "4-Submit". Below the tabs, instructions state: "Click on each tab to complete all fields required for the Initial Notification form." A note indicates that an asterisk (*) denotes a required field. The "Notification ID" is "64" and the "SD Title" is "Pilot Error Upon Approach". A section titled "Complete the following required field(s) and click Save Page:" contains five questions with radio button options for "Yes" and "No":

- Did Non-Compliance Cease after Detection?* (Yes/No)
- Is an evaluation underway to determine if there are any Systemic Problems?* (Yes/No)
- Will the Written Report be submitted within 10 working days?* (Yes/No)
- Was the Apparent Violation Discovered During Air Carrier Evaluation Program(ACEP)?* (Yes/No)
- Was the Apparent Violation Discovered as the result of an Aviation Safety Action Program (ASAP) Report?*" (Yes/No)

A dropdown menu for "Media Used to Notify Self Disclosure" is set to "None". A text area for "Further clarification of above:" is provided. At the bottom, a note 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." A "Save Page" button is located at the bottom right.

Figure 7. Initial Notification Form: Verify Tab Page

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

Stage 1: Initial Notification

- 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 Response, choose **Yes**. If you are unable to make this deadline, choose **No** and explain your answer in the text box provided.
 - d. **Was the alleged 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 alleged Violation Discovered During Aviation Safety Action Program Evaluation (ASAP)?** 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**, or **Web**.
8. Click to confirm your entries, and continue to Step 4: “Completing the Submit Tab Page” on page 28.

[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 page 101), specify the designated FAA Inspector assigned to this self-disclosure, and 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 tab.

The Initial Notification Submit Tab page displays (Figure 8).

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 Moving America Safely" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". The user is logged in as "dala01" and is on the "Stage 1: Initial Notification" tab. The page contains a navigation menu on the left with options like "Self Disclosures", "Administration", "Help", and "VDRP Demo". The main content area includes a "Home" and "Logout" link, a "Spell Check", "View/Print", and "Help" link, and a "Click on each tab to complete all fields required for the Initial Notification form." instruction. Below this are four tabs: "1-Violation", "2-Action", "3-Verify", and "4-Submit". A note states "* indicates a required field." The form fields include "Notification ID" (64), "SD Title" (Pilot Error Upon Approach), "Designator ID" (DALA), "Business Concern*" (a drop-down menu), "FAA Inspector (select name)*" (a drop-down menu), "Regulated Entity Preparing Comprehensive Fix:", "Last Name*", "First Name*", and "* Contact Information". A "Save Page" button is located below the form fields. A "Submit" button is located at the bottom of the page.

Figure 8. Initial Notification Form: Submit Tab Page

2. Click the drop-down arrow in the Business Concern field and select the type of business (Large, Individual, or Other) that applies to you. If you are not sure under which category your organization falls, refer to “What is a Business Concern?” on page 101.
3. Click the drop-down arrow in the FAA Inspector field and select the name of your designated FAA Inspector.
4. Type the Last Name and First Name of the person who represents your organization (Regulated Entity) that is preparing the Comprehensive Fix for the violation in the designated fields.

Stage 1: Initial Notification

5. Type the email address of the person who represents your organization that is preparing the Comprehensive fix.
6. When done, click  to confirm your entries.
7. Click .
The message, “*Are you sure you want to submit this record?*” displays.
8. Click OK to confirm.
The message, “*Record Inserted Successfully and Email will be sent to all responsible parties*” displays.
9. Click OK to complete the submission.

Once you have completed and submitted the Initial Notification, See “Stage 2: Initial Notification Response” on page 31 must be completed next.

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.

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.
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 32).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with the URL "FAA.gov Home". The page title is "Voluntary Disclosure Reporting Program -- VDRP".

On the left, there is a navigation menu with sections: "Voluntary Disclosure Reporting Program", "Self Disclosures" (with a link to "View SD List"), "Reports" (with a link to "Standard Reports"), "Administration" (with links to "Update Profile", "Change Password", and "Change SD Status"), "Help" (with links to "General Help" and "Feedback"), and "VDRP Demo".

The main content area is titled "FAASrc" and includes navigation links for "Home", "Logout", "Spell Check", "View/Print", and "Help". The current page is "Stage 2: Initial Notification Response".

Below the navigation, there is a note: "* indicates a required field." The form fields are: "Designator ID" with the value "ZZDA", "Notification ID" with the value "100", and "Self Disclosure Title" with the value "Pilot Error Upon Approach".

The instructions state: "Complete the following required field(s) and click **Save Page**:"

The first required field is "Specify the Investigation Commence Date*", which has a text input field and a calendar icon. Below it is the question "Is this a Valid Self Disclosure?*" with radio buttons for "Yes" and "No".

If "No" is selected, the user must explain in the "If No, Explain:" field, which is a large text area.

At the bottom of the form, there are two buttons: "Save Page" and "Submit". A note says "Click **Save Page** before you continue." and another says "Click **Submit** to complete." Below the buttons, the text "Initial Notification Response" is displayed.

The footer contains links for "firstgov.gov", "Privacy Policy", "Web Policies & Notices", "Site Map", "Contact Us", "Frequently Asked Questions", and "Forms".

Figure 9. Initial Notification Response Form

3. 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](#).
4. Select **Yes** or **No** to specify whether the self-disclosure is valid.
5. If you answered **No** to the above question, explain why the self-disclosure is not valid in the **If No, Explain** field.

Stage 2: Initial Notification Response

6. Click  to confirm your entries

7. 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.

An email is sent to each FAA Inspector (more than one inspector can be assigned to a case) and to the 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. Click .

Once a completed Initial Notification Response is submitted, the Regulated Entity is ready to begin [Stage 3: Completing a Written Report.](#)

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 19).
2. Click on the **Open Tab** from the **Self-Disclosure List** page (Figure 3) 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 10) with the General Tab page open. There are eight forms (tabs) that require completion for this form.

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Voluntary Disclosure Reporting Program -- VDRP

RESrc [Home](#) [Logout](#)

Stage 3: Written Report [Spell Check](#) [View/Print](#) [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. Fix 7- Equipment 8- Submit

* indicates a required field.

EIR Number: 2006S0374001 SD Title: Pilot Error Upon Approach Review Cycle: 0

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

Written Report Date: 9/1/2006

Certificate Type* [Dropdown]

Company Name*: AirTran Airways, Inc.

Company Address* [Text]

City*: Orlando

State*: Florida

Zip Code*: 32827

For the purpose of identifying responsible personnel, please check the box for the activity below and type in the information requested for the 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"/> Responsible - Immediate Action						
<input type="checkbox"/> Responsible - Discovered Alleged Violation						
<input type="checkbox"/> Responsible - Filing Report						
<input checked="" type="checkbox"/> Responsible - Monitoring Implementation of Fix						

Last Name*: Murphy

First Name*: Steve

Position* [Text]

Phone Number* [Text] Ext. [Text]

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 10. 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 36
- Step 2: “Completing the Description Tab Page” on page 37
- Step 3: “Completing the Summary Tab Page” on page 41
- Step 4: “Completing the Action Tab Page” on page 43
- Step 5: “Completing the Analysis Tab Page” on page 44
- Step 6: “Completing the Comprehensive Fix Tab Page” on page 46
- Step 7: “Completing the Equipment Tab Page” on page 49
- Step 8: “Completing the Submit Tab Page” on page 51

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 10), 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. Complete all required fields below the **Regulated Entity Filing Report** heading (**Last Name, First Name, Position, Phone Number/Ext, and Email**).
5. Click  to confirm your entries.

6. Continue to Step 2: “Completing the Description Tab Page” on page 37.

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 11).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with a "FAA.gov Home" link. The main heading is "Voluntary Disclosure Reporting Program – VDRP". Below this, there are navigation links for "Home", "Logout", "Spell Check", "View/Print", and "Help". The current stage is "Stage 3: Written Report".

The form is divided into several sections:

- Navigation:** A row of tabs for "1-General", "2-Description" (selected), "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix", "7-Equipment", and "8-Submit".
- Instructions:** "Click on each tab to complete all fields required for the Written Report form." and "* indicates a required field."
- Form Fields:**
 - EIR Number: 2006SO274025
 - SD Title: Pilot Error Upon Approach
 - Review Cycle: 1
 - Buttons: "Select FAR" and "Save Page"
 - Date Discovered* (text input)
 - Time Discovered* (dropdowns for hour and minute)
 - Location of Discovery* (text area)
 - Time Violation Remained Undetected* (input for "Cycles" and/or "minutes")
 - Regulated Entity who Discovered Violation:
 - Last Name*: Henderson
 - First Name*: Larry
 - Position*: Maintenance Engineer
 - Phone Number: 5555554567 Ext. 123
 - Email: afs230-vdrp@faa.gov
- Footer:** "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." with a "Save Page" button.

Figure 11. Written Report Form: Description Tab Page

2. Click the **Select FAR** button.

The Select FAR field displays (Figure 12).

The screenshot shows a web form titled "Stage 3: Written Report" with a "View/Print" link and a "Help" link in the top right. Below the title is a navigation bar with tabs labeled "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix", "7-Equipment", and "8-Submit". The "2-Description" tab is selected. The form contains the following fields and text:

- EIR Number: 2005S0274015
- Review Cycle: 1
- Text: "Click on each tab to complete all fields required for the Written Report form."
- Text: "Complete the following required field(s) and click **Save Page**:"
- Text: "Specify the FAR(s) to associate with this violation (click Select FAR , select from the listing, then click Add FAR to complete the add)*:"
- Text: "No FAR Violations selected"
- Text: "Select FAR From Below List:"
- A drop-down menu with a downward arrow.
- An "Add FAR" button in the bottom right corner.

[Figure 12. Written Report Form: Description Tab Page with FAR Field](#)

3. Click the drop-down arrow in the **Select FAR** field and highlight to select the desired FAR you want to add.
4. Click **Add FAR** to save the selected FAR to the Written Report.

Note: Be patient as the application searches for the selected FAR, as it may take a few minutes.

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 ???.

5. Repeat this process until all applicable FAR's are added to your self-disclosure.
6. 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 13).

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

- Date Discovered***: A text input field with a calendar icon to its right.
- Time Discovered***: Two dropdown menus separated by a colon, for selecting hours and minutes.
- Location of Discovery***: A large text area with a vertical scrollbar.
- Time Violation Remained Undetected***: A text input field followed by the word "Cycles", then "and/or", another text input field, and 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 text input fields, one followed by "Ext." and another.
 - Email**: Text input field.
- * indicates a required field.**: A note below the form fields.
- Instructions**: A red text block stating: "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."
- Footer**: "Click **Save Page** before you continue." and a **Save Page** button.

Figure 13. Written Report Form: Description Tab Page Fields

Perform the following steps to complete the Description Tab page:

1. Type the date that the violation was discovered by typing the date (*mm/dd/yyyy*) or clicking the  icon to access the Calendar Feature in the **Date Discovered** field.
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.
4. 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.

5. Complete all required fields below the **Regulated Entity who Discovered Violation** heading (Last Name, First Name, Position, Phone Number/Ext, and Email).
6. Click **Save Page** to confirm your entries.
7. Continue to Step 3:“Completing the Summary Tab Page” on page 41.

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 and also allows you to upload files as attachments (valid file types are .doc, .img, .pdf, .gif, .jpg, .jpeg, .rtf) to the Written Report, as supporting evidence for your self-disclosure.

Perform the following steps to complete the Summary Tab page:

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

The Summary Tab page displays (Figure 14).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with a "FAA.gov Home" link. The page title is "Voluntary Disclosure Reporting Program -- VDRP". Below this, the user is logged in as "RESrc" and is on the "Stage 3: Written Report" page. A navigation bar shows tabs for 1-General, 2-Description, 3-Summary (selected), 4-Action, 5-Analysis, 6-Comp. Fix, 7-Equipment, and 8-Submit. The EIR Number is 2006SO274003 and the SD Title is Pilot Error Upon Approach. The page prompts the user to "Provide a detailed summary of the violation*" in a large text area. Below this is a file upload section with a "Browse..." button and an "Upload" button. A "Save Page" button is at the bottom right.

Figure 14. Written Report Form: Summary Tab Page

9. Specify detailed information about the violation in the **Provide a detailed summary of the violation** field.
10. Optionally, upload a file to a self-disclosure by clicking the **Browse...** button to locate and select the file you want to attach to the self-disclosure (valid file types are .doc, .img, .pdf, .gif, .jpg, .jpeg, .rtf).
11. Once you have selected the file, click **Upload** to attach the file to the self-disclosure.
12. Click **Save Page** to confirm your entries.
13. Continue to Step 4: "Completing the Action Tab Page" on page 43.

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 15).

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 Moving America Safely" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "Home", "Logout", "View/Print", and "Help". The current stage is "Stage 3: Written Report".

The form is divided into several sections:

- Navigation:** A row of tabs labeled "1-General", "2-Description", "3-Summary", "4-Action" (highlighted), "5-Analysis", "6-Comp. Fix", "7-Equipment", and "8-Submit".
- Form Fields:**
 - EIR Number: 2006SO274003
 - SD Title: Pilot Error Upon Approach
 - Review Cycle: 1
 - Immediate Action Date* (required field)
 - Description of Immediate Action* (text area)
 - Regulated Entity Responsible for Immediate Action:
 - Last Name* (text field)
 - First Name* (text field)
 - Position* (text field)
 - Phone Number (text field) and Ext. (text field)
 - Email (text field)
- Instructions:** "Click on each tab to complete all fields required for the Written Report form." and "Complete the following required field(s) and click **Save Page**:".
- Footer:** "Click **Save Page** before you continue." and a "Save Page" button.

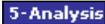
Figure 15. Written Report Form: Action Tab Page

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 44.

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 16).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration" are displayed, along with the tagline "Moving America Safely" and a link to "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "RESrc", "Home", "Logout", "Stage 3: Written Report", "Spell Check", "View/Print", and "Help". A tabbed interface is shown with tabs for "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis" (which is active), "6-Comp. Fix", "7-Equipment", and "8-Submit". A note states: "Click on each tab to complete all fields required for the Written Report form." Below the tabs, a message says: "* indicates a required field." The form fields are: "EIR Number: 2006SO374001", "SD Title: Pilot Error Upon Approach", and "Review Cycle: 1". A prompt asks: "Complete the following required field(s) and click **Save Page**:" followed by three required fields: "Summary of Analysis*", "Reason why the violation was inadvertent*", and "Supporting Evidence*". At the bottom, a note reads: "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." A "Save Page" button is located at the bottom right.

Figure 16. 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 **Save Page** to confirm your entries.
6. Continue to Step 6:“Completing the Comprehensive Fix Tab Page” on page 46.

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 shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and name are displayed. The page title is 'Voluntary Disclosure Reporting Program -- VDRP'. Below the header, there is 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 '6-Comp. Fix' tab is currently selected. The main content area contains the following information:

- RESrc**: Home, Logout
- Stage 3: Written Report**: Spell Check, View/Print, Help
- Click on each tab to complete all fields required for the Written Report form.
- * indicates a required field.
- EIR Number: 2006SO374001
- SD Title: Pilot Error Upon Approach
- 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*:
No Comprehensive Fix Steps created
- Add Step** button

Figure 17. Written Report Form: Comp. Fix Tab Page

2. Click **Add Step**.

All of the Comprehensive Fix step fields display (Figure 18).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration" are displayed, along with the tagline "Moving America Safely" and a "FAA.gov Home" link. The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "Home", "Logout", "Spell Check", "View/Print", and "Help". The current stage is "Stage 3: Written Report".

The interface includes a sidebar with navigation options: "Voluntary Disclosure Reporting Program", "Self Disclosures" (Create SD, View SD List), "Administration" (Update Profile, Change Password), "Help" (General Help, Feedback), and "VDRP Demo".

The main content area features a tabbed interface with eight tabs: "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix" (which is the active tab), "7-Equipment", and "8-Submit".

Key information displayed includes: "RESrc", "EIR Number: 2006S0374001", "SD Title: Pilot Error Upon Approach", and "Review Cycle: 1". A note states: "* indicates a required field." Below this, instructions read: "Complete the following required field(s) and click **Save Page**:" and "Click **Add Step** to display the required fields, then complete the fields that display to define the proposed steps for fixing the violation conditions."

The "Comprehensive Fix Detailed Description*" section shows "No Comprehensive Fix Steps created". Below this, instructions state: "Complete the following fields for each comprehensive fix step you add:"

The form fields for a comprehensive fix step are: "Task Name*" (text input), "Fix Begin Date*" (calendar icon), "Fix End Date*" (calendar icon), and "Comprehensive Fix Detail Description*" (large text area).

The "Regulated Entity Responsible for Implementing Fix:" section includes fields for "Last Name*", "First Name*", and "Department".

At the bottom, a note 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." Below this, a "Click **Save Page** before you continue." instruction is followed by "Save Page" and "Cancel" buttons.

Figure 18. Written Report Form: Comprehensive Fix Tab Page with Fields

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.

Stage 3: Written Report

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.
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.

8. 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](#) and [Delete](#) link.

9. Repeat Steps 1 through 8 until you have added all desired comprehensive fix steps.
10. To make any changes to a Comprehensive Fix step you already added, see “Editing a Comprehensive Fix Step” on page 48 and perform the steps shown.
11. 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.
12. Continue to Step 7: “Completing the Equipment Tab Page” on page 49.

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.

All fields display 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 46).

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

6. Continue to Step 7:“Completing the Equipment Tab Page” on page 49.

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 and aircraft serial number associated with the alleged violation.

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 19).

The screenshot shows the FAA Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with a "FAA.gov Home" link. The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "RESrc", "Home", "Logout", "Stage 3: Written Report", "Spell Check", "View/Print", and "Help". A tabbed interface shows eight tabs: "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix", "7-Equipment" (which is selected), and "8-Submit".

Instructions state: "Click on each tab to complete all fields required for the Written Report form." Below the tabs, a note says "* indicates a required field." The form fields include: "EIR Number: 2006SO374001", "SD Title: Pilot Error Upon Approach", and "Review Cycle: 1". A "Save Page" button is present.

The "Equipment" tab contains the following fields and instructions:

- Text: "Complete the following required field(s) and click **Save Page**:"
- Text: "When you select an Equipment Type, a list of links displays for you to choose the Equipment Model that corresponds to the type of equipment selected."
- Form fields:
 - "Select equipment Type*" with a drop-down arrow.
 - "Select desired model*" with a drop-down arrow.
 - "Equipment Make" (text input).
 - "Equipment Group" (text input).
 - "Aircraft Registration Number" (text input).
 - "Equipment Model*" (text input).
- Text: "Click **Save Page** before you continue." and a "Save Page" button.

Figure 19. 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 the drop-down arrow in the **Select Desired Model** field and select the applicable model number for the equipment type you selected above.
The **Equipment Make**, **Equipment Group**, and **Equipment Model** fields are populated based on the model you select.
4. Optionally, type the serial number of the aircraft to which the violation applies in the **Aircraft Registration Number** field.
5. Click **Save Page** to confirm your entries.
6. Continue to Step 8: "Completing the Submit Tab Page" on page 51.

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 20).

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 Moving America Safely" and "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below the heading, there are navigation links: "RESrc", "Home", "Logout", "Stage 3: Written Report", "Spell Check", "View/Print", and "Help". A message states: "Click on each tab to complete all fields required for the Written Report form." Below this, there are eight tabs: "1-General", "2-Description", "3-Summary", "4-Action", "5-Analysis", "6-Comp. Fix", "7-Equipment", and "8-Submit". A note indicates: "* indicates a required field." The form fields include: "EIR Number: 2006SO374001", "SD Title: Pilot Error Upon Approach", and "Review Cycle: 1". A message says: "Complete the following required field(s) and click Save Page." Below this, there is a question: "Is the Written Report Complete?*" with radio buttons for "Yes" (selected) and "No". If "No", there is a text box for "If No, Explain?". Below this, there is a section titled "Regulated Entity to Monitor Implementation of Comprehensive Fix:" with fields for "Last Name*" (Henderson), "First Name*" (Larry), "Position*" (Maintenance Engineer), "Phone Number" (5555554567), "Ext." (123), and "Email" (afs230-vdrp@faa.gov). At the bottom, there are 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." Below this, there are buttons for "Save Page" and "Submit".

Figure 20. Written Report Form: Submit Tab Page

2. 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.
3. 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**).

The **Equipment Make**, **Equipment Group**, and **Equipment Model** fields are populated based on the model you select. Type the serial number of the aircraft to which the violation applies in the **Aircraft Serial Number** field.

4. Click **Save Page** to confirm your entries.

Stage 3: Written Report

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

You have completed the 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 54 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 Page” on page 54.
- Step 2: “Completing the Submit Page” on page 56.

Step 1: Completing the EIR Form 2150-5 Page

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

1. From the **Self-Disclosure List** page (Figure 3 on page 22), 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

Stage 4: Written Report Review

selected when the Regulated Entity completed Step 7: “Completing the Equipment Tab Page” of the Written Report (see page 49).

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are visible, along with the URL "FAA.gov". The page title is "Voluntary Disclosure Reporting Program -- VDRP".

On the left, a navigation menu includes "Voluntary Disclosure Reporting Program", "Self Disclosures" (with a "View SD List" link), "Reports" (with a "Standard Reports" link), "Administration" (with links for "Update Profile", "Change Password", "Change SD Status"), "Help" (with links for "General Help" and "Feedback"), and "VDRP Demo".

The main content area is titled "Stage 4: Written Report Review" and includes links for "Download 2150 Form", "Spell Check", "View/Print", and "Help". Below this, there are two tabs: "1-EIR Form 2150-3" (selected) and "2-Submit".

Form fields include:

- FAASrc: [text input]
- Home: [link]
- Logout: [link]
- Stage 4: Written Report Review: [text input]
- Download 2150 Form: [link]
- Spell Check: [link]
- View/Print: [link]
- Help: [link]

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

Form fields and values:

- EIR Number: 2006S0374001
- Review Cycle: 1
- Self Disclosure Title: Pilot Error Upon Approach
- Designator ID: ZZDA

Instructions: "Specify all required fields to complete the Enforcement Investigation Report Form 2150.35 (EIR Form 2150.3):"

Section: **Review the Equipment information as desired.**

Section: **Aircraft, Engine, Propeller, Component or Appliance Involved**

- Equipment Type: N
- Equipment Make: [text input]
- Equipment Model: None
- Equipment Group: [text input]
- Aircraft Serial Num: 56098F76

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

Section: **Type of Violation**

- SD Identity Code*: [dropdown menu]
- Operation Type*: [dropdown menu]
- Operation Sub-Type*: [dropdown menu]
- Violation Category*: [dropdown menu]
- Violation Source*: [dropdown menu]
- Accident Associated*: [dropdown menu]

Section: **Field Office Recommendation**

- Problem Category*: [dropdown menu]
- Problem Code*: [dropdown menu]
- Fix*: [dropdown menu]

* indicates a required field.

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. Once submitted, the Regulated Entity is notified via email of completion."

Instructions: "Click **Save Page** before you continue." [Save Page button]

Figure 21. Written Report Review Form: EIR Form 2150-5 Page

2. 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.
3. Below the **Field Office Recommendation** heading, select the **Problem Category**, **Problem Code**, and **Fix** that applies to the alleged violation.

Note: Problem Code is the only optional field on this page.

4. Scroll down to click  to confirm your entries.
5. Continue to Step 2: “Completing the Submit Page” on page 56.

[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 22).

Stage 4: Written Report Review

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

1-EIR Form 2150-5 **2-Submit**

EIR Number **2005SO274020** Review Cycle **1**

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

Do you accept the Written Report?*

Accept Return to operator for revision

Is upper management intervention required?*

Yes No

Comprehensive fix implementation deadline*

FAA Inspector Name*

Comments:

* indicates a required field.

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.

Click **Save Page** before you continue. **Save Page**

Click **Submit** to complete.

Written Report Review **Submit**

Figure 22. 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 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**.
4. 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.
5. Click the drop-down arrow in the **FAA Inspector Name** and select the name of your designated FAA Inspector assigned to this self-disclosure.
6. If you want to include any additional information in your Written Report Review, type desired information in the **Comments** field.
7. Scroll down and click  to confirm your entries.
8. Click .
The message, "Are you sure you want to submit this record?" displays.
9. Click **OK** to confirm.
The message, "Written Report Review submitted successfully and Email will be sent to all responsible parties" displays.
10. 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 59 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.

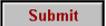
The Surveillance page displays (Figure 23)

The screenshot shows the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and "Federal Aviation Administration Moving America Safely" are displayed, along with a "FAA.gov Home" link. The main heading is "Voluntary Disclosure Reporting Program -- VDRP". On the left, a navigation menu includes "Voluntary Disclosure Reporting Program", "Self Disclosures" (with a "View SD List" link), "Reports" (with a "Standard Reports" link), "Administration" (with links for "Update Profile", "Change Password", "Change SD Status", and "VDRP Demo"), and "Help" (with links for "General Help" and "Feedback"). The main content area shows the "FAASrc" section with links for "Home", "Logout", "Download 2150 Form", "Spell Check", "View/Print", and "Help". Below this, it indicates "Stage 5: Surveillance" and provides a note: "* indicates a required field." The form fields include "EIR Number" (2006S0374001) and "Self Disclosure Title" (Pilot Error Upon Approach). A text prompt asks the user to answer a question and select an FAA Inspector Name. The question is: "Were any changes incorporated in the comprehensive fix which are not yet detailed in the written report?*" (If you answer "Yes", SD will be sent back to RE for Updates.) with radio buttons for "Yes" and "No". Below this is another question: "Is the comprehensive fix implementation satisfactory?*" with radio buttons for "Yes" and "No". The "FAA designated official name*" field is a dropdown menu. A large text area is provided for "Comments:". At the bottom of the form, there is a "Rescind Case?" checkbox. A "Save Page" button is located on the right side. Below the form, a message says "Click **Submit** to complete." and a "Submit" button is visible. The footer contains links for "firstgov.gov", "Privacy Policy", "Web Policies & Notices", "Site Map", "Contact Us", "Frequently Asked Questions", and "Forms".

Figure 23. 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 34 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 34 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. Click  to confirm your entries.
7. Click .
The message, "Are you sure you want to submit this record?" displays.
8. Click **OK** to confirm.
The message, "Surveillance submitted successfully and Email will be sent to all responsible parties" displays.
9. 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.

Completing the Inspector Signoff Form

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 24), showing the Signoff Tab page.

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

FAASrc [Home](#)

Stage 6: Inspector SignOff [Download 2150 Form](#) [Spell Check](#) [View/Print](#)

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

1-Sign off 2-Submit

* indicates a required field.

EIR Number **2006S0374001** Self Disclosure Title: **Pilot Error Upon Approach**

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

Name of approving Inspector*

Type of Action Taken Against RE*

Sanction Applied to RE*

Is Self-Disclosure Approved or Rescinded? Approved Rescinded

If Rescinded, Explain:

Save Page

Figure 24. 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. Click the drop-down arrow in the **Type of Action Taken Against RE** field and select the type of action taken against the Regulated Entity. Choices are: **No Action** or **Administrative Action**. If you select **No Action**, skip to Step 5.
4. When you select **Administrative Action** in Step 3, the **Sanction Applied to RE** field becomes active. Click the drop-down arrow and select **Letter of Correction** or **Warning letter**, as appropriate.
5. Select **Approved** or **Rescinded** in the **Is Self-Disclosure Approved or Rescinded** field to indicate whether you have approved or rescinded this self-disclosure. If you select **Approved** and submit the Inspector Signoff, the self-disclosure is listed in the **Self-Disclosure List** page on the **Closed Tab** page. If you select **Rescind** and submit the Inspector Signoff, the case is listed in the **Self-Disclosure List** page on the **Rejected Tab** page, and the self-disclosure is not considered valid.
6. If you answered **Rescinded** in Step 6 above, type an explanation as to why it was rescinded in the **If Rescinded, Explain** text box.
7. Continue to Step 2: “Attaching an Administrative Action Document to a Self-Disclosure” on page 64.

[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 64.
- “Uploading the Administrative Action Document to a Self-Disclosure” on page 69.

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 25), 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 FAA's VDRP interface. At the top, the FAA logo and 'Federal Aviation Administration Moving America Safely' are visible, along with the URL 'FAA.gov'. The page title is 'Voluntary Disclosure Reporting Program -- VDRP'. A navigation bar includes 'FAASrc', 'Home', and 'Logout'. The main content area is titled 'Stage 6: Inspector Signoff' and includes links for 'Download 2150 Form', 'Spell Check', 'View/Print', and 'Help'. A text block explains that the form has two tabs: '1-Sign off' and '2-Submit'. Below this, a note states '* indicates a required field.' The 'EIR Number' is '2006SO374001' and the 'Self Disclosure Title' is 'Pilot Error Upon Approach'. A paragraph explains that the page allows generating a Letter of Correction (LOC) or Warning Notice in MS Word, which can be modified and uploaded. A prominent button labeled 'Generate Letter Of Correction' is shown. Below this, it says 'No Attachments' and provides instructions on how to upload a file, including a 'Browse...' button and an 'Upload' button. A note states that once a completed sign-off is submitted, the user can view the uploaded LOC file. At the bottom, there is a 'Submit' button and a label 'Inspector Sign-Off'.

Figure 25. Inspector Signoff Form: Submit Tab Page

2. Click **Generate Letter Of Correction** or **Generate Warning Notice** (this button changes based on the selection you make on the **Inspector Signoff Signoff Tab** page).

The Choose File dialog displays (Figure 26).

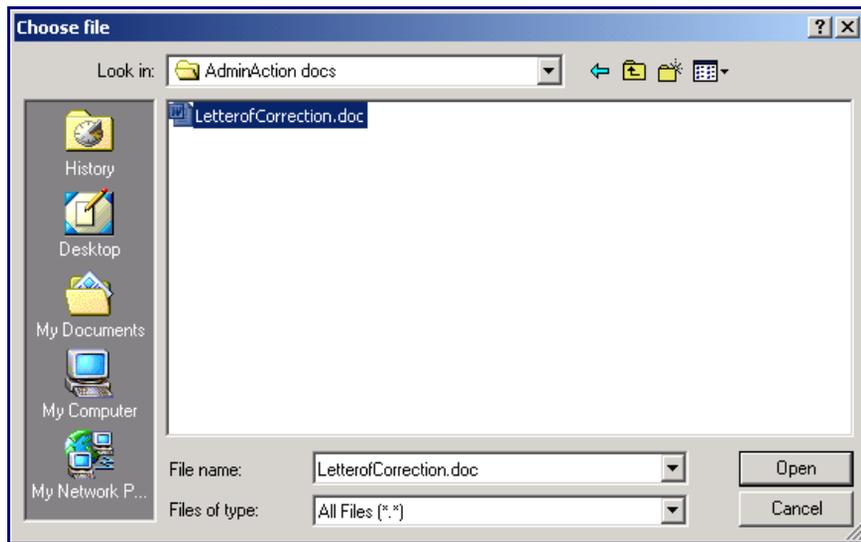
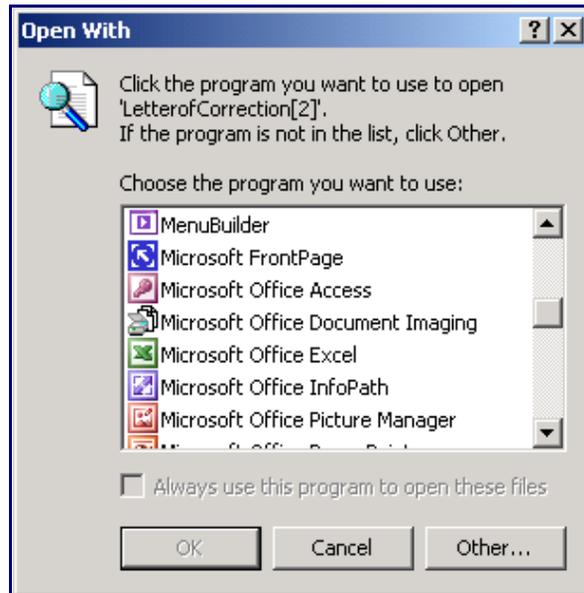


Figure 26. Choose File Dialog

3. 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 27. Open With Dialog](#)

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

The Save As dialog displays (Figure 28).

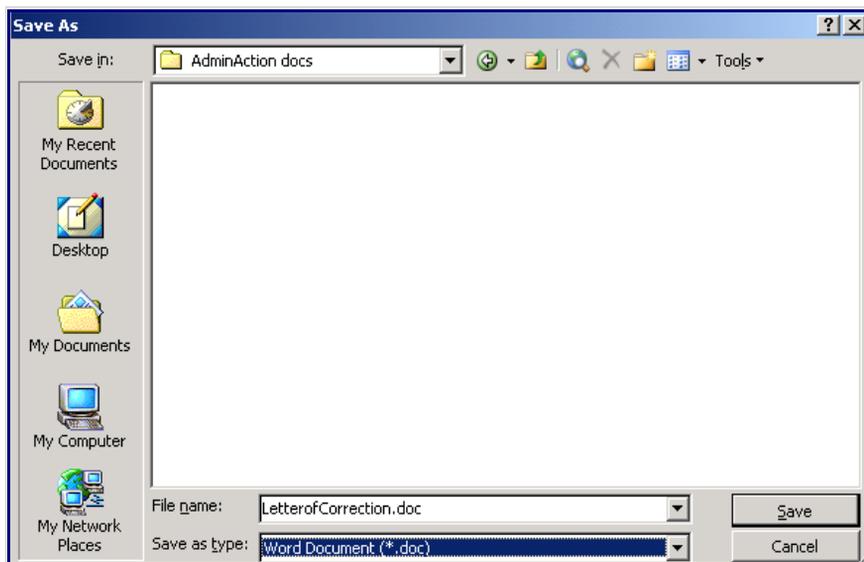


Figure 28. Save As Dialog

7. 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.
8. Click .
The file is saved to the location you selected.
9. Close the document file and return to the **VDRP Inspector Signoff Submit Tab** page.
10. Continue to “Uploading the Administrative Action Document to a Self-Disclosure” on page 69 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 26).

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.

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

5. Continue to Step 6.

6. Optionally, if you want to delete an administrative action document for any reason after you have uploaded the document, click the **Delete** link that corresponds to the document you want to delete.

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

7. Click to confirm your entries.

8. Click to complete the Inspector Signoff stage.

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

9. Click **OK** to confirm.

Stage 6: Inspector Signoff

The message, "Inspector Signoff submitted successfully and Email will be sent to all responsible parties" displays.

10. Click **OK** to complete the submission.

You have completed all six steps in the Self-Disclosure Submission process. See "Additional VDRP Functions" on page 79 to learn more about the other functions available to you within VDRP.

HELP DESK FEATURES AND FUNCTIONS

This chapter walks you through the various HelpDesk features and responsibilities within VDRP. There are 4 primary activities that the Help Desk is responsible for; resetting a password, adding a Designator, disabling a user and editing a case. Each activity is described in more detail in this chapter. Remember, you must have HelpDesk Administrative rights to perform the activities in this chapter.

RESETTING A PASSWORD

This section describes how you would reset a user password. This activity is performed from the Self-Disclosure screen, after you log into VDRP.

Click the **Reset Password** link found in the blue panel on the left side of the page, under **Help Desk** (Figure 29).

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Voluntary Disclosure Reporting Program -- VDRP

afs230SJ [Home](#) [Logout](#)

Self Disclosure List

[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.

New **Open** **Closed** **Rejected**

SD Title	Notification Date	Next Action (Action Required)	DesignatorID
			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

1

firstgov.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

Figure 29. Self-Disclosure List Page: Reset Password Link

The Reset Password page displays (Figure 30).

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

afs230SJ [Home](#)

Reset Password

* indicates a Required Field

Complete the following fields, then click **Reset** Button:

Reset Password

To Reset the password obtain the identity answer by clicking "Get Security Answer" first. If the Security answer matches the user's answer the advance then, go ahead and reset the password.

Enter userid * [Get Security Answer](#)

Enter new password *

Confirm new password *

firstgov.gov | [Privacy Policy](#) | [Web Policies & Notices](#) | [Site Map](#) | [Contact Us](#) | [Frequently Asked Questions](#) | [Forms](#)

[Figure 30. Reset Password Page](#)

Perform the following steps to reset the password.

1. Type the UserID of the user whose password you are resetting.
2. Type the new password in the **Enter Password** field.
3. Re-type the new password in the **Confirm Password** field.
4. Click the **Reset** button. A confirmation pop-up appears.
5. Click the **OK** button. The password has now been reset. You must now contact that user to notify them of their new password.

ADDING A DESIGNATOR

This section describes how you would add a Designator code to a specific FAA Inspector. A Designator, identifies a specific airline to which the FAA Inspector is responsible for. This activity takes place from the Self-Disclosure List Page.

Perform the following steps to add a Designator:

1. Click the Add Designator link.

The Add Designator screen displays (Figure 31).

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

afs230SJ [Home](#)

Add Designator

* indicates a Required Field

User Id of Inspector*

select FSDO*

Save

Voluntary Disclosure Reporting Program

Self Disclosures

- [View SD List](#)

Reports

- [Standard Reports](#)

Administration

- [Update Profile](#)
- [Add New User](#)
- [Edit User](#)
- [Change Password](#)
- [Maintain Codes](#)
- [Change SD Status](#)

Help

- [General Help](#)
- [Feedback](#)

Help Desk

- [Reset Password](#)
- [Add Designator](#)
- [Disable User](#)
- [Edit Case](#)

- [VDRP Demo](#)

[firstgov.gov](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Site Map](#) | [Contact Us](#) | [Frequently Asked Questions](#) | [Forms](#)

Figure 31. Add Designator Page

2. Type the UserId of the FAA inspector you are updating, in the **User ID of Inspector** field.
3. Select the appropriate code from the **select FSDO** dropdown list. A list of field office codes displays.

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

Self Disclosures
• [View SD List](#)

Reports
• [Standard Reports](#)

Administration
• [Update Profile](#)
• [Add New User](#)
• [Edit User](#)
• [Change Password](#)
• [Maintain Codes](#)
• [Change SD Status](#)

Help
• [General Help](#)
• [Feedback](#)

Help Desk
• [Reset Password](#)
• [Add Designator](#)
• [Disable User](#)
• [Edit Case](#)

• [VDRP Demo](#)

afs230SJ [Home](#)

Add Designator

* indicates a Required Field

User Id of Inspector*

select FSDO*

Designators for the selected Field Office:

008A
010A
011A
012A
013A
014A
015A
016A

Save

<< < > >>

firstgov.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

Figure 32. Field Office List: Dropdown buttons

4. Select the appropriate field office code (s) from the left column and click the <insert button> button. If you want to select more than one code, select those codes and click the <insert> button.
5. Click the **Save** button. A confirmation screen displays.
6. Click the **OK** button. The Designator Screen appears with the new list of designators displayed.

DISABLE A USER

This section describes how you would disable a specific VDRP user. This prevents a user from accessing any of the VDRP features and functionality. This activity is performed from the Self-Disclosure list page.

Perform the following steps to disable a user:

1. Click the **Disable User** link in the left column under Help Desk. The Disable User screen appears:

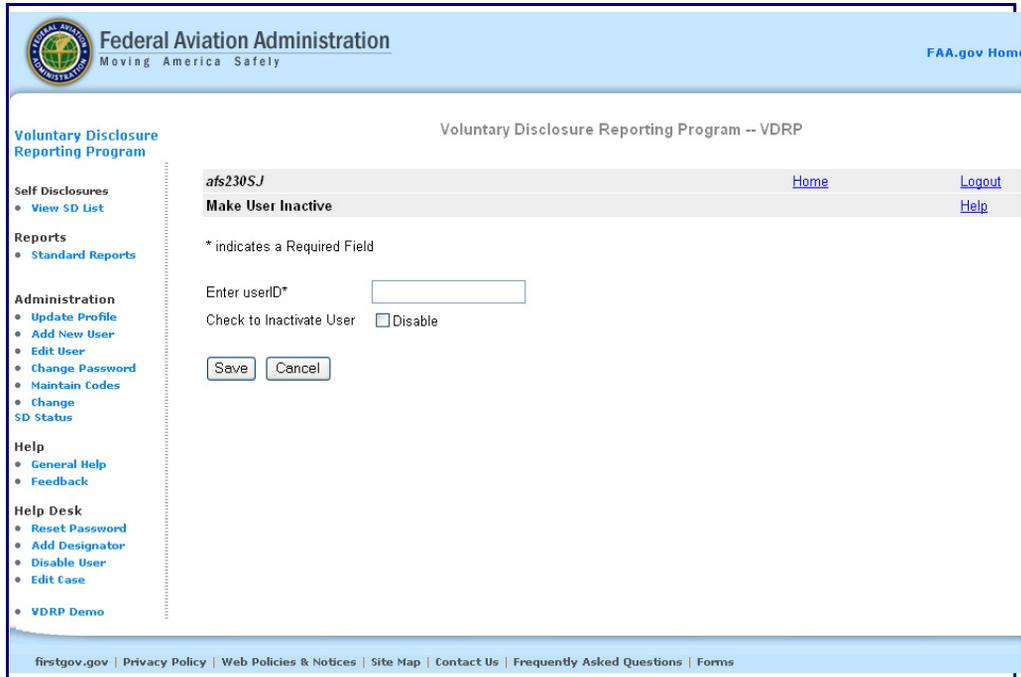


Figure 33. Disable User Page

2. Type the UserID of the user you wish to disable and click the **Disable** checkbox.
3. Click the **Save** Button. The user is no longer able to access VDRP features and functionality.

EDIT A CASE

This section demonstrates how to edit a previously entered self-disclosure or case. This is helpful to both FAA Inspectors and Regulated Entities in the event that a case needs to be modified.

Perform the following steps to edit a case:

1. Click the **Edit Case** link in the left column under Help Desk. The Edit Case screen appears:

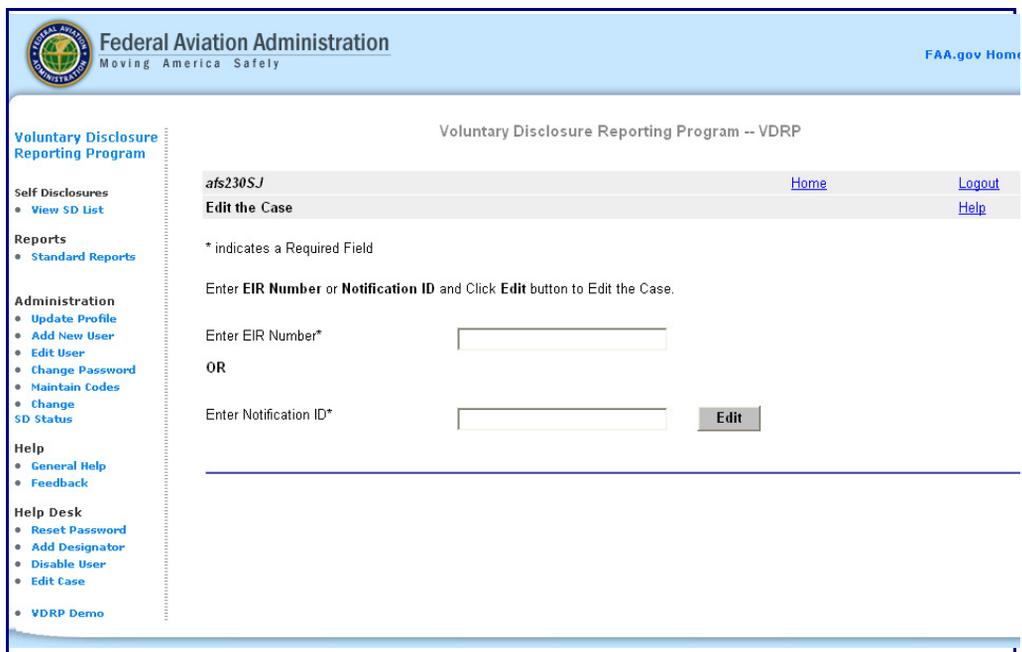


Figure 34. Edit Case Page

2. Type either the EIR Number or the Notification ID to edit the appropriate case. The FAA Inspector will provide you the appropriate identifier.

Click the **Edit** button. The specified self disclosure appears:

Federal Aviation Administration
Moving America Safely

Voluntary Disclosure Reporting Program -- VDRP

afs230SJ [Home](#)

Stage 1: Initial Notification [Spell Check](#) [View/Print](#)

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**:

Subject*

Briefly describe apparent violation:

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 35. Edit Case with Populated Data Page](#)

3. Click the **Save Page** button.
4. At this point you can edit the disclosure as any FAA Inspector or Regulated Entity would. After you have made any necessary changes, click the **Save Page** button.

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.

STANDARD REPORTS

There are four 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.

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 **VDRP Functions Bar**.

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



Figure 36. 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 37), requesting specific information, and this information changes based on the type of report you want to generate. The example shown in Figure 37 is the **Self-Disclosure by FAR and Regulated Entity** page.

The screenshot shows the 'Voluntary Disclosure Reporting Program -- VDRP' interface. On the left is a navigation menu with sections: 'Voluntary Disclosure Reporting Program', 'Self Disclosures' (with a link to 'View SD List'), 'Reports' (with a link to 'Standard Reports'), 'Administration' (with links for 'Update Profile', 'Change Password', and 'Change SD Status'), and 'Help' (with links for 'General Help' and 'Feedback'). The main content area has a header with 'FAASrc', 'Home', and 'Logout' links. Below the header is the title 'SDs by FAR and Regulated Entity' and a 'Help' link. The main text says 'Specify the following information, then click **Create Report** to generate the desired report:'. There are two dropdown menus: 'Regulated Entity' and 'FAR Code'. A 'Create Report' button is located at the bottom right of the form area.

Figure 37. 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
SDs by FAR and Regulated Entity Report	Regulated Entity	FAR Code
SDs for 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	_____

- 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 82 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.

- “Self-Disclosures for a FAR and Particular Regulated Entity Report” on page 83.
- “Self-Disclosures for a Fiscal Year and a Particular Regulated Entity Report” on page 85.
- “Self-Disclosures for a Regulated Entity and an FAA Inspector” on page 87.
- “Self-Disclosures for a Particular Regulated Entity” on page 89.

Self-Disclosures for a FAR and Particular Regulated Entity Report

Figure 38 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.

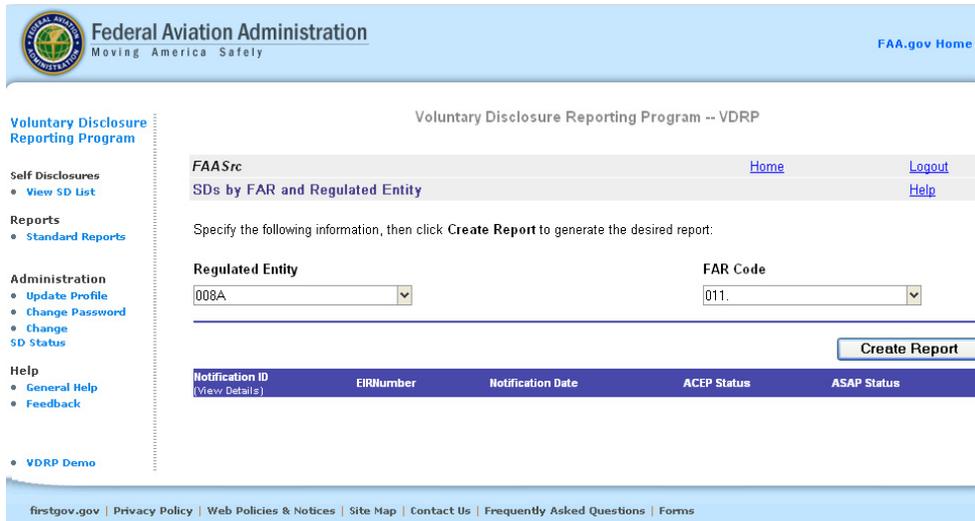


Figure 38. Standard Reports: Self-Disclosures for a FAR and Particular Regulated Entity

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.

Column Title	Definition
Notification Date	Contains the date that the Initial Notification form is completed, 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 39 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.

The screenshot displays the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top left is the FAA logo with the text "Federal Aviation Administration" and "Moving America Safely". At the top right is a link for "FAA.gov Home". The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "Home" and "Logout". The page is divided into sections: "Self Disclosures" with a link to "View SD List"; "Reports" with a link to "Standard Reports"; "Administration" with links for "Update Profile", "Change Password", "Change SD Status", and "VDRP Demo"; and "Help" with links for "General Help" and "Feedback". The main content area is titled "FAASrc" and "SDs For Fiscal Year and Regulated Entity" with a "Help" link. It instructs the user to "Specify the following information, then click **Create Report** to generate the desired report:". There are two dropdown menus: "Regulated Entity" with the value "111A" and "Fiscal Year" with the value "2005". A "Create Report" button is located at the bottom right of the form area. The footer contains links for "firstgov.gov", "Privacy Policy", "Web Policies & Notices", "Site Map", "Contact Us", "Frequently Asked Questions", and "Forms".

Figure 39. 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 Regulated Entity included in the Report.
First Name	First Name of the Regulated Entity included in the report.
Repeat Violation	Indicates whether the violation described in the self-disclosure has occurred previously.
Notification Date	Contains the date that the Initial Notification form is completed, 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 40 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.

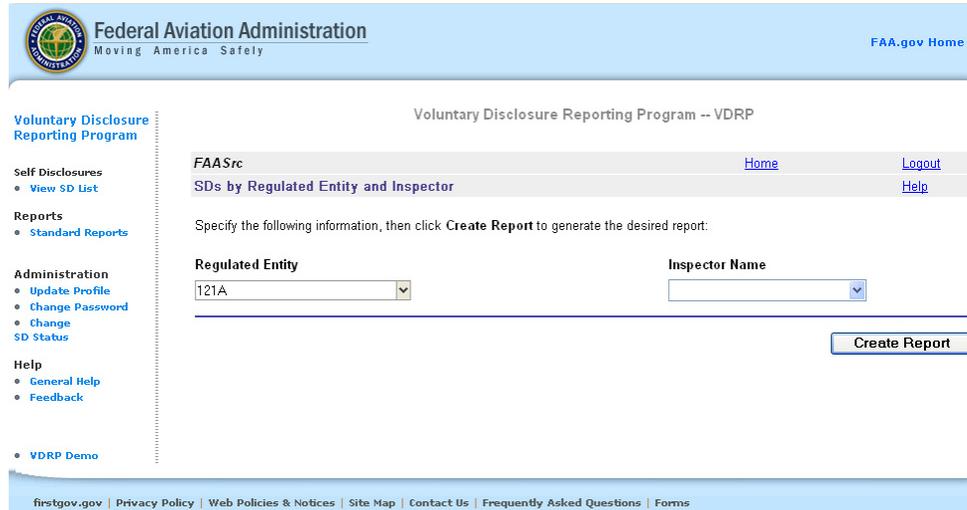


Figure 40. Standard Reports: Self-Disclosures for Regulated Entity and FAA Inspector

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.

Column Title	Definition
Notification Date	Contains the date that the Initial Notification form is completed, 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 41 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.

The screenshot displays the FAA's Voluntary Disclosure Reporting Program (VDRP) interface. At the top, the FAA logo and the text "Federal Aviation Administration Moving America Safely" are visible, along with a "FAA.gov Home" link. The main heading is "Voluntary Disclosure Reporting Program -- VDRP". Below this, there are navigation links for "Home" and "Logout", and a section for "SDs for particular Regulated Entity" with a "Help" link. The main content area prompts the user to "Specify the following information, then click **Create Report** to generate the desired report:". A dropdown menu labeled "Regulated Entity" is shown with the value "111A" selected. A "Create Report" button is located at the bottom right of the form area. On the left side, there is a vertical navigation menu with categories: "Voluntary Disclosure Reporting Program", "Self Disclosures" (with a sub-link "View SD List"), "Reports" (with a sub-link "Standard Reports"), "Administration" (with sub-links "Update Profile", "Change Password", "Change SD Status"), "Help" (with sub-links "General Help", "Feedback"), and "VDRP Demo".

Figure 41. 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.
Notification Date	Contains the date that the Initial Notification form is completed, 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.
SD Description	Shows a description of the self-disclosure, and is based on the information specified in the Subject field of the Initial Notification form Violation Tab page.
Immediate Action	Shows the description defined in the Description of Immediate Action field.
EIR Status	Indicates the current status of the self-disclosure as indicated in the VDRP application.
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.

Column Title	Definition
FAR Code	FAR stands for Federal Aviation Regulation. A FAR Code is a code that is assigned to a FAR, and within the context of VDRP, indicates the FAR that was violated within the self-disclosure.

UPDATE PROFILE

An FAA Inspector or a Regulated Entity can update profile information using the Update Profile function.

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

1. From the Self-Disclosure List page, click the My Profile link in the VDRP Functions Bar.

The Update Profile page displays (Figure 42) showing the current information that the VDRP application has about you.

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Voluntary Disclosure Reporting Program -- VDRP

FAASrc [Home](#) [Logout](#)
Update Profile [View/Print](#) [Help](#)

* Indicates a required field

Complete the following fields, then click **Save Page**:

Last Name*
First Name*
Email*
ex: userid@company.com
Phone Ext.
Job Title
User Type
User Level

[firstgov.gov](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Site Map](#) | [Contact Us](#) | [Frequently Asked Questions](#) | [Forms](#)

Figure 42. Update Profile Page

Update Profile

2. As desired, you can edit the following fields: **Last Name**, **First Name**, **Email**, **Phone Number/Extension**, **Job Title**. The **User Type** and **User Level** fields are derived from your Login ID and are not editable unless you have an FAA Inspector user type.
3. Click **Save** to confirm your entries. To retain your previous profile without saving any changes you made, click **Cancel** before you click **Save**.

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 VDRP Functions Bar.

The Add New User page displays (Figure 43).

Federal Aviation Administration
Moving America Safely

FAA.gov Home

Voluntary Disclosure Reporting Program -- VDRP

SO2TJEK [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.

New User ID*

User Type*

User Level*

Designator ID*

Password*

Confirm Password*

Last Name*

First Name*

Email*
ex: userid@company.com

Phone Ext.

Job Title

System Access? Yes No

[Save](#) [Cancel](#)

[firstgov.gov](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Site Map](#) | [Contact Us](#) | [Frequently Asked Questions](#) | [Forms](#)

Figure 43. Add New User Page

2. Type a unique identifier in the **User ID** field. This is the user's login ID.
3. 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**.
4. Click the drop-down arrow in the **User Level** field and select the employment level you want to apply to the person being added (manager, regional manger, etc.).
5. If you selected **Federal Aviation Administration**, continue to Step 6. If you selected **Regulated Entity** as the **User Type**, click the drop-down arrow in the **Designator ID** field and select the airline that applies to the person being added.
6. 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.
7. Re-type the password in the **Confirm Password** field
8. Type the **Last Name, First Name, Email, Phone, Extension** and **Job Title** for the user you are adding.
9. If you want the person you are adding to have access to the system, click **Yes** in the **System Access** field. Otherwise, click **No**.
10. Click **Save** to confirm your entries.

The 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.

Perform the following steps to edit an existing user:

1. From any page within the VDRP application, click the Edit User link in the VDRP Functions Bar.

The Edit User table displays (Figure 44), showing all of the users that have been previously added.

The screenshot shows the FAA VDRP application interface. At the top, there is a header for the Federal Aviation Administration with the slogan 'Moving America Safely' and a 'FAA.gov Home' link. Below the header, the page title is 'Voluntary Disclosure Reporting Program -- VDRP'. On the left side, there is a navigation menu with categories: 'Self Disclosures' (with a 'View SD List' link), 'Reports' (with a 'Standard Reports' link), 'Administration' (with links for 'Update Profile', 'Add New User', 'Edit User', 'Change Password', 'Change SD Status'), 'Help' (with links for 'General Help', 'Feedback'), and 'VDRP Demo'. The main content area features a table with the following data:

EDIT	FirstName	LastName	User Type	JobTitle	Phone	Email	Active
VDRPdemo	Henry	Jenkins	RE	Manager	7035552346 X 465	HJenkins@demo.com	Y
dala02	sdfs	sdf	RE	Software	703 661 X 234	afs230-vdrp@faa.gov	Y
1							

Below the table, there is a footer with links: 'firstgov.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms'.

Figure 44. Edit User Page: List of Users

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

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

The **Edit User** page displays (Figure 45), showing several editable fields that contain information about the user selected.

The screenshot shows the FAA website's 'Edit User' page for the Voluntary Disclosure Reporting Program (VDRP). The page header includes the FAA logo and the text 'Federal Aviation Administration Moving America Safely' and 'FAA.gov Home'. The main heading is 'Voluntary Disclosure Reporting Program -- VDRP'. Below this, there is a table with one row for user 'SO27JEK' and columns for 'Home' and 'Logout'. The 'Edit User' link is highlighted. A note states '* indicates a Required Field'. Below this, a message says '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.' The form fields are: User ID* (VDRPdema), User Type* (Regulated Entity), User Level* (Regulated Entity), Designator ID* (DALA - Delta Air Lines, Inc.), Last Name* (Jenkins), First Name* (Henry), Email* (HJenkins@demo.com), Phone (7035552346 Ext. 465), Job Title (Manager), and System Access?* (Yes/No). 'Save' and 'Cancel' buttons are at the bottom right. A footer contains links for firstgov.gov, Privacy Policy, Web Policies & Notices, Site Map, Contact Us, Frequently Asked Questions, and Forms.

Figure 45. Edit User Page: Editable Fields

- 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.

CHANGE PASSWORD

The Change Password function is accessed via the Change Password link located in the VDRP Functions Bar.

Perform the following steps to change your VDRP password:

1. From any page within the VDRP application, click the **Change Password** link in the **VDRP Functions Bar**.

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

Federal Aviation Administration
Moving America Safely
FAA.gov Home

Voluntary Disclosure Reporting Program -- VDRP

SO27JEK [Home](#) [Logout](#)

Change Password & Account Information [Help](#)

* 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*

[Save](#) [Cancel](#)

Figure 46. Change Password Page

Specific conventions must be followed when creating passwords. Any password must be 8 to 15 characters in length, and must contain three 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. Click Save.
The **Update Profile** page displays (Figure 42 on page 92).
 6. Click **Save** to update your profile information with your new password.
The **Self-Disclosure List** page displays showing all of the self-disclosures related to you.

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 7 shows the definitions of these limits.

TABLE 7. 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. Aircrft 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.