VDRP USER GUIDE RELEASE 5.0

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1. About this Guide

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

WHO SHOULD READ THIS GUIDE?

The VDRP User's Guide is written for any person who uses the VDRP application for submitting or processing self-disclosures. This document contains the information regarding use of the VDRP application.

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

Currently, there are three primary types of users:

- Principal Inspectors: (POI, PMI or PAI), or any inspector assigned to work with a Principal Inspector in the process of reviewing and accepting voluntary disclosures submitted via the VDRP software application.
- Any person that is affiliated with a Regulated Entity Authorized to utilize this system.
- Help desk personnel, who have access to specific support functionality.

STEP PROCEDURE TERMS AS 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 button to click on the drop-down arrow to open the drop-down menu to display your choices and select from the list.

OVERVIEW

This section addresses the following:

- What Is the Voluntary Disclosure Process? Defines the current voluntary disclosure process, personnel qualifications and requirements for participation.
- Users of the Voluntary Disclosure Web Application: Defines the two types of individuals who are part of this process, as well as their duties and responsibilities.
- **Voluntary Disclosure Reporting Program:** Provides a brief description of the Voluntary Disclosure Reporting Program software application and details each of the six stages of the process.

WHAT IS THE VOLUNTARY DISCLOSURE PROCESS?

The Voluntary Disclosure Reporting Program (VDRP) is outlined in Advisory Circular AC 00-58 and AC 121-37A, 14 CFR Part 193, FAA Order 8900.1 (Vol 11, Ch. 1), FAA Order 2150.3 and FAA Order 8000.89. The program is based on the concept that the open sharing of apparent violations which have been discovered by the Regulated Entity, voluntarily disclosed to the FAA and corrected in a manner acceptable to the FAA, will enhance and promote aviation safety. The VDRP provides that Certificate Holders, authorized Foreign Air Carriers and qualified fractional ownership programs, may receive a letter of correction in lieu of civil penalty action for covered instances of noncompliance that are voluntarily disclosed to the FAA and corrected in accordance with the procedures set forth under the program.

As a result, voluntary disclosure offers a higher standard for continued operational safety, maintenance, flight operations, and anti-drug and alcohol misuse prevention programs.

The VDRP software application is designed to offer a convenient, automated interface for those regulated entities and FAA Inspectors assigned to those entities authorized to utilize the web-based Voluntary Disclosure Program.

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

USERS OF THE VOLUNTARY DISCLOSURE PROCESS

Regulated Entities: A Regulated Entity is any entity which is overseen/regulated by the FAA. When applied to the VDRP, the Regulated Entities to which the program is applied are U.S. Air Carriers, authorized Foreign Air Carriers and FAA Certificated Repair Stations. Within the VDRP application, a Regulated Entity begins the self-disclosure process by completing an Initial Notification and subsequently completes and submits 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 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 selfdisclosure

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

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

Any Principal Inspector assigned to an office may add, delete, or edit an SOM or ASOM account within that office when so directed by the SOM of that office

VOLUNTARY DISCLOSURE REPORTING PROGRAM (VDRP)

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

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

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

The VDRP System provides a secure password-authenticated, SSL encrypted environment for the processing of violation disclosures by FAA and regulated entity personnel. It will permit the regulated entity to electronically enter voluntary disclosure information via the web-based VDRP Application, to include the upload of relevant files

To encourage an employee to voluntarily report safety issues even though they may involve an alleged violation of Title 14 or Title 49 of the Code of Federal Regulations (14 CFR and/or 49 CFR), enforcement-related incentives have been designed into the program.

The specific guidelines, methods, responsibilities and documentation for establishing these programs are found in Advisory Circular 120-66 for ASAP, AC-121-37A for HAZMAT and Advisory Circular 00-58 for VDRP.

The web-based application of the Voluntary Disclosure Reporting Program (VDRP) offers the following advantages:

- Access from anywhere the user has an internet connection.
- A unique tracking number is permanently assigned to each voluntary disclosure.
- Time to complete a disclosure is reduced by using online data entry
- Input data is auto-checked to reduce potential errors

There are six (6) stages in the submission and approval process for a self-disclosure. All of the stages are to be completed within the software application. The stages are defined as follows:

Stage 1: Initial Notification: is a form that is completed by a Regulated Entity and submitted to a designated FAA Inspector for review and approval via the VDRP software application. The Initial Notification form allows the Regulated Entity to give an overall description of a violation to be considered as a valid self-disclosure.

Stage 2: Initial Notification Response: (INR) is a digital form that an FAA Inspector is required to complete in response to receipt of a completed Initial Notification submitted by a Regulated Entity. Upon receipt and review of the Initial Notification, an FAA Inspector sends feedback to the Regulated Entity either requesting changes to the submission or accepting the submission by using this online form. The Regulated Entity is notified via email when the Initial Notification submission is accepted or rejected. For operators certificated under 121/135, the Senior Office Manager (SOM or ASOM) needs to concur with the FAA inspector's acceptance of the disclosure prior to issuance of the INR.

Stage 3: Written Report: is comprised of a comprehensive digital form completed by a Regulated Entity and submitted to an FAA inspector via the software application for review and approval. The Written Report allows a Regulated Entity to provide very detailed information about a violation.

Stage 4: Written Report Review: is comprised of a digital form that an FAA Inspector is required to complete after reviewing the Written Report 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 to acknowledge acceptance the Written Report. The Regulated Entity is notified via email when the Written Report is accepted or rejected.

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

Stage 6: Inspector Signoff: is comprised of a digital form that an FAA inspector completes to approve, or rescind, the self-disclosure. For operators certificated under 121/135, the Senior Office Manager (SOM) or the Alternate Senior Office Manager (ASOM), must concur with the report as submitted by the FAA Inspector.

VDRP FLOW CHART

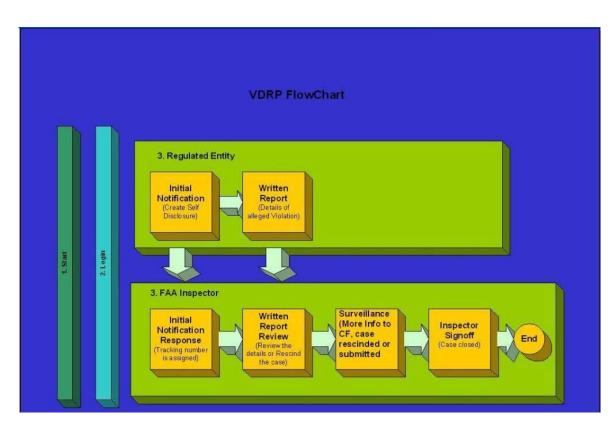


Figure 1 VDRP FLOW CHART

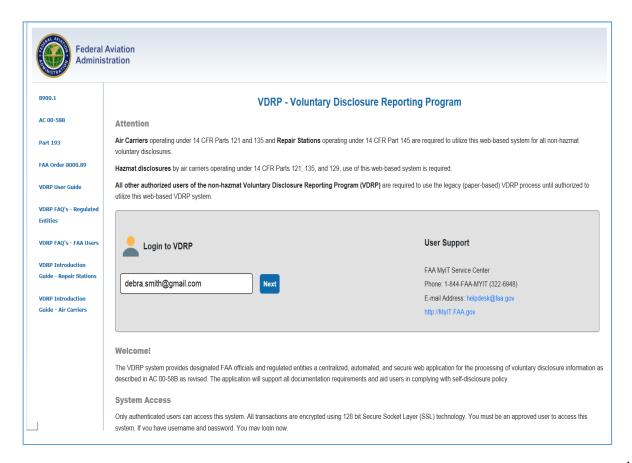
2 LOGGING INTO THE VDRP

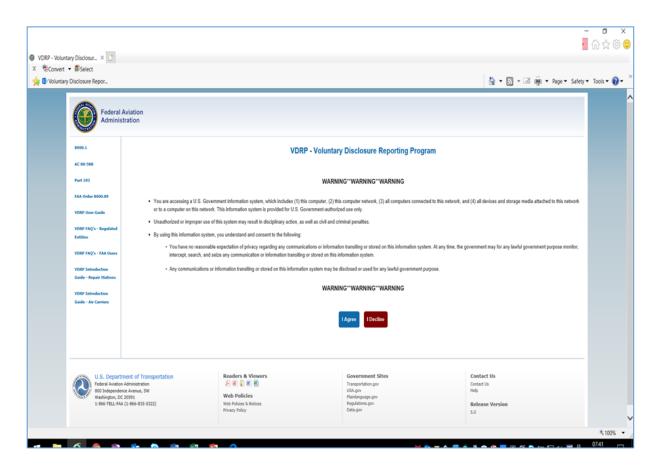
VDRP Login Page

The VDRP application is a password protected web-based application with a URL Address of:

https://vdrp.faa.gov

The VDRP Home Page will appear as follows:





VDRP Application Design and System Security:

The VDRP application is a password protected web-based application. For FAA Users, the VDRP is integrated with MyAccess to provide authentication of FAA users accessing the application. In order to access this application, you must be assigned a User ID and a PIV card. Once you have located this information, you are ready to start.

For Regulated Entity (RE) Users, prior to attempting to login to the VDRP system, the user should verify they have been issued a User ID and a Password by the FAA, have their email address available and utilize the following URL for the VDRP system:

https://vdrp.faa.gov

Passwords are valid for 90-days and then expire. Upon expiration, RE users will receive a message indicating their password has expired and they will be redirected to the

'Change Password' screen to reset their password. The password entered must not duplicate any one of the last 10 passwords used, per FAA guidelines.

When you access the VDRP Home page, you must first agree to the security statement. Having accepted the security statement, a text box is displayed to request your Email address. Entry of your email address begins your login process. If you do not know your login information or have not received a User ID, click the Login Help, or VDRP User Guide links on the Welcome Page (in the left navigation pane) to find out how you can acquire this information. When you click this link, information about logging in as FAA Personnel and Regulated Entity Personnel are displayed at the bottom of the page.

The system will use your email information to distinguish between FAA personnel and those representing an RE. The subsequent screen will display your assigned User ID (or ID's (plural) via a dropdown list and the user must enter the associated Password. FAA personnel will be re-directed to the MyAccess application and must authenticate using their PIV card credentials at this point to facilitate their sign-in process.

RE users will be redirected to the VDRP login screen which has information about User Name User ID (dropdown) and Password. The User must enter their appropriate password to login.



1. The VDRP Login page offers relevant information as to which Regulated Entities may utilize the web-based VDRP and which entities are required to utilize the legacy (paper-based)

VDRP process. The login page also presents information regarding **Hazmat** disclosures.

- 2. Along with fields provided to enter your User Name and Password, the VDRP Login Page displays following text about VDRP system
 - Welcome text
 - About access to authenticated users
 - Details about setting and supporting browsers
 - Information about Public Disclosure Protection
- 3. Displays a VDRP Advisory Circular 00-58 link to the document in the left navigation pane of the Login Screen.
- 4. User support Information displays the contact information for the AVS National IT Service Desk (Refer to "Contact us link" on page 33)
- 5. Authenticated User access to the VDRP system is explained in the "System Access" section of the login screen.
- 6. If necessary, select your User ID from the dropdown box provided.
- **7**. Type your password, then click **Login**



- 8. If the login is successful, the **VDRP Self-Disclosure List** page displays, showing a listing of all new self-disclosures that relate to your organization. Navigational tabs also display, allowing you to view and access Open, Closed, and Rejected selfdisclosures. (Note: if the FAA User has more than one Regulated which they have responsibility.
- 9. If the login is not successful due to a forgotten password, select the Forgot Password Link from the VDRP Login Page or proceed to page 31 for "Forgot Password". Upon clicking that link, the user is redirected to a password recovery page. On this page, the user must enter his/her User ID and click Submit. Then, the two-factor authentication page will display and the user must answer two questions randomly selected by the system. The user gets three attempts to answer the questions. For each attempt, the user gets a different set of questions. If they answer the two questions correctly, they are able to successfully login to the system.

If the user is unable to answer the two questions correctly after three attempts, they must contact Help Desk for further assistance.

Two-Factor Authentication

As part of the VDRP system security enhancements, VDRP now requires the user to verify their identity via a Two- Factor Authentication system. The initial setup for the system requires the User to select and answer five different security questions. Once questions and their associated answers are saved to the system, should confirmation of a user be required, the will questions/answers will be used to authenticate that user.

On this page, the user must select five unique security questions and provide answers that they will easily remember. The user must select five questions and provide the five associated answers. After answering the questions and answers, the user will click on the Save button. Once saved, user will redirected to the Login page.

E	https://vdrpdevuat.avs.faa.gov/Log 🔎 🕶 (🗴 Certificate er 🖒 🧀 VDRP - Voluntary Disclosur 🗴	ଜ જ 🛚			
	View Favorites Tools Help					
	Federal A Administ					
		VDRP - Two Factor Authentication				
	• 8900.1	Security Questions and Answers				
	• AC 00-58B	The VDRP application has been enhanced with additional security features. Please provide answers to five of the security questions. You will be required to answer tw subsequent login attempt.				
	• Part 193	* Indicates a required field				
	• FAA Order 8000.89		rs that you will easily remember, but that others will not know. If you forget your passwoup in advance. Do not use your password as part of the answers:			
	VDRP User Guide					
	VDRP FAQ's - Regulated Entities	Security Question 1*: Answer*:	V			
	VDRP FAQ's - FAA Users	Security Question 2*: Answer*:	V			
	• VDRP Introduction Guide - Repair Stations	Security Question 3*: Answer*:	V			
	VDRP Introduction Guide - Air Carriers	Security Question 4*: Answer*:				
	All Carriers	Security Question 5*:				

Use of the two-factor authentication in the process of establishing a new password:

- 1. The User is authenticated by answering the questions correctly.
- 2. User is then redirected to the next page where the user must enter the temporary password which was provided to the User by the HELPDESK.
- 3. Upon entering the temporary password, the User will be prompted to enter a new password meeting the system requirements outlined below.
- 4. The user must enter and confirm a new password, as the temporary password can only be used once before it is expired.
- 5. When establishing a new password, the new password must contain all of the following:
- a) Passwords must contain a minimum of twelve (12) characters and must contain a combination of characters from three of the following four character types:
 - 1. English uppercase letters (A-Z);
 - 2. English lowercase letters (a-z);
 - 3. Numbers (0-9);
 - 4. Printable non-alphanumeric characters as allowed by the system.
- b) Contain no two consecutive or like characters (such as ab, bc, gh, st, aa, bb, II, etc.)
- c) Do not contain all or part of the user's account name.

Example of passwords to use:

Walkingtoday08!

Flyingsafe2020#

Aircraft2020@

Example of Two Factor Authentication in use to verify the identity of a user.

	Federal A Administ			
		Security Question:	What is the name of your first pet?	VDRP - Two Factor Authentication
	8900.1	Security Question: Answer:		
-	AC 00-58B	Security Question: Answer:	What is your place of birth?	
۰	Part 193		Sign In	7
	FAA Order 8000.89			
•	VDRP User Guide			
۰	VDRP FAQ's - Regulated			
	Entities			
-	VDRP FAQ's - FAA Users			
	VDRP Introduction Guide -			
	Repair Stations			
•	VDRP Introduction Guide - Air Carriers			

Note: Returning users who have entered and saved questions will only be required to answer questions when the system is seeking to verify the user's identity.

Maximum Login Attempts:

After 3 consecutive login failures (a failure occurs when the VDRP user attempts to log into VDRP with incorrect User ID and/ or password), the User ID is locked and an alert message directs the user to either use Forgot Password link or Contact Help Desk to reset the password.

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

RE users get three attempts to answer questions. An unsuccessful attempt occurs when an RE user attempts to log into VDRP with an incorrect User ID and/or password. After three consecutive unsuccessful attempts, the account is locked and an alert message

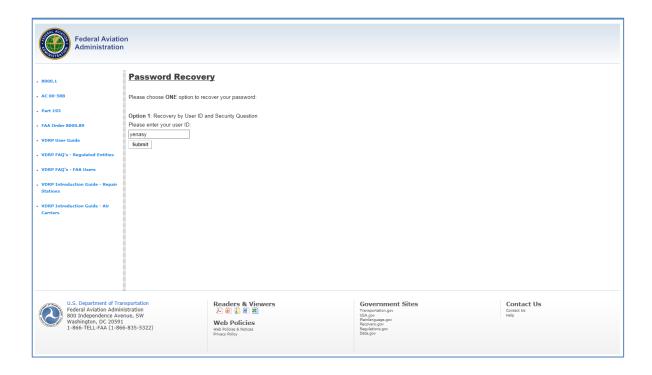
directs the user to either use Forgot Password link or to Contact Help Desk to reset the password.

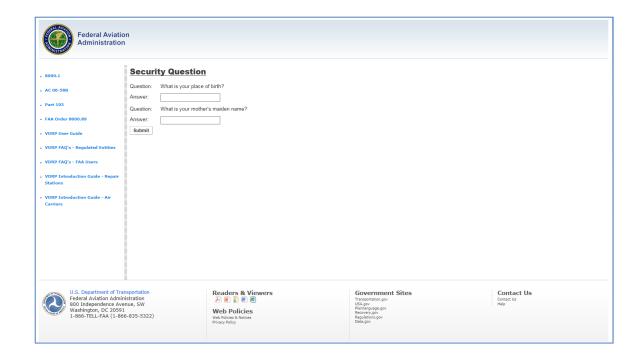
Two-Factor Authentication and the Forgot Password Link:

If a user has forgotten his/her password, there is a link for password recovery on VDRP login page. Upon clicking that link, the user is redirected to a password recovery page. On this page, the user must enter his/her User ID and click Submit.

Then, the two-factor authentication page will display and the user must answer two questions randomly selected by the system. The user gets three attempts to answer the questions. For each attempt, the user gets a different set of questions. If they answer the two questions correctly, they are able to successfully login to the system.

If they are unable to answer the two questions correctly after three attempts, they must contact Help Desk for further assistance.





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After 3 consecutive login failures (a failure occurs when the VDRP user attempts to log into VDRP with incorrect User ID and/ or password), the User ID is locked and an alert message directs the user to either use Forgot Password link or Contact Help Desk to reset the password.

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Forgot Password Link:

If a user has forgotten his/her password, there is a link for password recovery on VDRP login page. Upon clicking that link, the user is redirected to a password recovery page. On this page, the user must enter his/her User ID and click Submit.

Then, the two-factor authentication page will display and the user must answer two questions randomly selected by the system. The user gets three attempts to answer the questions. For each attempt, the user gets a different set of questions. If they answer the two questions correctly, they are able to successfully login to the system.

If they are unable to answer the two questions correctly after three attempts, they must contact Help Desk for further assistance.

VDRP LOGIN PAGE - Logging into VDRP Application - RE Users

Perform the following steps to log into the VDRP application:

Specify the VDRP-designated URL (https://vdrp.faa.gov) in the Address field of Internet Explorer and select "enter," which will cause the VDRP home page to be displayed as follows:

- The VDRP Login page offers relevant information as to which Regulated Entities
 will be using the web-based VDRP and which entities are required to utilize the
 legacy (paper-based) VDRP process. The login page also presents information
 regarding Hazmat disclosures.
- 2. Along with fields provided to enter your User Name and Password, the VDRP Login Page displays following text about VDRP system
 - Welcome text
 - About access to authenticated users
 - Details about setting and supporting browsers
 - Information about Public Disclosure Protection

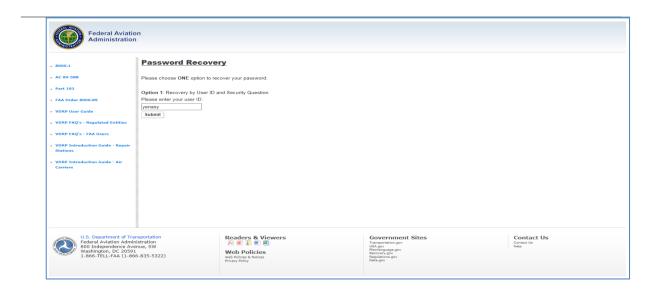
- 3. The login page **also** displays a link to the VDRP Advisory Circular 00-58B in the left navigation pane of the Login Screen.
- **4.** User support Information displays the contact information for the AVS National IT Service Desk.
 - **5.** Authenticated User access to the VDRP system is explained in the "System Access" section of the login screen.
 - **6.** If necessary, select your User ID from the dropdown box provided.
 - **7**. Type your password, then click Login
 - 8. If the login is successful, the **VDRP Self-Disclosure List** page displays, showing a listing of all new self-disclosures that relate to your organization. Navigational tabs also display, allowing you to view and access Open, Closed, and Rejected self-disclosures. (Note: if the FAA User has more than one Regulated Entity for which they are responsible, they will see disclosures associated with each of the entities for which they have responsibility.
 - 9. If the login is not successful due to a forgotten password, select the Forgot Password Link

Found on the VDRP Login Page. Upon clicking that link, the user is redirected to a password recovery page. On this page, the user must enter his/her User ID and click Submit. Then, the two-factor authentication page will display and the user must answer two questions randomly selected by the system. The user gets three attempts to answer the questions. For each attempt, the user gets a different set of questions. If they answer the two questions correctly, they are able to successfully login to the system.

If the user is unable to answer the two questions correctly after three attempts, they must contact Help Desk for further assistance.

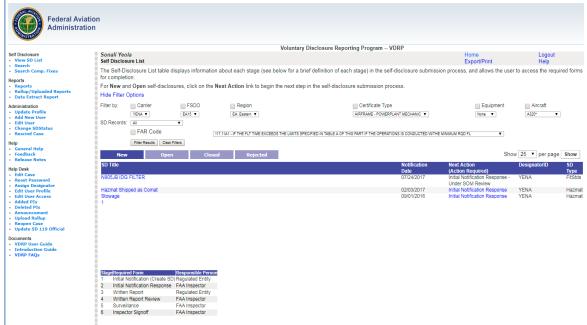
11. Forgot Password

If a user forgets his/her password on VDRP login page, there is a link for password recovery. Upon clicking that link, the user is redirected to a password recovery page. On this page, the user has to enter UserId and click Submit. Then, the Two-factor authentication page displays and the user has to answer two random questions. The user gets three attempts to answer these questions. For each attempt, the user gets different set of questions.





Login Successful - Displays the view SD List Page



FAA personnel can log into the VDRP application using their unique Personal Identity Verification (PIV) Card. Certain personnel may have more than one User ID, such as those serving in the role of an SOM or ASOM. In such cases, a dropdown will appear, allowing a choice between those User IDs associated with the email address utilized on the first sign-in page.

Principal Inspectors (PI)

Only Principal Inspectors (PIs), or inspectors granted authority by a PI to add or edit users, or AFS-280 personnel, are authorized to Add Users (FAA Inspectors or representatives of regulated entities) to the VDRP system.

Principal Inspectors must login to the VDRP System utilizing their email address and be authenticated by MyAccess using their PIV card. Their VDRP user id should match their inspector code as reflected in the WebOPSS system in order to be recognized as a PI on the system.

New (Principal) Inspectors

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

FAA Principal Inspectors receive a User ID derived from WebOPSS data. FAA personnel added to the VDRP system by a PI or AFS-280, will normally be assigned their AVS Login ID as their VDRP User ID. Regulated entities will be assigned a User ID by the PI adding them to the system and that User ID will normally be based on their employing certificate holder.

If an FAA inspector does not remember his/her password, click the 'Forgot Password?' link displayed on VDRP login page.

If a user forgets their User ID or Security answer, he/she needs to contact the Help Desk for assistance. To contact the Help Desk, click on the "Contact Us" link displayed in the footer on any screen.

Login Help for RE Users

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

First time logging in?

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

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

If the regulated entity does not remember his/her password, click the "Forgot Password?" link displayed on the VDRP login page.

If the user forgets their User ID or Security answer, he/she needs to contact the Help Desk for assistance. To contact the Help Desk, click on the "Contact Us" link displayed as one of the footer links on any screen.

Forgot Password? (Link)

If you have forgotten your password and cannot log into the VDRP application, please click on the

'Forgot Password?' link displayed on the VDRP Login page to reset your password.

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

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

User ID Verification

==========

- Click on the 'Next' button without entering any text in 'Please enter your User ID' text box and check that an alert message is displayed informing the user to enter User ID.
- 2. Enter the correct User ID and click on the 'Next' button; the user is navigated to a screen to enter the Security Answer.
- 3. Click on 'Next' button after entering incorrect user id, user is navigated to a screen with message 'The User ID you entered was not found. Please go back and correct your User ID, or contact the help desk for assistance' displayed.
- **4.** Click on 'Previous' button and go back to previous screen to correct the typographical errors in entering the user ID and click on 'Next' button after entering the correct user ID to move forward.
- 5. Click on 'Cancel' button to be returned to VDRP Login page.
- **6.** If you forgot your User ID, please contact the Help Desk.

Password Requirements

VDRP Password Requirements

- 1. Passwords must contain a minimum of twelve (12) characters and must contain a combination of characters from three of the following four character types:
 - a. English uppercase letters (A-Z);
 - b. English lowercase letters (a-z);
 - c. Numbers (0-9);
 - d. Printable non-alphanumeric characters as allowed by the system ((!@#\$%);
- 2. Contain no two consecutive or like characters (such as ab, bc, gh, st, aa, bb, II, etc.)
- 3. Do not contain all or part of the user's account name.

Example of passwords to use:

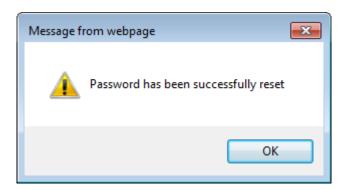
Walkingtoday08!

Flyingsafe2020#

Aircraft2020@

Security Answer Verification

- 1. If user selects 'Next' button without entering any text in the text box provided for entering the security answer, an alert message is displayed as "Please enter the answer to your security question."
- 2. If user selects 'Next' button after entering incorrect User ID, user is navigated to a screen with the message: "The answer to your security question could not be validated. Please go back and correct your answer, or contact the help desk for assistance."
- **3.** If user selects 'Previous' button, the user is returned to the previous screen to correct the typographical error(s) in security answer. Once corrected, selection of the 'Next' button will enable user to move forward.
- **4.** If user selects 'Cancel' button with or without entering User ID, user is navigated back to the VDRP Login page.
- **5.** If user has forgotten the security answer, please contact the Help Desk.
- **6.** Once user enters the correct security answer and selects the 'Next' button; user is navigated to a screen as shown below:



7. User then selects, 'Ok' and is directed to the Login Page where the user utilizes the new password to Login into the VDRP.

8. Once logged into VDRP with the new password, the user will be prompted to change the password in order to proceed further.

Forgot User ID

If you have forgotten your correct User ID, please contact Center or User Support as specified below:

E-mail: helpdesk@faa.gov

Phone: Toll free @1-844-FAA-MYIT (322-6948).

Forgot Security Answer

If you have forgotten your correct Security Answer, please contact Center or User Support as specified below:

E-mail: helpdesk@faa.gov

Phone: Toll free @1-844-FAA-MYIT (322-6948).

Contact Us link

"Contact Us" link displays the contact information for assistance when using the VDRP application. The User can contact the VDRP Help Desk or AVS National IT Service Desk either by email or by phone as specified in the details below:

User Support

User will be provided with an online tutorial supplemented with this User Guide. User can call the AVS National IT Service Desk phone number. If the problem is not resolved by the AVS National IT Service Desk, the AFS-280 technical staff will be the final step of problem troubleshooting and resolution.

User Support Info FAA MyIT Service Center.

Telephone Number Toll free @1-844-FAA-MYIT (322-6948)

E-mail Address <u>helpdesk@faa.gov</u>

FAA MyIT Service Center and the VDRP program have trained personnel who aid users when they have support issues with VDRP.

VDRP LOGOUT PAGE

1. Click on the "Logout" link displayed in the upper right corner on any of the screens while navigating the program.



- 2. The User will be navigated to the VDRP "Logout Successful" screen when he/she is logged out of the VDRP system.
 - **3.** Displays user support information on the log out screen along with the thank you note for using the VDRP web tool.
 - **4.** Click on the "Home" link to log back into the VDRP system and navigate to the Login Page.

3. VDRP FEATURES & USER FUNCTIONS

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

This chapter includes:

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

DEFINING THE VDRP SELF- DISCLOSURE LIST PAGE

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





SD List Filters

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

The list below displays the brief definition of each stage and the person responsible for its completion:

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

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

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



- 1. There are seven filters on the SD List screen which assists the logged-in VDRP user in finding a case quickly and easily. They are as follows:
 - Carrier filter -> List all the designators that the user is responsible for.
 - FSDO filter -> List the CHDOs that the user belongs to.
 - Region filter -> List the Region based on the CHDO that the user belongs to.
 - Certificate Type filter ->List only those certificate types that are actually included in the disclosures that the user can view.
 - Equipment filter -> List only those equipment types which are included in the disclosures that the user can view.
 - Aircraft filter -> List only those models of aircraft equipment that are included in the disclosures that the user can view.
 - FAR Code filter -> List only those FAR Codes that are actually included in the disclosures that the user can view.
 - SD Records -> New filter added called SD Records which has three different filter type All, Hazmat VDRs only and Flight standard VDRs only.
- 2. There are 2 buttons displayed for applying filters for the cases displayed on the four tabs of the SD List screen. They are:
 - "Filter Results" button Displays results based on applied filters.
 - "Clear Filters" button Clear all the applied filters.
- 3. **7.** To apply the filter, click the checkbox next to the preferred filter and select the appropriate option from the filter drop down. Once the selection is done, click on the 'Filter Results' button to view the desired results.

- 4. The filter results are applicable to all four tabs on the SD list and not specific to any one tab. Once the logged-in user applies the filters, the results are displayed for all 'New', 'Open', 'Closed' and 'Rejected' tabs.
- 5. Unlike filters, the 'Export/Print' link is applicable to the specific tab on the SD List screen. When the user clicks on 'Export/Print' link when viewing the case on the 'Rejected' tab, the results exported or printed will be cases displayed only on the 'Rejected' tab.
- 6. Click on the 'Show' button after selecting any one of the options listed in the drop down to display the selected number of cases per page. The options are as follows:
 - 10 per page
 - 25 per page
 - 50 per page
 - All per page

SD Operator Types

The Status of the self disclosures displayed under the column "Next Action" on the Self-Disclosure List page vary based on the operator's certification. The two types of classification are as follows:

- Operators NOT Certificated under Part 121 or Part 135: The status is based on the creation of self disclosures by the Regulated Entity and the acceptance or rejection by the FAA Inspector
- Operators Certificated under Part 121 or Part 135: The status is based on the creation of self disclosures by the Regulated Entity and acceptance or rejection by the Principal Inspector as reviewed by the Senior Office Manager.

Operators NOT certificated under Part 121 or Part 135

<u>Self Disclosure List Screen - New Tab</u>

All new Initial Notifications which are submitted and pending acceptance from the FAA Inspector are displayed under the "New" tab in the Self Disclosure List screen. The User can navigate to the Self Disclosure List screen after selecting the 'View SD List' link displayed in the left navigation pane.

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



New Self Disclosures that are in "Initial Notification (IN)" or "Initial Notification Response

(INR)" stage are displayed under the **New** tab in Self Disclosure List page

The table displayed for new self disclosures lists the titles of all the new selfdisclosures created by a particular designator. There are four columns of information defined as follows:

- The SD Title column contains the titles of the self disclosures. Selecting the title links the user to a read-only screen for that self disclosure entitled "VDRP Self-Disclosure Details Screen".
- The **Notification Date** column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system. The notification date may not be a future date, nor can it be more than 30 days prior to the date on which that particular notification was submitted for the first time into the VDRP application.
- The **Next Action** column contains links that allow the user to view the current status of a self disclosure.
- The **ad ID** column displays the designator code for the organization which submitted the self disclosure.
- The SD Type column displays the self disclosure type.

<u>Self Disclosure List Screen - Open Tab</u>

Self-Disclosures that have been accepted and are not completely closed out are displayed under the "Open" tab in the Self Disclosure List screen.

Open Self Disclosures that are either in "Written Report (WR)", "Written Report Review (WRR)", "Surveillance (SUR)" or "Inspector Signoff (IS)" stages are displayed under the **Open** tab in the Self Disclosure List screen.

New	Open Closed	Rejected				
Show 25 ♥ entries			Search:			
Notification	VDR Number (View Details)	SD Title	♦ Notification ♦ Date	Next Action (Action Required)	DesignatorID	♦ SD Type ♦
57	2007SW214004	N322AA Strut Attach Fuse Pin Inspection	11/28/2006	Written Report Review	AALA	FltStds
77	2007SW214006	Flight Dispatcher Missed Recurrent Training	12/5/2006	InspectorSignoff - Under SOM Review	AALA	FltStds
1653	2008SW214046	B777-223Aircraft N791AN operated w/gear pin inst.	11/30/2007	Written Report Review	AALA	FltStds
20153	2017EA154014	N606JB MX Ferry Permit	2/21/2017	InspectorSignoff - Under SOM Review	YENA	FltStds
20316	2020EA154005	Hazmat Shipped as Comat	2/3/2017	Written Report	YENA	Hazmat
20730	2017CE234126	N785FD MEL Misapplied	5/22/2017	InspectorSignoff - Under SOM Review	FDEA	FltStds
21019	2017CE234155	Whitlow Letter Violation	7/8/2017	Surveillance	FDEA	FltStds

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



The table displayed under the Open tab lists all the open self-disclosures. There are five columns of information defined as follows:

- The Voluntary Disclosure Number (VDN) # column shows the systemgenerated identification number as a hyperlink that is assigned to a selfdisclosure AFTER it has been accepted by an FAA Inspector. When selected, the VDN # link navigates the user to a read-only "VDRP Self-Disclosure Details Screen".
- The **SD Title** column contains the name assigned to the self-disclosure when first entered into the VDRP application.
- The **Notification Date** column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system.
- The **Next Action** column contains links that allow the user to view the current status of a self disclosure.
- The **Designator ID** column displays the designator code for the organization which submitted the self disclosure.
- The SD Type column displays Self Disclosure types

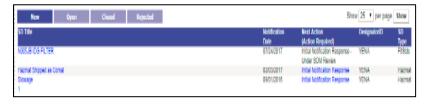
Self Disclosure List Screen - Closed Tab

Self-Disclosures that have completed all six stages of the VDRP process are displayed under the "Closed" tab in the Self Disclosure List screen.

Closed Self Disclosures are normally displayed with 75 cases per page (default selection) under the **Closed** tab in the Self Disclosure List screen. The Status and Case Closed date in VDRP are displayed for each of the completed self disclosures.

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

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



Wait Period of Closed Case within VDRP System and EIS System

The VDRP System has a "built-in" delay.

During the 10 day "wait" period, the case may be reopened via utilization of the, "Change SD status" link available within VDRP.

If the case has been re-opened and is then closed, the last date of closure will be recorded in.

After the 10 day "wait" period, the user will not be able change the status of self-disclosure in VDRP. If the user attempts to enter the "VDR Number" or "Notification ID" of a case that has exceeded 10 day "wait" period on the Change SD Status screen, an appropriate error message will be displayed.

Any "closed" or "rescinded" or "invalid" self-disclosure that has exceeded the 10-day "wait" period can be re- opened via the **Reopen Case** link that is accessible only by AFS-280 Personnel.

<u>Self Disclosure List Screen - Rejected Tab</u>

Self-Disclosures that, at the discretion of the designated FAA Inspector, were not valid self- disclosures and were therefore invalid or rescinded are displayed under "Rejected" tab in the Self Disclosure List screen.

The Rejected Self Disclosures pages list all self disclosures that are closed with "No Action" which display "Rescinded" or "Invalid" status. The Status and Case Closed date in VDRP are displayed for each of the completed self disclosures.

The table displayed for rejected self disclosures lists self disclosures that were closed due to rejection. There are five columns of information defined as follows:

- The VDN # column shows the system-generated identification number as a
 hyperlink that is assigned to a self-disclosure AFTER it has been accepted by an
 FAA Inspector. When selected the VDN # link navigates the user to a read-only
 "VDRP Self-Disclosure Details Screen".
- The **SD Title** column contains the name assigned to the self-disclosure when first entered into the VDRP application.
- The **Notification Date** is the date when the Self Disclosure was initially submitted.
- The **Case Closed Date** column displays the date that the self disclosure was closed due to rejection.
- The **Status** column indicates the reason that the self disclosure was rejected (i.e. Invalid or Rescinded).
- Submitted By indicates the name of the person who original submitted the self disclosure to the FAA.
- The **Designator ID** column displays the designator code assigned to the certificate holder.
- The SD Type column displays Self Disclosure type.



Operators Certificated under Part 121 or Part 135

Self Disclosure List Screen - New Tab

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

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

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

Those self disclosures which are approved by the Senior Office Manager will navigate to the Written Report stage and are displayed under the "Open" tab in the Self Disclosure List screen.

Self Disclosure List Screen - Open Tab

The term "Open" self disclosures refers to all self-disclosures which have been submitted and accepted but have not yet been completed. The submission can be at any stage in the process.

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

- 1. Select the View SD List link in the left navigation pane.
- 2. Select the 'Open' tab. The Open Self-Disclosures Table displays, listing details about all new self-disclosures. There are four columns of information defined as follows:
 - The "VDN #" column shows the system-generated identification number assigned to a self disclosure AFTER it has been accepted by an FAA Inspector (the Initial Notification Response form has been completed) and serves as a link to the Self-Disclosure Details page for the selected selfdisclosure.
 - The 'SD Title' column contains the name assigned to the selfdisclosure when first entered into VDRP.
 - The 'Notification Date' column displays the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system.
 - The 'Next Action' column contains a link which allows the user to view the current status of a self disclosure.
 - The 'Designator ID' column displays the Designator ID of the company which submitted the Initial Notification
 - The SD Type column displays Self Disclosure type.
- **3.** When a link in the Next Action column is active (not grayed out), 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), this indicates that there are no pending actions for the user to complete.
- **4.** Open Self-Disclosures that are displayed under the open tab in the Self Disclosure List page:
 - "Written Report (WR)" stage

- "Written Report Review (WRR)" stage
- "Surveillance (SUR)" stage
- "Inspector Sign off (IS)" stage or
- "Inspector Sign off Under SOM Review (IS)" stage
- **5.** In Stage 6, Inspector Sign off (IS) Stage, SOM Approval is required.

The Those self disclosures that are processed by the Senior Office Manager and are Closed or Rejected will migrate to the "Closed" or "Rejected" tab accordingly in the Self Disclosure List screen.

Self Disclosure List Screen - Closed Tab

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

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

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

<u>Self Disclosure List Screen - Rejected Tab</u>

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

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

- 1. Click the View SD List link in the VDRP Functions Bar.
- **2.** Click the 'Rejected' tab. The Rejected Self-Disclosures Table displays, listing all invalid/rescinded self-disclosures. There are five columns, defined as follows:
 - The VDN # column shows the system-generated identification number assigned to a self- disclosure AFTER it has been accepted by an FAA Inspector

(the Initial Notification Response form must be completed) as a link that displays the Self-Disclosure Details page for the selected self-disclosure.

- The SD Title column contains read only titles.
- The Case Closed Date column displays the date that the Initial Notification Self-Disclosure was closed due to being declared invalid.

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

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

Each is defined as follows:

- FAA Navigational links
- Left Navigational Pane links
- FAA Footer links
- FAA Logo

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

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

Left Navigational Pane Links. This area contains links that navigate users to VDRP functional links like Create SD, View SD, Add New User, Edit User, Change Password, Change SD Status, etc.

FAA Footer Links. This area contains links that navigate users to check that the VDRP application provides all appropriate guidelines in accordance with FAA Web Standards. The prominent links include:

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

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

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

Also displays "Readers & Viewers" links that navigates users to other websites, located at http://www.faa.gov

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

VDRP SELF-DISCLOSURE DETAILS SCREEN

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

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

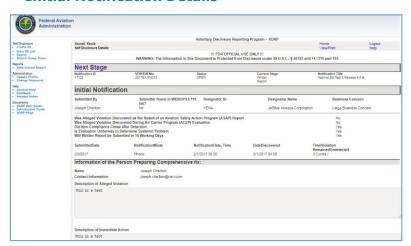
When the user selects the EIR# link of a self-disclosure where a link in the **Next Action** column is Inactive (grayed out), he/she is navigated to the Self-Disclosure Details screen with no "**Next Stage**" link displayed. This indicates that there are no pending actions for the user to complete.

SD View Only screen (or SD Details screen)

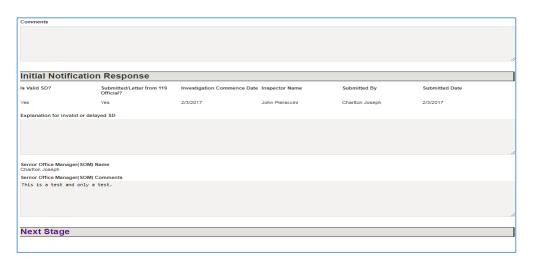
Below are the details of the Read-only text displayed for the self-disclosure details or SD View only screen.

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

Initial Notification Details



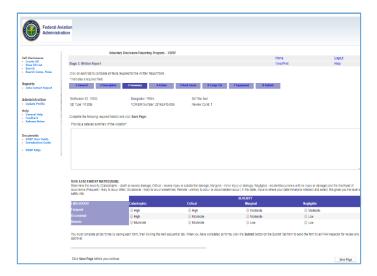
Initial Notification Response Details



Written Report Details

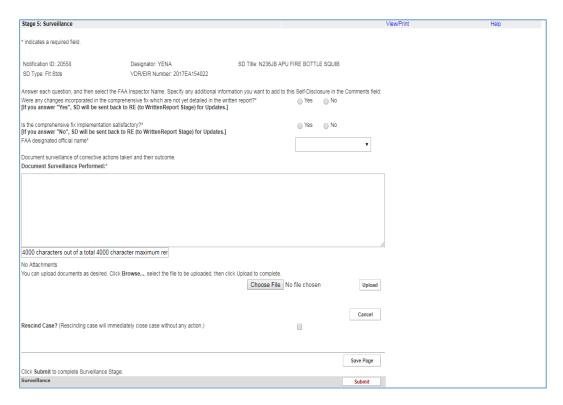


Written Report Review Detail



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Surveillance Detail



Inspector Sign-Off Details



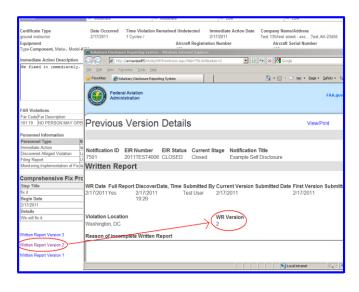
WR Version

Written Report Details

The completed and the latest version of Written Report can be viewed in Read-Only format on the "Written Report Details" screen.

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

The hyperlink is in the format of "Written Report Version <version number>". Clicking on this link will enable the user to view the previous version of the Written Report data based on the version number specified. When users select the WR Versioning link, a new window opens which contains the previous data of the Written Report stage. The previous versions of written report data will allow the inspector to compare Written Reports entered by the Operator. This will help the FAA inspector to review and approve the updates done to the case by the regulated entity.



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-by-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.
- "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.
- "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.
- "Stage 4: Written Report Review", (FAA) is the fourth stage in submitting a self-disclosure and is performed by an FAA Inspector upon receiving a Written Report.
- "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.
- "Stage 6: Inspector Signoff", (FAA) is the sixth and final stage in submitting a selfdisclosure and is performed by an FAA Inspector. This is the final approval and sign-off for a self- disclosure.

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

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

• 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.

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- General Help is accessible by either a Regulated Entity or an FAA Inspector and opens up a window with the VDRP Online Help System.
- Feedback is accessible by any VDRP user and allows the user to provide comments and suggestions about the VDRP system via Customer feedback forms.
- Release Notes is accessible by any VDRP user and displays the details of new functionalities recently added to the VDRP application.
- VDRP User Guide is accessible by any VDRP user and opens up a PDF format of the VDRP User's Guide which will assist the user in resolving any difficulties while using the system.
- VDRP Introduction Guide is accessible by any VDRP user and has been created for new users who wants to know how the VDRP application works screen-byscreen.
- VDRP FAQs is accessible by any VDRP user and lists the most frequently asked questions based on User type (RE, FAA or Help Des

4. ADDITIONAL VDRP FUNCTIONS

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

Search (Text)

An FAA Inspector, Regulated Entity or Help Desk Administrator can perform text search using the "Search" function.

Search Options

Perform the following steps to perform text search:

1. From any page within the VDRP application, click the "Search" link in the left navigational pane. The 'VDRP Search' page displays.



- 2. On the VDRP search page, basic search options are displayed by default. Select the "Advanced Search" link to display additional search options. To restore the basic option, click on the 'Basic Search' link.
- 3. The search criteria for text is based on two categories:

• Search within (The five text fields from the VDRP disclosure submission process)

- Title;
- Brief Description;
- Analysis Summary;
- Immediate Action and
- Detailed Summary.

• Between Dates (The three date fields from the VDRP disclosure submission process)

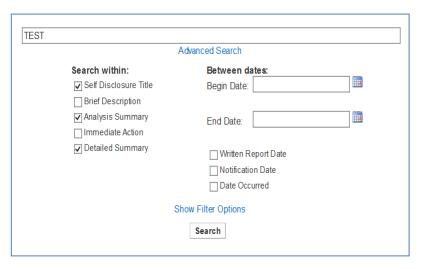
- Written Report Date;
- Notification Date and
- Date Occurred.
- 4. The 'Show Filter Options' link allows users to apply filters for the search results based on seven filters. Users can select the 'Hide Filter Options' if they choose not to apply the filters. The applicable filters are as follows:
- Carrier filter -> List all the designators that the user is responsible for (Includes "All FAA Designators" option).
- FSDO filter -> List the CHDOs that the user belongs to.
- Region filter -> List the region, based on the CHDO that the user belongs to.
- Certificate Type filter ->List only those certificates types that are actually included in the disclosures that the user can see.
- FAR code filter -> List only those FAR codes that are actually included in the disclosures that the user can see.
- Equipment filter -> List only those equipment types that are included in the disclosures that the user can see.
- Aircraft filter -> List only those models of aircraft equipment that are included in the disclosures that the user can see.
- 5. To apply the filters on search results, check the checkbox next to each preferred filter and select the appropriate option from the filter drop down.

- With the selection(s) complete, select the 'Search' button to view the desired results.
- 6. The results of the text search are displayed in two viewable modes: List View and Grid View.

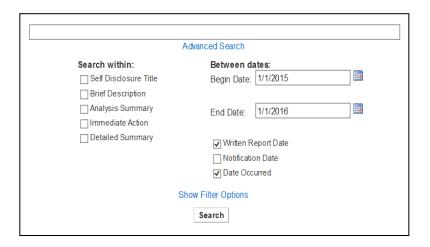
Basic Search (Text)

Perform the following steps to perform Basic Text search:

- 1. On the VDRP search page, the user will be able to perform a basic search, as a default.
- 2. If the 'Search' button is selected without choosing any of the check boxes provided for within the 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'.
- **3.** To perform a basic text search, select the 'Search' button after typing the search criteria in the text box provided and selecting any of the check boxes listed in 'Search within' category that may be appropriate for the desired search.



4. To conduct a search between any specific dates, select the 'Search' button after entering the begin date and end date in the text boxes provided, as well as selecting any appropriate check boxes.



- **5.** If there are no cases within the specified search, the text "No results" will be displayed.
- **6.** Once the search is done, the search results will be displayed in List view as the default. If users wish to see a Grid View, they will need to click on the 'Grid' link displayed at the top of the search results section.

Advanced Search (Text)

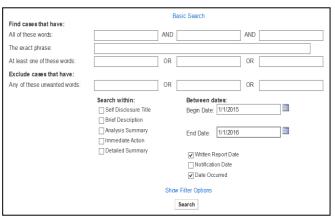
Perform the following steps to perform Advanced Text search:

- On the VDRP search page, select the "Advanced Search" link and a new section with additional search options will be displayed with the following categories:
- Find cases that have
 - All of these words;

- The exact phrase;
- At least one of these words;

Exclude cases that have

- Any of these unwanted words;
- 2. If a user wants to use the option, All of these words, the search results will display searches for instances that contain all of the words that the user has specified in each of the three text boxes provided, but not necessarily in the order they typed.
- **3.** If a user wants to use the option, **The exact phrase**, the search results will display searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.
- **4.** If a user wants to use the option, **At least one of these words**, the search results will display searches for any instances of at least one of the words typed in each of the text boxes provided for this option.
- 5. If a user wants to **exclude cases with unwanted words**, the search results will display searches for any instances that do not contain the words typed in the text boxes provided for this option.
- 6. If the 'Search' button is selected without checking any of the boxes provided for the 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'.
- 7. The 'Between Dates' function is as described under the Basic Search section above.

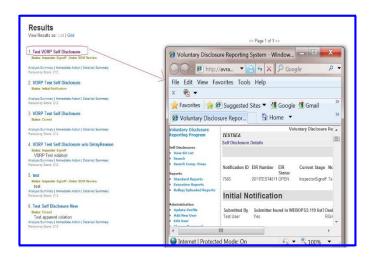


8. Once the search is done, the search results will be displayed in the List view. If users wish to see the Grid View, they will need to click on the 'Grid' link displayed at the top of search results section.

List View

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

- 4. Search Results in List view include the following information.
- **SD Title Name**: The first line is the title of the case which is hyper linked. When selected, a new window opens up with the SD details screen.
- **Status**: Displays the current status of the case.
- **Snippet**: Below the status is an excerpt or a small portion of the 'Brief Description' of the case.
- Hover links: These 3 mouse-over links are divided by a vertical bar (|) and display a portion of information when the user moves or "hovers" the cursor over these links. The fields are: Analysis Summary; Immediate Action and Detailed Summary
- **Relevancy score**: The results are sorted with highest rank at the top.



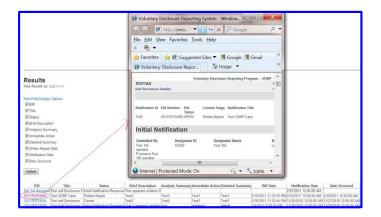
7. Pagination is displayed in the format "Page <first page> of <total pages>" at the top and bottom of search results section. Each page may display up to 20 records.

- **8.** To navigate to previous pages, click on << link (previous page link).
- **9.** To navigate to next pages, click on >> link (next page link).

Grid View

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

- **6.** Search Results in Grid view are displayed as columns. The columns displayed are:
 - **EIR**: Displays the VDR Number of the case (if assigned) as hyperlink. When selected, the SD details screen is displayed. VDR Number
 - **Title:** Displays the SD Title of the case.
 - Status: Displays the current status of the case.
 - **Brief Description:** Displays the text entered in 'Briefly describe apparent violation' field on the 'Violation' tab (First tab in Stage 1).
- Analysis Summary: Displays the text entered in 'Summary of Analysis' field on the 'Analysis' tab (Fifth tab in Stage 3).
- Immediate Action: Displays the text entered in 'Description of Immediate Action' field on the 'Action' tab (Fourth tab in Stage 3).
- Detailed Summary: Displays the text entered in 'Provide a detailed summary
 of the vio lation' field on the 'Summary' tab (Third tab in Stage 3).
- **WR Date:** Displays the Written Report Date entered on the 'General' tab (First tab in Stage 3).
- **Notification Date:** Displays Notification date entered on the 'Violation' tab (First tab in Stage 1).
- **Date Occurred:** Displays Date Occurred entered on the 'Description' tab (Second tab in Stage 3).



- **7.** The 'Show Field Display Options' link displayed at the top of the "Results" section for the "Grid" view, allows users to modify the columns to be displayed on this view.
- **8.** After choosing the desired check boxes from the list of display options, select the 'Update' button to update the display.

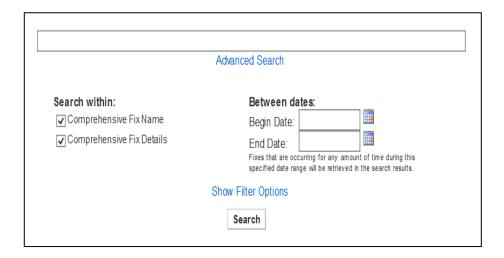
Search Comprehensive Fixes

An FAA Inspector, Regulated Entity or Help Desk Administrator can perform a comprehensive fix search using the "Search Comp. Fixes" function.

Search Options

Perform the following steps to perform a comprehensive fix search:

 From any page within the VDRP application, click the "Search Comp. Fixes" link located in the left navigation pane. The 'VDRP Comprehensive Fix Search' page displays.



- On the VDRP Comprehensive Fix Search page, basic search options are displayed by default. The "Advanced Search" link is provided to display additional search options, as desired.
- 3. The search criteria are based on two categories:
- Search within
 - Comprehensive Fix Name
 - Comprehensive Fix Details

Between Dates

Between the Begin and End date of a comprehensive fix.

- **4.** The '**Show Filter Options**' link allows the user to apply filters for the Comprehensive Fix search results. The filters are:
- Carrier -> Lists all of the designators associated with the user (Includes "All FAA Designators" option).
- FSDO -> Lists the CHDOs associated with the user.
- Region -> List the region, based on the CHDO selected.
- Certificate Type ->Lists certificate types to be included in the search.
- FAR code -> Lists those FAR codes to be included in the search.
- Equipment -> Lists those equipment types to be included in the search.
- Aircraft -> Lists those models of aircraft to be included in the search.
- **5.** To apply the filters on search results, select the checkbox next to the preferred filter and select the appropriate option from the filter drop down. Once selection is complete, select the 'Search' button to view the desired results.
- **6.** The results of the Comprehensive fix search are displayed in two viewable modes: List View and GridView.

Basic Search (Comprehensive Fix)

Perform the following steps to perform a Basic comprehensive fix search:

- 1. On the VDRP Comprehensive Fix Search page, the basic search page is the default view displayed.
- **2.** At least one parameter must be entered for a valid search to occur. If the 'Search' button is

selected without utilizing any of the check boxes provided for 'Search within' and 'Between Dates' categories, an alert message is displayed as 'Please check at least one field or date to search by'.

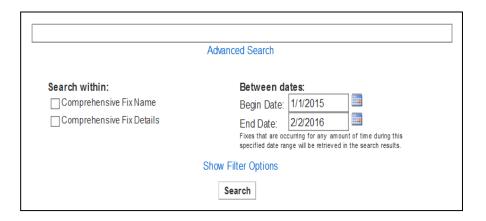
3. To perform a basic comprehensive fix search, click the 'Search' button after entering the search parameters in the text box provided, and selecting any one or more of the check boxes listed in 'Search within' category appropriate for the desired search.







- **4.** To view fixes between any specified dates, click on 'Search' button after selecting any 'Search within' check boxes, and entering the begin date and end dates in the text boxes provided.
- **5.** It is permissible to enter just the 'Begin Date' and click the 'Search' button to retrieve all the fixes whose end dates occurred AFTER the specified begin date.
- **6.** It is permissible to enter just the 'End Date' and click the 'Search' button to retrieve all the fixes whose begin dates occurred BEFORE the specified end date.



- **8.** If there are no cases within the specified search, the text "No results" is displayed in the search results.
- **9.** Once the search is completed, the search results are displayed in List view by default. If users wish to see the Grid View, they need to select the 'Grid' link displayed at the top of search results section.

Advanced Search (Comprehensive Fix)

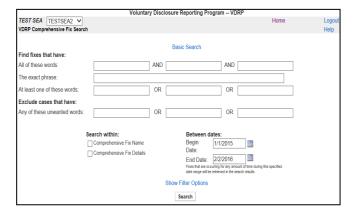
Perform the following steps to perform an Advanced Text search:

1. On the VDRP Comprehensive Fix search page, select the "Advanced Search" link and a new section with additional search options will be displayed under two subsections:

Find fixes that have

- All of these words;
- The exact phrase;
- At least one of these words;
- Exclude fixes that have Any of these unwanted words
- 2. If a user wants to use the option **All of these words**, the search will display results for all cases which contain all of the words the user has specified in each of the three text boxes provided.
 - **3.** If a user wants to use the option **The exact phrase**, the search will display results containing the entire string of characters, including spaces, in the same order in which they appear in the text box.
- **4.** If a user wants to use the option **At least one of these words**, the search will display results for all cases which contain at least one of the words typed in each of the three of text boxes provided for this option.

- 5. If a user wants to **exclude cases with unwanted words**, the search will display results for all cases which do not contain the words typed in each of the three of the text boxes Provided for this option.
- **6.** If the 'Search' button is selected without checking any of the boxes provided for the 'Search within' and 'Between Dates' categories, an alert message will be displayed as 'Please check at least one field or date to search by'.
- **7.** To search for fixes between specified dates, enter the begin date and end dates in the text boxes provided and select the "Search" button.
- 8. It is permissible to enter just the 'Begin Date' and select the 'Search' button to retrieve all the fixes whose end dates occurred AFTER the specified begin date.
 - **9.** It is permissible to enter just the 'End Date' and select the 'Search' button to retrieve all the fixes whose begin dates occurred BEFORE the specified end date.



12. Once the search is done, the search results are displayed in List view as default. If the user wishes to view the results in the Grid View, he/she needs to select the 'Grid' link displayed at the top of search results section. The User can return to the List View by clicking on the "List" link.

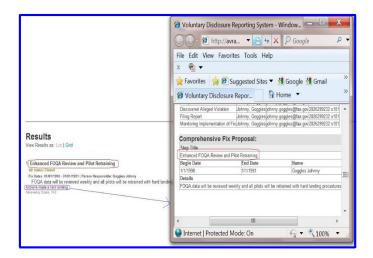
List View (Comprehensive Fix)

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

- 1. From any page within the VDRP application, click the "Search Comp. Fixes" link in left navigation Bar. The 'VDRP Comprehensive Fix Search' page displays.
- **2.** On VDRP Comprehensive Fix search page, all the check boxes under 'Search within' category
- **3.** To execute the comprehensive fix search, type the word in the text box provided and click on the 'Search' button. For more precise searches, click on Advanced search.
 - **4.** Search results are displayed in "Results" section. The results contain a list of all comprehensive fixes that match the search criteria.
 - **5.** The first record is the most relevant match of the search done, the second the next most relevant and so on down the list
 - 6. Search Results in List view includes the following information.
 - **Fix Name**: Displays the name of the fix.
 - **Status**: Displays the status of the case.
 - **Fix Dates | Person Responsible**: Displays the name of responsible person and fix dates

(Begin and End dates of the fix).

- **Snippet**: Below the fix dates is the actual excerpt or a small portion of 'Details' of the comprehensive fix.
- **SD Title link**: Displays the title of the case which is hyper-linked. When clicked, a new window opens up with SD details screen.
- **Relevancy score**: Displays the results that are sorted with highest rank at the top.



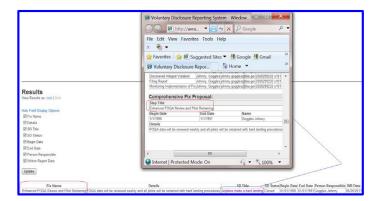
- 7. The "List" link and "Grid" link are separated by a pipe symbol (|) at the top of search results section and users can toggle between the links to view the results in any of the desired modes.
- **8.** Pagination is displayed in the format "Page <first page> of <total pages>" at the top and bottom of the search results section. The maximum number of records that will be displayed on a page of search results is 20 records.
- 9. To navigate to the previous pages, click on the << link (previous page link).
- **10.** To navigate to the next pages, click on the >> link (next page link).

Grid View (Comprehensive Fix)

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

- 1. From any page within the VDRP application, click the "Search Comp. Fixes" link on the left navigation bar. The 'VDRP Comprehensive Fix Search' page displays.
- 2. On the VDRP Comprehensive Fix search page, all the check boxes under the 'Search within' category are selected by default.

- **3.** To complete a comprehensive fix search, type the word in the text box and click on the 'Search' button. For more precise searches, click on the "Advanced Search" link.
- **4.** Search results are displayed in the "Results" section. The search results display a list of all the self-disclosures that match the search criteria.
- **5.** The "Show Field Display Options" link included at the top of the "Results" section of the "Grid" View allows a user to choose which columns should be included in the search results view.
- **6. A u**ser can click on the "Hide Field Display Options" link to hide the column check box options.
- **7.** Search Results in the "Grid view" are displayed in rows with the selected columns. The columns available for inclusion in the search results are as follows:
 - **Fix Name**: Displays the name of the comprehensive fix.
- **Details**: The details of the comprehensive fix(es) returned in the search results.
- **SD Title**: The Title of the self-disclosure(s) returned in the search results.
- **SD Status**: The status of the self-disclosure(s) returned in the search results.
- **Begin Date**: The begin date of the comprehensive fix(es) returned in the search results.
- **End Date:** The end date of the comprehensive fix(es) returned in the search results.
- **Person Responsible**: The name of the person who entered the comprehensive fix(es) returned in the search results.
- **WR Date**: The Written Report Date included in the self-disclosure(s) returned in the search results.



- **9.** The "List" link and "Grid" link are separated by a pipe symbol (|) at the top of search results section and users can toggle between the links to view the results in any of the desired modes.
- **10.** Pagination is displayed in the format "Page <first page> of <total pages>" at the top and bottom of the search results section. The maximum number of records that will be displayed on a page of search results is 20 records.
- **11.** To navigate to the previous pages, click on the << link (previous page link).
- 12. To navigate to the next pages, click on the >> link (next page link)

UPDATE PROFILE - FAA

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

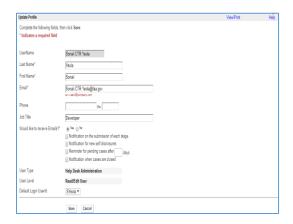
Perform the following steps to define/update your VDRP profile:

- **1.** Log into the VDRP application as a FAA (PI or Backup PI or SOM) user with an active VDRP account.
- **2.** From any page within the VDRP application, click the "Update Profile" link displayed in the left navigation pane in the Administration section. The "Update Profile" page displays.
- **3.** In the fields provided, enter your 'Last Name', 'First Name', 'Email Address', 'Phone Number/Extension', and 'Job Title'. Also new filed is added called UserName which auto populates upon user login and it is read-only field.
- **4.** There are two radio button options (**Yes or No**) displayed for the field, 'Would like to receive Emails?'. Select "Yes" to receive email notifications, or select "No" to suppress e-mail notifications.
- **5.** For Principal Inspector profiles, the default selection for the field, 'Would like to receive e-mails?', is "**Yes**". All email options are checked, except for the "Reminder for pending cases..." option.
- **6.** For FAA (Backup PI or SOM profiles), the default selection for the field, 'Would like to receive e-mails?' is "No". All email options are unchecked.
 - **7.** For FAA (Read Only profiles), the default selection for the field, 'Would like to receive e-mails?', is "**No**". All email options are unchecked.
 - **8.** If the "No" radio button is selected for the field 'Would like to receive emails?', the email notifications will be suppressed, and the email options will be unavailable.
 - **9.** If the "Yes" radio button is selected for the field 'Would like to receive emails?', then email notifications will be sent to the user based on the checked email options.
 - **10.** The email options displayed for FAA users (PI or Backup PI or SOM) when the 'Yes' radio button is selected are:

- Notification on the submission of each stage.
- Notification for new self-disclosures
- Reminder for Pending cases after "x" days
- Notification when cases are closed.

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

- 11. Four email options [as specified in Step 9] are displayed for FAA (PI or Backup PI or SOM) users with following user levels:
 - Principal Inspectors
 - FAA Read/Edit/Create
 - FAA Read/Edit
 - FAA SOM
 - FAA Backup SOM
- 12. If FAA (PI or Backup PI or SOM) user wants to receive e-mail notifications at the submission of each stage, then he/she needs to check the check box for 'Notification on the submission of each stage'.
- **13.** New field is added called Default Login UserId This filed is presented into a dropdown list and populates all UserId's of Logged in user.



- **13.** If the FAA (PI or Backup PI or SOM) user wants to receive e-mail notifications when a new case is created by a regulated entity, then the user must check the check box for the 'Notification for new self-disclosures' option.
- **14.** If the FAA (PI or Backup PI or SOM) user wants to receive e-mail notifications for all those cases that has been pending for "x" number of days, then the user must do the following:
 - Check the check box for the 'Reminder for pending cases...' option.
 - Enter a positive integer for the number of days.
- **15.** The 'User Type' and 'User Level' fields are derived from your User ID and are read-only. They are used to determine your access privileges within the VDRP application.
- **16.** New field is added called Default Login UserId This filed is presented into a dropdown list and populates all UserId's of Logged in user.
- **17.** Click the **Save button** to confirm your entries. To revert back to your previous profile values without saving any changes you made, click the **Cancel button**.
- **18.** The **Save** button reloads the Upload Profile page when clicked and the **Cancel** button navigates the user to the self-disclosure list page.

UPDATE PROFILE - RE

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

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

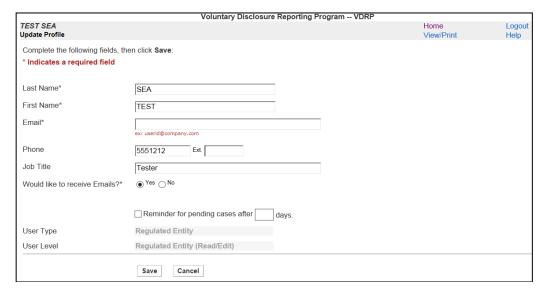
- **1.** Log into the VDRP application as a Regulated Entity user with a valid user name and password.
- **2.** From any page within the VDRP application, click the "Update Profile" link displayed in the left navigation pane in the Administration section. The "Update Profile" page displays.
- 3. In the fields provided, enter your 'Last Name', 'First Name', 'Email Address', 'Phone Number/Extension', and 'Job Title'.
 - **4.** There are two radio button options (**Yes or No**) displayed for the field, 'Would like to receive Emails?' Select "Yes" to receive email notifications, or select "No" to suppress email notifications.
 - **5.** For Regulated Entity profiles, the default selection for the field, 'Would like to receive e-mails?' is "**Yes**".
 - **6.** If the "No" radio button is selected for the field 'Would like to receive e-mails?', the email notifications will be suppressed, and the email options will be unavailable.
 - **7.** If the "Yes" radio button is selected for the field 'Would like to receive e-mails?', then email notifications will be sent to the user based on the checked email options.
 - 8. The email option available for RE users when the 'Yes' radio button is selected is:
 - Reminder for Pending cases after "x" days
 - **9.** One email option [as specified in Step 8] is available for Regulated Entity users with the following user levels:
 - RE Read Only RE Read/Edit
 - RE 119

10. If a RE User wants to receive pending e-mail notifications for all Self Disclosure cases that have been pending for a given number of days, then the inspector needs to do the following:

Check the check box for the 'Reminder for pending cases...' option.

• Enter a positive integer for the number of days.





11. The 'User Type' and 'User Level' fields are derived from your User ID and are read-only.

They are used to determine your access privileges within the VDRP application.

- **12.** Click the **Save button** to confirm your entries. To revert back to your previous profile values without saving any changes you made, click the **Cancel button**.
- **13.** The **Save** button reloads the Upload Profile page when clicked and the **Cancel** button navigates the user to the self-disclosure list page.

ADD NEW USER

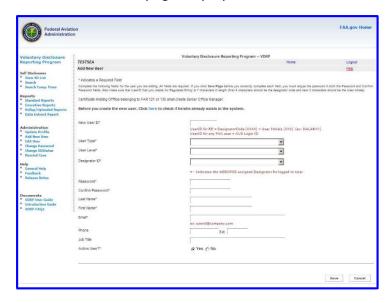
A designated FAA Inspector can create new user accounts within the VDRP application using the ${\bf Add}$

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 displayed in the left navigation pane in the Administration section.

The **Add New User** page displays.



Voluntary Disclosure Reporting Program VDRP			
TEST SEA TESTSEA	A2 V	Home	Logout
Add New User			Help
	ids for the user you are adding. All fields are required. If you click Save Page before you correctly comp ssword fields. Also make sure that UserID that you create for Regulated Entity is 7 characters in length Jser InItials).		
Certificate Holding Off	ice belonging to FAR 121 or 135 shall create Senior Office Manager.		
Before you create th	e new user, Click here to check if he/she already exists in the system.		
* indicates a Requi	ired Field		
New User ID*			
	UserID for RE = DesignatorCode (XXXXX) + User Initials (XXXX) (ex: DALARXYY) UserID for any FAA user = AVS Login ID		
User Type*	V		
User Level*	V		
Designator ID*	# - Indicates the WEBOPSS assigned Designator for logged-in User		
Password*			
Confirm Password*			
Last Name*			
First Name*			
Email*			
	ex: userid@company.com		
Phone	Ext.		
Job Title			
Active User?*			
	Save Cancel		

- 2. Before creating a new user account, the PI, or any user who has the privilege to add a new user account can check if the user he/she wants to add already has an existing account in the system.
- 3. The ability to check if a user already has an existing account in the system avoids creating duplicate user accounts. In order to determine if a user already has a duplicate account in the system
- **4.** Type a unique identifier in the **User ID** field. This is the user's login ID. When adding an FAA User to the system, the User's AVS Login ID should be the same as the User ID. When adding a Regulated Entity to the VDRP system, it is recommended that for a user being assigned to represent a certificate holder, the user's Login ID be a combination of a 4 character certificate identifier (e.g. AALA for American Airlines), and followed by the user's initials. For example, if you are creating a VDRP account for Jim Johnson as a representative for AALA, then his User ID would be **AALAJJ**.

- Click the drop-down arrow in the **User Type** field and select the type of user for the new user account. There are two choices: **Federal Aviation Administration** or **Regulated Entity**.
- 6. If you select **Regulated Entity** as the User Type, then click the drop-down arrow in the **User Level** field and select the access privilege level you want to apply to the new user account. The User Level options for a RE user are Read Only User, Regulated Entity (119 User), and Regulated Entity (Read/Edit).

Please note:

RE 119 users should come from WEBOPPS in order to be able to add them to VDRP.

- 7. If you select **Federal Aviation Administration** as the User Type, then click the drop-down arrow in the **User Level** field and select the access privilege level you want to apply to the new user account. The User Level options for an FAA user are Read Only User, Read/Edit User, Manager (Read Only), Read/Edit/Create User, Senior Office Manager, and Senior Office Manager Backup.
- 8. **If** the User Level you selected for the Federal Aviation Administration User Type is 'Read Only User', 'Read/Edit User', 'Manager (Read Only)', or 'Read/Edit/Create User' options, then click the drop-down arrow in the "Designator ID" field and select the Designator ID of the Airline that the new FAA inspector will be assigned to work VDRP related tasks.

Please note:

To add a designator to the new user indicates the WEBOPSS assigned Designator for logged-in User. <u>Please add the designator to your user profile before you create a new user account.</u>

- **9.** If you are adding a RE User Type account, then specify a password for the user account you are adding in the **Password** field. The user must change the password when the user logs in for the first time. Re-type the password in the **Confirm Password** field
- **10.** Enter in the Last Name, First Name, Email, Phone, Extension and Job Title in the respective fields for the new user account.
- **11**. Added new field UserName- Username field auto populates. It gets generated when new user gets created. This field is read-only.

- 13. Select Yes for the 'Active User?' Radio button if you want to grant the user of the account should access to the system. Otherwise, select the No radio button for 'Active User?' field.
- **12.** Click the **Save button** to confirm your entries. Click the **Cancel button to disregard your entries and to** navigate back to the self-disclosures list page.

The user is now added to the VDRP application. Forward the User ID and password to the new user, so they can log into the application.

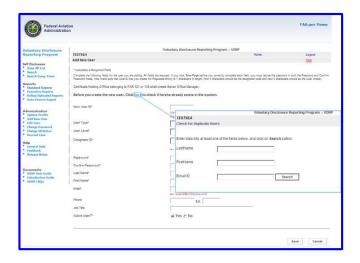
Check Duplicate Users

On the "Add New User" screen, a link is provided to search through existing users in the VDRP application in order to eliminate the potential of unwanted duplicate accounts.

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

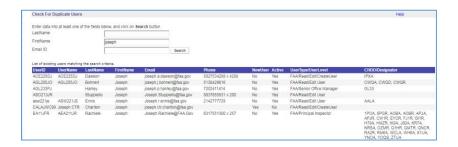
- 1. On the "Add New User" screen, click on the "here" link, displayed in blue color and just above the "New User ID" text box.
- **2.** When the user clicks on the "here" link, the user will be navigated to the 'Check for Duplicate Users' screen.
- **3.** In order to search for duplicate users, enter data in at least one of the three fields listed below and click the 'Search' button.
 - Last Name
 - First name
 - Email ID
- **4.** The user can review the results in order to determine if he or she needs to create a new user in the system.

- **5.** If the user determines that a duplicate account exists, then the can activate the existing user account instead of creating a new account.
- **6.** If the user determines that the user that he/she wants to create does not exist in the system, then the user can proceed in creating a new account.



- **7.** The search returns a list of user account records that match the search criteria. The following columns are returned in the data list:
 - User ID
 - UserName
 - Last Name
 - First Name
 - Email
 - Phone
 - New User
 - Active
 - User Type / User Level
 - CHDO / Designator





- 8. Users can create duplicate user accounts with same last name, first name and email id, but the will need to assign a different User ID to the new account. A message will be displayed and reads "This User already exists in the system with different User ID, Please click above link for more details. If you still want to add the user, click on the save button".
- 9. If the user wants to proceed further, then another alert message will be displayed after the user completes all the required fields and clicks on the 'Save' button. The message displayed is as follows: "This User already exists in the system with a different UserID. If you still want to add the user, click on the save button. If not click on Cancel.
- **10.** The user should click the 'Cancel' button to cancel the account creation, or click the 'OK' button to create the new account with the same first name, the same last name, and the same email id.

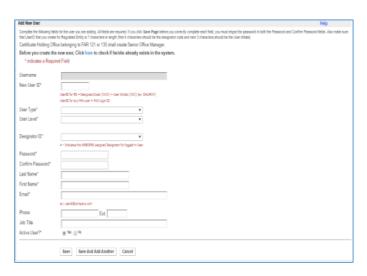
ADD NEW (SOM) USER

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

Perform the following steps to add a new SOM user:

- 1. Log into the VDRP application as a Principal Inspector in order to add a new SOM account or a new SOM backup account into the system.
- 2. From any page within the VDRP application, click the "Add New User" link displayed in the left navigation pane in the Administration section.

The Add New SOM User page displays



3. Type a unique identifier in the **User ID** field. This will be the login ID for the new account.

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

4. Click the drop-down arrow in the **User Type** field and select the type of user for the new account. There are two choices: **Federal Aviation Administration** or **Regulated Entity**.

- **5.** In order to create a SOM account, select **Federal Aviation Administration** as the User Type. Click the drop-down arrow in the **User Level** field and select Senior Office Manager OR Senior Office Manager Backup.
- **6.** When the User Level selected is Senior Office Manager or Senior Office Manager Backup, then a new drop-down list, "CHDO" is displayed, and the Designator drop-down list is removed.
- **7.** Select the appropriate CHDO from the drop-down list to associate the SOM user account with the selected CHDO.
- **8.** Complete the **Last Name**, **First Name**, **Email**, **Phone**, **Extension** and **Job Title fields** for the new SOM account.
- **9. Select Yes** for the 'Active User?' Radio button if you want to grant the user of the account should access to the system. Otherwise, select the **No radio button for 'Active User?' field**.
- **10.** Click the **Save button** to confirm your entries. Click the **Cancel button to disregard your entries and to** navigate back to the self-disclosures list page.
- 11. The creation of the SOM user account is now complete and the user of the account can now login to the VDRP application.

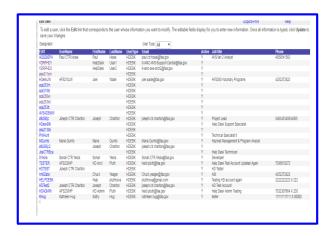
EDIT USER

A FAA Inspector can edit existing user accounts using the "Edit User" function.

Edit/Modify the User Details screen

Perform the following steps to edit an existing user:

- 1. From any page within the VDRP application, click the "Edit User" link displayed in the left navigation pane in the Administration section.
- 2. The "Edit User" table displays the list of current users.



3. The table contains the following columns: EDIT, UserName, First Name, Last Name, User Type, Email, Active, Job Title, and Phone.

- **4.** The following columns are sortable in alphabetical order: EDIT, FirstName, LastName, UserType and Job Title.
 - 4. Click the <u>U</u>ser ID link for the user account that you wish to edit. The link navigates you to the 'Edit User' page that displays the details for the specified useraccount.

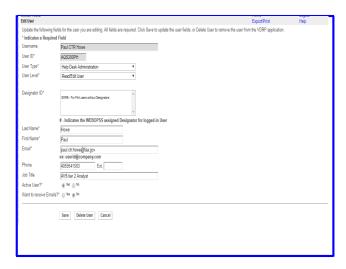
5.

- **6. The** 'Edit User' page displays the following two drop-down list which are used to filter the data:
 - The first drop down lists the designators associated with your user account.
 - The second drop-down list allows the data to be filtered by user types. The filter options are as follows: **All, RE, FAA.**
 - 7. If you select a designator from the first drop-down list and the user type option, "FAA", from the second drop-down list, then the page is reloaded and will display only FAA user accounts that are associated with the selected designator.
 - **8.** If you select a designator from the first drop down and select the user type option, "RE", from the second drop-down list, then the page is reloaded and will display RE user accounts that are associated with the selected designator.
 - 9. If you select a designator from the first drop-down list and select the user type option, "ALL", from the second drop-down list, then the page is reloaded and will display both RE users, and FAA users specific to the selected designator.
 - **o.** The sorted list or filtered list can be exported into an excel document via the '**Export/Print**' link displayed on the top right corner of the page.
 - **11.** Once exported into excel, you can print the list.
 - 12. A FAA Principle Inspector will see a list of regulated entity users and Associate Inspectors that are associated with the same Designator as the FAA Inspector. FAA Principle Inspectors accounts are not editable in the VDRP application.

Edit User screen

Perform the following steps to edit an existing user profile:

- 1. Click the user ID link under the EDIT column of the user account you want to edit.
 - 2. The Edit User page displays the current profile values for the specified useraccount. You can select and / or update the values from the appropriate drop-down list, and / or text box fields.



- **3.** The 'User ID' and UserName fields are not editable but all the other fields are editable. New field is added called UserName and its read-only filed.
- **4.** Click the 'Save' button to confirm your entries. To exit without making any changes, click the 'Cancel' button.
- **5.** For each field you want to edit, you should select a new value from the drop-down list or type text in the textbox depending on the type of field.
- 6. After you have completed updating the profile, click the 'Save' button to confirm your changes. If you want to disregard your changes, click the Cancel button.

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

7. If you want to delete the specified user account from the VDRP application, click the 'Delete User' button at the bottom of the page and then click the 'OK' button in the message box to confirm the deletion request.



- **10.** Click the **'Cancel' button** on the message box to disregard the deletion request.
 - The message box is closed and you will be navigated to the 'Edit User' page. Your changes have been cancelled.
- **11.** Click the **OK** button to confirm the deletion request.
- **12.** A successful deletion message is displayed.
- 13. Click the **OK** button to close the delete confirmation message.

The message box is closed and you are returned to the 'Edit user' page. The 'Save' and 'Delete User' buttons are **disabled** on the Edit User page.

14. The deleted user information is not displayed in the **Edit User** table.

To edit an RE user you will have only two options:

- a. Regulated Entity (Read Only)
- b. Regulated Entity (Read/Edit)

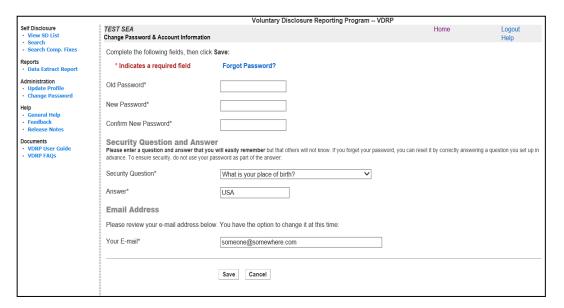
Please note: The 119 official option is not included in the edit user screen.

CHANGE PASSWORD

The Change Password function is available only to Regulated Entities. The Change Password function is accessed via the Change Password link displayed in the left navigation pane in the Administration section.

Perform the following steps to change your VDRP password:

- 1. From any page within the VDRP application, click the **Change Password** link displayed in the left navigation pane in the Administration section.
 - 2. Complete the fields called for in the following figure:



Type your current password in the **Old Password** field.

- 3. Type your new password in the **New Password** field.
- 4. Type your new password again in the **Confirm New Password**.
- 5. The chosen Security Question and Answer, as well as your Email Address, are displayed on the Change Password page.
- 6. You can update your security question and answer, and your email address. Your new password will be sent to the email address of record.
- 7. Click the save button in order to save your changes. You will be navigated to the VDRP Home Page.
- 8. Click the Cancel button to shelve your changes.
- 9. The **Self-Disclosure List** page displays showing all of the self-disclosures related to you.

Specific conventions must be followed when creating passwords.

- Passwords must contain a minimum of twelve (12) characters and must contain a combination of characters from three of the following four character types:
 - a. English uppercase letters (A-Z);
 - b. English lowercase letters (a-z);
 - c. Numbers (0-9);
 - d. Printable non-alphanumeric characters as allowed by the system.
- Contain no more than two consecutive like characters.
- Do not contain all or part of the user's account name.

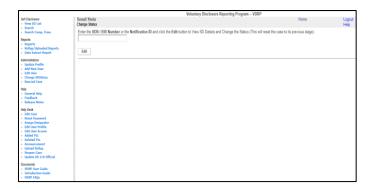
CHANGE SDSTATUS

The Change SDStatus function is accessed via the Change SDStatus link displayed in the left navigation pane in the Administration section.

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

1. From any page within the VDRP application, click the **Change SD Status** link displayed in the left navigation pane in the Administration section.

The **Change Status** page displays.



- **2.** Before changing the status of a self-disclosure, the system allows the user to review the case details of the self-disclosure.
- 3. Ensure that Change Status button and button shows up when user clicks on Edit button after entering either VDR Number or Notification ID.
- 4. Click Cancel.
 - User navigates to Self-Disclosure List page displaying all of the self-disclosures related to designated inspector.
- **5.** FAA Inspector should have either the VDR Number or Notification ID to change the status of self disclosure.
- **6.** Click **Edit** button after entering either VDR Number or Notification ID that have exceeded the

Change Status

10 days grace period limit. Also ensure that Change Status button is **disabled.**

- 7. Any "closed" or "rescinded" self-disclosure that exceeds the 10-day limit can be re-opened via "Reopen Case" link which is accessible only by AFS-230 personnel. Once the case is re- opened in stage VI, the Principal Inspector can upload appropriate document. Note that as per AC-0058B dated 4-30-2009, the self disclosure will be navigating to Senior Office Manager's approval AFTER Principal inspector submits the case in Inspector Sign Off stage.
- 8. Click Change Status
 After entering either VDR Number or Notification ID of self-disclosure where "No" option is selected for "Would like to receive the Emails?" for RE and/or FAA user on Update Profile screen, email notifications are not sent and if "Yes" option is selected then, the email notification is sent about changed status.
- **9.** Navigate to Change Status screen via 'Change SDStatus' link and click on 'Change Status' button after entering all the required information.

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

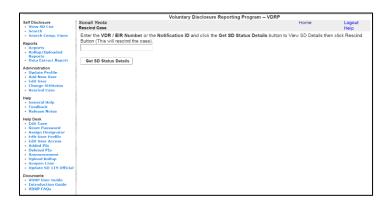
RESCIND CASE

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

Perform the following steps to rescind the case:

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

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



- **2.** Before rescinding a case, system allows the user to check the status details of self-disclosure that's being rescinded.
- 3. Ensure that Rescind button is **disabled** when user first navigates to Rescind Case screen
- 4. Click Cancel.

User navigates to Self-Disclosure List page displaying all of the self-disclosures related to designated inspector.

5. FAA Inspector should have either the VDR Number or Notification ID to rescind a case.

- **6.** Click **Get SD Status Details** button **WITHOUT** entering either VDR Number or Notification ID The Rescind Case page displays error message to enter either one.
- 7. Click Get SD Status Details button after entering BOTH VDR Number and Notification ID The Rescind Case page displays error message not to enter both.
- 8. Click **Get SD Status Details** button after entering **EITHER** VDR Number **OR** Notification ID
- 9. Ensure that Rescind button is **enabled** when user clicks **Get SD Status Details** button after entering either VDR Number or Notification ID
- 10. Click Rescind.

Displays Rescind this case pop up message.



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

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

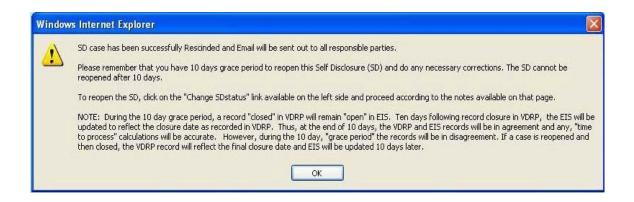
12. Click **OK** button on Rescind this case pop up message **WITHOUT** entering any text in Reason for Rescinding Case field.

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



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

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



- **14.** User will be given a 10-day grace period where a closed or rescinded self-disclosure can be reopened by going to **Change SD Status** link from VDRP function bar.
- 15. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System" on page 98

- **16.** The rescinded self-disclosure that exceeds the 10-day limit can be re-opened via "Reopen Case" link which is accessible only by AFS-280 Personnel.
- **17.** Click **OK** button on successfully Rescinded pop up message.
- **18.** Enter all the required fields to rescind a self-disclosure in INR (Initial Notification Response) stage and Click **Rescind**. Error message is displayed as "This Self Disclosure can be deleted in Initial Notification stage".

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

User will be able to rescind a self-disclosure in INR stage if **VDR Number is assigned** to that particular self-disclosure.

- 19. Rescinded self-disclosures are accessible from 'Rejected' tab in Self Disclosure list screen and rescinding a self-disclosure returns the case to the Regulated Entity for review and update.
- 20. Rescinding the self-disclosure in "Initial Notification" stage with VDR Number assigned, displays VDRP Error with a message as "Your data has been saved. But due to some problem, automated email did not go through. Please send the Email manually" when "Would you like to receive email?" radio option for RE and/or FAA user on Update profile screen is No
- 21. Navigate to Rescind Case screen via 'Rescind Case' link and click on 'Rescind' button after entering all the required information.
 - Displays **VDRP Error** with a message as "Make sure EIRNumber or NotificationID you entered belongs to one of the Designator assigned to you" when user tries to rescind a self-disclosure belonging to the designator NOT assigned to him/her.

GENERAL HELP, FEEDBACK AND RELEASE NOTES

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

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

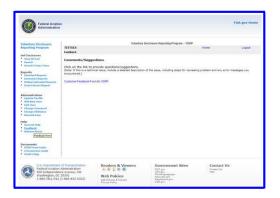
The Online Help opens in a separate page. Using the navigational tools embedded in the online help, user can locate the interested content.



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

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

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

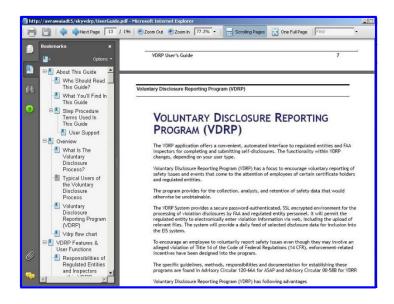


Release Notes located in VDRP Function Bar display the details of new functionality added to web based VDRP application

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

VDRP USER GUIDE

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



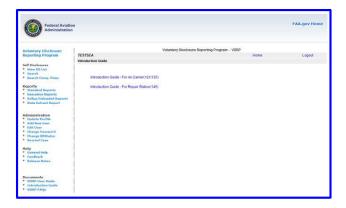
INTRODUCTION GUIDE

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

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

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

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



VDRP FAQS

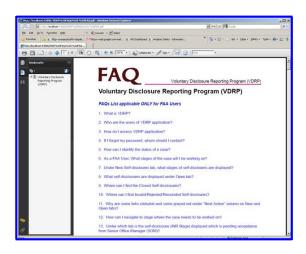
This document lists the frequently asked questions that answers some basic functionality of VDRP based on User Type (RE, FAA and Help Desk). There is one document for each user type and show up for whichever user is logged into VDRP.

Following are the documents available:

FAQs for RE (Regulated Entity users)

FAQs for FAA (Federal Aviation Administration

users) FAQs for Help desk (Help desk users)



9. Completing the VDRP Self-Disclosure Submission Process

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

This section gives step procedures for:

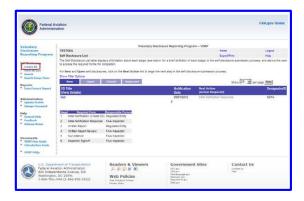
- "Stage 1: Initial Notification", which is performed by a Regulated Entity to begin the self- disclosure process.
- "Stage 2: Initial Notification Response", which is performed by an FAA Inspector to approve the Initial Notification as a valid self-disclosure.
- "Stage 3: Written Report", which is performed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

STAGE 1: INITIAL NOTIFICATION

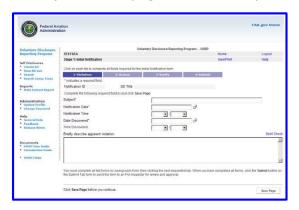
Initial Notification is the first stage in the self-disclosure submission process, and it must be completed by a Regulated Entity. First, we will open a blank Initial Notification form, then we can complete the form.

Opening the Initial Notification Form

Click the **Create SD** link found in the blue panel on the left side of the page.



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



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".
- Step 2: "Completing the Action Tab Page".
- Step 3: "Completing the Verify Tab Page".
- Step 4: "Completing the Submit Tab Page".

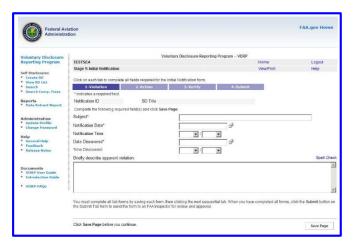
Step 1: Completing the Violation Tab Page

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

Perform the following steps to complete the Violation Tab page:

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

The **Initial Notification** page displays showing the **Violation Tab** page.



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



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

12. Continue to Step 2: "Completing the Action Tab Page".

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 tab.

The **Initial Notification Action Tab** page displays.



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

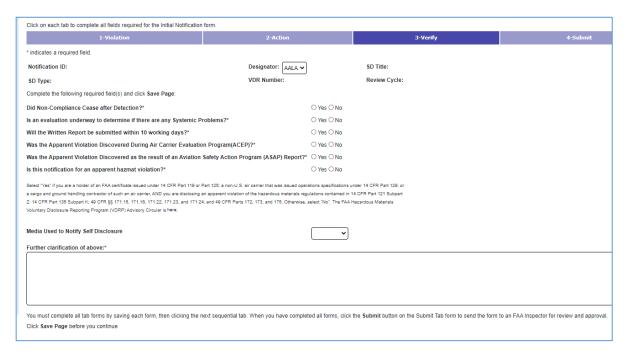
Step 3: Completing the Verify Tab Page

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.



- 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.
 - b. **Is an evaluation underway to determine if there are any systemic problems?** If an evaluation is currently being performed to determine if systematic problems exist, choose **Yes**. If no evaluation is taking place, choose **No**.
 - c. Will the written report be submitted within 10 working days? To confirm that you will complete the Written Report within 10 days from receipt of the Initial Notification, choose Yes. If you are unable to make this deadline, choose No.
 - d. Was the Apparent Violation Discovered During Air Carrier Evaluation Program (ACEP)?

If the violation was discovered during the ACEP evaluation, choose **Yes**. Otherwise, choose **No**.

- e. Was the Apparent Violation Discovered as a result of an Aviation Safety Action Program (ASAP) Report? If the violation was discovered during the ASAP evaluation, choose Yes. Otherwise, choose No.
- f. Is this notification for an apparent hazmat violation?*

 If this violation was a hazmat violation please choose **Yes**. Otherwise select **No**.
- **6. Further clarification of above:*** To further clarify the selections above please provide more information in this text box.
- 7. Click the drop-down arrow in the **Media Used to Notify Self Disclosure** field and select the manner in which you communicated the self-disclosure. Your choices are **Phone**, **Fax**, **Web** or **in Person**.
- **8.** Click __save Page__ to confirm your entries, and continue to Step 4:"Completing the Submit Tab Page".

Step 4: Completing the Submit Tab Page

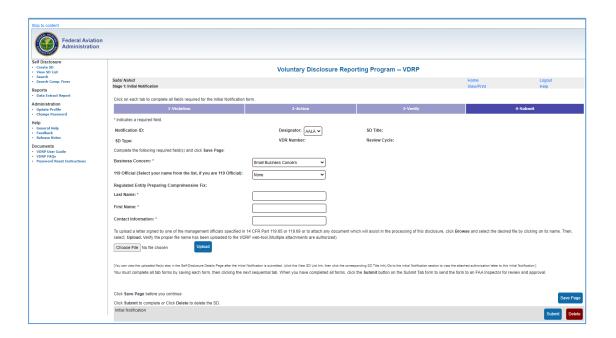
Completing the **Submit Tab** page is the fourth and final step in submitting an Initial Notification, and requires that you define your Business Concern.

Specify the Last Name/First name of the person representing the Regulated Entity in this self-disclosure submission.

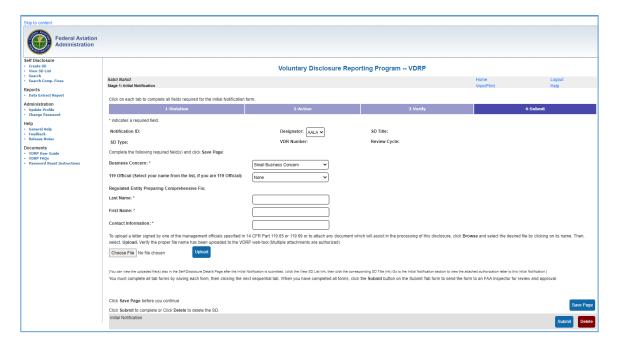
Perform the following steps to complete the Submit Tab page:

1. Click the Submit tab. 4-Submit

The Initial Notification Submit Tab page displays



- Click the drop-down arrow in the Business Concern field and select the type of business (Small, Large, Individual, or Other) that applies to you. If you are not sure under which category your organization falls, refer to A "What is a Business Concern?"
- 3. If submitter is Part 119.65 or 119.69 Company Official, select the name of submitter from the Official drop down. Select option as "None", if the submitter is not 119 Official.
- 4. If the submitter is not a119.65 or 119.69 Company Official, letter from a 119.65 or Company Official must be attached to the submission to reflect concurrence by.



- 5. Type the Last Name, First Name and Contact Information of the person who represents your organization (Regulated Entity) that is preparing the Comprehensive Fix for the violation in the designated fields.
- 6. Optionally, user can upload any attachments to support the initial notification and can view the uploaded files in self disclosure details page after the initial notification is submitted.

Before uploading any file, please note the file specifications listed below the upload button:

Please check the following before you start uploading files:

File type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed)
File name (maximum 100 characters with no double spaces)
File size (Max 4 MB)

- 7. To Upload a document, click on displays. Choose File button, the 'Choose File' dialog
- 8. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the "Choose File" button.
- 9. Click Upload and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.
- 10. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self- Disclosure List** page->**VDR Number** column.

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

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

- 11. When done, click save Page to confirm your entries.
- 12. Click "Delete" button, if user wants to delete the created self-disclosure.

The Self Disclosure created will be deleted and user will be navigated to Self-Disclosure List Screen. User will be able to delete self-disclosure from any of the four tabs before or after submission of newly created self-disclosure.

13. Otherwise, Click Submit .

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

14. Click OK to confirm.

The message, "Record Inserted successfully and Email will be sent to all responsible parties" Displays.

Note: Email Notifications are sent to **all the three PI's** namely PAI, PMI and POI listed in the pick list of VDRP application and to **Regulated Entity** - who created the self-disclosure. Click OK to complete the submission.

- 15. Once you have completed and submitted the Initial Notification, See "Stage 2: Initial Notification Response" on page 121 must be completed next.
- 16. The completed Initial notification form can be viewed in Read-Only format on "VDRP Self- Disclosure Details Screen".

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

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

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

STAGE 2: INITIAL NOTIFICATION RESPONSE

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

Operators certificated under 14 CFR Part 145

Completing the Initial Notification Response form

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

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

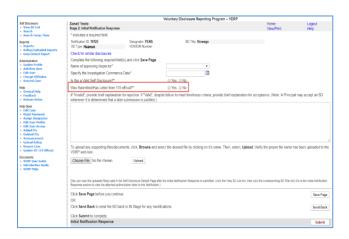


Click the Initial Notification Response link in the Next Action column.The Initial Notification Response page displays.



- 3. Check that the static text for Designator, Notification ID, SD Type, VDR/EIR number and Self Disclosure Title is displayed at the top of INR form.
- 4. Click on 'Check for similar disclosure' link and a new window opens up and navigates to Text search functionality (Refer to "Search (Text)".
- 5. Select the **Name of approving inspector** from the drop down.
- **6.** Specify the date that the investigation began by typing the date (*mm/dd/yyyy*) in the **Specify the Investigation Commence Date** field, or clicking the *→* icon to access the Calendar Feature. This date should not be greater than today.
- 7. Select **Yes** or **No** to specify whether the self-disclosure is valid. If "Is this a Valid Self Disclosure?" field is disabled with user unable to change the radio buttons (Yes or No), then ensure that the following message "Cases with VDR Number assigned are always Valid" is displayed.
- **8.** If you answered **No** to the above question, explain why the self-disclosure is not valid in the **If No, Explain** field.

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



14. Click OK.

User finds Save Page, Send Back and Submit buttons on that page are **disabled.**

15. User can upload any attachments to support the initial notification response. He/she can view the uploaded files in self disclosure details page after the initial notification response stage is submitted.

Before uploading any file, please note the file specifications listed below the upload button:

Please check the following before you start uploading files:

File type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed)
File name (maximum 100 characters with no double spaces)
File size (Max 4 MB)

- **16.** To Upload a document, click on displays.

 Choose File button, the 'Choose File' dialog
- 17. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the "Choose File" button.
- **19.** Once the document is uploaded, the attachments table displays the name of the documents, along with 'View' and 'Delete' links. User can view the document via the **View** link on this

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

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

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

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

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

21. Click Submit .

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

22. Click <u>∞</u>.

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

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

Completing the Initial Notification Response form

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

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

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

The **Initial Notification Response** page displays.



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



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

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

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

21. Click ○^K .

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

- **22.** Make sure to check that the self disclosure submitted by Principal Inspector displays as Inactive "Initial Notification Response Under SOM Review" link under Next Action column on 'New' tab of Self-disclosure list screen.
- **23.** The completed Initial notification response form can be viewed in Read-Only format on "VDRP Self-Disclosure Details Screen".

For Operators NOT certificated under Part 121 or Part 135, self disclosure details such as "Is Valid SD?", Investigation commence date, Inspector name etc. are displayed.

For Operators certificated under Part 121 or Part 135, a new extra field "Submitted/Letter from 119 Official?" is displayed along with the self disclosure details same as those displayed for operators NOT certificated under 121 or 135.

24. Even though the Principal Inspector submits the Initial Notification Response form, the self disclosure is not ready to navigate to Written Report stage until the second part of INR stage is completed by approval of Senior Office Manager via "Senior Office Manager Approval - INR Stage".

Senior Office Manager Approval - INR Stage

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

Perform the following steps to complete the Senior Office Manager Approval for

Initial Notification Response form in Stage II of the VDRP system:

 Log into VDRP as Senior Office Manager (SOM) with a valid username/password belonging to the same CHDO of PI who submitted the self disclosure.

- 2. From the **Self-Disclosure List** page, click the **New** tab.
- 3. Click the "Initial Notification Response" link under 'Next Action' column as SOM User. The Senior Office Manager Approval for Initial Notification Response page is displayed.

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



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

6. Click on 'Submit' button indicating SOM's concurrence with PI's determination about the self-disclosure

The self-disclosure navigates to Written Report stage after SOM submits the self-disclosure via SOM Approval screen which completes the second part of INR stage. Click OK.

A confirmation pop up appears as "VDR Number associated with this case is <*VDR Number*>. An Email has been sent out to all relevant users" displays denoting successful approval of Senior Office Manager from INR stage to Written Report stage. This number is your case number, and is used throughout the VDRP process as a reference to this case. Please make note of this number for future reference.

- 7. An email is sent to Senior Office Manager who submitted the approval of Initial Notification response stage, Principal Inspector who submitted the first part of INR stage and Regulated Entity who submitted the initial notification. This email is a prompt to the Regulated Entity that the Written Report must be submitted to continue the self-disclosure process.
- **8.** Once the second part of Initial Notification Response stage is completed and submitted by Senior Office Manager, the Regulated Entity is ready to begin "Stage 3: Written Report".

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.
- 2. Click on the **Open Tab** from the **Self-Disclosure List** page to view all open self-disclosures that require some action.
- 3. Click on the **Written Report** link in the **Next Action** column that corresponds to the self- disclosure for which an email was received.

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

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



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"
- Step 2: "Completing the Description Tab Page"
- Step 3: "Completing the Summary Tab Page"
- Step 4: "Completing the Action Tab Page"
- Step 5: "Completing the Analysis Tab Page"
- Step 6: "Completing the Comprehensive Fix Tab Page"
- Step 7: "Completing the Equipment Tab Page"
- Step 8: "Completing the Submit Tab Page"

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, click the drop-down arrow in the **Certificate Type** field and select certificate type that closely reflects your current position.
- 2. Type the name of the company you are representing in the **Company Name** field.
- 3. Type the address of the company you are representing in the **Company Address**, **City**, **State**, and **Zip Code** fields.
- 4. User can enter international address by selecting 'N/A' from 'State' drop-down.

- **5.** User will be asked for the contact information of responsible personnel for the various activities listed in this section of the form in subsequent pages of the Written Report.
- **6.** Select the appropriate check boxes for each of the activities that you're responsible for. For example, if user is responsible for both the Comprehensive Fix and Filing Report, both check boxes should be selected.
- **7.** Complete all required information fields below the activity contact table (Last Name, First

Name, Position, Phone Number/Ext, and E-mail).

- 8. Click Save Page to confirm your entries.
- Continue to Step 2: "Completing the Description Tab Page".

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:

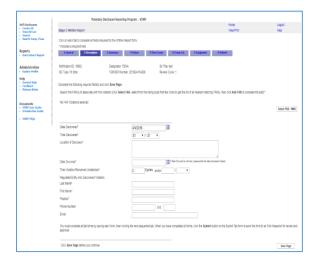
Adding a FAR to a self-disclosure is a required part of completing the Written Report form.

1. Click the



tab.

The **Description Tab** page displays.



2. Click the Select FAR button.

The **Select FAR** field displays.



The Add FAR field displays.

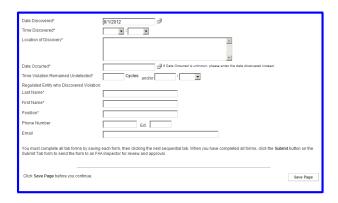


- **3.** Click the drop-down arrow in the **Select FAR** field and highlight to select the desired FAR you want to add.
- **4.** Instead of scrolling for minutes to find the desired FAR, type in the first digits of the specified FAR in the box provided which will decrease the list to those FARs meeting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

The FAR is removed from the **Violated FAR** table, indicating that you have successfully deleted the FAR from the self-disclosure.

Completing the Description Tab Page

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



Perform the following steps to complete the Description Tab page:

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

- 4. The Date Occurred field must be earlier than or the same as the Date Discovered. User can enter occurred date by typing the date (mm/dd/yyyy) or clicking the icon to access the Calendar Feature in the Date Occurred field
- 5. Specify the amount of time that the violation was left undetected in the **Time Violation Remained Undetected** field in cycles, hours or days by typing a numeric value in the **Cycles** field and/or clicking the drop-down arrows for each field that follows the **Cycles** field to specify the time in hours and minutes.
- 6. Complete all required fields below the **Regulated Entity Who Discovered Violation** heading

(Last Name, First Name, Position, Phone Number/Ext, and Email).

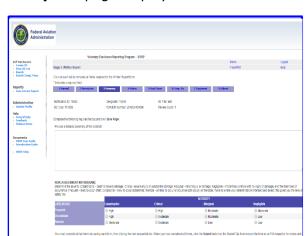
- **7.** Click Save Page to confirm your entries.
- 8. Continue to Step 3: "Completing the Summary Tab Page".

Step 3: Completing the Summary Tab Page

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

Perform the following steps to complete the Summary Tab page:

9. Click the Summary Tab. 3-Summary.



The **Summary Tab** page displays.

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

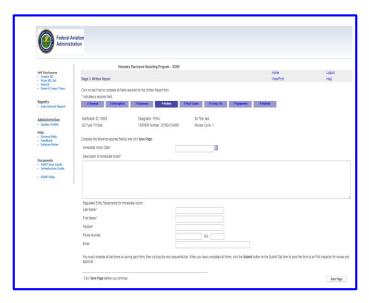
Step 4: Completing the Action Tab Page

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.



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 ⅎ 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 Save Page to confirm your entries.
- **6.** Continue to Step 5: "Completing the Analysis Tab Page".

Step 5: Completing the Root Cause Tab Page

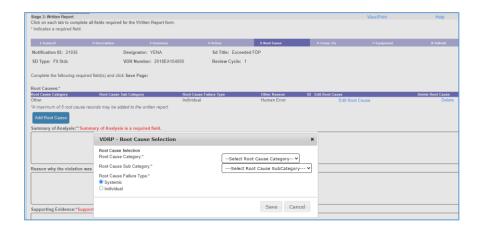
Completing the **Root Cause Tab** page is the fifth step in the Written Report submission process. This page is where you specify the results of the violation analysis performed. It also requires that you specify if a violation was inadvertent, and requires supporting evidence to be described in such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

Perform the following steps to complete the Root Cause Tab page:

1. Click the 5-Root Cause Tab

The **Root Cause Tab** page displays.





- 1.0 New button added called Root cause. User needs to click on that and specify required information like Root cause category, root cause sub category and failure type.
- 2.0 User has to select one category from drop down where they have options like Documentation, Training communication and etc.
- 3.0 After selection of category the need to select sub category associated with the category. Sub category auto populates after selection of category.
- 4.0 Also there is failure type that user needs to select.
- 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".

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.



- 2. Click Add Step .
- **3.** Type a brief description of a task to be implemented to fix the conditions under which the violation occurred in the **Task Name** field.

4. Specify the date that the implementation of the current step is to start in the **Fix Begin Date** and **Fix End Date** fields by typing the date (*mm/dd/yyyy*) or clicking the \mathscr{P} icon to access the

Calendar Feature. Begin date should be less than or equal to end date.

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

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

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

Editing a Comprehensive Fix Step

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

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

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

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

2. Click the Comprehensive Fix Tab.

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

- **3.** Click the Edit link in Comprehensive Fix table related to a step added. All fields are displayed for you to edit.
- **4.** Change fields as desired (for information about each field, see Step 6: "Completing the Comprehensive Fix Tab Page" for the selected step.
- **5.** When you have made all changes, click _save Page _____ to confirm your changes.

Deleting a Comprehensive Fix Step

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

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

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

The **Written Report** form displays with General Tab active.

2. Click the Comprehensive Fix Tab.

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

- 3. Click the Delete link in Comprehensive Fix table related to a step added.
- **4.** The step related to 'Delete' link is removed from the table and the step no longer exists.

Finding Similar Fixes

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

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

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

The **Written Report** form displays the General tab active.

2. Click the Comprehensive Fix Tab.

The Written Report Comprehensive Fix page displays.

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



6. Continue to Step 7: "Completing the Equipment Tab Page" on next page.

Step 7: Completing the Equipment Tab Page

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

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

1. Click the 7-Equipment Tab.

The **Written Report Equipment** page displays.



- 2. Click the drop-down arrow in the "Select Equipment Type" field, and select the type of equipment that was involved in the alleged violation.
- **3.** Click on "Get" button displayed next to "Select Desired Model" drop down after selecting the applicable model number for the equipment type you selected above.

Note: Instead of scrolling for minutes to find the desired model, type in the first digits of the specified model in the box provided which will decrease the list to those models meeting the criteria that has been entered by the user.

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

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

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.

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The **Written Report Submit Tab** page displays.

2. User can upload any attachments to support the written report and can view the uploaded files in self disclosure details page after the written report is submitted.

Before uploading any file, please note the file specifications listed below the upload button:

Please check the following before you start uploading files:

File type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed)
File name (maximum 100 characters with no double spaces)
File size (Max 4 MB)

- 3. To Upload a document, click on displays.

 Choose File button, the 'Choose File' dialog
- 4. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the Browse... button. Click Upload and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.

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

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

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

- 6. 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.
- 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).
- 8. Click Save Page to confirm your entries. Click submit to save and submit the completed
 Written Report for review by your designated FAA Inspector.
- 9. Click OK.

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

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

STAGE 4: WRITTEN REPORT REVIEW

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

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

Completing the Written Report Review Form

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

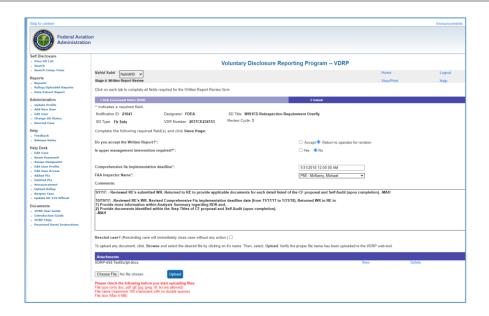
- Step 1: "Completing the EIR Form 2150-5 and RAM (Risk Assessment Matrix)".
- Step 2: "Completing the Submit Page".

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

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

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

The **Written Report Review** page displays, showing the Equipment Type, Equipment Make, Equipment Model, and Equipment Group values, which are populated based on the model along with entered 'Registration Number' and 'Serial Number selected when the Regulated Entity completed Step 7: "Completing the Equipment Tab Page" of the Written Report.



- 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.

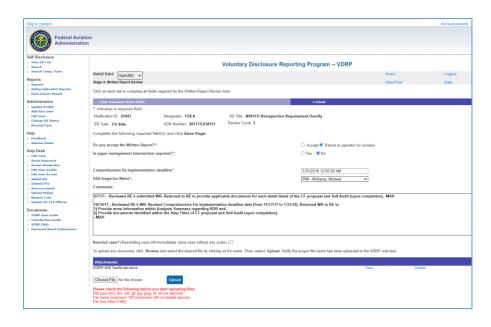
- **4.** Make sure for all the fields with * mark are required and displayed under **Type of Violation** and **Field Office Recommendation** heading.
- **5.** If an attempt is made to submit the Written Report Review without having completed the Risk Assessment Matrix, the message, "Risk Assessment Matrix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

Step 2: Completing the Submit Page

Perform the following steps to complete the Submit Tab Page:

1. Click the 2-Submit tab.

The Written Report Review Submit Tab page displays.



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

- 3. If the FAA Inspector chooses to return the case to Operator for revision for the first time, then the "Review Cycle" displayed at the top of the screen will increment from 1 to 2, once the regulated entity submits the case after updates.
- **4.** The number of times the case is returned to operator for revision is recorded in "Review Cycles" indicating different versions of Written Report data.
- **5.** The data of previous versions of Written Report can be viewed by any user on SD Details screen under Written Report section.
- **6.** In WRR Submit tab, if you feel that the violation should be escalated to the upper management level within the Regulated Entity, choose **Yes** to the question, **Is upper management intervention required?** Otherwise, choose **No**.
- **7.** Specify the date that the comprehensive fix steps are to be implemented by typing the date

(mm/dd/yyyy) in the **Comprehensive fix implementation date** field.

- **8.** Click the drop-down arrow in the **FAA Inspector Name** and select the name of your designated FAA Inspector assigned to this self-disclosure.
- **9.** If you want to include any additional information in your Written Report Review, type desired information in the **Comments** field.
- 10. User can upload any attachments to support the Written Report Review. He/she can view the uploaded files in self disclosure details page after the Stage 4 is submitted.

11.

Before uploading any file, please note the file specifications listed below the upload button:

Please check the following before you start uploading files:

File type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed)
File name (maximum 100 characters with no double spaces)
File size (Max 4 MB)

11. To Upload a document, click on displays.

Choose File

button, the 'Choose File' dialog

- **12.** Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the Browse... button.
- 13. Click Upload and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.
- 15. User can view the document via the View link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from Self- Disclosure List page->VDR Number column.
- **16.** Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

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

- 17. If user wants to Rescind this self-disclosure, check the "Rescind Case?" checkbox.
 Note: Rescinding a Case Closed the Record with "No Action".
- 18. Under Investigation Determined field, indicate whether no violation occurred or if there's another reason for rescinding the self-disclosure. Type the reason for rescinding in the provided text box.
- 19. Scroll down to click Save Page to confirm the entries.
- **20.** Click submit if user wish to rescind this self-disclosure.
- **21.** Click OK to confirm submission when the message "Are you sure you want to Rescind this record?" is displayed.
- **22.** A message is displayed after the self-disclosure is rescinded successfully. Rescinded self- disclosures are accessible from the Rejected tab in Self-Disclosure List Screen.



- 23. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System".
- **24.** If user desires to continue without rescinding the case, Click _____ after completing step 7.

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

25. Click OK to confirm.

The message, "Written Report Review submitted successfully and Email will be sent to all responsible parties" displays.

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

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

You have completed both of the steps for completing the Written Report Review. When you submit this form, email notifications are sent to appropriate parties, and "Stage 5: Surveillance" on page 160 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.



- 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".
- 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.
- 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. User can upload any attachments to support Surveillance stage. He/she can view the uploaded files in self disclosure details page after the Stage 5 is submitted.

Before uploading any file, please note the file specifications listed below the upload button:

Please check the following before you start uploading files:

File type (only doc, pdf, gif, jpg, jpeg, rtf, txt are allowed)
File name (maximum 100 characters with no double spaces)
File size (Max 4 MB)

- 7. To Upload a document, click on displays. Choose File button, the 'Choose File' dialog
- 8. Highlight the filename and click "Open" button to select the file. Check that the path and file name displays in the field to the left of the Browse... button.
- 9. Click Upload and the attachments table displays the name of the documents, along with 'View' and 'Delete' links.



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

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

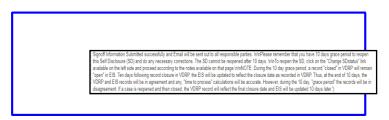
The document is removed from the list. If it is the only attached document, the **Attachments** table is not displayed.

- 11. Scroll down to click Save Page to confirm the entries.
- 12. If user wants to Rescind this self-disclosure, check the "Rescind Case?" checkbox.
- 13. Note: Rescinding a Case Closed the Record with "No Action".
- 14.18. Under Investigation Determined field, indicate whether no violation occurred or if there's another reason for rescinding the self-disclosure. Type the reason for rescinding in the provided text box.
- 15.19. Scroll down to click save Page to confirm the entries.
- 16.20. Click if user wish to rescind this self-disclosure.
- 17.21. Click OK to confirm submission when the message "Are you sure you want to Rescind this record?" is displayed.
- 18. A message is displayed after the self-disclosure is rescinded successfully. Rescinded self- disclosures are accessible from the Rejected tab in Self-Disclosure List Screen.



- 19. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System".
- 20. Select one of the options of "No Violation Occurred" or "Other". Enter a Reason for rescinding the case.
- 21. Click OK to confirm rescind when the message "Are you sure you want to Rescind this record?" is displayed.

22. A message is displayed after the self-disclosure is rescinded successfully. Rescinded self- disclosures are accessible from the Rejected tab in Self-Disclosure List Screen.



- 23. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System"
 - 1. Click The message, "Are you sure you want to submit this record?" displays.
 - 2. Click OK to confirm. The message, "Surveillance submitted successfully and Email will be sent to all responsible parties" displays.
 - 3. Note: Email Notifications are sent to Regulated Entity who completed the Written Report, Filing officer who is added in the Written Report -> General tab and the FAA Inspector who is monitoring the case (and also to back up inspector working on this case, if any)
 - 4. Click OK to complete the submission.
 - 5. You have completed "Stage 5: Surveillance". Upon completion and submission, email notifications are sent to appropriate parties. You are now ready to begin Stage 6: Completing an Inspector Signoff.

STAGE 6: INSPECTOR SIGNOFF

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

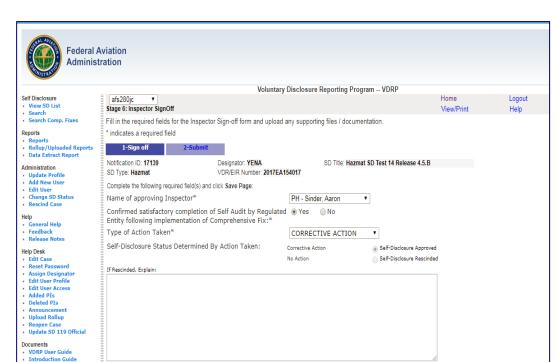
Once the first five stages are complete, the designated FAA Inspector is required to signoff on the self-disclosure. In this stage, the FAA Inspector may sanction the Regulated Entity who submitted the self-disclosure by submitting a Letter of Correction or Warning Notice with the self-disclosure.

Operators NOT certificated under Part 121 or Part 135

Step 1: Completing the Sign Off Tab Page

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

2. 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, showing the **Signoff Tab** page.

3. Click the drop-down arrow in the **Name of approving Inspector** field and select the applicable name.

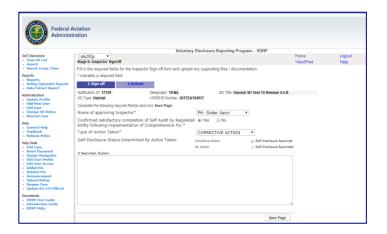
VDRP FAQs

4. Choose Yes or No to indicate if satisfactory completion of Self Audit by Regulated Entity following the implementation of a Comprehensive Fix has been confirmed. As the completion of a satisfactory self-audit is required prior to closure of the VDRP report, selection of "NO" in response to the question will prevent closure of the case until the self- audit is completed and found to be satisfactory.

Save Page

 Click the drop-down arrow in the Type of Action Against RE field and select the type of action (No Action, Corrective Action, or Administrative Action) to be taken against the regulated entity.

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



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



- 17. Rescinding self-disclosure will immediately close the case without any action. See "Wait Period of Closed Case within VDRP System and EIS System"
- 18. Continue to Step 2: "Attaching an Administrative Action Document to a Self-Disclosure".
- 19. Click _____ to complete the Inspector Signoff stage.
 - 1. The message, "Are you sure you want to submit this record?" displays.
- 20. Click **OK** to confirm. The following message is displayed "Inspector Signoff information submitted successfully and email will be sent out to all responsible parties" as displayed below.

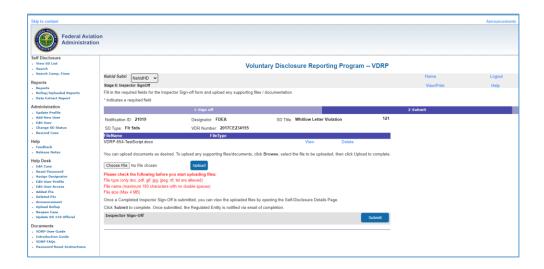
Note: Email Notifications are sent to **Regulated Entity** - who completed the Written Report, **Filing officer** - who is added in the Written Report -> General tab and the **Principal Inspector** signing off the case (and also to back up inspector working on this case, if any).

The following message is displayed



- 21. Click **OK** to complete the submission.
- 22. Closed self-disclosures are accessible from the Closed tab in Self-Disclosure List Screen. See "Wait Period of Closed Case within VDRP System and EIS System" on page 45.

The **Inspector Signoff Submit Tab** page displays from which you can upload documents as attachments to a self-disclosure.



- 6. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self- Disclosure List** page->**VDR Number** column.
- 7. Once the document is uploaded, the attachments table displays the name of the documents, file type along with 'View' and 'Delete' links.
- 8. Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.
- 9. Click _____ to complete the Inspector Signoff stage.

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

Operators certificated under Part 121 or Part 135

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

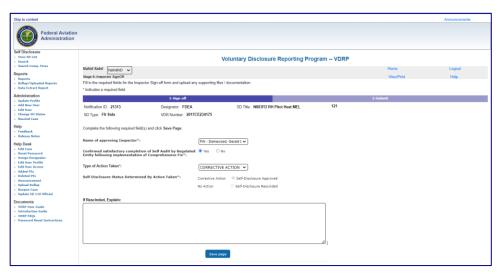
Senior Office Manager approves the final sign-off stipulating concurrence or nonconcurrence with satisfactory completion of comprehensive fix to the VDRP system, together with signed letter of correction or warning notice.

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

Step 1: Completing the Sign Off Tab Page

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

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



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

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

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

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

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

- 6. Click the drop-down arrow in the **Type of Action Against RE** field and select the type of action (**Administrative Action, Corrective Action,** or **No Action**) to be taken against the regulated entity.
- 7. If user selects **Administrative Action** option, the Self-Disclosure status is either rescinded or set to **Approved**.

If Approved:

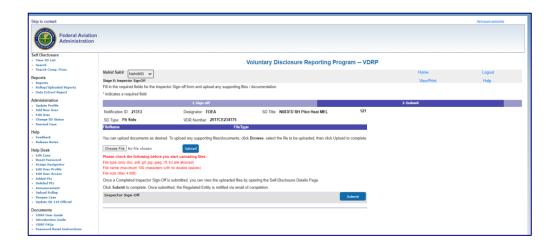
The sixth stage with the approved status self disclosure is submitted and sent to Senior Office

Manager for his/her approval.

- 8. If user selects Corrective Action option the self disclosure is automatically sets to approved.
- After sixth stage is submitted by Principal Inspector, make sure to check that the approved status self disclosure displays as 'Inactive' Inspector SignOff link under Next Action column on

'Open' tab of Self-disclosure list screen

- 10. If user selects **No Action** option, the Self-Disclosure status is set to **Rescinded**. The sixth stage with the rescinded status self disclosure is submitted and sent to Senior Office Manager for his/her approval. (If rescinding the case, go to next step)
- 11. The **Sanction Applied to RE** field becomes **Inactive** when user selects No Action option. Now type an explanation as to why the case was rescinded in the **If Rescinded, Explain** text box field.
- 12. After sixth stage is submitted by Principal Inspector, make sure to check that the rescinded status self disclosure displays as 'Inactive' Inspector SignOff link under Next Action column on
 - i. 'Open' tab of Self-disclosure list screen.
- 13. Scroll down and click save Page to confirm your entries. User can download 2150 form for editing.
- 14. The **Inspector Signoff** page displays (Figure below), showing the **Submit Tab** page.



- 16. Click Upload

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

- 17. Repeat Steps 19 through 21 above to add any additional documentation you want to add to your self-disclosure. User can view the document via the **View** link on this page, or he/she can access it at a later time by clicking the link that corresponds to the self-disclosure they want to view from **Self- Disclosure List** page->**VDR Number** column.
- 18. User can upload any attachments for "Other documents" option to support Inspector SignOff and can view the uploaded files in self disclosure details page after the Stage 6 is submitted.
- 19. Click Upload without selecting any documents.
- 20. Once the document is uploaded, the attachments table displays the name of the documents, file type along with 'View' and 'Delete' links.
- 21. Optionally, if user wants to delete the document for any reason after having uploaded the document, click the **Delete** link that corresponds to the document that needs to be deleted.

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

- 22. Click Save Page to confirm your entries.
- 23. Click _____ to complete the Inspector Signoff stage.

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

24. Click **OK** to confirm.

The following message is displayed



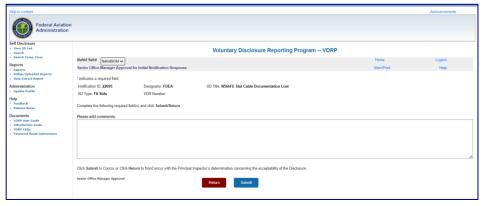
- 25. After the approval of sixth stage by senior office manager, the approved self-disclosures are accessible from the "Closed" tab in Self-Disclosure List Screen.
- 26. Closed self-disclosures are accessible from the Closed tab in Self-Disclosure List Screen.
- 27. After the approval of sixth stage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

Senior Office Manager Approval - IS Stage

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

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

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



4. Optionally enter SOM comments based on office manager's concurrence or nonconcurrence with the satisfactory completion of the comprehensive fix and based on approval or rejection about the information filled in by the Principal Inspector in all the six stages. **5.** Click on 'Return' button indicating SOM's non-concurrence with PI's determination about the self disclosure.

The self disclosure navigates to Inspector SignOff stage allowing the Principal Inspector to add or update the IS Stage accordingly to re-send the returned case for SOM approval

6. Click on 'Submit' button indicating SOM's concurrence with PI's determination about the self disclosure.

The self disclosure navigates to either Closed tab or Rejected tab after SOM submits the self disclosure via SOM Approval screen which completes the second part of Inspector Signoff stage.

7. Click OK.

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

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

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

12. REPORTS

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

Here are the list of available reports:

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

- The Self-Disclosure for a given VDR Number or Notification Number Report complies and lists self-disclosures based on VDR Number or Notification Number specified.
- The Self-Disclosure for a Particular Region, FSDO, RE and FAR Report complies and lists self-disclosures submitted by Regulated Entity belonging to particular FSDO under specific Region that are associated with specified Federal Aviation Regulations (FARs).
- The Self-Disclosure for a Particular Region, FSDO, RE and Case Status Report
 complies and lists self-disclosures submitted by Regulated Entity belonging to particular
 FSDO under specific Region that are associated with case status as Open, Rescinded
 and Closed.
- The Self-Disclosure for a Particular Region, FSDO, RE and ASAP, ACEP Status
 Report complies and lists self-disclosures submitted by Regulated Entity belonging to
 particular FSDO under specific Region that are associated with ASAP and ACEP status.
- The Self-Disclosure for a Particular Region, FSDO, RE and a Given Notification Date Range (sorted on Notification Date) Report compiles and lists self-disclosures submitted by Region, FSDO, Designator, and a notification date range.
- The Closed Self-Disclosure by Region, FSDO ,RE and Given Closed Date Range (sorted on closed Date) Report compiles self-disclosures submitted by Region, FSDO, Designator, and a given closed date range.
- The **Maintenance Disclosers by Designator and Date Range** Report compiles and lists of all Maintenace self-disclosures submitted by Designator and Date Range.
- The Operations Disclosures by Designator and Date Range Report compiles and lists of all Operations self-disclosures submitted by Designator and Date Range.
- The Hazmat VDR Executable Report compiles and lists of all Hazmat self-disclosures submitted by Region, FSDO, and Designator.

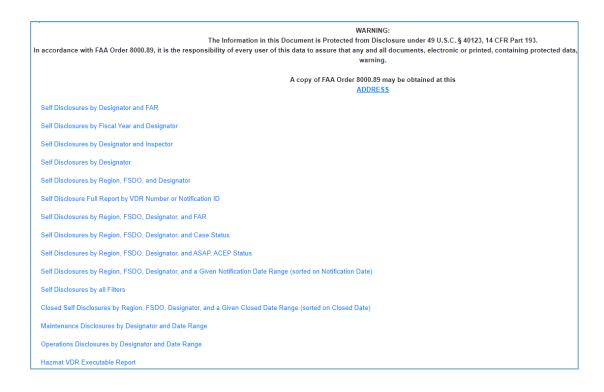
Generating a Report

The following process describes how to generate a report.

Perform the following steps to generate a report:

From the SD Listing page, click the Reports link in the left navigation.

The **Reports** page displays, showing links for each of the multiple types of reports that you can generate.



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

The **Self-Disclosure Report** field page displays, requesting specific information, and this information changes based on the type of report you want to generate.

3. 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	Field
SDs by FAR and Regulated Designator	Designator	FAR Code	
SDs by Fiscal Year and Designator	Designator	Fiscal Year	
SDs by Designator and Inspector	Designator	Inspector	
SDs by Designator	Designator		
SDs by Region, FSDO	Designator	Region	FSDO
SDs by Full Report by EIR number or	Designator		

4. 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 220 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

Figure below shows the **SDs by FAR and Designator Report** page that displays after the criteria for the report is selected and **Create Report** is clicked to generate the report.

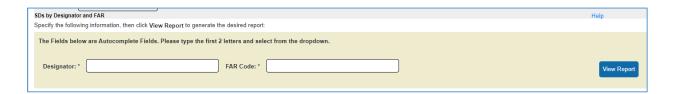




TABLE 3. Self-Disclosures for a FAR and Particular RE Report Column Definitions

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

Self-Disclosures for a Fiscal Year and a Particular Designator Report

Figure below shows the **SDs by Fiscal Year and Designator Report** page that displays after the criteria for the report is selected and **Create Report** is clicked to generate the report.

SDs For Fiscal Year and Designator

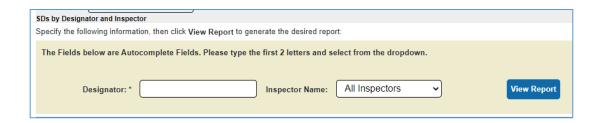


TABLE 4. Self-Disclosures for a Fiscal Year and a Particular Designator Report Column Definitions

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

Self-Disclosures for a Regulated Entity and an FAA Inspector

Figure below 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.



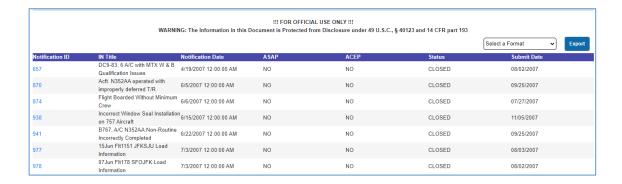
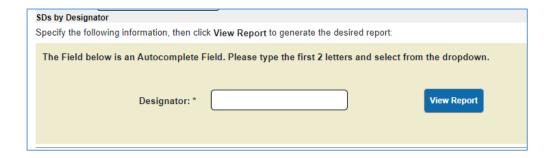


TABLE 5. Self-Disclosures for a Particular RE and an FAA Inspector Report Column Definitions

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

Self-Disclosures for a Particular Designator

The following figure shows the **SDs by Designator Report** page that displays after the criteria for the report is selected and **Create Report** is clicked to generate the report.



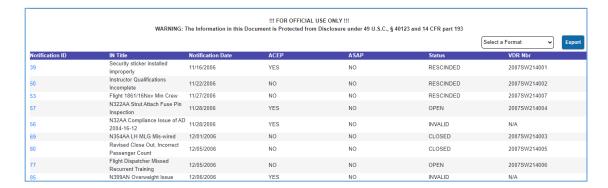
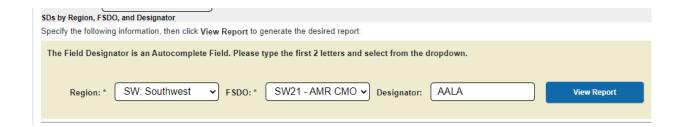


TABLE 6. Self-Disclosures for a Particular RE Report Column Definitions

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

Self-Disclosures by Region, FSDO and Designator

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



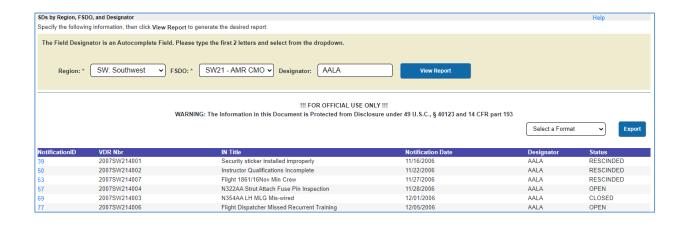


TABLE 7. Self-Disclosures by Region, FSDO and Designator Report Column Definitions

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

REPORTS

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

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

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

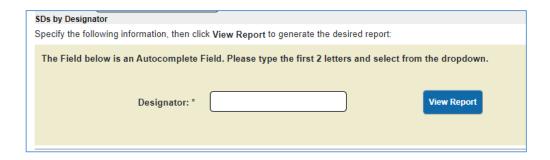
 The Closed Self Disclosures for a Particular Region, FSDO, RE and a Given Closed Date Range (sorted on Closed Date) Report complies and lists self-disclosures submitted by Regulated Entity belonging to Particular FSDO under specific Region within a Date Range. These disclosures are sorted in ascending order of closed date.

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 Particular Regulated Entity

Figure below shows the **Self Disclosures for a Particular Regulated Entity** page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export**" link after selecting format from **Select a format** drop down.



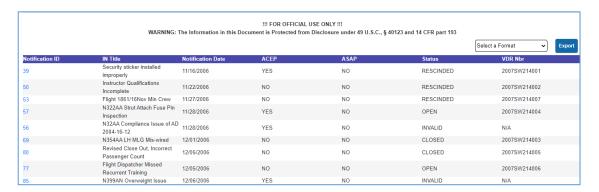


TABLE 8. Self Disclosures For a Particular Regulated Entity Report Column Definitions

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Designator and Title of case	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system. Also a new column Self Disclosure Title has been added.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Surveillance stage or Inspector Sign Off stage including closed or rescind.

Self Disclosures for a Particular Regulated Entity and FAR

Figure below shows the **Self Disclosures For a Particular Regulated Entity and Far code** page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity and FAR* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export**" link after selecting format from **Select a format** drop down.



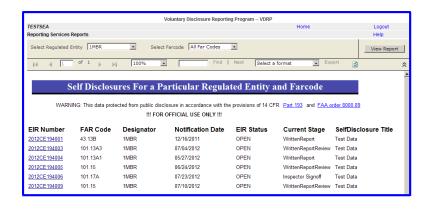


TABLE 9. Self-Disclosures for a Particular Regulated Entity and Far code Report Column Definitions

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Designator	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage and Title of the case	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or Rescinded. Also the new column of Self Disclosure title has been added.

Self Disclosures for a Particular Regulated Entity and Fiscal Year

Year page that displays after the criteria for the *Self Disclosures for a Particular Regulated Entity and Fiscal Year* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "*View Report*" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "*Export*" link after selecting format from **Select a format** drop down.



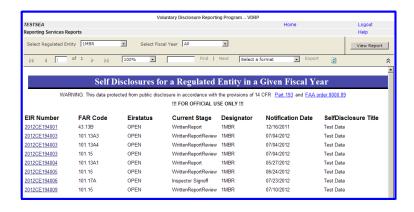


TABLE 10. Self-Disclosures for a Regulated Entity in a Given Fiscal Year Report Column Definitions

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or rescinded.
Designator	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
Notification Date and Title of the case	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification Form Violation Tab page. Also a new column as "Self Disclosure Title" is added.

Self Disclosures for a Particular Region and FSDO office

Figure below shows the **Self Disclosures For a Particular Region, Field Office and Regulated Entity Report** page that displays after the criteria for the *Self Disclosures for a Particular Region and FSDO office* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report"** button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export"** link after selecting format from **Select a format** drop down.



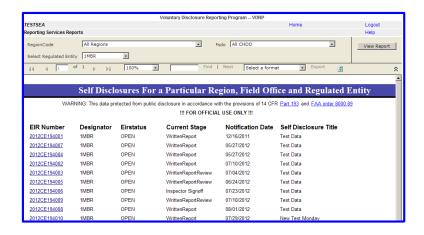


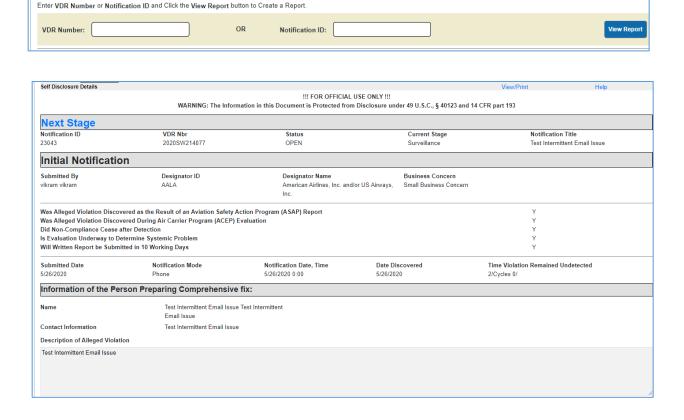
TABLE 11. Self-Disclosures for a Particular Region, Field Office and RE Report Column Definitions

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID used to log into VDRP system.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application including closed or rescinded.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a given VDR Number or Notification ID

Self Disclosure Full Report

Figure below shows the **SELF DISCLOSURE DETAILS Report** page that displays after the criteria for the *Self Disclosures for a given VDR Number or Notification ID* report is selected. For this report, user clicks on "*View Report*" button after entering either Notification ID or VDR Number on the reports main screen. Based on Notification ID or VDR Number, the system will display the details of the VDR.



Self Disclosures for a Particular Region, FSDO, RE, and FAR

Figure below shows the **Self Disclosures For a Particular Region, Field Office, Regulated Entity and FAR Report** page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and FAR* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export**" link after selecting format from **Select a format** drop down.



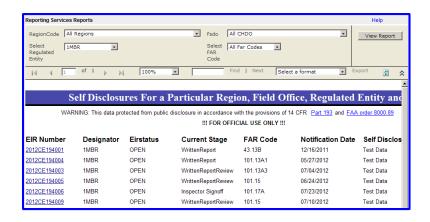


TABLE 12. Self Disclosures for a Particular Region, Field Office, RE and FAR Report Column Definitions

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID.
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application (any of six stages including closed or rescinded)
FAR Code	Assigned to a Federal Aviation Regulation, within the context of VDRP, indicates the code that had been violated within the self disclosure. Far code is added to a case in Written Report Stage.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within VDRP.

Self Disclosures for a Particular Region, FSDO, RE and Case Status

Figure below shows the **Self Disclosures For a Particular Region, Field Office, Regulated Entity and Case Status Report** page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and Case Status* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export**" link after selecting format from **Select a format** drop down.



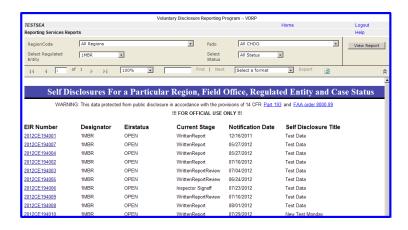


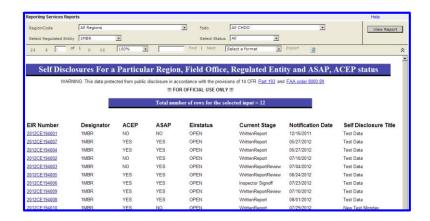
TABLE 13. Self Disclosures for a Particular Region, Field Office, RE and Case Status Report Columns

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage and Far Code	Indicates the current stage of the self disclosure as indicated in VDRP application which are 6 stages including closed or rescinded. Far codes are added in third stage (Written Report) by Regulated entity.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a Particular Region, FSDO, RE and ASAP, ACEP Status

Figure below shows the **Self Disclosures For a Particular Region, Field Office, Regulated Entity and ASAP, ACEP Status Report** page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and ASAP, ACEP Status* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "**Export**" link after selecting format from **Select a format** drop down.





 ${\it TABLE~14.~Self~Disclosures~for~a~Particular~Region,~Field~Office,~RE~and~ASAP,~ACEP~Status~Report~Columns}$

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
ACEP	Indicates 'Yes' or 'No' based on selection
ASAP	Indicates 'Yes' or 'No' based on selection
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Self Disclosures for a Particular Region, FSDO, RE and a Given NotificationDate Range (sorted on NotificationDate)

Figure below shows the **Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given NotificationDate Range (sorted on NotificationDate) Report** page that displays after the criteria for the *Self Disclosures for a Particular Region, FSDO, RE and a Given NotificationDate Range*(sorted on NotificationDate) report is selected from executive reports main screen.
User is navigated to a new reporting services screen where "*View Report*" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "*Export*" link after selecting format from **Select a format** drop down.





TABLE 15. Self Disclosures for a Particular Region, Field Office, RE and NotificationDate Range Columns

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self- Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Surveillance stage or Inspector Sign Off stage including closed or rescinded.
Notification Date	Contains the date that was selected by the submitting official at the time the disclosure was entered into the web based voluntary disclosure system and is specified in the Notification Date field of the Initial Notification form Violation Tab page.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

Closed Self Disclosures for a Particular Region, FSDO, RE and a Given Closed Date Range (sorted on Closed Date)

Figure below shows the List of Closed Self Disclosures For a Particular Region, Field Office, Regulated Entity and a Given Closed Date Range Report page that displays after the criteria for the Closed Self Disclosures for a Particular Region, FSDO, RE and Given Closed Date Range (sorted on Closed Date) status report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs. User can export the generated report in the desired format by clicking on "Export" link after selecting format from Select a format drop down.



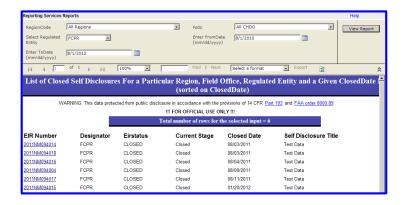
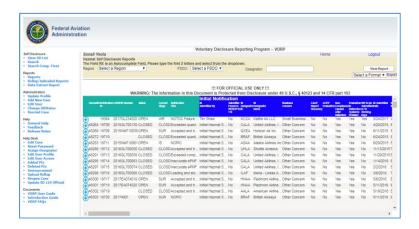


TABLE 16. Self Disclosures for a Particular Region, Field Office, RE and Closed Date Range Columns

Column Title	Definition
VDR Number	Assigned automatically once the Designated FAA Inspector accepts an Initial Notification. This is an indicator to the Regulated Entity that the Written Report is required to complete the next step in the Self-Disclosure process. User is navigated to the sub report screen that displays the self disclosure details of case when clicked on VDR Number link.
Designator ID	Indicates the abbreviated ID of the airline that is in violation, and is derived based on the association with the airline to the UserID
EIR Status	Indicates the current status of the self disclosure as indicated in VDRP application as Open, Closed or Rescinded.
Current Stage	Indicates the current stage of the self disclosure as indicated in VDRP application as Initial Notification stage, Initial Notification Response stage, Written Report stage, Written Report Review stage, Surveillance stage or Inspector Sign Off stage including closed or rescinded.
Closed Date	Indicates the date on which the self disclosure was closed in VDRP system.
Self Disclosure Title	Indicates the title or subject specified when a Regulated Entity initially create a new self disclosure specifying the violation within web based VDRP.

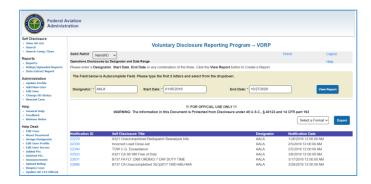
Maintenance Disclosures by Designator and Date Range

Figure below shows the Maintenance Disclosures by Designator and Date Range page that displays after the criteria for the Maintenance Disclosures by Designator and Date Range report is selected from executive reports main screen. User is navigated to a new reporting services screen where "View Report" button is clicked to generate the report after selecting appropriate options from available drop downs.



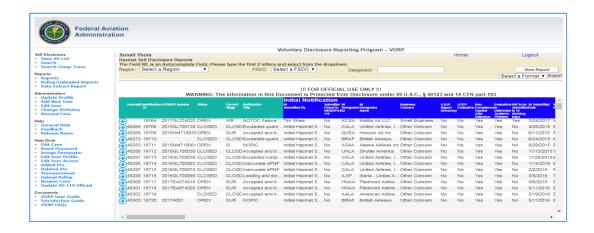
Operations Disclosures by Designator and Date Range

Figure below shows the **Operations Disclosures by Designator and Date Range** page that displays after the criteria for the **Operations Disclosures by Designator and Date Range** report is selected from executive reports main screen. User is navigated to a new reporting services screen where "**View Report**" button is clicked to generate the report after selecting appropriate options from available drop downs.



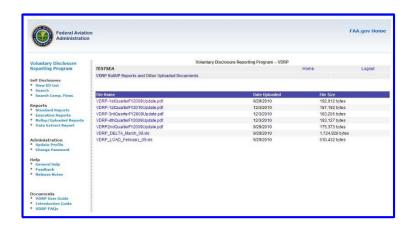
Hazmat VDR Executable Report

The following figure shows the *Hazmat VDR Executable Report* page that displays after the criteria for the *Hazmat VDR Executable Report* report is selected from executive reports main screen. User is navigated to a new reporting services screen where "*View Report*" button is clicked to generate the report after selecting appropriate options from available drop downs.



ROLLUP/UPLOADED REPORTS

VDRP "Rollup" reports navigate user to a VDRP Rollup screen where the flight standards community will view the VDRP Rollup data and other uploaded documents.



DATA EXTRACT REPORT (REGULATED ENTITY)

The Data Extract Report for use by Regulated Entities is designed to allow a user to extract data from the VDRP database of the Regulated Entity (RE) with which that user is associated. No other data is accessible to a user associated with an RE. The data extract report enables the user to extract full rows from the database for all stages of disclosure records associated with that RE.

A user may narrow search in four different ways: by selecting a FAR code, by selecting an Equipment category, by Selecting an Aircraft type, and by specifying which stages to export. Selection of a FAR Code, Equipment category, or Aircraft type are **optional**.

To successfully generate a report, though, the user **MUST** select at least one checkbox under **Select any stage to view the report**.

When ready, click **Export to Excel** to generate the report.

After you click **Export to Excel**, a box will pop up asking you to **Open** or **Save** the tables (Figure 98). Click **Open** to open the document in the program of your choice, or **Save**, to save it to the location of your choice.



DATA EXTRACT REPORT (FAA)

This report is designed to allow a user to extract full rows from the database for all 6 stages of the Self Disclosure process.

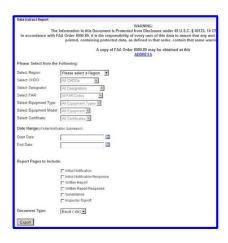
To successfully generate a report, you must first Select a Region. Selecting a CHDO, Designator, FAR code, Equipment Type, Equipment Model or Certificate is all optional. Do make note that you must have a Region selected to choose a CHDO and a CHDO selected to choose a Designator. Also, selecting an Equipment Type is also dependent upon Equipment Model. A user may also specify the Date Range in which the Initial Notification was submitted. The dates can either be manually entered, or entered by clicking on the Calendar icon ...

To successfully generate a report, a user **MUST** select at least one checkbox from under **Report Pages to Include**.

Under Document Type, you may choose to output the tables in **Excel** (.xls) format or **XML** (.xml) format. Excel format is the default.

When ready, click **EXPORT** to create the file.

After you click **EXPORT**, a box will pop up asking you to **Open** or **Save** the tables (Figure 98). Click **Open** to open the document in the program of your choice, or **Save**, to save it to the location of your choice.



13. WHAT IS A BUSINESS CONCERN?

This appendix defines a business concern, information required for an Initial Notification.

A Business Concern is a business entity organized for profit that has a place of business located in the United States and that operates primarily in the United States. This business entity must make a significant contribution to the US economy through payment of taxes or use of American products, materials or labor.

A Small Business Concern is a business that fits the above definition whose numbers does not exceed the limit set by the Small Business Administration (SBA). Table 18 shows the definitions of these limits.

TABLE 18. SBA Small Business Concern Limits

Code	Type of Business	Number of Employees/Average Annual Receipts
336411	Aircraft Manufacturing	1500 Employees
336412	Aircraft Eng&Eng. Parts Manuf	1000 Employees
336413	Oth. Aircraft Part&Aux Equip	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

48819	Other Sup. Act. For Air	\$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.

14. CALENDAR FEATURE

This appendix defines the Calendar Feature within VDRP and gives a step procedure for how to use this handy tool.

WHAT IS THE CALENDAR FEATURE?

When entering a date within VDRP, you can either type in the date using the mm/dd/yyyy format, or you can use the Calendar Feature to specify the desired date. The Calendar Feature tool allows you to pull up an online calendar from which to choose the desired date. This calendar allows you to see the day of the week, the date, and you can scroll by year or month, as desired. Once the desired date is shown, simply click the date. The selected date displays in the field.

Perform the following steps to use the Calendar Feature to populate any date field in VDRP:

17. Click on any field that requires a date field a calendar will open for user to select the Desired date.



- 18. Click on the Calendar for the current month calendar displays with heading as "<Current month, Current Year>"
- 19. Displays table under 7 columns specifying week day as S, M, T, W, T, F, S.

- 20. Displays all days of the months as 7 rows within the table along the specified columns.
- 21. All the dates within the calendar table are hyper linked.
- 22. Click the desired day of the month within the calendar that displays.
- 23. Use the < and > symbols to move from month to month. The selected date displays in the **Date** field.
- 24. Use the << and >> symbols to move from same month from Year to Year. The selected date displays in the Date field.
- 25. User can type in the date in date format as mm/dd/yyyy without clicking on the Calendar Feature Icon.
- 26. Type in characters instead of date format in the field provided.

The system displays error message as "<Specified> Date is a required field and must be in the following format: mm/dd/yyyy"

15. GLOSSARY OF TERMS

This appendix defines the alphabetical listing of acronyms, abbreviation, terms, and definitions associated with the VDRP System.

GLOSSARY OF TERMS WITHIN VDRP

AFS	Aviation Flight Standards Service
ASAP	Aviation Safety Action Program
AVR	Aviation Regulation and Certification
CFR	Code of Federal Regulation
DOT	Department of Transportation
EIR	Enforcement Investigative Report
EIS	Enforcement Information System
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
POI	Principal Operations Inspector
PMI	Principal Maintenance Inspector
PAI	Principal Aviation Inspector
SD	Self Disclosure
SSL	Secure Socket Layer
VDRP	Voluntary Disclosure Reporting