Voluntary Disclosure Reporting Program (VDRP)

(FAQs List applicable ONLY for Regulated Entity Users)

1. What is VDRP?

VDRP means Voluntary Disclosure Reporting Program. It is an application that offers a convenient, automated interface for Regulated Entities and FAA Inspectors to use to process self-disclosures. This program provides for the collection, analysis, and retention of safety data that would otherwise be unobtainable.

2. Who can add Regulated Entity user into VDRP system?

Only Principal Inspector (PI) or Backup PI or any inspector who has create authorization can add Regulated Entity into VDRP System. For Regulated Entities, User IDs are assigned by a designated FAA Officials.

3. If I forgot my password, whom should I contact?

If you have forgotten your password, please contact AVS National IT Service Desk

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

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

AVS IT Service Desk have trained personnel who aids users when they have support issues with VDRP and if the problem is not resolved at that level, then the AFS-230 technical staff will be the final step of problem troubleshooting an resolution.

4. How can I identify the status of a case?

Once user logs into VDRP successfully, there are four tabs (New, Open, Closed and Rejected) displaying the status of the self disclosures on Self Disclosure List screen.

5.   As a Regulated Entity User, What stages of the case will I be working on?

Regulated Entity user is required to complete the following two stages of complete SD Process

- Stage 1 - Initial Notification stage
- Stage 3 - Written Report stage

6.   How can I add a new self disclosure?

Using the "Create SD" link displayed in the left navigation, the regulated entity user can add or create a new self disclosure.

7.   Where can I find my newly created Self-disclosures BEFORE submission?

Before submission, the newly created self-disclosures is displayed under "New" tab and clickable "Initial Notification" link is displayed under "Next Action" column.

8.   Where can I find my newly created Self-disclosures AFTER submission?

After submission, the newly created self-disclosures is displayed under "New" tab and grayed out "Initial Notification Response" link is displayed under "Next Action" column.

Note: "Grayed out" links are links for which the FAA Inspector who is handling the disclosure report has responsibilities. The FAA is unable to edit or respond on links which are the Regulated Entity's (RE) responsibility and the RE is unable to edit or respond on links which are the FAA's responsibility.

9.   Why are some links clickable and some grayed out under "Next Action" column on New and Open tabs?

If the link under "Next Action" column is clickable or active, it is an action that is required to be performed by the user (Regulated Entity or FAA) who is viewing the VDRP record.

If the viewer is a representative of a Regulated Entity (RE), an active link indicates that the next sequential action in the VDRP process is the responsibility of the Regulated Entity.

If the viewer is a representative of the RE, and the link under "Next Action" column is grayed out or Inactive, the next required action in the process is the responsibility of the FAA.

10.   Where can I find the Closed Self-disclosures?

Click on 'View SD List" link displayed in the left navigation pane to navigate to Self Disclosure List screen. Closed Self-disclosures are displayed under "Closed" tab.

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

11.   Where can I find Invalid/Rescinded/Rejected Self-disclosures?

Self-disclosures that, at the discretion of the designated FAA Inspector, were determined to not meet the requirements for acceptance under the VDRP, are deemed to be "invalid". Invalid disclosures are rejected or rescinded and are displayed under "Rejected" tab in Self Disclosure List screen.

12.   How can I view the details of a case?

To view the details of the case, click on links displayed under "SD Title" column on New tab or "EIR #" column on Open, closed and Rejected tabs on Self Disclosure List screen.

User is navigated to Self Disclosure Details screen.

13.   How can I print the details of a case?

A SD-Detail Printer Friendly window opens up when user clicks on 'View/Print' link displayed on the top right corner of Self Disclosure Details screen that can be printed.

14.   What is the functionality of "Next Stage" link displayed at the top and bottom left corner of SD Details screen?

When the user clicks on "EIR#" link of a self disclosure where a link in the 'Next Action' column is Active (Clickable), he/she is navigated to Self-disclosure details screen with active "Next Stage" link displayed at the top and bottom left corner of the displayed screen.

When "Next Stage" link is clicked, user is navigated to next sequential pending "stage" that must be completed before the submission process can continue.

15. Why is "Next Stage" link not displayed for some of the self-disclosures on SD Details screen?

When the user clicks on "EIR#" link of a self disclosure where a link in the 'Next Action' column is Inactive (grayed out), he/she is navigated to Self-disclosure details screen with no 'Next Stage' link displayed. This indicates the next action is the responsibility of the FAA and there is no pending action for the Regulated Entity to complete.

16. On Submit tab of Initial Notification stage, is it required to upload a letter from 119 official?

On Submit tab, If the submitting personnel is 119 official as designated in 14 CFR Part 119.65 or 119.69, then upload of a letter signed by one of the management official specified in 14 CFR Part 119.65 or 119.69 is not required.

However, if the submitting personnel is NOT 119 official then uploading a letter signed by one of the management official specified in 14 CFR Part 119.65 or 119.69 is required per AC 00-58B.

17. Am I authorized to upload and attach documents to the VDRP file in addition to those which may be required?

Yes, a Regulated Entity user may attach any document(s) which will assist in the processing of the self disclosure.

If the disclosure is submitted by an air carrier (Part 121 or Part 135), and the Initial Notification (Stage I) is made by an individual who is not named as a management official under 14 CFR Part 119.65 or 119.69, a signed letter from a named management official must be attached in Stage I, as provided in AC 00-58A and FAA Order 8900.1, Volume 11, Chapter 1. Attachment of other documents is optional in Stages I and III. (The FAA has the option of attaching documents in Stages II, IV, V, and VI)

18. How can I change my e-mail address?

On "Update Profile" screen, update the text in "E-mail" text box to change the e-mail address. And On "Change Password" screen, update the text in "Your E-mail" text box to change the e-mail ID.

19. Can I change my options of receiving e-mail notifications to my e-mail id?

Yes, RE user can change his/her options of receiving e-mail notifications on Update Profile screen.

For the field "Would like to receive the Mails?", if the RE User selects "Yes" option then they will receive e-mail notifications and if "No" option is selected then they will not receive mails notifications once a disclosures is submitted.

20. Can I add any comments or suggestions about VDRP?

Yes, RE user can add comments or suggestions via "Feedback" link displayed in the left navigation bar and click on "Customer Feedback Form for VDRP" link on Feedback screen.

21. On Description tab of Written Report stage, How can I add the desired FAR without scrolling down the drop down?

Instead of scrolling for minutes to find the desired FAR, type the first digits of the desired FAR in the box provided, and the list will automatically advance to include only those options meeting the criteria that have been entered and simplify selection of the desired FAR.

22. On General tab of Written Report stage, How can I replicate the information of a person who is responsible for multiple activities on different tabs?

On the General tab, If the same person's information will be used for multiple activities, the user first needs to check the checkboxes provided for the activities and then enter the requested profile information below the activity table.

This enables the application to replicate the information of a single individual on different tabs based on the activity checked.