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| Reporting entity designator: | Designator (or PRD equivalent) of the air carrier or operator entering the record (automatically populates with assigned credential) |
| Reporting entity name: | Name of the certificate holder or operator as it appears on the certificate or is otherwise recorded in the FAA records. (automatically populates with assigned credential) |
| Pilot certificate number: | Certificate number of the pilot receiving the action. |
| Pilot last name: | Name of the pilot as it appears on their certificate  |
| PRD Date of hire: | MMDDYYYY The earliest date on which an individual begins any form of required training in preparation for the individual’s service as a pilot on behalf of an operator or entity subject to the applicability of this part; or performs any duty as a pilot for an operator or entity subject to the applicability of part 111. |
| Assignment to Duty History: (optional) | Enter the starting dates and ending dates of assignments to a flight position and aircraft. See Table D-2 |
| Separation of employment date: | Last-in-time record of any action ending the employment relationship between a pilot and an air carrier or other operator which is not subject to any pending formal or informal dispute initiated by the pilot. No separation from employment may be considered final until 30 days after the action.YYYYMMDD*Valid values*: TBD |
| Separation type:  | *Valid values*:Termination-pilot performance Termination-professional disqualification Other-employer-initiated separation not due to pilot performanceOther-physical/medical disqualification Other-resignation Other-retirementOther [free form text box] details TBD |
| PRD Records complete date:  | This is the date when the air carrier or operator completes the process of entering all applicable records into the PRD for this particular airman. Additional records may be added as they become available but this date indicates a hiring employer no longer needs to request records under PRIA in addition to checking the PRD records as the records are current to this date.  |
| No additional records to report to PRD date: | This is the date when the previous employer attests that all records related to this pilot have been provided to the PRD and no additional records are available or expected to be generated.YYYYMMDD Valid values:Must be equal to or after separation of employment date and separation of employment date and type must have been entered. |