

E-AVIATRS GUIDE (v8.1)

Last updated: 22 June 2012

<http://apps.mlca.uscg.mil/kdiv/aviatrs/default.asp> (v2.4)

United States Coast Guard

e-AVIATRS



Login
Password

This system requires all members to log in.

You must already have registered for an account before you can log in. If you do not have an account, you may request a new account by clicking the 'request' link below.

Lost or forgotten your login information?
Click [HERE](#) to have it sent to you.

[REQUEST AN ACCOUNT](#)

[E-AVIATRS USERS GUIDE \(CLICK TO REVIEW\)](#)

[USCG AVIATION MISHAP REPORT WORKSHEET \(Click to Download\)](#)

[For Non-Aviation Related Mishaps, Click Here To Be Re-directed to the e-Misrep System](#)

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General Information

Note: *It is helpful to open e-AVIATRS and view the screens while going thru this document.*

System Timeout: The system will time out after 20 minutes of inactivity and you will have to log back in. If you are timed out while creating a report, that report may be lost. To retrieve a missing report use either the [Submit Changes](#) function or [Feedback](#) function to request the report be restored to your pending file.

Refresh/Save: The system does an automatic refresh/save each time you press the “Enter” button, “Tab” button, move to a new field, or move to a new page.

Sharing Reports: The mishap report originator must initially share the mishap report with reviewers, this includes the other safety personnel at your unit. Essentially, a “command level reviewer” is a title given to anyone besides the originator who has access to review/edit the message (could be FSO to FSO). Sharing a report is done by using the **Submit to Command Level Reviewer** function on the [Finish](#) tab. All “reviewers” must have e-Aviatrs accounts.

There is only one copy of each mishap report in the database. Everyone that has access to that report (the originator and anyone who has been emailed the link to that report) can view it, change it, or delete it.

Note: To restore a deleted report, use the [Submit Changes](#) function.

AuxAir Mishaps: AuxAir mishaps can be entered by anyone with an **e-AVIATRS** account. Enter AUX for the **Aircraft Type**. AuxAir members should use the AVIATION MISHAP REPORT WORKSHEET to report aviation mishaps. This form, found on the **e-AVIATRS** login page, can be printed and mailed/given to the air station FSO or other point of contact. It can also be filed out electronically and emailed. At this time, AuxAir mishaps can only be entered by an **e-AVIATRS** account holder. If desired, an account holder can log in and let an AuxAir member enter the mishap or the Air Station can set up a separate user account for AuxAir members using a generic login and password and the FSO’s email address (remember a valid USCG email address is required for an **e-AVIATRS** account. See [Auxiliary Mishap Reports](#) for sharing AuxAir mishaps.

Login Screen

<http://apps.mlca.uscg.mil/kdiv/aviatrs/default.asp>

United States Coast Guard
e-AVIATRS

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U.S. DEPARTMENT OF HOMELAND SECURITY

Login
Password

Login

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Click here for login information

Click here for new account

Requesting an Account: Use the link **REQUEST AN ACCOUNT** on the Login screen to set up a profile. New accounts cannot be set up until the individual's **profile** is entered. New account requests should be approved within 72 hours. An email is sent when the account is approved. Those approved will have the ability to add, modify, delete, or submit mishap reports.

- Email the *e-Aviatrs* link to any personnel needing a login.
- If desired, the FSO can create an account ahead of time for incoming personnel (e.g., CO, XO, EO, etc.).
- If you want someone at your unit to have an account to review or search mishaps, you may allow that person to submit an account request. Email the program manager, LCDR Brian Potter, brian.a.potter@uscg.mil before they submit their account request. Do not hesitate to send the program manager a heads up if you think there might be a question or the person might not be recognized as a valid user.

IMPORTANT---THE EMAIL ADDRESS MUST BE CORRECT!

ITEMS WITH A RED DOT ARE MANDATORY.

REQUEST e-AVIATRS LOGIN ACCOUNT

To request a new e-AVIATRS login account, fill in the required fields and press the <SUBMIT> button. A email will be sent to you once the Administrator has approved your request.

User Login Name

Password: (Password must be at least 5 characters in length)

Enter again to verify:

Rank / Rate:

First Name:

Middle Initial:

Last Name:

Title / Positions:

Phone Number:

Phone Extension:

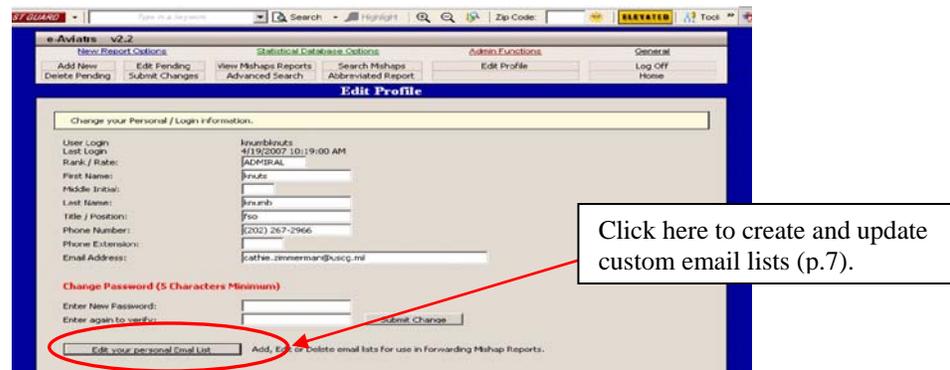
Email Address: (Must be valid USCG email address)

Submit Reset Form Cancel Request

The **Request an Account** feature must be used to set up all new accounts. Calling or emailing the CG-1131 staff will not work.



Edit Profile: Click on **Edit Profile** under **Admin Functions** to update or change profile information, change a password or login.



Forgotten passwords/Logins: Personnel forgetting their password or login can click on **Forgotten Login Information** link on the **Login Page**. An email with the password and login will be sent.

Reactivating an Account: Personnel transferring to a new unit, with an existing account do not need to request a new login account. They only need to update their phone number. Using the old user name and password, login and use **Edit Profile** under **Admin Functions** and update your profile.

Contact Brian.A.Potter@uscg.mil with questions or problems.

Home Screen

Use these functions to search for a Record (Appendix G).

Click here to edit your profile.

Click here to Log Off.

Click here to return to the HOME from any page.

Use these functions to [add](#), [edit](#), [delete](#), or [submit a change to a record](#).

Click here to [check the status of reports in your inbox](#) (below)

Click here to [submit feedback or ask a question](#)

Click here to [update custom email lists](#).

Click on **Home** in the upper right corner of any screen to return to the **Home Page**.

Click on **Logoff** in the upper right corner of any screen to logoff or return to **Login Page**.

Click on [Edit Profile](#) under **Admin Functions** to update or change profile information, change a password or login

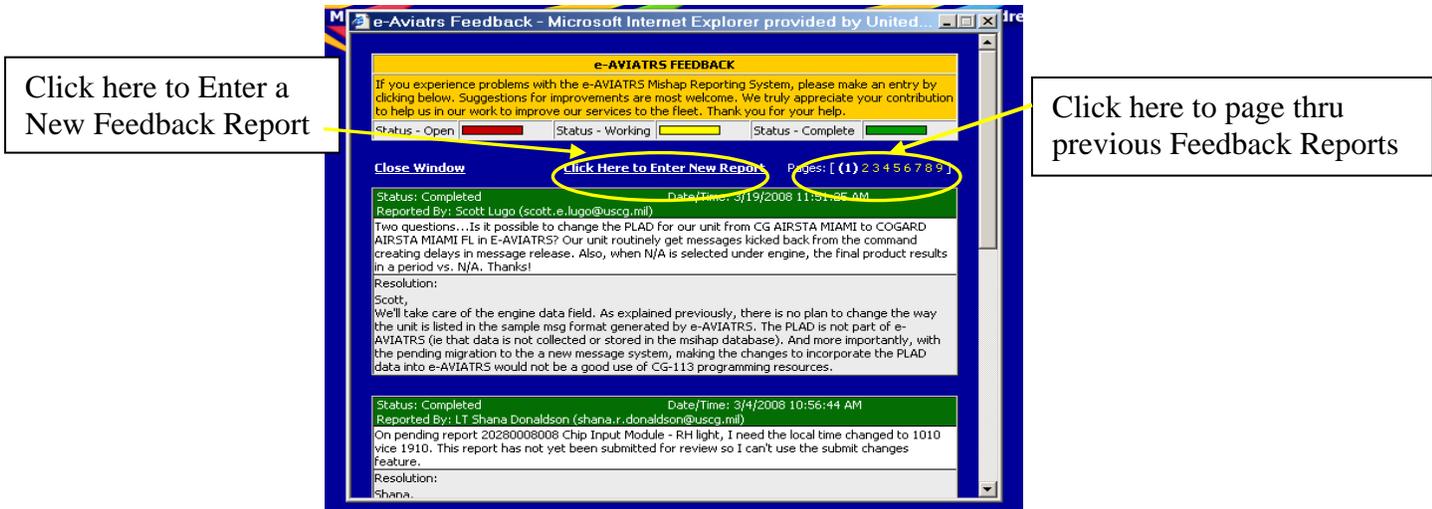
Check Mishap Status: Click on **Check Mishap Status** on the left side of the **Home Page** to check status of pending mishap reports (see example below). This page can be used to view how long a report has been in the system locally.

Pending Submittal To HQ					
BMQ	Authorized Email Address's	Level Assigned	Date Entered	Days in System	
0210705001	cdwreeman@comdt.uscg.mil erush@comdt.uscg.mil spruyt@comdt.uscg.mil	Initiated Report: Command Level Reviewer Command Level Reviewer	9/6/2005	230	
0483405001	cdwreeman@comdt.uscg.mil cdwreeman@comdt.uscg.mil spruyt@comdt.uscg.mil	Initiated Report: Command Level Reviewer Command Level Reviewer Command Level Reviewer	4/6/2005	383	
0483457001	cdwreeman@comdt.uscg.mil cdwreeman@comdt.uscg.mil	Initiated Report: Command Level Reviewer	3/9/2004	776	
2014001049	cdwreeman@comdt.uscg.mil	Initiated Report:	4/7/2006	17	
3030004001	cdwreeman@comdt.uscg.mil	Initiated Report:	4/7/2006	17	
3325405001	cdwreeman@comdt.uscg.mil cdwreeman@comdt.uscg.mil	Initiated Report: Command Level Reviewer	10/5/2005	201	
7720402017	cdwreeman@comdt.uscg.mil	Initiated Report:	2/24/2006	59	

No Records Found Pending HQ Review

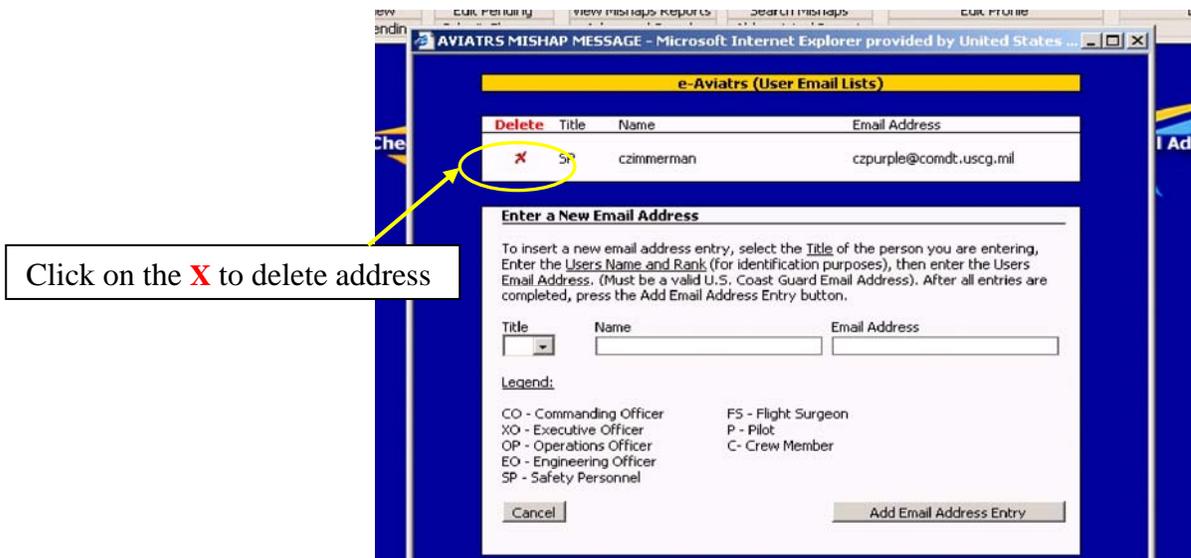
Close Window

Enter Feedback /Questions: Use **Enter Feedback /Questions** in the center of the **Main Page** to report problems or ask questions about **e-AVIATRS**. Page through previous questions by clicking on the pages numbers to the right. All users will be able to read the questions and the response.



Use the **Click Here to Enter New Report** to enter a question or feedback. Enter Name, email and comments. Click SUBMIT to submit your question. Replies are usually sent within 3 working days.

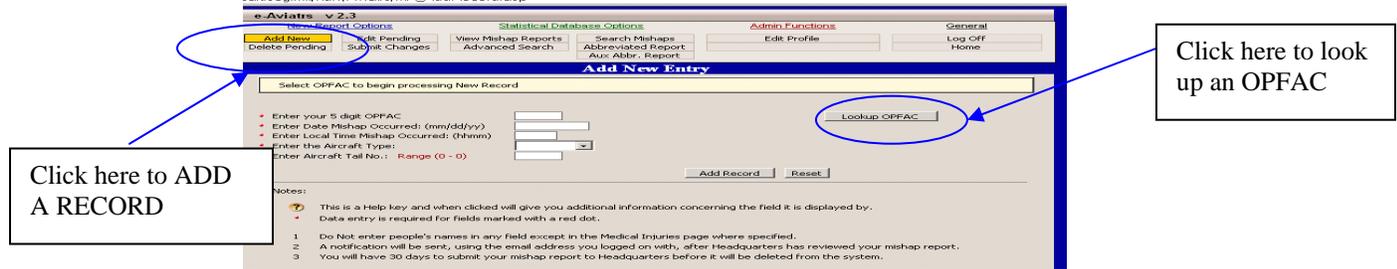
Custom Email Lists: Click **Manage Email Lists** on the right side of the **Home/Main Page** to create and update customer email address list. This can also be done from the **Edit Profile** page. This is a unit specific field, but will allow the user to click on reviewer's email addresses, without having to enter each one individually, in those functions requiring email address. To delete a name, click on the **X** next to the name.



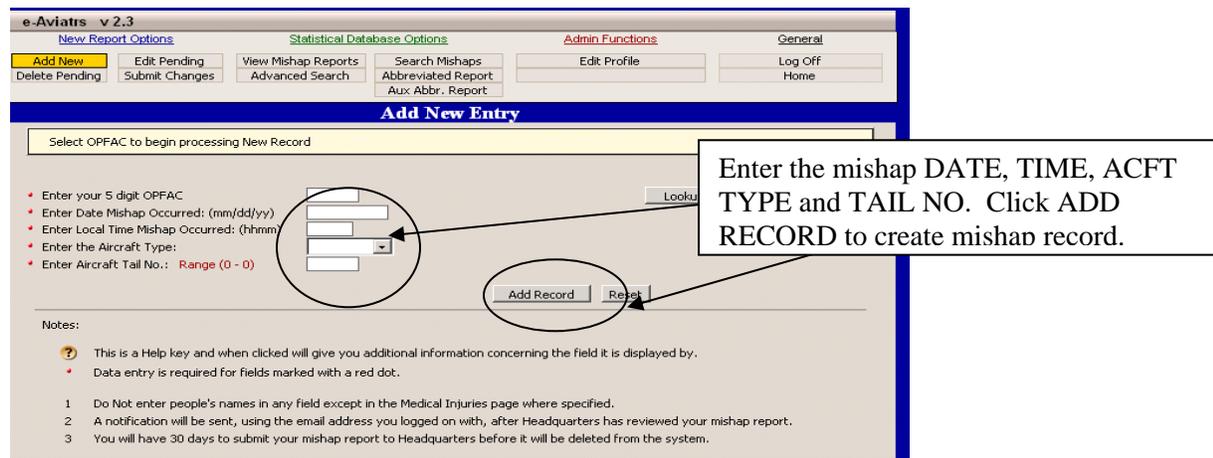
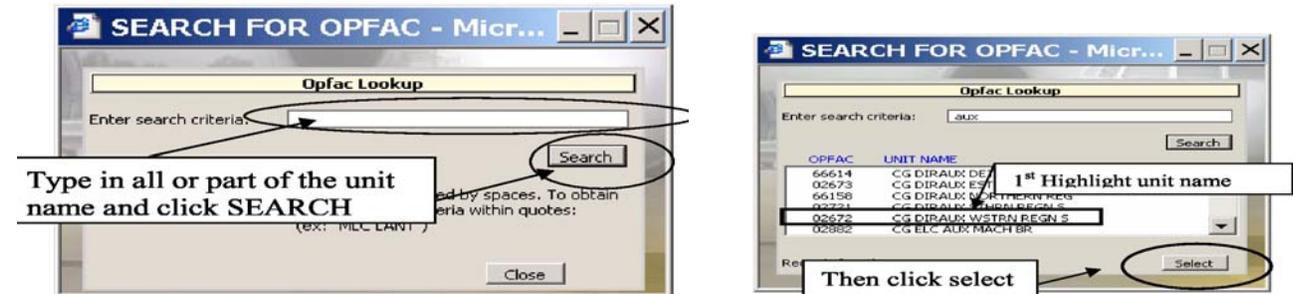
Enter the names, title and email addresses of mishap reviewers.

Add New (Create a new mishap report)

To create a mishap record, click **Add New** under **New Report Options** and enter the information requested. Fill in all five fields on the **Add New Entry** screen to create a new report. Click **“Add Record.”**



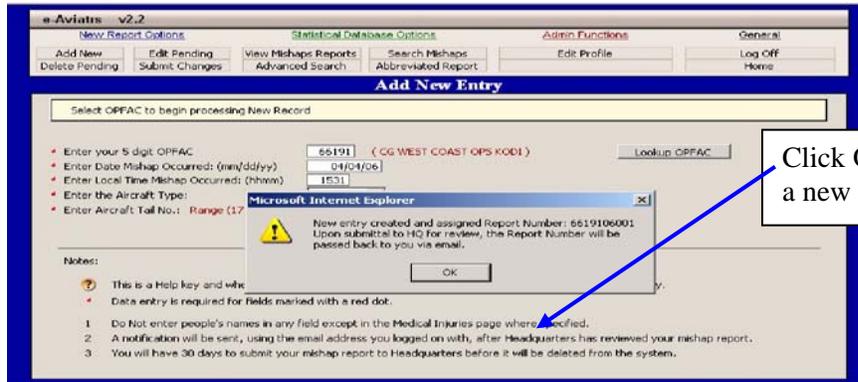
OPFAC: Enter mishap unit’s OPFAC. For deployed mishaps it is preferred the OPFAC for the deployed unit be used not the home unit OPFAC (this is a unit call). To lookup an OPFAC, click on **Lookup OPFAC**.



After entering the **OPFAC**, enter the mishap **Date (mm/dd/yy)**, **Time**, **Acft** and **Tail No.** Click **“Add Record”** to create the mishap report. Or **Reset** to start over.

Note: If the system times out before clicking **Add Record** the report may go into cyber space. Use **Submit Changes** function to request the report be recovered.

Note: You cannot add mishap records prior to 01/01/03.

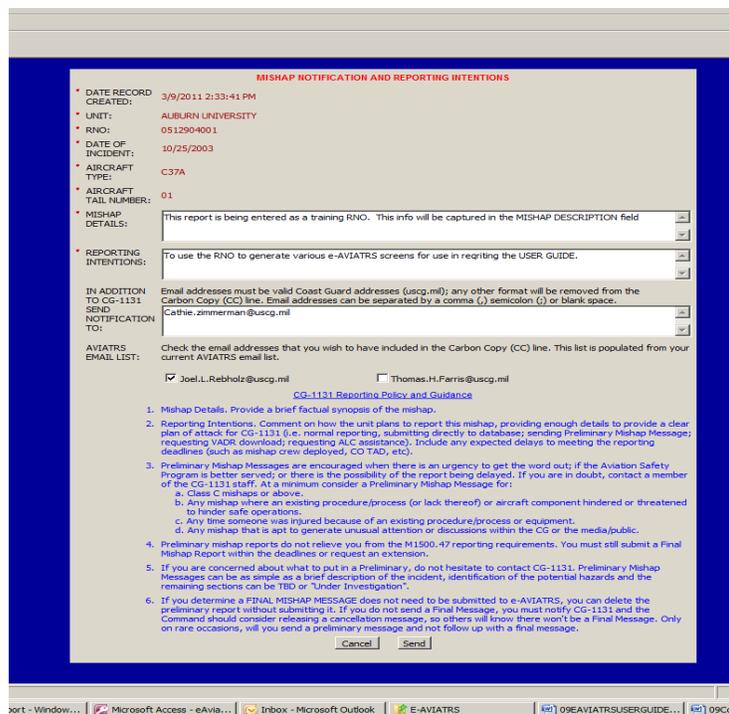


Click OK to accept and create a new mishap record.

RNO (Report Number). The system generates a unique **Report Number (RNO)** for each mishap. This number consists of the unit **OPFAC** (5 digits), fiscal year (2 digits) and report number (three digits). HQ's (OPFAC 70098) 111th report for FY 84 would be 7009884111.

NOTE: Fiscal Year is determined by the mishap date, not the date the record is created.

Click OK to accept the RNO and create a new record. The **“Mishap Notification and Reporting Intentions”** screen will appear.



Mishap Notification and Reporting Intentions

Within five (5) days of learning of a reportable mishap, CG aviation units should notify CG-1131. This can easily be done by creating a mishap record in e-AVIATRS. The system will automatically send a notification email to the CG-1131 staff.

After clicking **Add Record**, an RNO is assigned and the **Mishap Notification and Reporting Intentions** screen appears. This screen uses the information collected from the **“Add New”** screen and requests additional information.

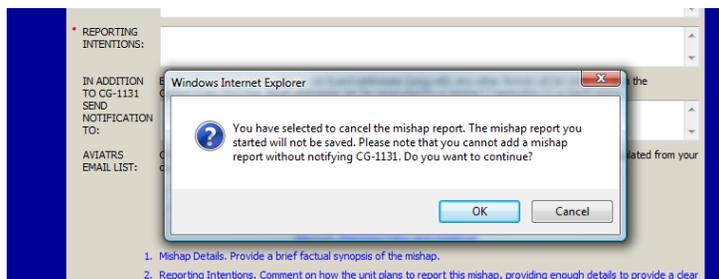
The form allows the FSO to add personnel to the notification. The FSO can type in the email address or select names from their custom E-AVIATRS email list. FSOs are encouraged to include the CO and XO.

The “Mishap Details” and “Reporting Intentions” fields on this page allow you to provide a basic description of the event and let CG-1131 know the unit’s reporting intentions. Recommend you be specific, e.g.: *normal reporting via msg; plan to submit directly to database with no msg; report may be delayed because...; unit requesting Engineering Investigation (“EI”); waiting on VFDR download; sending prelim msg to alert the field, etc.*). The information typed in the **Mishap Details** box will be captured in the “Narrative of Mishap” field for later use, **but only the first 4-5 lines will copy over to the notification email.**

Selecting **Cancel** at the bottom of the page, no report will be created.

Selecting **Send** will send an email with the only the information on this screen to CG-1131 and anyone the FSO added to the notification. Intent is to provide the CG-1131 staff timely visibility of fleet mishaps.

A reminder regarding **Preliminary Mishap Messages** appears and the process is finished.



Clicking **OK** will add the records and bring up the General information page

The following Preliminary Message guidance is from CIM5100.47 and is also posted at the bottom of the **Mishap Notification and Reporting Intentions** screen:

Preliminary Mishap message reminders. *Preliminary mishap messages are encouraged when there is an urgency to get the word out; the Aviation Safety Program is better served; or there is a possibility of the report being delayed. If in doubt contact CG-1131 staff. At a minimum consider a Preliminary Mishap Report for:*

- *A Class C mishap or above.*
- *Any mishap where existing procedure/process or aircraft component hindered or threatened to hinder safe operations.*
- *Any time someone is injured because of an existing procedure, process or equipment*
- *Any mishap that is apt to generate unusual attention or discussion within the CG or by the media/public.*

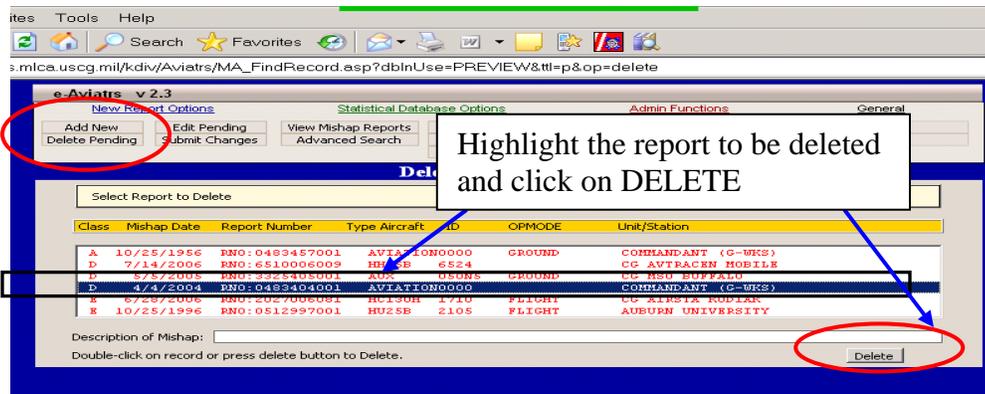
*Sending a Preliminary Mishap Message **does not** relieve you of M5100.47 reporting requirements, nor does it eliminate the need to request an extension if you need it. A Final Mishap Report is still due within the reporting deadlines.*

Preliminary Mishap Messages can be as simple as a brief description of the incident, identification of the potential hazard(s) and the remaining sections can be “TBD” or “under investigation”.

If it is determined a Final Mishap Message does not need to be released, the Mishap Report can be deleted in e-AVIATRS and not submitted to the database base. If a Final Mishap Message is not released, CG-1131 should be notified and the Command should consider releasing a cancellation message, so others will know there will not be a Final; Mishap Message. Only on rare occasions will you release a Preliminary Mishap Message and not a Final Mishap Message.

Delete Pending Record

There is **only one copy** of each report in the database. Everyone that has access to a mishap report (the originator and anyone emailed a link to that **RNO**) can view it, change it, and/or delete it. Everyone is looking at the same report. The report viewed in your pending file IS NOT your copy, it is the same report being viewed by everyone else. There is only one report to delete.



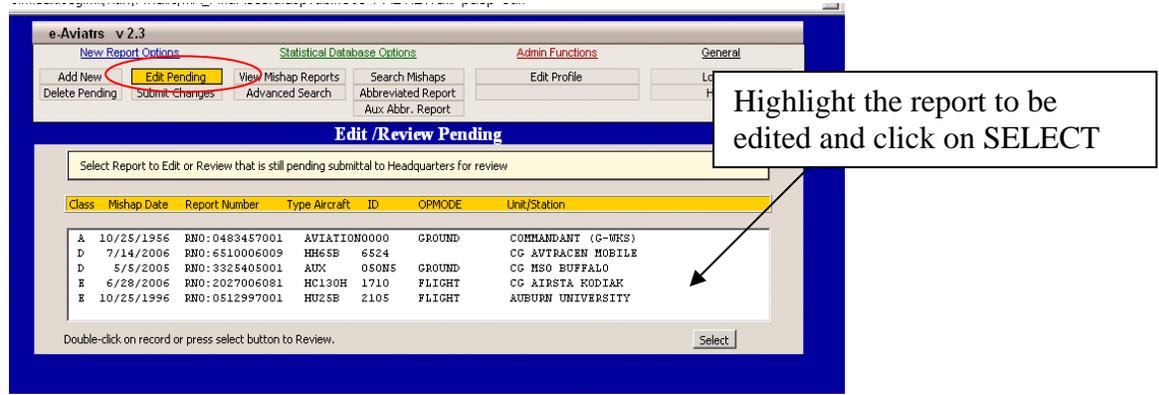
To delete a report click on **Delete Pending** under **New Record Options**. Highlight the report you would like to delete and click on Delete. The Mishap report and RNO will be deleted from the system.



Record Recovery: Reports deleted at the unit level are stored in a deleted record file for 30 days. To retrieve a deleted report use either the [Submit Changes](#) function or [Feedback Function](#) to request the report be restored to your pending file. These two functions will notify the personnel with appropriate admin privileges to restore deleted reports. (Phone calls and emails will not notify the appropriate personnel and will delay the process).

Edit Pending

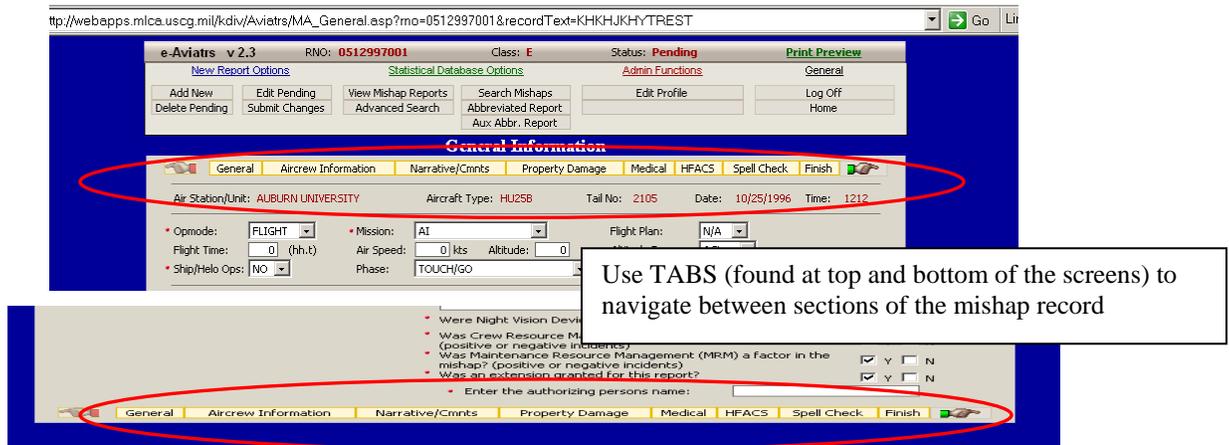
To edit a report, click on **Edit Pending** under **New Report Options**. Highlight the report you would like to edit and click SELECT.



NOTE: It is possible to navigate between pages without filling in all the data. You can print the report, send a CGMS message and submit it to the review chain, without filling in all the mandatory fields. You **CANNOT** submit the report to the database until all the required information has been completed (mandatory fields are marked with a red dot).

Navigating between Report Screens.

To navigate between screens use one of the eight (8) tabs at the top or bottom of the screen. **DO NOT** use the back and forward arrows.



- **General:** Information used to generate lines 3-8 of the CGMS mishap message and other mishap data used for data searches and not included in the mishap message.
- **Aircrew Information:** Line 9 information.
- **Narrative/Comments.** Information used to generate lines 10 and 12 thru 15 of the CGMS mishap message.
- **Property.** Line 11 information of the CGMS mishap message.
- **Medical.** Information used to satisfy injury reporting requirements. This information is only required for mishaps involving injury to CG personnel.

- **HFACS.**
- **Spell Check.** Checks only the page that is opened when the Spell Check Tab is clicked. Spell check must be clicked on each page.
- **Finish.** Review, printing, generating CGMS upload file and submitting the report to the database.

To navigate within **Aircrew Information**, **Property Damage** or **Medical** tabs, click on the **Add New Record** button in the upper left hand corner of the screen.



To scroll between records on the **Property Damage** or **Medical** screens, use the Previous/Next arrows in the upper right hand corner of the screen.

Mandatory Fields. Red dots indicate mandatory fields that must be filled in BEFORE submitting the report to the database. You cannot submit the report to the database until all mandatory fields are filled in.



When you navigate from page to page, the system will give you a list of fields that still need to be entered on the active page before submitting the report to the database. You can move from field to field, page to page, submit the report for Command Level Review or generate/print a mishap message without completing these fields.

General Information Screen

This page collects information for lines 3-8 of the CGMS mishap message & mishap data searches.

Do not leave fields on the **General Information** page blank or empty. There is usually some option that will fit the mishap, use the N/A option only as a last resort. (for ground mishaps, use 0 for airspeed and 0 AGL for altitude).

Opmode. *Not all in-aircraft aviation mishaps are categorized as “flight” mishaps.* This is the number one incorrectly entered field (definitions of [OPMODES](#) are at end of this document and explained in COMDTINST M5100.47). Email CG-1131 if in doubt.

Note: Information collected is at the time of the mishap.

Note: Aviation Ground mishaps **without** an aircraft involved should use “Aviation” as Acft Type and 0000 for the tail number.

ITEMS WITH A RED DOT ARE MANDATORY.

Mishap Class. The system uses mishap cost, number injured, severity of injury and engine data to determine cost. See p. 23 for discussion of the Summary page.

Mishap Class Override. If you need the Mishap Class reassigned, use the **Submit Changes** function (pages 29). Explain why it needs to be changed and what Class to reassign.

Class E Mishaps. To assign Class E to a mishap, click on any choice other than N/A in the **Engine Data** field or use **Submit Changes** to request the Class be changed.

Engine Data. Use this field to record engine mishap/maintenance info. Clicking any choice other than N/A will automatically change Mishap Class to “E”.

Class E Override. If you are reporting a mishap that defaults to a Class E and the mishap is NOT a

Class E go ahead and send the CGMS message. You will have to change the class manually in CGMS. After you submit the report to the database, use the **Submit Changes** function to request that the Class be changed.

ACFT Gross Weight. Enter Aircraft gross weight at time of mishap.

Ship/Helo Ops. This is a frequently ignored field. It is either YES or NO.



Mishaps with Small Boat involvement: This is the number one most frequently ignored field. If the mishap involved a Coast Guard small boat or occurred while working with a CG small boat, enter the boat type. (Click ? for list of CG small boats).

Description of Mishap: This block becomes the title of the mishap, so think this block over carefully before filling it in. It's best to describe as succinctly as possible what happened, i.e., the symptom, hazard, or emergency that triggered the mishap report. Try to include a common term in the description (near-midair, engine flameout, laser) that you would expect someone to use in a database search for the mishap.

Location of Mishap: For in-flight mishaps, a general description of the closest airport or radial/DME from nearest point of land is appropriate. If the mishap occurred on deck, a more specific description may be appropriate, e.g., wash rack, spot x on the ramp, etc. For other aviation ground mishaps, include a short description where in the hangar the mishap occurred, e.g., hangar #2, helo engine shop, line crew shed, RS shop, etc.

Weather/Forecasted Illumination: If NVG/NVD were worn at the time of the mishaps, include forecasted illumination.

Note: If a mishap could be considered model specific, note this in the **Narrative** or **Additional Findings**. The number of flight hours the mishap crew has in that aircraft model should be included as well.

Note: All information collected is at the time of the mishap.

Causal Factors: It is common for mishaps to involve more than one causal factor, and up to six may

be assigned to a mishap. Coast Guard aviation does not assign priority to causal factors, it is assumed that eliminating any one cause factor will prevent the mishap or lessen its severity. Causal Factors should be listed in the order they occurred or are discovered. Causal factors are not included in the mishap message. The [HFACS tab](#) can help you with assigning these.

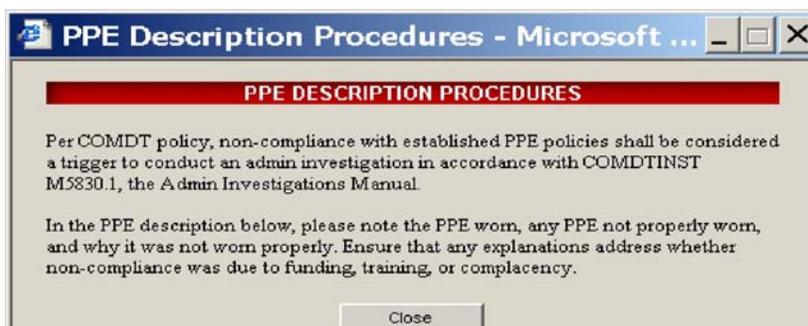
(For example enter sky/cloud conditions, visibility, wind, sea state, temperature, etc.)

<p>Mishap Causal Factors:</p> <p>Note: Causal Factors DO NOT appear in the Mishap Message.</p> <p>1. <input type="text"/></p> <p>2. <input type="text"/></p> <p>3. <input type="text"/></p> <p>4. <input type="text"/></p> <p>5. <input type="text"/></p> <p>6. <input type="text"/></p>	<p>Additional Factors:</p> <ul style="list-style-type: none"> • Was Weather a factor in the mishap? <input type="checkbox"/> Y <input type="checkbox"/> N • Were there problems with Safety Equipment? <input type="checkbox"/> Y <input type="checkbox"/> N • Were there problems with the Aviation Life Support Equipment? <input type="checkbox"/> Y <input type="checkbox"/> N • When this mishap occurred, was all required PPE worn properly by those involved? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> None required • Were Night Vision Devices worn during the mishap flight? (Included forecasted illumination for the mishap flight in the weather field) <ul style="list-style-type: none"> • Enter number of hours NVD's were used during the mishap flight: <input type="text"/> (hh.t) • Was Crew Resource Management (CRM) a factor in the mishap? (positive or negative incidents) <input type="checkbox"/> Y <input type="checkbox"/> N • Was Maintenance Resource Management (MRM) a factor in the mishap? (positive or negative incidents) <input type="checkbox"/> Y <input type="checkbox"/> N • Was an extension granted for this report? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
--	--

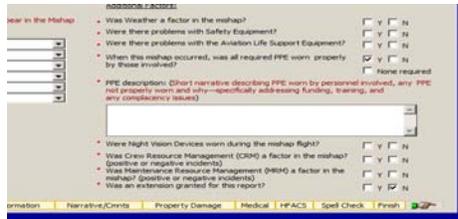
Additional Search Factors (Yes/No Fields): These boxes are used for quick searches and when looking for examples for case studies and CRM/MRM training. These items may or may not have been causal factors. Please do not ignore this section, the information collected here can be very important when doing data searches. These ARE NOT causal factors, these are factors used for data searches. These items can be used to indicate positive as well as negative events.

Safety Equipment and ALSE (Aviation Life Support Equipment): Use these boxes for any problems with safety equipment or ALSE (per COMDTINST M13520.1). **Safety equipment** is a fairly broad term and could include ALSE, on-aircraft safety equipment (e.g., floats, ELTs), ground fire-fighting equipment, aircraft alarms, etc. **ALSE** includes aircraft survival equipment, inflatable equipment, oxygen equipment, rescue equipment, pilot/aircrew PPE, and Rescue Swimmer equipment. ***If you check either of these boxes, you should explain what the “problem” was in the “additional findings” section of the report.***

PPE worn properly?: This field is for capturing the presence or absence of personal protective equipment. Per COMDINST M5830.1, instances of non-compliance shall be investigated. This section should give consideration to both aviation (flight gloves, dry suit) and non-aviation (safety glasses, hard hats, gloves, etc.) types of safety gear.



Checking YES or NO will open up the [PPE Reminder](#) box and [PPE Description](#) field.

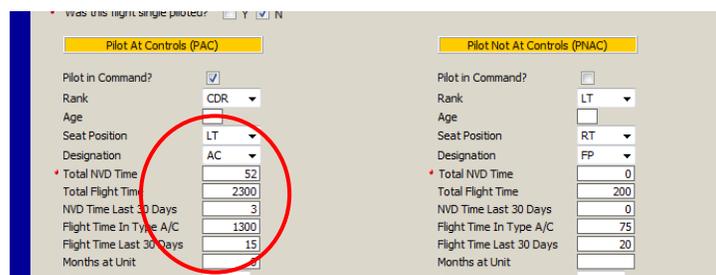


What to include in this box:

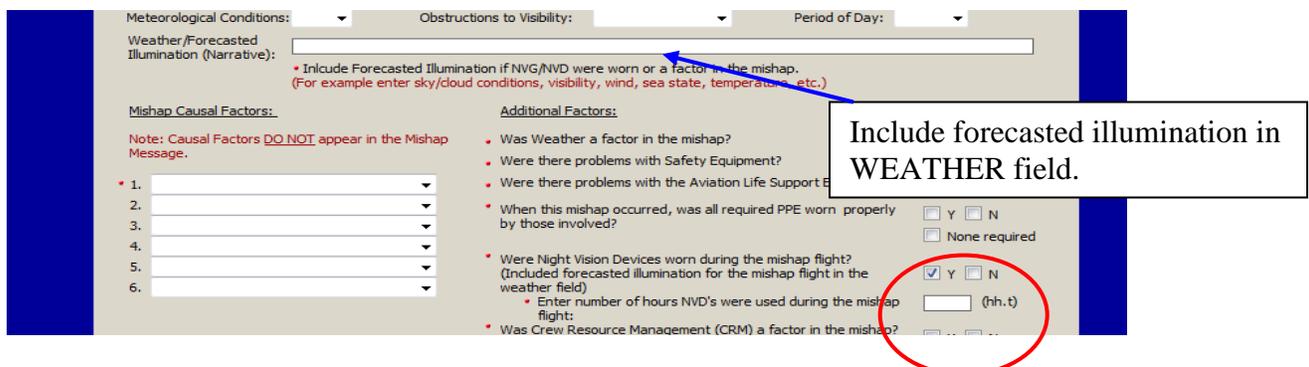
- Use this section to record information regarding additional PPE that would have helped lessen or prevented the injury if it had been used or available.
- Use this field to elaborate if any PPE, including maintenance PPE or rescue swimmer gear, fails or does not work properly.
- This is also a good place to note PPE or safety gear that prevented an injury (e.g., visor down during high impact bird strike).
- For flight/flight-related mishaps - if standard flight gear or swimmer gear was used and there is nothing significant to report, enter "STD FLT GEAR WORN."

Night Vision Devices (NVD or NVG) usage: If NVDs (i.e., NVGs) were worn anytime by any crewmember during the mishap flight, check this box "yes." *This box should be checked "yes" even if NVGs were not being used (e.g., goggles up) at the time of the mishap.* Checking this box does not imply that NVDs were a factor in the mishap. Also, an explanation of whether individual crewmembers **were or were not using the NVD/NVGs during the mishap** is usually appropriate in the **narrative** or **additional findings** sections.

Enter the amount of time the NVDs were in use for the mishap flight on the **General Information** page. Ability to include "Total NVD Time" and "NVD Time Last 30 Days" for the pilots will be included on the **Crew Information** page.



If NVD/NVGs were worn *at the time of the mishap*, double check you have included forecasted illumination in the weather narrative field.



CRM/MRM: Check these boxes for both positive and negative examples of CRM or MRM. Click “yes” to CRM if any CRM tenet contributed to the outcome of the event. Click “yes” to MRM if maintenance human factors/errors contributed to the event. Most aviation ground mishaps should have the MRM box checked “yes.” If either “Maintenance” or “Human Factors: CRM” is selected as a mishap causal factor, the appropriate “**additional factor**” boxes should be checked. Also, if the “CO’s Comments” mention that the mishap is a good example of MRM or CRM, make sure you check the appropriate box.

Mishap Extension Request Function

To request an extension, check the **Extension Granted** box at the bottom right of the **General Information** page. The **Aviation Mishap Report Extension Request** form will appear.

Requesting an extension provides an additional 30 days beyond the normal CIM5100.47 Mishap Class deadlines. The unit CO must contact the Chief of CG-1131 in writing if more time is needed beyond the 30-day extension. The **Aviation Mishap Report Extension Request** form is already populated with information from the mishap record, including the **Mishap Description**. The FSO only has to fill in the reason for the reporting delay and add any additional personnel to receive the request. The FSO can select names from their custom e-AVIATRS email list or type in emails.

AVIATION MISHAP REPORT EXTENSION REQUEST FORM

* DATE RECORD CREATED: 3/9/2011 2:33:41 PM

* UNIT: AUBURN UNIVERSITY

* RNO: 0512904001

* DATE OF INCIDENT: 10/25/2003

* AIRCRAFT TYPE: C37A

* AIRCRAFT TAIL NUMBER: 01

* BRIEF DESCRIPTION: AIRFRAME DAMAGED DURING PAO EVENT

* REASON FOR REQUEST: Extension requested to illustrate the Extension Requested function for the User Guide.

IN ADDITION TO CG-1131 SEND REQUEST TO: Email addresses must be valid Coast Guard addresses (uscg.mil); any other format will be removed from the Carbon Copy (CC) line. Email addresses can be separated by a comma (,) semicolon (;) or blank space.

AVIATRS EMAIL LIST: Check the email addresses that you wish to have included in the Carbon Copy (CC) line. This list is populated from your current AVIATRS email list.

Joel.L.Rebholz@uscg.mil Thomas.H.Farris@uscg.mil

[CG-1131 Extension Policy and Guidance](#)

- When granted, an extension will add an additional 30 calendar days to the date the report was due. (Example: Class D or E = Date of Incident + 21 days + 30 day extension. Total of 51 days from date of incident)
- After the date of the extension deadline, a letter (or e-mail) is required from your Commanding Officer to the Chief of Aviation Safety explaining the delay.
- Strongly consider a preliminary report if the Aviation Safety Program is better served by getting the initial word out to the field. If you are in doubt, do not hesitate to call us for help. At a minimum, submit a preliminary report for:
 - Class C mishap or above
 - Any mishap where an existing procedure/process (or lack thereof) or an aircraft component hindered or threatened to hinder safe operations.
 - Any time someone was injured because of an existing procedure/process or equipment.
- If you are concerned about what to put in a preliminary report, don't hesitate to call. It can be as simple as a brief description of the incident, identification of the potential hazard that you are investigating, and all of the remaining sections as "TBD, UNDER INVESTIGATION."

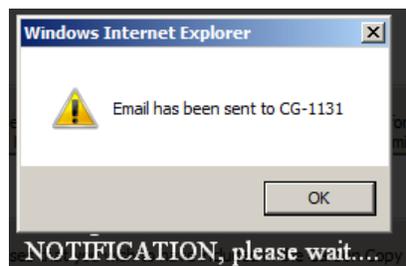
Cancel Send

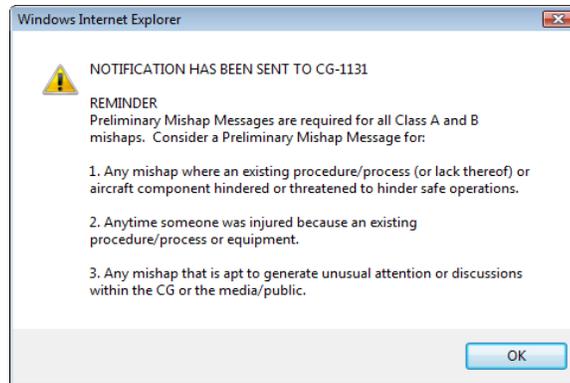
Note: FSOs are strongly encouraged to include the unit CO and XO to keep them apprised of the extension request and so they will be included on the late notices/reminders.

Clicking SEND will send a text msg to the CG-1131 staff and anyone else the FSO adds.

"CG-1131" will be entered in the **Authorizing Person's Field** at the bottom of the **General Information** page and the following reference line is added to the message: "B. EXTENSION GRANTED BY CG-1131".

Clicking **SEND** also generates two pop ups, the first indicating the request was sent to CG-1131 and a second with a Preliminary Message Reminder/Guidance.





Unless CG-1131 contacts you, the extension is granted.

As long as the reason for requesting an extension is acceptable you are done. CG-1131 may contact you for more details or recommending a Preliminary Mishap Message be released.

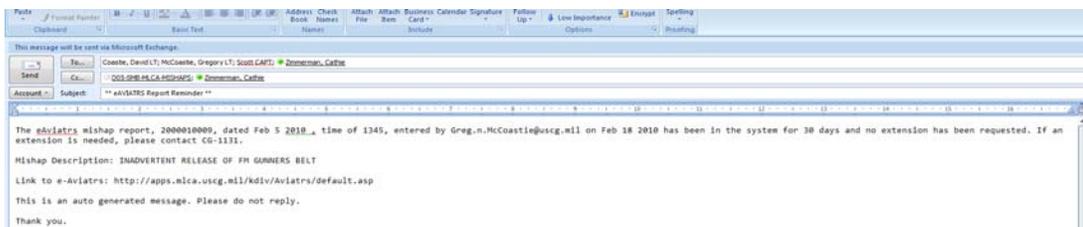
On those rare occasions where the extension is denied, the extension granted box will be unchecked by CG-1131 and normal reporting deadlines will apply (i.e., the system will send reminders based on the normal deadlines).

Note: Unless the FSO has forwarded the report to members at the command or included them on the extension request, only the FSO is notified of late reports. In this case, the CO will not know the report is overdue or that he needs to contact CG-1131.

The following applies to mishap reporting timelines.

- Timelines for submission are 14 calendar days for Class C & 21 calendar days for Class D and E.
- An extension (when granted) will add an additional 30 calendar days to the date the report was due. (Example: Class D or E = Date of Incident + 21 days + 30 day extension. 51 days from date of incident).
- After the date of the extension deadline, a call, letter, or email is required from the unit Commanding Officer to the Chief of Aviation Safety (CG-1131) explaining the delay.

Note: Preliminary reports are strongly encouraged, the Aviation Safety Program is better served by getting the initial word out to the field. If in doubt, do not hesitate to email/call us.



If no extension is requested and the report is not submitted to the database before the end of the deadline, the system will send an email to the originator and CG-1131.

Likewise, if an extension is requested and the report is not submitted before the deadline, an email will be sent. After the extension deadline, a letter (or email) is required from the unit Commanding Officer to the Chief of Aviation Safety (CG-1131) explaining the delay.

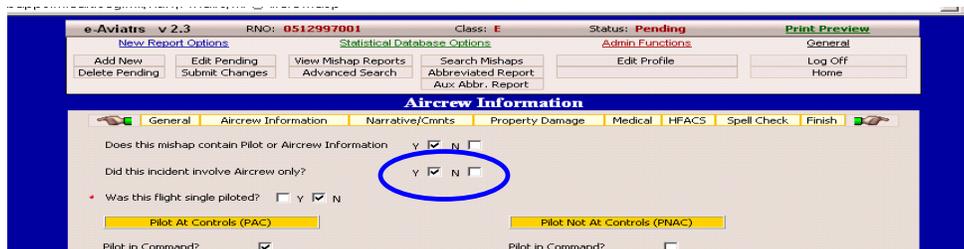
Aircrew Information Screen

This page collects information for line 9 of the CGMS mishap message.



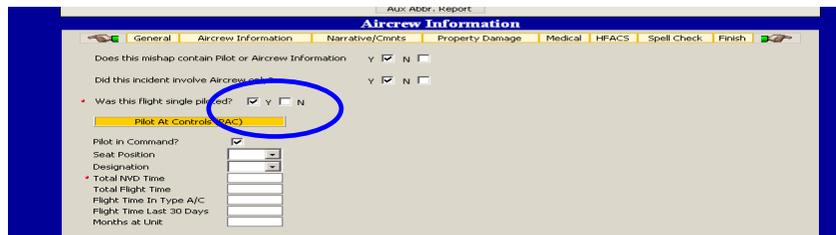
Check **Yes** if there is any pilot/aircrew data associated with the mishap. If **yes**, the window opens up allowing crew information to be filled in.

If there is no crew data associated with the mishap, checking the no box allows the users to finish the report without filling in these fields. If "NO PILOT/AIRCREW INFORMATION" is checked, Line 9 of the mishap message will read: "9. AIRCREW INFORMATION: N/A."



Aircrew Only: If the mishap involved aircrew only (e.g., ground run) and had no pilot involvement, check "yes" to the **Aircrew Only** box. If the **Aircrew Only** box is checked YES, Line 9 of the Mishap Message will list N/A for the PAC and PNAC and only display aircrew flight time information.

Warning: If you enter pilot or aircrew information and then click one of the "NO" boxes, the data will be lost.



Single Piloted: If the flight was singled piloted, check this box and data for only one pilot is required. Aircrew data can be included if the aircrew was a factor in the mishap.



Additional Aircrew: To add additional aircrew data click on the **Add New Aircrew Data** button in the left hand corner of the screen.

Deleting Aircrew: To delete aircrew data click on the **X**. This will delete only the individual aircrew record not the mishap report.

Pilot Data (Rank and Age): Only users with Administrator or MAB accounts will be able to enter the Rank and Age data for aircrew. This is only used for COMDT MAB investigated mishaps.

Note #1: All information collected is at the time of the mishap.

Note #2: If a mishap could be considered model specific, noted this in the **Narrative** or **Additional Findings**. The number of flight hours the mishap crew has in that aircraft model should also be included.

Narrative and Text Fields

This page collects information for lines 10 and 12 thru 15 of the CGMS mishap message.

Narrative: The narrative is extremely important to understanding the mishap. Think about the information needed to present the mishap to others, or for others to understand the mishap. It is important to capture all the potential issues that relate to breaking the mishap chain so future mishaps can be prevented. Be sure to show how equipment or procedures prevented or could have prevented further damages or injuries.

By carefully including a factual account of the mishap and post mishap efforts in the narrative block, it is possible to give a complete picture of what happened, including the sequence of events and circumstances leading to the mishap. Include what happened after the incident, but try to keep deliberative and speculative information to a minimum, save that for the **Additional Findings** or **CO's Comments field**.

Note #1: While not required, it is often helpful in writing the narrative to use the **HFACS** tab to evaluate the event.

Note #2: As you write your mishap message, keep in mind that mishap messages are excellent material for safety briefings and should be written to prompt discussions of the event and lessons learned.

The screenshot shows a web application interface for entering mishap data. At the top, there is a navigation bar with buttons for 'Add New', 'Delete Pending', 'Edit Pending', 'Submit Changes', 'View Mishap Reports', 'Advanced Search', 'Search Mishaps', 'Abbreviated Report', 'Aux Abbr. Report', 'Edit Profile', 'Log Off', and 'Home'. Below this is a tabbed interface with the following tabs: 'General', 'Aircrew Information', 'Narrative/Cmnts', 'Property Damage', 'Medical', 'HFACS', 'Spell Check', and 'Finish'. The 'Narrative of Mishap' tab is active, showing a text area with instructions: 'GIVE A COMPLETE PICTURE OF WHAT HAPPENED. INCLUDE THE SEQUENCE OF EVENTS AND CIRCUMSTANCES LEADING TO THE MISHAP AND WHAT HAPPENED AFTER THE MISHAP, WHILE KEEPING THE SAFETY INVESTIGATION DELIBERATIVE INFORMATION OUT. INCLUDE THE SEQUENCE OF POST MISHAP EVENTS THAT RETURNED THE ACFT TO 'B' STATUS. ANY INFO PLACED IN THE FIELD MAY BE PROVIDED TO OEM/SUPPLIERS AND OTHERS OUTSIDE THE CG. REMEMBER ENGINEERING FINDINGS ARE DIFFERENT FROM SAFETY FINDING AND MAY BE INCLUDED IN THE NARRATIVE. IT IS OKAY TO SAY "ENGINEERING REPLACED. WIDGET B AFTER FINDING THAT REPLACING WIDGET A DID NOT SOLVE THE PROBLEM."'. Below the text area are input fields for 'Investigator - Last Name, First, MI', 'Phone Number (w/ Area Code)', 'Ext.', and 'Originators Email Address' (with the example 'cathie.zimmerman@uscg.mil'). There are also sections for 'Additional Findings and Corrective Actions' and 'Commanding Officer Comments', each with a text area and instructions.

Additional Findings/Corrective Actions:

Use this field to elaborate on what happened and the investigative actions taken, etc. Record here air station/unit level corrective actions and actions already completed (such as CG-22 submissions, repairs, mishap discussed at all hands...etc). Include in this field suggestions/recommendations completed at the **local** level such as “all pilots or all air stations should review.” These actions do not require intervention beyond the airsta/unit level to implement and are not tracked by RATS (The **Recommended Action Tracking System**). Most mishaps point out a need to re-enforce standards or double check procedures or provide refresher training, not major changes or new equipment. Use this field to discuss these types of actions.

Note #1: Not every mishap will result in a change or need for new equipment. Most incidents point out a need to re-enforce standards, double check procedures, provide refresher training or increase awareness and other unit level actions.

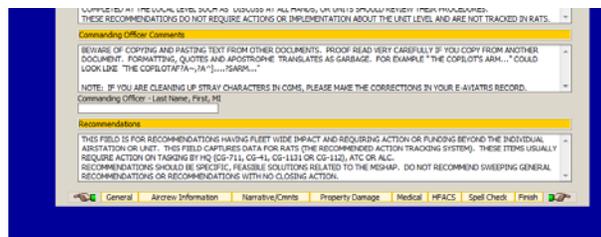
Note #2: If a mishap could be considered model specific, this should be noted in the NARRATIVE or ADDITIONAL FINDINGS. The number of flight hours the crew has in that aircraft model should be included as well as other useful details.

References:

Keep in mind when using references in the mishap report, the narrative and other text fields should be readable as a standalone text. Mishap reports are often reviewed only in sections and seldom is the entire report reviewed or released. Do not use the reference letters used in the mishap message, as message references are not captured in the **e-AVIATRS** database.

Without the original mishap message it is often hard to figure out what document is being referenced. References should be included in the text fields.

- Reference “A” by default will always be: Safety and Environmental Health Manual, COMDTINST M5100.47.
- Abbreviate the title of other documents (i.e. Air Ops, 3710, dash one).
- If a reference is used more than once in the mishap report, tag it as ref (X) the first time.
- Mishap reports should be referred to by Unit, Date, Tail and RNO. In real life mishaps are not remembered or referred to by DTG.



SUPPLEMENTAL TO THE LOCAL LEVEL ONLY AND LOGGED BY THE PERSON OR UNIT TO WHICH THEY APPLY. THESE RECOMMENDATIONS DO NOT REQUIRE ACTIONS OR IMPLEMENTATION ABOUT THE UNIT LEVEL AND ARE NOT TRACKED IN RATS.

Commanding Officer's Comments

BEWARE OF COPYING AND PASTING TEXT FROM OTHER DOCUMENTS. PROOF READ VERY CAREFULLY IF YOU COPY FROM ANOTHER DOCUMENT. FORMATTING, QUOTES AND APOSTROPHES TRANSLATES AS GARBAGE. FOR EXAMPLE "THE COPILOTS ARM..." COULD LOOK LIKE "THE COPLOTAF~"JA".....ISARM..."

NOTE: IF YOU ARE CLEANING UP STRAY CHARACTERS IN COMS, PLEASE MAKE THE CORRECTIONS IN YOUR E-AVIATRS RECORD.

Commanding Officer - Last Name, First, MI

Recommendations

THIS FIELD IS FOR RECOMMENDATIONS HAVING FLEET WIDE IMPACT AND REQUIRING ACTION OR FUNDING BEYOND THE INDIVIDUAL AIRSTATION OR UNIT. THIS FIELD CAPTURES DATA FOR RATS (THE RECOMMENDED ACTION TRACKING SYSTEM). THESE ITEMS USUALLY REQUIRE ACTION ON TAGGING BY HQ (CG-711, CG-11, CG-1131 OR CG-112), ATC OR ALC. RECOMMENDATIONS SHOULD BE SPECIFIC. PLEASE SOLUTIONS RELATED TO THE MISHAP. DO NOT RECOMMEND SWEEPING GENERAL RECOMMENDATIONS OR RECOMMENDATIONS WITH NO CLOSING ACTION.

General | Address Information | Narrative/Comments | Property Damage | Medical | HFACS | Spell Check | Finish

Commanding Officer's Comments:

The “CO’s comments” should address the circumstances surrounding the mishap, corrective actions to be taken by the unit and comments on actions taken by the crew. Comments should address human factor issues involved in the mishap.

Recommendations:

This field is for recording recommendations that have fleetwide impact and require action or funding beyond the air station level. This is tasking for HQ (CG-711, CG-41, CG-112, CG-1131), ATC, or ALC. Recommendations are actions that will prevent or mitigate similar mishaps in the future. Recommendations should be feasible actions related to the mishap. Vague recommendations addressing the importance of simply doing one's job do not belong here. Provide specific action that will correct the deficiency and prevent future mishaps. The intent of this field is to capture information to be tracked by RATS (**Recommended Action Tracking System**). Recommendations in this field are beyond the unit level.

Note: Any item not fitting the above criteria will be moved into the **Commanding Officer's Comments** or the **Additional Findings/Corrective Action** fields during final review by Headquarters.

Note: Beware of copying and pasting text from other documents into **e-AVIATRS**. Proofread very carefully. Formatting, quotes and apostrophes do not always translate correctly. Also keep in mind if you are cleaning up "messy" characters in CGMS, **make sure** the same corrections are made to the **e-AVIATRS** records.

Property Damage Screen

This page collects information for line 11 of the CGMS mishap message.

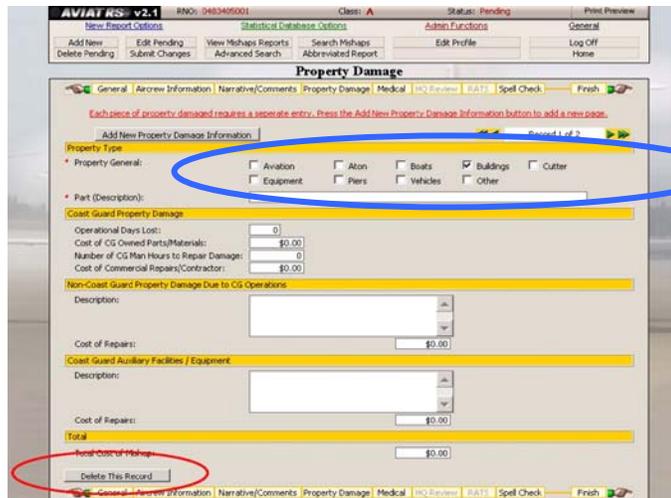


All damage can be included on one property record or multiple records as deemed appropriate. Components or systems can be combined in a single entry. Do not list each part separately, is it not necessary. If detailed parts and component information is needed, ALMIS will be used, not e-AVIATRS. Include only the parts and components needed to make the mishap understandable.

To add additional property records click on the **Add New Property Damage Information** button in the upper left side of the screen.

Note: To scroll between records on the **Property Damage** screen use the PREVIOUS/NEXT RECORD arrow in the upper right hand corner of the screen.

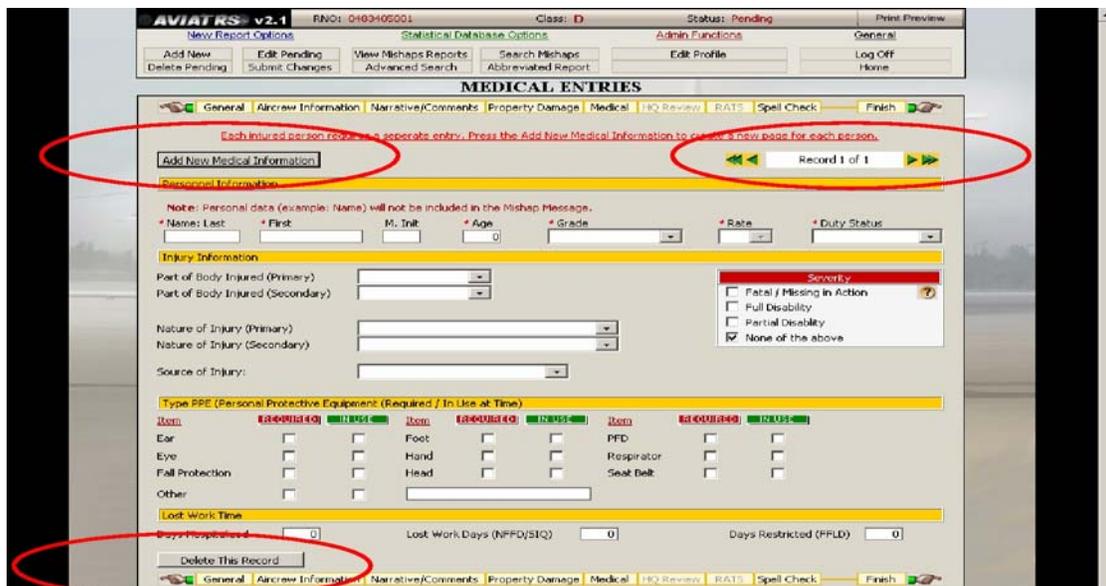
Enter mishap property damage data in the appropriate fields.



For non-aviation mishaps, click the appropriate box

Delete a Property Record. To delete a property record, click on “Delete This Record” at the bottom left hand corner of the screen. This will delete only the property record displayed not the mishap report.

Medical Information Screen



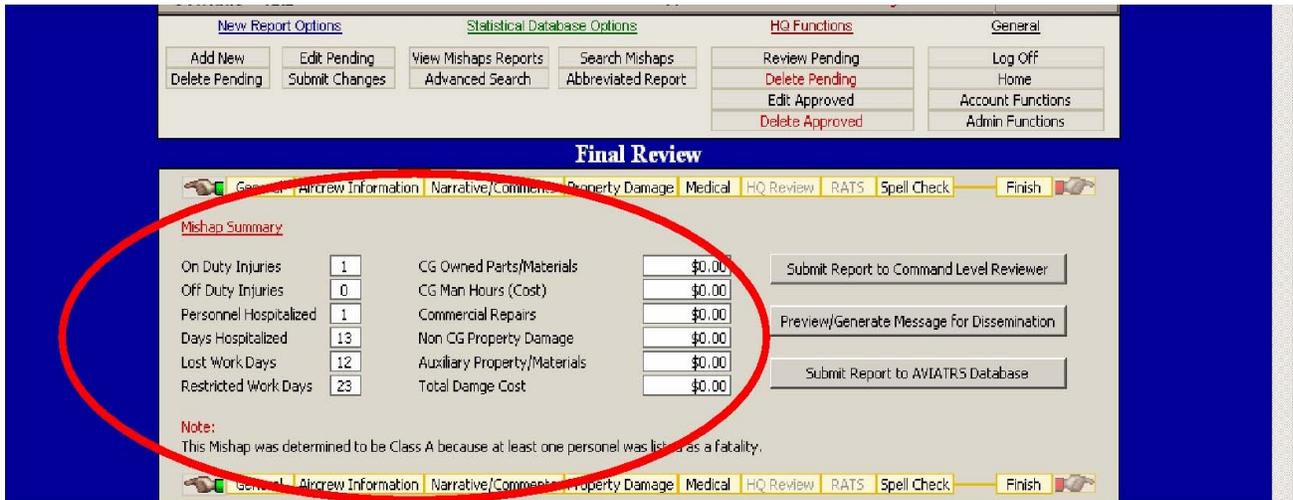
Each injured person requires a separate entry.

Note: To add additional personnel records on the **Medical** screen, click on the **Add New Medical Information** button in the upper left hand corner of the screen.

Note: To scroll between records on the **Medical** screen, use the PREVIOUS/NEXT RECORD arrow in the upper right hand corner of the screen.

Delete a Medical Record: To delete a medical record, click on “Delete This Record” at the bottom left hand corner of the screen. This will delete only the medical record displayed not the mishap report.

Finish Tab/Final Review Screen

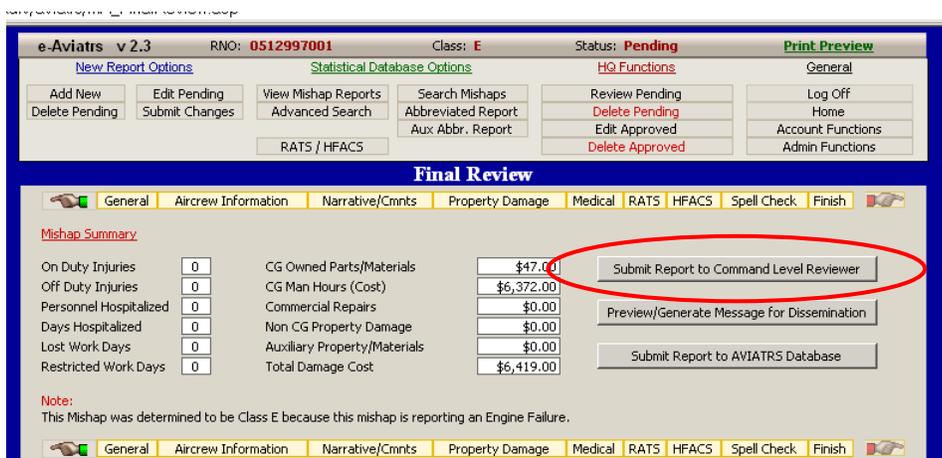


This screen shows a summary of the mishap (cost, number injured, etc) and justification for the **Mishap Class** assigned. **Mishap Class** is assigned per the definitions of COMDINST M5100.47.

The summary information on this page is generated based on the information entered on the other pages. **Do Not** attempt to change this information, changes will not be saved. The summary information can only be changed by changing the information on the other screens.

Mishap Class Override. On those rare occasions you need the **Mishap Class** (see page 12) to be different from what the system assigned, use the **Submit Changes** function (page 29). Explain why it needs to be changed and what Class to reassign.

The **Finish** tab / Final Review screen has three functions, (1) **Submit Report for Command Level Review**, (2) **Preview/Generate Mishap Message**, and (3) **Submit Record to e-AVIATRS Database**. You can use this screen and the top two review options at anytime, it is not necessary to complete all the mandatory fields.



Submit Report to Command Level Reviewer (Sharing Pending Reports)

Submit Report to Command Level Review allows you to email the report to other reviewers. This is the only way to allow others access to the report (you will still have access to edit the report).

The screenshot shows the 'Submit to Command Level Reviewer' page in the e-AVIATRS system. The page title is 'Submit to Command Level Reviewer' and it includes a 'Command Level Reviewer's Email Address' field. Below this is a list of reviewers with columns for name, email, and status. A red circle highlights the reviewer list, with a callout box stating 'Highlight and add addresses from your list or manually enter addresses'. A green circle highlights the 'Add Selected Email Addresses' button, with a callout box stating 'Click here to assign READ ONLY ACCESS'. A blue circle highlights the 'Insert comment to Command Level Reviewer (if desired):' text area, with a callout box stating 'Type comments or instructions here'. At the bottom, a table shows the status of the email sent to reviewers.

Message Sent To	Action
cathe.zimmerman@uscg.mil	Initiated Mishap Report

Lots of buttons on this page, be sure you are clicking the correct one.

Highlight the Reviewers from your list and click Add Selected Email Addresses or type in addresses not listed, separate by semicolons. If selecting multiple email address from custom list, hold the CTRL key while selecting on the address. (see page 5 for creating custom email list).

READ ONLY. Records can be marked as **READ ONLY** before emailing to a reviewer. That Reviewer can only view the report and cannot change any fields, delete the report, forward the message or submit it to the HQ. This person will not be able to print, create a message or forward the report.

COMMENTS. Comments or instructions can be sent to the reviewers, by using the **Comments** block. These will appear in the email sent to all reviewers. Nice way to let everyone know the mishap timeline and when the report is due!

The screenshot shows an email received from the Command Level Review page. The email body contains the following text: 'Click on the link below to review this Aviation Mishap Report. USCG AVIATRS Online MISREP System. Comments from cathe.zimmerman@uscg.mil. NO - please review and post to the Capt. CO - we requested and extension so the report needs to be submitted on the 18th.' A blue circle highlights the comment text, with a callout box stating 'Comments/Instructions sent from the Cmd Level Review page.'

Each person will receive an email link to **e-AVIATRS**, letting them know that mishap **RNO** is available for them to review or edit.

Note: Only people with a valid USCG email address can access the mishap reports.

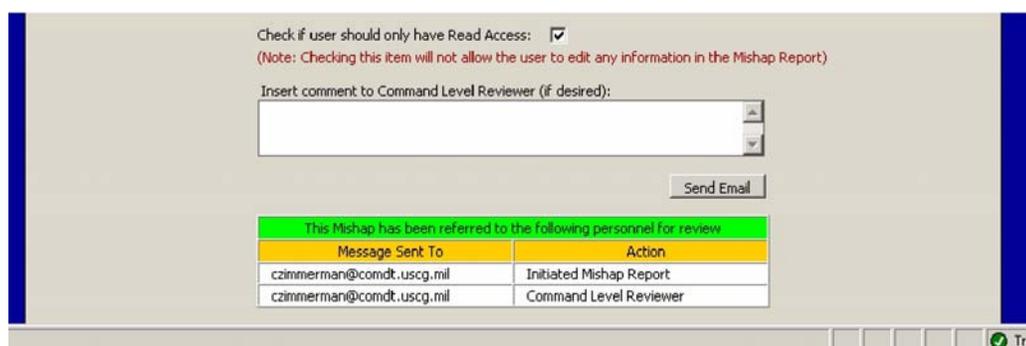
Review Process

Paper or electronic - it's your call. The review process is up to you and your command. The mishap can be emailed to each reviewer along with instructions or comments. Whatever works for your command. All reviewers can review the report at the same time. Reviewers can be instructed using the comment box (see page 5) to send the report on to the next reviewer and when the report is due.

NOTE: The mishap report originator and any reviewer **MUST** email the mishap report link to everyone they want to have access it.

An **e-AVIATRS** account is required to review a report.

Reviewer's Log: **e-AVIATRS** keeps a log of the reviewers as the report is emailed from reviewer to reviewer. This is at the bottom of the **Command Level Reviewer** page.



Check if user should only have Read Access:
(Note: Checking this item will not allow the user to edit any information in the Mishap Report)

Insert comment to Command Level Reviewer (if desired):

Send Email

This Mishap has been referred to the following personnel for review

Message Sent To	Action
czimmerman@comdt.uscg.mil	Initiated Mishap Report
czimmerman@comdt.uscg.mil	Command Level Reviewer

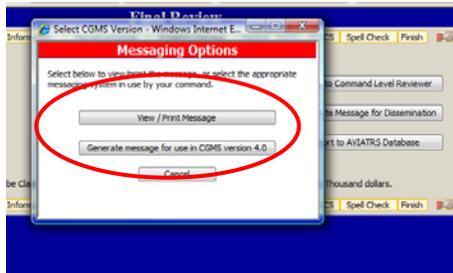
No Record in Pending File: If the report does not appear in a reviewer's pending file, check the email address used to send the link and the email address in the person's profile. If either email address is incorrect, that person will not be able to view pending mishap reports. Correct the email address and try resending the report link. If the report appears to be missing completely contact brian.a.potter@uscg.mil or use the [Submit Changes](#) function.

Preview/Generate Mishap Message

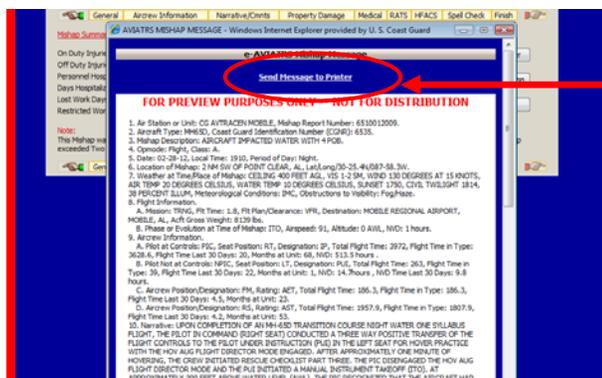
Note: CGMS Messages must be generated **BEFORE** submitting mishap records to the database. See Appendix D for tips related to generating a CGMS message using **E-AVIATRS** data.



View/Print Message: Use the middle button on the **FINISH** tab/**FINAL REVIEW** page to generate a paper copy of the mishap message or to generate a mishap message in CGMS. Follow the instructions on the screen and use CGMS to create/release a message. (See Appendix D for tips related to generating a CGMS message using **e-AVIATRS** data.)



Clicking the **Preview/Generate a Mishap Message** button produces the Messaging Options Dialogue box. The first option **View/Print Message** will produce a printable message format. The second option **Generate Message for use in CGMS version x.x** will produce an “.XML” file that can be uploaded in CGMS.



Click here to generate a paper copy of the mishap.

Option #1: View/Print message: If this is selected, your useful options will be to either (1) print by selecting **Send Message to Printer** or (2) you can use the cursor to copy the text.

Send Msg to Printer: If selected, your printer dialogue box will come up. The report can be printed to a printer or to other applications on your desktop.

Copy text: There are sometimes cases where it's useful to copy/paste the report into another program for editing. **Be careful when importing edited text back into e-Aviatrs or CGMS.**

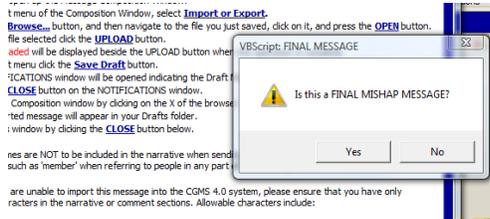


Option #2: Selecting **Generate Message for use in CGMS x.x**, will generate the following popup:

Small Boat Mishaps: Clicking either of the options in the Message Option box will generate the Small Boat/Hoisting Popup. Clicking yes will automatically add **AIG 4901** to the Mishap Message. *If yes is clicked and the small boat AIG is used, be sure data is entered in the small boat field on the **General Information** page.*

After answering the “small boat/hoisting” question, the system will ask “Is this a PRELIMINARY MESSAGE?” Clicking **NO** does nothing and each time you use the **Preview/Generate a Mishap Message** you will be asked if it is a Preliminary Message.

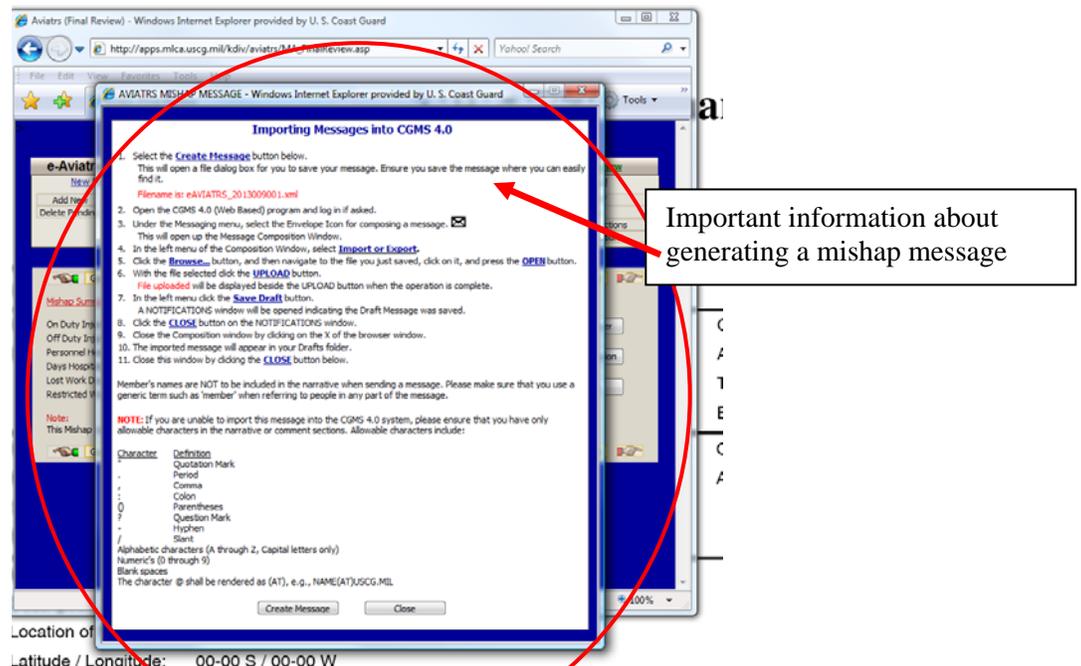
Clicking YES, will add “PRELIMINARY MESSAGE” to the subject line of the mishap message.



Each time the **Preview/Generate a Mishap Message** is used after clicking YES, you will be asked if this is a “FINAL MESSAGE?” Clicking NO changes nothing and “PRELIMINARY MESSAGE” will be added to the subject line of the mishap message.



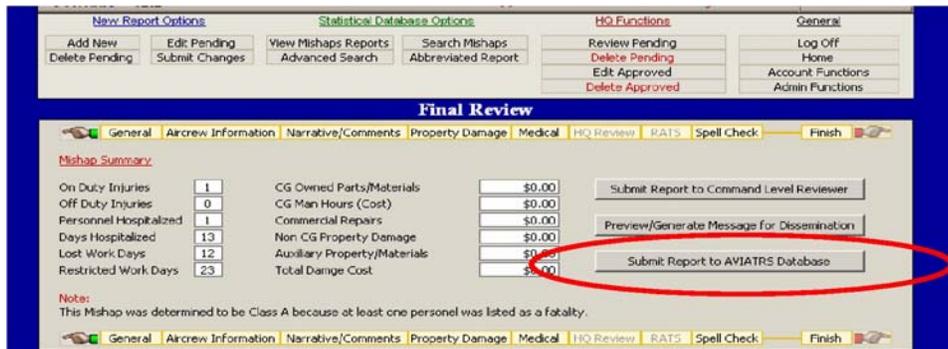
Clicking YES will add “FINAL MESSAGE” to the subject line of the mishap message and all mishap messages after this.



The **Preview/Generate a Mishap Message** option also provides instructions on import the **e-AVIATRS** data into CGMS 4.0. Do not ignore this pop up, it provides useful CGMS tips and reminders (see also Appendix D for other CGMS 4.0 tips).

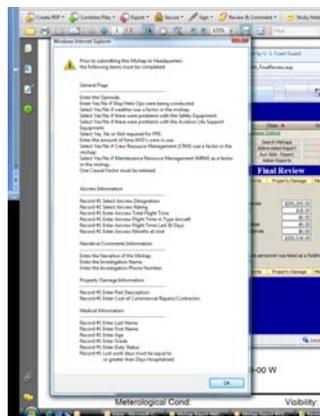
Clicking create Message will create an .XML file that can be uploaded into CGMS. From the Save Dialogue Box, use the default file name (**eAVIATRS_{RNO}.xml**) or create your own file name.

Submitting Report to e-AVIATR Database



Click **Submit Report to Database**: The bottom button on the Finish Tab/Final Review page will send the mishap report to the **E-AVIATR** database. Once you do this, you can no longer modify, print or generate a mishap message.

Note: You cannot submit the report to the Database until all mandatory (red dot) fields are complete. Clicking **Submit Report to eAVIATR Database** will produce a page by page list of fields that are incomplete.



Until you **Submit Report to eAVIATR Database** you can edit or print the report and generate a CGMS message as many times as you like.

Don't forget, unless you submit the report to the database, it will continue to reside in your pending file. This means no one can see the mishap record but the originator and those who have been emailed the link.

NOTE: CGMS Messages must be generated **BEFORE** submitting mishap reports to the database.

To make changes to a report after it is submitted to **eAVIATR**, use the **Submit Changes** function under **NEW REPORT OPTIONS** and request the mishap report be returned or provide the information to be updated.



DTG. Once all mandatory (red dot) fields are complete, clicking **Submit Report to eAVIATR Database**, you will be asked if a message was released, if YES is clicked, a prompt for the data time

group will appear (this is the DTG of the mishap message, not the data of the mishap).



One last reminder to generate a mishap message before submitting the record to Headquarters will be provided.

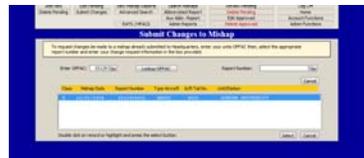


System confirms that the mishap record was submitted. The report will be review by CG-1131 before it is moved to the final active database.

Submit Changes



Anytime you need information changed or updated in a mishap record use the **Submit Changes** function under the **New Report Options**. The correct (and quickest) way to change or update information already in *e-AVIATRS* is to use the **Submit Changes** function. The requester will receive an email when the changes have been completed, usually within four (4) working days.



The **Submit Changes to Mishap** screen allows you look up mishap records by **RNO**, if known, or select from all mishaps record for your **OPFAC**.



Once a record is selected the screen will display the narrative and other key fields for that **RNO**. In the box provided at the bottom of the screen, describe what needs to be changes and submit the request.

Using the **Submit Changes** function will notify the appropriate personnel (non CG-1131 staff) with permission to make the changes requested. If someone is TAD or on LV, the request will still be handled in a timely manner.

Telephone calls and emails to the CG-1131 staff DOES NOT notify the right person and the problem will not be resolved in a timely manner (and usually delays the process).

Changes to Permanent Information: Changes to permanent information (OPFAC, Mishap Date, Time, and Tail Number) can be made using the **Submit Changes** function. You can still send the CGMS message, but will have to manually change the information on the message.

Record Return/Retrieval for Editing: To have a report (already submitted to the database) returned, use the **Submit Changes** function. Use this function to retrieve a report to (re) send a CGMS message or make major changes to a report.

Recover Deleted Record: To have a deleted report restored, use the **Submit Changes** function.

Returned Records: The person requesting a report be return, will receive an email and link stating that the report has been returned to the unit's **Edit Pending** folder. Everyone who had access to the report (has been emailed a link) should now be able to view the report again. If you receive the email, but the report does not show up in your **Edit Pending** folder check the **Edit Pending** folder of the person who submitted the report to **e-AVIATRS**.

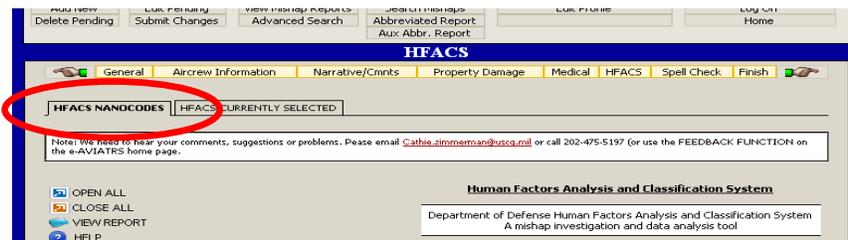
Human Factors Analysis and Classification System (HFACS)

USCG started using DOD HFACS in December, 2005 for all Commandant appointed MABs.

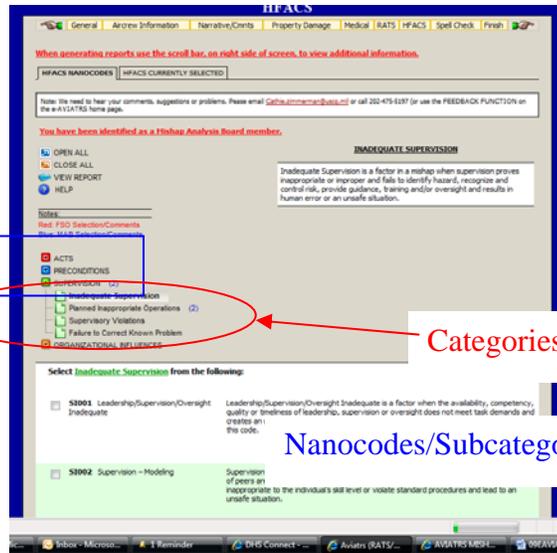
Use of HFACS is **not** mandatory at the unit level, but units are encouraged to use it for any mishap investigation. It can be very helpful in conducting a unit level mishap investigation.

There currently is no on-line help, but the online HFACS version is identical to the DOD HFACS version (<http://www.uscg.mil/hq/g-w/g-wk/wks/hfacs.htm>). The first 12 pages of this document are a good tutorial on how to use HFACS.

To use HFACS: First, click on the **HFACS NANOCODE** tab:



Failures/Conditions

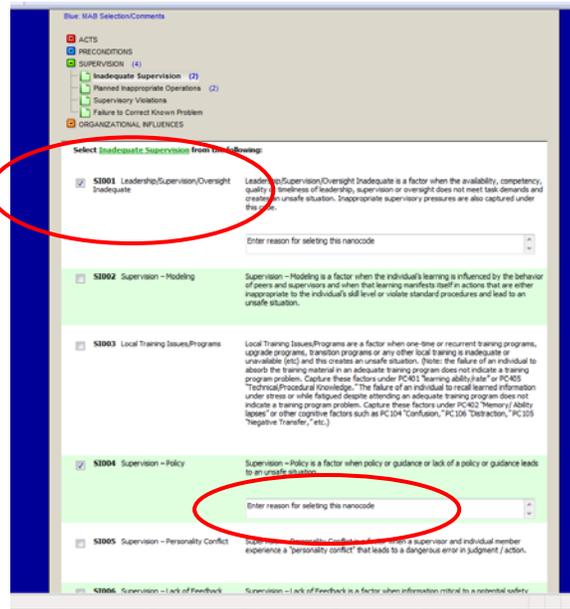


Categories (highlight and click to expand)

Nanocodes/Subcategories

Procedure:

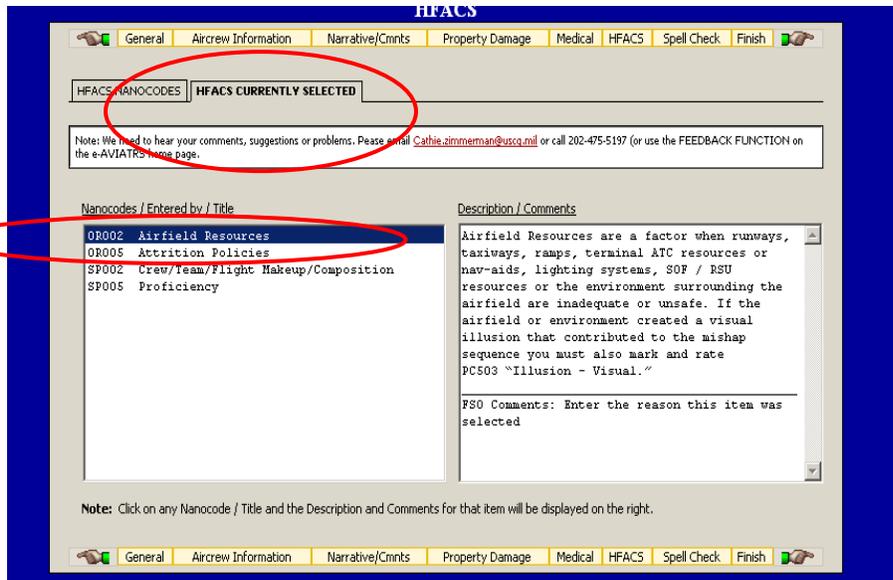
- Select a failure/condition (ACT, PRECONDITIONS, SUPERVISION or ORGANIZATIONAL);
- Drill down to the category by clicking on the down arrows;
- Highlight and click on the category to display the subcategories/nanocodes;
- Scroll down to the list of nanocodes located in the white box at the bottom of the page (this may require using the scrolling bar to view all choices).
- Select all that apply.
- You have the option of entering an explanation or justification for each nanocode selected.



NOTE: Unchecking a nanocode will delete any comments from the system.

REVIEW SELECTED HFACS AND COMMENTS. To Review Selected HFACS and Comments--use the **HFACS CURRENTLY SELECTED** tab and highlight the **Nanocode** to review and see comments.

There is currently no online help and no report generators. Please contact brian.a.potter@uscg.mil for assistance.



Only the mishap record originator (and MAB members) will be able to add, see or modify the HFACS at the unit level. Access can be given to other personnel, if desired. Contact brian.a.potter@uscg.mil (or use the **Feedback** function on the e-AVIATRS home page).

Comments / Suggestions. LCDR Potter needs to hear your comments, suggestions or problems, he is the only CG-1131 staffer working this issue and will be collecting the info and coordinating with the programmers. Please contact brian.a.potter@uscg.mil (or use the FEEDBACK FUNCTION on the e-AVIATRS home page).

Auxiliary Aviation Mishap Review

Abbreviated AuxAir mishap messages will be distributed to Auxiliarists via the Auxiliary Aviation Standardization Team and the Auxiliary District Flight Safety Officer (DFSFO). DFSFO and Air Station FSOs are encouraged to work cooperatively to facilitate the viewing of aviation mishap messages. See page 9 of Appendix G.

CG aviation mishap messages may contain privileged information and are classified For Official Use Only (FOUO), and cannot be transmitted outside protected Coast Guard systems. e-AVIATRS will generate an abbreviated mishap report containing only factual data and is approved for release outside the Coast Guard system.

DFSFOs should coordinate regular visits to air stations and facilitate FSO support during Aux training events to provide briefings and viewing of mishap messages. Auxiliarists are encouraged to view CG auxiliary aviation mishap messages in their entirety and these should be available for review through the Air Station FSO.

NOTE: While Auxiliary review of mishap messages is authorized and encouraged, accountability of these documents must be emphasized. All members of team Coast Guard are reminded that these documents should be controlled and protected from unauthorized reproduction or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.

OPMODE Definitions

Opmode: Not all aircraft mishaps are “flight” mishaps. This is the number one incorrectly entered field. If there is intent for flight, but no airframe/acft damage the mishap is flight-related (Flt-Rel). Most near midair collisions (NMAC), inflight injuries (e.g., laser events and RS injuries), rotorwash incidents and birdstrikes without damage should be entered as Flt-Rel, not Flight. Lesson learned/HIPO and near CFIT mishaps are also Flight-Related.

Aviation Opmode definitions (per Chapter 3, COMDTINST M5100.47):

- **Flight Mishap.** Mishaps involving Coast Guard aircraft damage/loss with or without other property damage, personnel injury/death, or occupational illness, where intent for flight existed at the time of the mishap.
- **Flight-Related Mishap.** Mishaps in which there is NO Coast Guard aircraft damage. Intent for flight must have existed at the time of the mishap, and other property damage, death, injury or occupational illness may or may not have occurred. (Includes near midair collisions, non-aircraft damage or injuries, CRM, MRM, ORM and other reportable events with NO reportable Coast Guard aircraft damage.)
- **(Aviation) Ground Mishap.** Aviation Mishaps involving damage to Coast Guard aircraft/aviation equipment, death, injury, or occupational illness occurred where NO intent for flight existed (e.g., towing, maintenance, run-ups, servicing, etc.). Ground mishaps imply no intent for flight and include maintenance or handling mishaps of aviation assets while deployed aboard vessels.

Note: Some mishap events require inspections (overtorques, bird strikes) in which no aircraft damage is found and no parts are replaced. ***These can be categorized as flight-related*** as long as the man-hours required for the inspection does not exceed 10 hours. The inspection time may be entered into e-Aviatrs under the “property damage” tab.

Note: For aviation ground mishaps ***without*** an aircraft involved, enter “AVIATION” for **Acft Type** and 0000 (zeros) for the tail number.

Problems, questions, or suggestions regarding e-Aviatrs program? Please use the **Feedback** or **Submit Changes** functions within e-Aviatrs.

For **suggestions to improve this user guide** or if the e-Aviatrs program feedback functions do not resolve your issue, please contact:

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