

# APPENDIX A

## JUST A FEW THINGS TO KEEP IN MIND

### PRELIMINARY and FINAL MISHAP MESSAGES.

**Preliminary Mishap Message** reporting for Class C and D is acceptable and encouraged when there is an urgency to get the word to the field.

When sending a preliminary mishap message for any incident add the words “PRELIMINARY REPORT” at the end of the SUBJECT LINE. This must be done manually in CGMS.

Preliminary mishap reports should not be submitted to the database.

**Final Mishap Messages.** If you send a preliminary mishap report, it is expected that you will be sending a final mishap report. Insert the words “FINAL REPORT” (in place of “PRELIMINARY REPORT”) at the end of the Subject Line, when sending the final. This must be done manually in CGMS.

If you determine a final mishap report does not need to be submitted to e-AVIATR5, you can delete the preliminary report without ever submitting it. The Command will need to consider sending a cancellation message and you must notify CG-1131 know, so we won't be tracking it. Only on very rare occasions, will you send a preliminary message and not follow up with a final message.

**Reporting Deadlines.** Preliminary mishap reports do not relieve you from of the other M5100.47 reporting requirements. You must still submit a Final Mishap Report within the deadlines or request an extension.

### MULTIPLE MISHAPS of the SAME TAIL NUMBER.

If the same airframe has repeat incidents of the same general nature, it is acceptable to report all the incidents in one mishap report---PROVIDED---the second or subsequent incidents occurred while the aircraft was still in Charlie status from the previous incident, AND the subsequent incident is related to the previous. However, if the aircraft is back in Bravo status before a subsequent occurrence, then it's a separate incident. If you combine incidents, be sure and mention this in the mishap report.

### DEPLOYED ACFT MISHAPS

If a mishap occurs while deployed, the crew can enter the mishap if they have connectivity to the CG intranet. If not, the home unit must enter the mishap report in *E-AVIATR5*. It is okay for the deployed crew to send the CGMS message without entering the mishap in *E-AVIATR5* but the unit will be responsible for entering the mishap report. If e-AVIATR5 is not available the format in Enclosure (5) of the Safety Manual should be used).

### SHARING REPORTS

You must e-mail the mishap report to all reviewers; this includes the other safety personnel at your unit. No one can see a report, except the originator, until the link to that RNO is e-

mailed. Use the [Submit to Command Level Reviewer](#) function on the [FINISH TAB](#).

There is only one copy of each report in the database. Everyone that has access to that report (the originator and anyone e-mailed a link to that report) can view it, change it and delete it. Two people could conceivably work on the same mishap on two different machines at the same time. This is not recommended.

## EXTENSIONS

- 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. 51 days from date of incident).
- After the date of the extension deadline, a letter (or e-mail) is required from the unit Commanding Officer to the Chief of Aviation Safety explaining the delay.

To request an extension:

### In OUTLOOK

In outlook with no e-mails open, go to the tools tab.

Drop down to the menu to forms, and go to 'choose forms'

Go to "Organizational Forms Library",

Open "Aviation Extension Mishap Request", fill out and send.

Using NEW BUTTON (the one used to originate a new e-mail)

Drop down to 'choose form'

Go to "Organizational Forms Library",

Open "Aviation Extension Mishap Request", fill out and send.

Attached to the form is a brief clarification of the extension policy from CG-1131 with some additional guidance for when to consider a preliminary report...

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 e-mail 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.

## MISHAP COSTS

**DO NOT** include costs for transportation (personnel or property), salvage, temporary additional duty, setting up equipment to facilitate repair, etc., in the total mishap cost estimate. Only direct costs should be used for determining mishap damage cost. This does not include transportation, per diem or the set up cost. Further information is contained in Appendix C of this USER GUIDE and Encl 13 to COMDTINST 5100.47.

The cost of environmental cleanup, resulting from a Coast Guard mishap is to be included in the cost of the mishap.

## WORK AROUNDS/PROBLEMS

So far, we have been able to eliminate all work arounds and glitches, we have known about. We have to know about the problems before we can fix them. Please submit your comments, suggestions, problems etc using the [FEEDBACK](#) function or e-mail [cathie.zimmerman@uscg.mil](mailto:cathie.zimmerman@uscg.mil).

Do not assume, we know about a problem or don't care, we CAN NOT fix what we DON'T KNOW ABOUT. You should not be doing any work-arounds, if you are, it means there's a problem we don't know about.

Do not assume that you have to live with something, just because it's that way in e-MISHAPS or another e-COAST GUARD system. We may not be able to change it, but if we do not hear about it, the programmers can't look into it. Many of the problems we found in *e-AVIATRS* existed in *e-MISHAPS*, but no one reported it. And most have been quick fixes.

## MISC ITEMS

**Spell Checker** does not check the entire document, you must click Spell Check on each screen.

**Viewing The Record.** No one, but the originator can see a mishap report until you e-mail the report link.

**ALL AVIATION MISHAPS MUST BE ENTERED IN *E-AVIATRS* ---NO EXCEPTIONS.** This includes all aviation related injuries. DO NOT enter these into *e-MISHAPS* (as of 25 Nov 2003).

If you can answer "Yes" to any of the following, the mishap should most likely be entered in *E-AVIATRS*.

Did the mishap happen at an air station?

Was an on duty pilot or aircrew involved?

Was an MPC involved?

Was there an aircraft, GSE, or aviation equipment involved?

Did the injury occur while performing an aviation duty (flying, working on an aircraft or aviation equipment, performing aviation maintenance, fueling an acft)?

Did the event involve horseplay while on active duty? (aviation personnel)

Does it fall within on of the aviation OPMODES (Flight, Flt-Related, or AV Ground)?

Could this event happen at another CG air station?

Would this event make for good MRM training?

Would the term FOD, tool control, aviation maintenance, GSE, Maint Control or airframe be used in the report?

Still in doubt please call before entering it?

**Mishap Message vs. Mishap Report.** Mishap Message refers to the CGMS message and the Mishap Report is the data or record in *E-AVIATRS*. It may seem trivial, but it can make a big difference in how your question or problem is handled, or how quickly your problem is understood.

**CGMS Message.** REMEMBER to generate the CGMS message BEFORE submitting the report to *E-AVIATRS*.

***AVIATRS* vs. *E-AVIATRS*.** *AVIATRS* is the old access database used from 1993 to 2005, *E-AVIATRS* is the new electronic web-based database (launched in Nov 2003). *AVIATRS* after a long slow death is gone, so these terms can now be used interchangeably.

**CGMS and *E-AVIATRS*** are two separate systems, maintained and controlled by two separate entities. *E-AVIATRS* is responsible for capturing and maintaining ONLY mishap data, NOT generating mishap messages. To make life easier, *E-AVIATRS* has been designed to export the text of the mishap record for use in CGMS. That is as far as it goes. The drafter is responsible

for ensuring that the addressees, PLAs, references etc are correct. Please do not ask us to make changes to functions within CGMS, we can't. *E-AVIATRS* does not use PLAs and therefore that information is not captured by the database.

Mishap Reports do not go into *E-AVIATRS* until/unless you hit the **Submit Report to AVIATRS Database** button.

The system will not let you submit a mishap report to database unless all mandatory (red dot) fields are filled in.

Do not leave any fields blank, enter something. All fields have an N/A or other option. (For Ground mishaps enter 0 for Airspeed and Altitude).

Don't forget the **Additional Factors (Yes/No)**. These fields are very useful for quick searches and looking for case studies.

If **CRM or MRM** are mentioned in a text field or as a cause factor, be sure and check the CRM or MRM boxes and cause factors.

**Flight Related Mishaps.** According to the M5100.47 if there in intent for flight but no aircraft damage the mishap should be reported as **FLT-REL**.

**Injury Mishaps.** Injury mishaps with no aircraft damage shall be reported as **FLT-REL** and entered in *e-AVIATRS*.

### HQS-DG-LST-CGAIRSTAFSO

All changes and updates to the FSO e-mail list should be directed to . owner of the distribution list) [CATHIE.ZIMMERMAN@USCG.MIL](mailto:CATHIE.ZIMMERMAN@USCG.MIL)

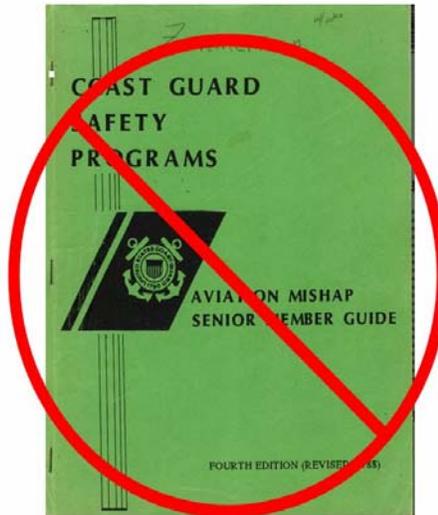
We try to check the list and keep it updated, but we miss people now and then. If you are on the list and shouldn't be or there is someone missing from the list or someone that should be on the list (anyone at the unit working in the safety office; ground safety or safety petty officer), please contact [CATHIE.ZIMMERMAN@USCG.MIL](mailto:CATHIE.ZIMMERMAN@USCG.MIL).

Keep in mind, most of what goes out on this is for the FSO, so we do limit the membership to personnel working in or with the flight safety office.

This list is part of the global address book and is available for use by anyone with access to the global.

### **Old Senior Member Guide.**

Many units still have copies of the old Senior Member Guide (the green mishap investigation guide). This guide was REPLACED in 2003 with the Mishap Investigation Guide (MIG). The MIG **IS** the Coast Guard Aviation mishap investigation guide and is on the CG-1131 website. **DO NOT** use the old Senior Member Guide for mishap investigations or pre-mishap training



The old green Senior Member Guide is NOT to be used as a guide for CG aviation mishap investigations. It is outdated and conflicts with the guidance in COMDTINST M5100.47. The Mishap Investigation Guide is in sync with M5100.47 and may even be more up to date than the manual. The MIG is constantly being updated based on feedback from the field and changes in other areas of mishap investigation. Please remove the old document from your libraries and your mishap kits.

### RELEASING MISHAP INFORMATION OUTSIDE CG

CG aviation mishap messages may contain privileged information and are classified For Official Use Only (FOUO), and can not be transmitted outside protected Coast Guard systems. (You are never authorized to forward a FOUO message outside the organization (even to your own home computer). Never forward a CG mishap message to any email address other than a “.mil” address.

All members of team Coast Guard are reminded that mishap messages and other documents should be controlled and protected from unauthorized copy or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.

All questions, issues, problems or comments about the e-AVIATRS database should be addressed to Cathie Zimmerman ([cathie.zimmerman@uscg.mil](mailto:cathie.zimmerman@uscg.mil), 202-475-5197). Or use the **FEEDBACK** function in *E-AVIATRS*.