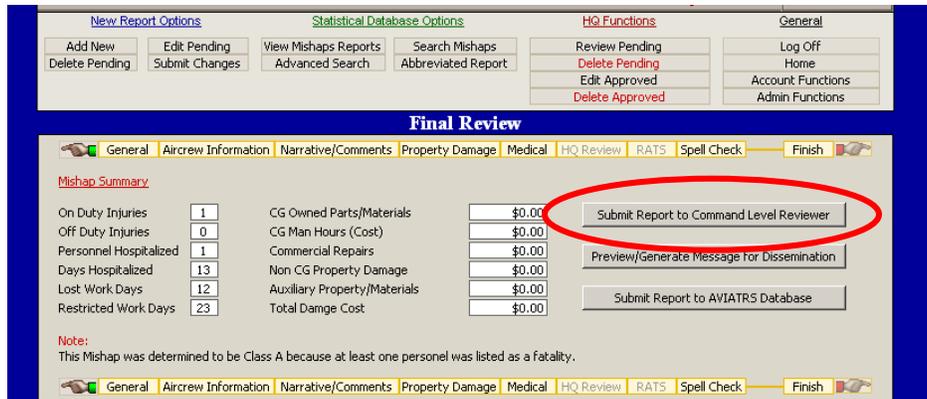


Appendix D

CGMS 4.0 Tips



Preview/Generate a Mishap Message (pages 26-27 of the User Guide). Use the middle button on the **FINISH** tab/**FINAL REVIEW** page to generate a mishap message file for uploading to CGMS. Follow the instructions on the screen and use CGMS to create and release a message.

This function can be used at anytime and as many times, as long as the record has not been submitted to the Database.

SMALL BOAT MISHAPS. The system will ask if there was a small boat involved and will automatically add AIG 4907, if YES is selected (see e-Aviatrs User Guide).

NOTE: if you click YES and include the small boat AIG, be sure the small boat field is filled in on the **GENERAL INFORMATION PAGE.**

The “small boat” prompt will appear each time you click on **Preview/Generate**.

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

Each time you use the **Preview/Generate a Mishap Message**, you will be ask if it is a Preliminary or a Final Message. Depending on your respond, “PRELIMINARY MESSAGE” or “FINAL MESSAGE” will be added to the subject line of the mishap message.

The **Preview/Generate a Mishap Message** option provides instructions on importing the **e-AVIATRS** data into CGMS 4.0. Do not ignore this pop up, it provides useful CGMS tips and reminders.

Clicking **Create Message** will create an .XML file that can be uploaded into CGMS. Use the default file name (**eAVIATRS_{RNO}.xml**) or create your own file name.

If you copied and pasted from a Microsoft Word document, proofread very carefully because formatting and other characters used in Microsoft Word that do not translate well in **e-AVIATRS**. These will create problems when trying to import into CGMS 4.0. It may take a second set of eyes to find the offender. Feel free to call me if you need help.

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

NOTE: ONLY the message text is imported! Basic message information, references and addresses are the responsibility of the message drafter. This information IS NOT a part of e-AVIATRS.

Importing Messages into CGMS 4.0

1. Select the [Create Message](#) button below.
This will open a file dialog box for you to save your message. Ensure you save the message where you can easily find it.
Filename is: eAVIATRS_4793010001.xml
2. Open the CGMS 4.0 (Web Based) program and log in if asked.
3. Under the Messaging menu, select the Envelope Icon for composing a message. 
This will open up the Message Composition Window.
4. In the left menu of the Composition Window, select [Import or Export](#).
5. Click the [Browse...](#) button, and then navigate to the file you just saved, click on it, and press the [OPEN](#) button.
6. With the file selected click the [UPLOAD](#) button.
File uploaded will be displayed beside the UPLOAD button when the operation is complete.
7. In the left menu click the [Save Draft](#) button.
A NOTIFICATIONS window will be opened indicating the Draft Message was saved.
8. Click the [CLOSE](#) button on the NOTIFICATIONS window.
9. Close the Composition window by clicking on the X of the browser window.
10. The imported message will appear in your Drafts folder.
11. Close this window by clicking the [CLOSE](#) button below.

Member's names are NOT to be included in the narrative when sending a message. Please make sure that you use a generic term such as 'member' when referring to people in any part of the message.

NOTE: If you are unable to import this message into the CGMS 4.0 system, please ensure that you have only allowable characters in the narrative or comment sections. Allowable characters include:

Character	Definition
"	Quotation Mark
.	Period
,	Comma
:	Colon
()	Parentheses
?	Question Mark
-	Hyphen
/	Slant

Alphabetic characters (A through Z, Capital letters only)
Numeric's (0 through 9)
Blank spaces
The character @ shall be rendered as (AT), e.g., NAME(AT)USCG.MIL

[Create Message](#) [Close](#)

“DIRTY WORDS”: CGMS 4.0 identifies many letter combinations and characters as “dirty words”. Sometimes if these “dirty words” or un-allowed characters are in the mishap report nothing is imported into CGMS 4.0. Unfortunately, CGMS does not give any explanation or indication. The

characters above the numbers on the keyboard (!, @, #, \$, %, ^, &, *) and the combination "(C)" are usually the culprit, but there are others.

Per the CG's Telecommunications Manual (COMDTINST M2000.3), each Drafter is responsible for entering the correct data in CGMS, this includes references, addresses and Plain Language Addresses (PLAs) as well as making sure the body of the message is formatted correctly.

NOTE: Spell check and verify format and use the unit procedures to release the message.

Inserting Pictures and Attachments

CGMS allows the use of attachments strictly within the CGMS network. Messages addressed to PLAs outside of the CGMS network (e.g., cutters having their message guards with Navy facilities, or any non-Coast Guard PLAs), will have all attachments stripped from those messages.

The Message Drafter is still responsible for ensuring the photos are releasable and do not contain proprietary or derogatory information.

AIG/Addees

- AIGs and CADs can only appear as action addressees (not in INFO).
- AIG 4907 is for aviation safety and includes all aviation units and large cutters (those which support Ship/Helo Ops).
- AIG 4909 includes all CG Cutters (including non-Ship-helo certified CGC's).
- AIG 4901 includes both aviation units and small boat stations. Air Stations are not authorized users. Mishaps involving small boats and aircraft should be sent to both AIG 4901 and 4907.

E-AVIATRS is designed to insert the mishap data from the database into the body of the CGMS message. The addresses are the responsibility of the message drafter.

Be sure and check the Originator PLA and all Addressees. **e-AVIATRS** collects the data necessary for mishap reporting and safety not for completing CGMS messages format.

The following is from NTP 3 Supp-1 (L), pg. 2-7, para 205.3 (d) and is reiterated in ACP 100 (F), pg. 1-5, para. 110 (j):

An AIG or CAD cannot be addressed in the INFO line of a message. An AIG or CAD is composed of action and information addressees and this causes conflict in message validation processes." Therefore, AIGs shall be addressed as action only. Placing AIGs in the "INFO" line will result in non-deliveries.

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, message references are not captured in the **e-AVIATRS** data base.

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 the Safety and 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, Mishap Date, Tail number, and RNO.

FOUO & Releasing Mishap Information Outside CG

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. (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.