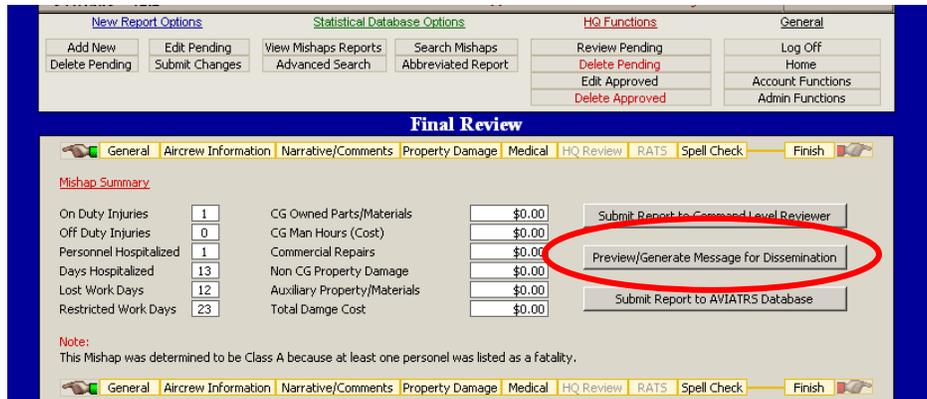


Appendix D

Generating a Mishap Message



Preview/Generate a Mishap Message. Use the middle button on the **FINISH** tab/**FINAL REVIEW** page to generate a mishap message for dissemination via Admin OIX. e-AVIATRS will send the message to the appropriate command shared mailboxes (Admin OIX) based upon the response to the “small boat and hoisting” prompt. You will **NOT** see the commands that the message is being sent to, it is automatically generated by e-AVIATRS. Once the message is sent, you can verify who received it by viewing the message in Admin OIX. If you believe a command should be added to the distribution list, please contact CG-1132. Follow the instructions on the screen 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 all small boat stations.

NOTE: if you click YES, be sure the small boat field is filled in on the **GENERAL INFORMATION PAGE.** The “small boat or hoisting” prompt will appear each time you click on **Preview/Generate.**

NOTE: 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 response, “PRELIMINARY MESSAGE” or “FINAL MESSAGE” will be added to the subject line of the mishap message.

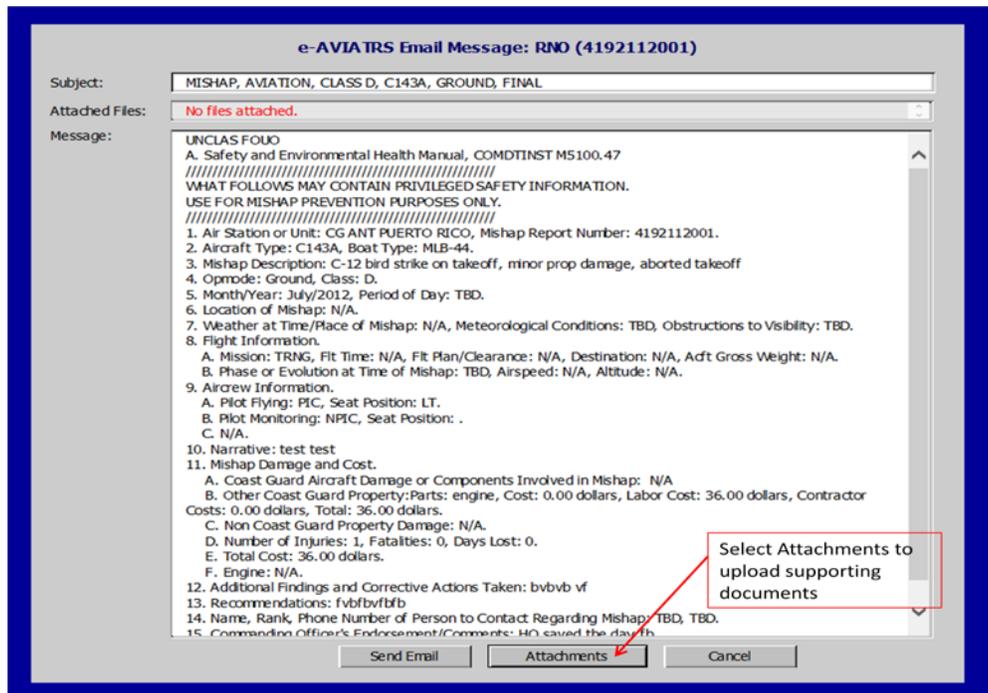
If you copied and pasted from a Microsoft Word document, proofread very carefully because formatting and other characters used in Microsoft Word that do not translate well in **e-AVIATRS.** These will create problems when trying to send the message. It may take a second set of eyes to find the offender.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

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

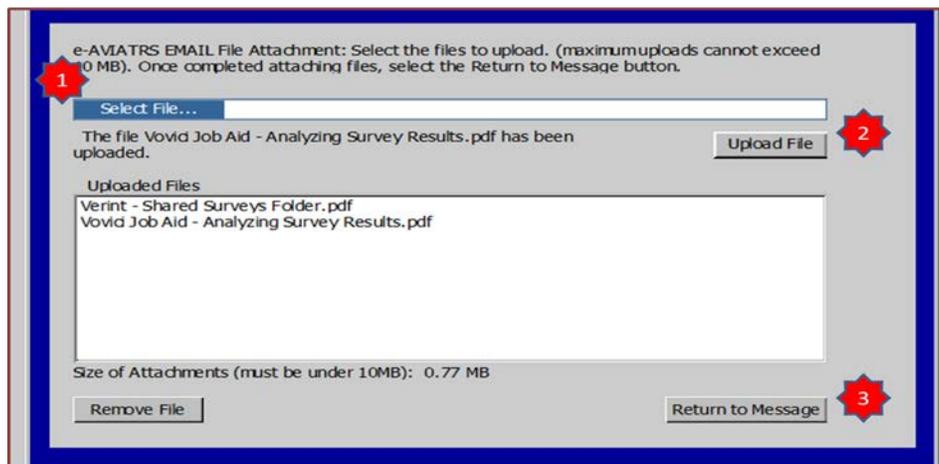
Inserting Pictures and Attachments

e-AVIATRS allows the use of attachments. The total size of all of the attachments cannot exceed 10MB.

The Message Drafter is still responsible for ensuring the photos / attachments are releasable and do not contain proprietary, derogatory, HIPA, or personal identifiable information.

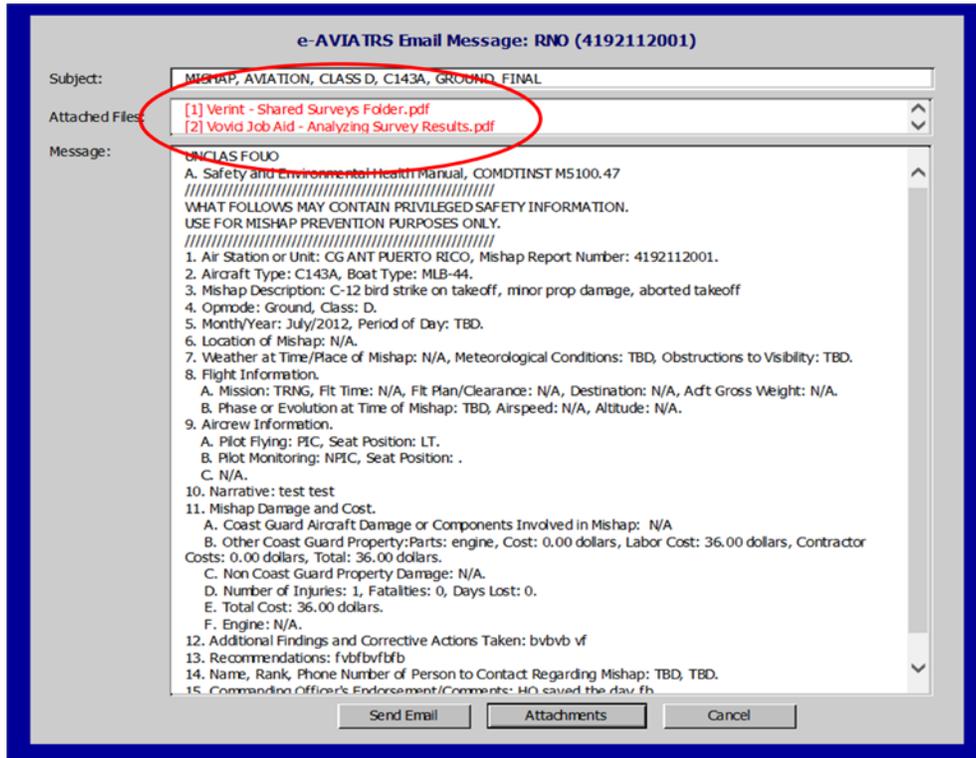


Select the attachments button to include pictures or supporting documents to the mishap message. Select "Send Email" if message is good to go and no attachments are required. Select "Cancel" if you desire to stop message dissemination.

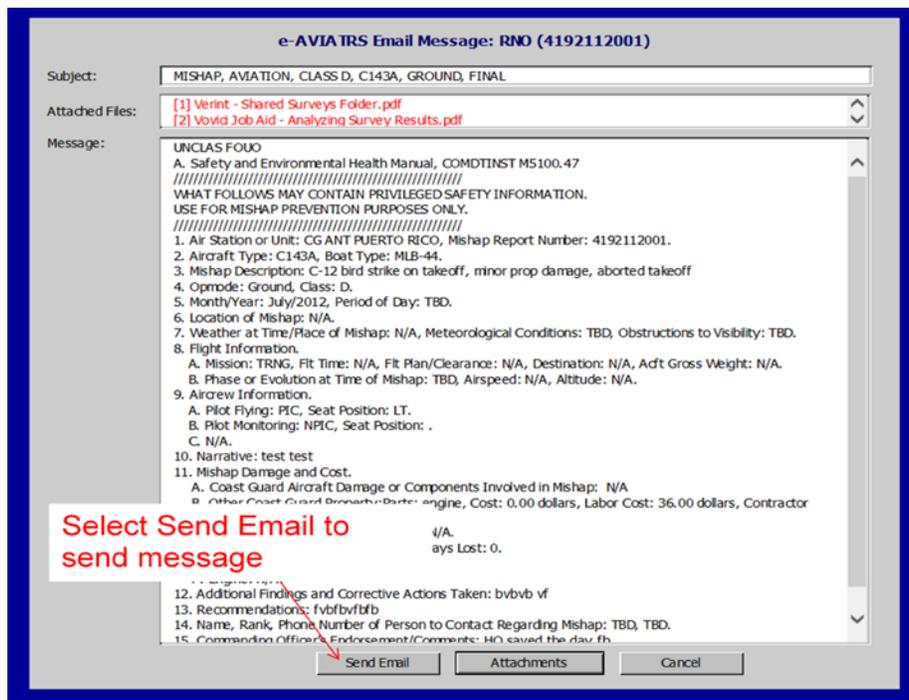


Press "Select File..." to browse folders. Once file is selected, press "Upload File". The file will then appear in the uploaded files box. Add as many files as necessary, but you can't exceed the 10MB limit.

Press “Return to Message” to finalize the uploading process. If you added the wrong file or need to remove one, press “Remove File”.

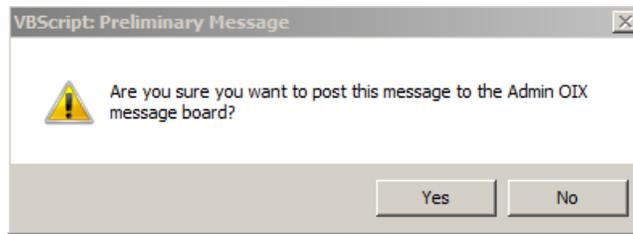


Verify files are uploaded in the attached files box.

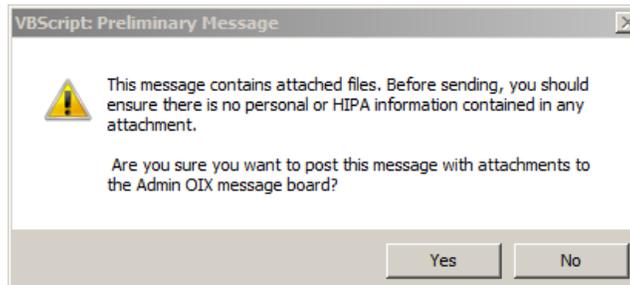


Once the final QA is completed, press “Send Email” to disseminate the message via Admin OIX.

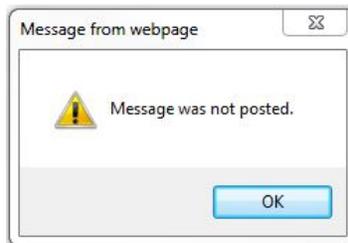
The following prompts will appear as a final notice that the message is going to be sent and doesn't contain HIPA or personal information.



The above prompt is for when there are no attachments.



The above prompt is for when there are attachments.



The above prompt will appear if cancel (no message sent) is selected.

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.