Appendix C
Generating a Mishap Message

Preview/Generate a Mishap Message. Use the middle button on the **FINISH** tab 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 CG113 if you need help.

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

Inserting Pictures and Attachments

There is not currently a way to post attachments or photos with OIX message from eAviatrs. If there is an exhibit that will help to tell the story of the mishap – Please forward it to CG-1131 for inclusion in the FSO Portal Site.

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.