

Appendix E

Mishap Message Crew Information Report (MMCIR)

Access Viewer - Mishap Message Crew Information Report

UNCLASSIFIED

Asset Number: 6501 Mission Depart Date and Time: Jan 24, 2003 2:09 PM

NOTE: This report summarizes information entered in EAL through Mission Records, Simulator Records, and Pilot Experience, and formerly entered through the complementary modules in ALMIS. The Summary Types are defined as follows:
 USCG: Actual: The summary of total pilot/coxswain or crew time from USCG Mission Records entered in EAL and AMBIS. The Start Date represents the first date Mission Records were entered. The End Date represents the last date Mission Records were entered NOT EXCEEDING the mishap date. Applies to Naval and Aviation.
 USCG: 30 Day: USCG: 30 Day is the summary of total Pilot/Coxswain time or total crew time from USCG Mission Records entered in EAL and AMBIS. The Start Date and End Date represent 30 days prior to the mission and the mission depart date time of the mishap entered, respectively. Applies to Naval and Aviation.
 USCG: Simulator: USCG: Simulator is the summary of total pilot/coxswain time from USCG Simulator Records entered in EAL and AMBIS. The Start Date and End Date represent the first and latest Simulator Records entered, respectively and will not have a Model designation. Applies to Aviation Only.
 USCG: pre-AMMIS: USCG: pre-AMMIS represents values entered through Pilot/Coxswain Experience in EAL and AMBIS, both actual and simulated, that are USCG mission hours not reflected in EAL and AMBIS Mission Records and will not have a Model designation. Applies to Aviation Only.
 Non-USCG: Non-USCG represents values entered through Pilot/Coxswain Experience in EAL, both actual and simulated, that are Mission Hours accrued in Non-USCG assets. Applies to Aviation Only.
 *The "Designation" block in the yellow cell header represents the Qualification/Position for some or all assets shown for the Crew Member at the time the report was generated.
 *The "Months at OFFAC" block in the yellow cell header represents total months at the OFFAC for the Crew Member from his or her Effective Date at the OFFAC up to the Mission Departure Date/Time entered in the prompt for the report. A value of 0.0 indicates that no Effective Date has been recorded for the Crew Member.

Summary Type	OFFAC	Start Date	End Date	NVG Time	Pilot / Coxswain Hours	Pilot / Coxswain 30 Day	Crew Hours	Crew: 30 Day
Crew Member: CDR 9771 Crew Position: PIC *Designation: IP Months at OFFAC: 0.0								
USCG: 30 Day	90000	16 Jan 2003 0932	24 Jan 2003 1409	0.0	0.0	14.4	0.0	0.0
USCG: Actual	90000	11 Jul 1995 1317	24 Jan 2003 1409	202.9	3227.8	0.0	0.0	0.0
USCG: pre-AMMIS	90000	01 Jan 1950 0000	10 Jul 1995 0000	0.0	1273.3	0.0	0.0	0.0
USCG: Simulator	90000	05 Jul 1995 0200	18 Dec 2002 1800	0.0	62.2	0.0	0.0	0.0
Totals for Asset: 965				202.9	3564.3	14.4	0.0	0
USCG: Actual	90000	27 Nov 2000 1347	27 Nov 2000 1347	0.0	2.0	0.0	0.0	0.0
Totals for Asset: 9025				0.0	2.0	0.0	0.0	0
Totals for Crew Member: CDR 9771 Months at OFFAC: 0.0								
Crew Member: LCDR 3637 Crew Position: NPIC *Designation: IP Months at OFFAC: 0.0								
USCG: 30 Day	90000	20 Dec 2002 2037	24 Jan 2003 1409	5.8	0.0	32.1	0.0	0.0
USCG: Actual	90000	04 Aug 1993 0912	24 Jan 2003 1409	215.9	2976.3	0.0	0.0	0.0
USCG: pre-AMMIS	90000	01 Jan 1950 0000	03 Aug 1993 0900	0.0	1732.9	0.0	0.0	0.0
USCG: Simulator	90000	09 Aug 1993 0300	08 Mar 2002 1000	0.0	76.4	0.0	0.0	0.0
Totals for Asset: 965				221.7	4785.6	32.1	0.0	0
Totals for Crew Member: LCDR 3637				221.7	4785.6	32.1	0.0	0.0
Crew Member: LT 1148 Crew Position: NPIC *Designation: IP Months at OFFAC: 0.0								

The **Mishap Message Crew Information Report** summarizes flight time (actual or simulator; USCG or non-USCG) and other information captured in **ALMIS** about the flight crew. Information is listed by each crewmember rank/rating and last 4 of SSN (no names).

Based on what was recorded in **ALMIS/EAL** for the mishap flight, the **MMCIR** provides crew position (PIC, NPIC, BA, RS, etc) and designation/qual, along with total flight time.

Flight time is broken down by aircraft type, actual, simulator, pre-AMMIS and non-USCG. The report also provides flight time for the last 30 days and NVG time.

A Word of Caution: Not everyone's flight time is accurate/up-to-date in **ALMIS/EAL**. Some people have not entered or updated their pre-AMMIS and non-USCG flight time.

Exact flight time is not needed for the mishap report. However, you should check the report with the crews to be sure the flight time listed on the MMAIR report is correct.

If an individual's information is not correct, the individual can use the **PILOT EXPERIENCE** module in **EAL** to update the information.

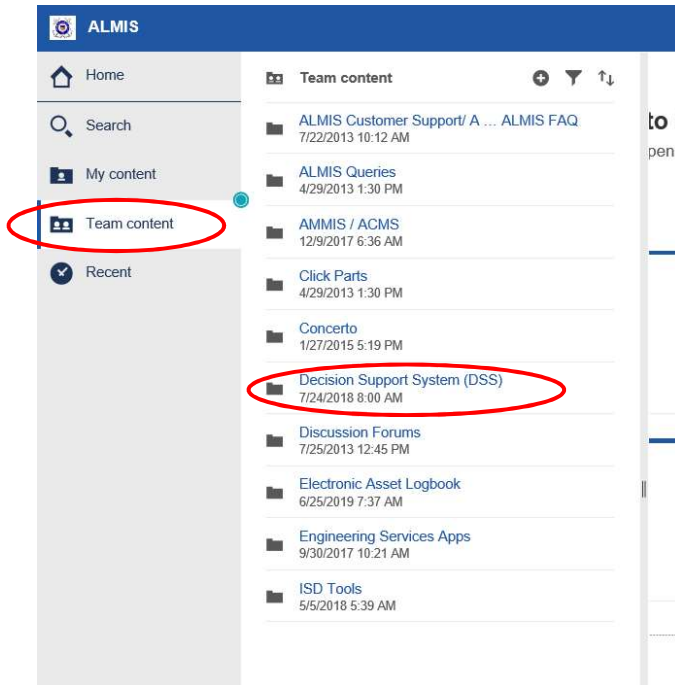
You can request that everyone at the unit check and update their information, since each pilot can update their own information. (See page 5 of this Appendix for directions on updating flight time).

If you find problems with the **ALMIS/EAL** database or modules you should call the **ALMIS/EAL** help desk 252-335-6793 or D05-SMB-ALC_Cust_Support@uscg.mil. (24x7).

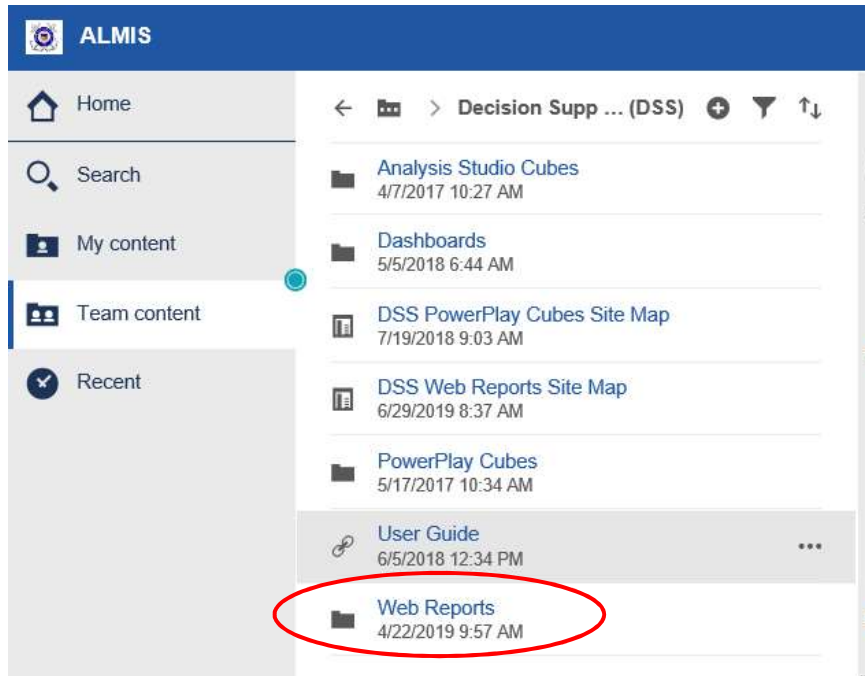
If you do run into problems with this report or things do not work the way described here, please let CG-1131, so we can work with ALC to correct the problems.

Generating the MMCIR

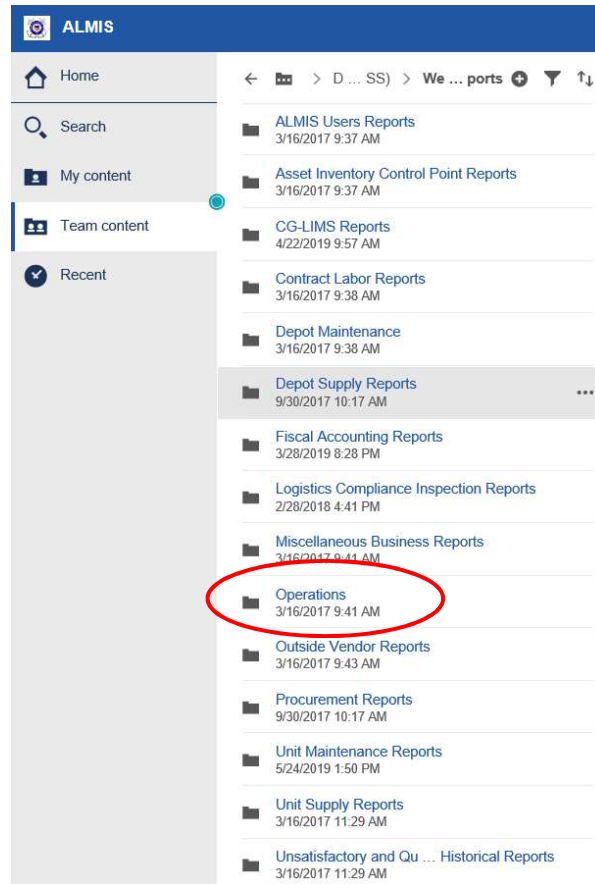
Select **Team Content** then **Decision Support Systems (DSS)**.



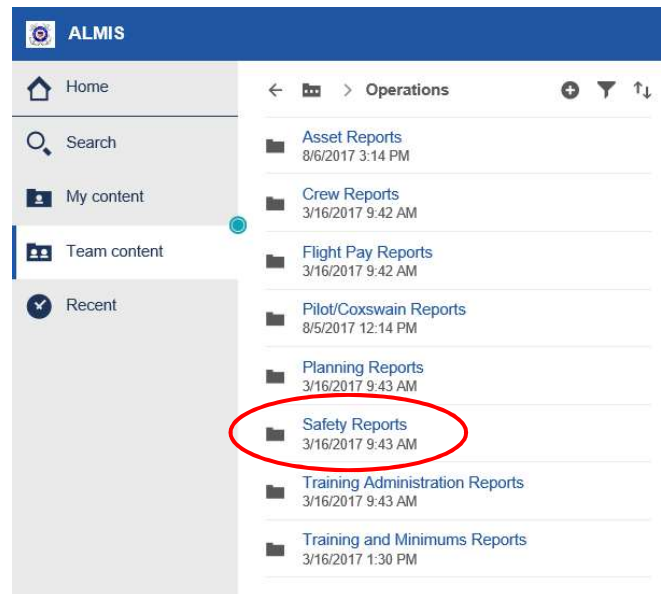
Select **Web Reports**.



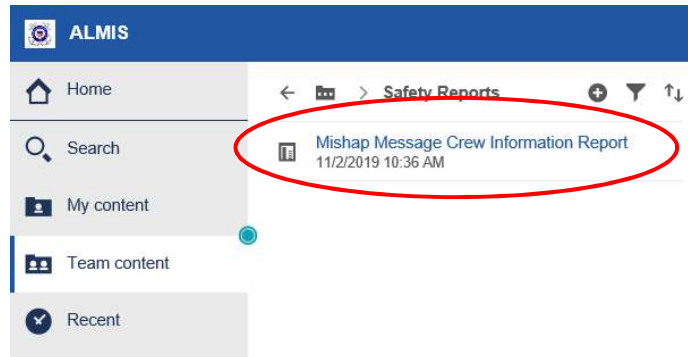
Select **Operations**.



Select **Safety Reports**.



Click on **Mishap Message Crew Information Report**.



This page should open:

MISHAP MESSAGE CREW INFORMATION REPORT PROMPTS

Enter Asset Number (i.e. 6501 or 47305)

-- OR --

Enter Employee ID #1

Enter Employee ID #2

Enter Employee ID #3

Enter Employee ID #4

Enter or Select Mission Depart Date & Time

Notes:
>You must enter EITHER Asset Number OR Employee ID(s) and your entry(jes) must be correct for the date and time you enter.
>When you enter an Asset Number, Employee IDs should all be set to the number zero (0).
>When you enter Employee ID(s), the Asset Number should be set to the number zero (0).
>The Mission Depart Date & Time prompt only accepts AM/PM entries. So, Mission Departure Time of 22:18 = 10:18 PM.

- Enter the aircraft tail number **OR** employee IDs.
 - If entering aircraft tail number, the employee IDs should all be set to the number zero (0).
 - If entering employee IDs, the aircraft tail number should be set to the number zero (0).
- Enter the departure date and time of the flight departure (**ZULU TIME FROM THE BLUE SHEET**) and aircraft tail number (or the employee IDs, but this is less common).
 - This page only accepts AM/PM entries, so 24-hr Zulu time needs to be converted to AM/PM (22:18 = 10:18 PM.)

Once the requested information is entered, click finish. The MMCIR will display on the screen.

Note: For flights that were canceled due to a reportable event enter the SSN of the mishap crew members.

Field Descriptions:

- **USCG Actual Time:** Total pilot or crew time from USCG Mission Records entered in EAL and AMMIS. The Start Date represents the first date Mission Records were entered for this individual. The End Date represents the last date Mission Records were entered NOT EXCEEDING the mishap flight.
- **USCG 30 Day:** Total pilot or crew time from USCG Mission Records entered in EAL and AMMIS. The Start Date and End Date represent 30 days prior to the flight and the flight departure date/time of the mishap entered.
- **USCG Simulator Time:** Total pilot time from USCG Simulator Records entered in EAL and AMMIS. The Start Date and End Date represent the first and latest simulator records entered, respectively and will not have a model designation.
- **USCG Pre-AMMIS:** Represents values entered through Pilot Experience Module, that are USCG flight hours not reflected in EAL and AMMIS records and will not have a model designation. Generally considered USCG flight time accrued before AMMIS.
- **Non-USCG Time:** Represents values entered through Pilot Experience Module, both actual and simulated, this is flight time accrued in Non-USCG assets.
- **Designation:** The Qualification Position for some or all assets shown for the crew member at the time the report was generated
- **Months at OPFAC:** Total months at the OPFAC for the crew member from effective date at the OPFAC up to the flight departure date/time entered in the prompt for the report. A value of 0.0 indicates that no effective date has been recorded for the crew member

Flight Time

Pre-AMMIS flight time is CG flight time flown before **AMMIS** started tracking individual flight time. This flight time must be entered by the individual aircrew.

Non-USCG flight time is flight time flown in non-CG aircraft either before or during CG service.

To check on a person's ALMIS flight time, use the **Pilot Experience Report**. (Use to review flight time recorded in ALMIS) You can also check a persons flight time by going to **Decision Support System (DSS) > Web Reports > Operations > Pilot/Coxswain Reports > Pilot Experience Summary Report**. Enter the person's EMPLID and retrieve the report.

Updating Flight Time

Note: This process is subject to change outside the control/visibility of CG-1131. You may find only personnel with training administrator privileges may add, edit, or delete pilot experience records.

To update flight time go to the **Electronic Aircraft Logbook (EAL) > Training > Pilot Experience**.

Pilot experience module. Pilots are listed by OPFAC. Total flight time is displayed by pre-AMMIS Hours (actual and simulator) and non USCG hours (actual and simulator). Selecting the name of the person whose record is to be edited will bring up the **PILOT EXPERIENCE REVIEW** page. This page displays pre-AMMIS and non USCG total time in type (actual and simulator) with start and end dates.

Select EDIT PILOT EXPERIENCE from the third menu line. This page allows you to select different aircraft and input total flight time by aircraft type with start and end dates. Click SAVE and the person's flight time is updated.