

e-AVIATRS Guide (v9.2)

Last updated: May 2016

<https://hswl.uscg.mil/aviatrs/>

United States Coast Guard

27

e-AVIATRS



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Password:

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[REQUEST AN ACCOUNT](#)

This system requires all members to log in.

You must already have registered for an account before you can log in. If you do not have an account, you may request a new account by clicking the 'request' link below.

[E-AVIATRS USERS GUIDE \(CLICK TO REVIEW\)](#)

[USCG AVIATION MISHAP REPORT WORKSHEET \(Click to Download\)](#)

[For Non-Aviation Related Mishaps, Click Here To Be Re-directed to the e-Misrep System](#)

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Contents

General Information	3
System Timeout	3
Refresh/AutoSave	3
Sharing Reports	3
AuxAir Mishaps	3
Login Screen	4
Requesting an Account	4
Edit Profile	5
Forgotten Passwords and Logins	5
Reactivating an Account	5
Home Screen	6
Check Mishap Status	6
Enter Feedback/Questions	7
Custom Email List	7
Add New Report/Record	8
OPFAC	8
RNO	9
Mishap Notification and Reporting Intentions	10
Preliminary Mishap Message Reminders	11
Delete Pending Record	11
Record Recovery	12
Edit Pending	12
Navigating Between Screens	13
General Information Screen	15
Mishap Class	15
Opmode	15
Ship/Helo ops	16
Engine Data	16
Aircraft Gross Weight	16
Boat Involvement	16
Description of Mishap	16
Location of Mishap	17
Weather/Forecasted Illumination	17
Causal Factors	17
Additional Search Factors	17
Safety Equipment/ALSE	18
PPE	18
NVG/NVD	18
CRM/MRM	19
Mishap Extension Request Function	19
Aircrew Information Screen	22
Aircrew only	22
Single Piloted	22
Additional Aircrew	23
Deleting Aircrew	23
Pilot data (rank and age)	23

Narrative and Text Fields	23
Narrative	23
Additional Findings and Corrective Actions	24
References	25
Commanding Officer's Comments	25
Recommendations	25
Property Damage screen	26
Delete a property record	27
Medical Information	28
Delete a medical record	28
Finish Tab / Final Review	28
Submit to Command Reviewer	30
Read Only	30
Comments	30
Review Process	31
Reviewer's Log	31
No Record in Pending File	31
Preview and Generate Message	31
View/Print Message	31
Boat Mishaps	33
Submit Report to Database	35
DTG Requirement	35
Submit Changes	36
Changes to Permanent Information	37
Return a Record	37
Record Recover (Deleted Reports)	37
Returned Records	37
HFACS	38
Auxiliary Aviation Mishap Review	40
OpMode Definitions	41
Things to Keep in Mind	Appendix A
Look up Tables	Appendix B
Determining Cost	Appendix C
Generating a Mishap Message	Appendix D
Engine / Class E Mishaps	Appendix E
Mishap Message Aircrew Information Report	Appendix F
Searches	Appendix G

General Information

Note: *It is helpful to open e-AVIATRS and view the screens while going thru this document.*

System Timeout: The system will time out after 20 minutes of inactivity and you will have to log back in. If you are timed out while creating a report, that report may be lost. To retrieve a missing report use either the [Submit Changes](#) function or [Feedback](#) function to request the report be restored to your pending file.

Refresh/Save: The system does an automatic refresh/save each time you press the “Enter” button, “Tab” button, move to a new field, or move to a new page. The downside to this is that you cannot easily “undo” typing.

Sharing Reports: The mishap report originator must initially share the mishap report with reviewers, this includes the other safety personnel at your unit. Essentially, a “command level reviewer” is a title given to anyone besides the originator who has access to review/edit the message (could be FSO to FSO). Sharing a report is done by using the **Submit to Command Level Reviewer** function on the [Finish](#) tab. All “reviewers” must have e-Aviatrs accounts.

There is only one copy of each mishap report in the database. Everyone that has access to that report (the originator and anyone who has been emailed the link to that report) can view it, change it, or delete it.

Note: To restore a deleted report, use the [Submit Changes](#) function.

AuxAir Mishaps: AuxAir mishaps can be entered by anyone with an **e-AVIATRS** account. Enter AUX for the **Aircraft Type**. AuxAir members should use the AVIATION MISHAP REPORT WORKSHEET to report aviation mishaps. This form, found on the **e-AVIATRS** login page, can be printed and mailed/given to the air station FSO or other point of contact. It can also be filed out electronically and emailed. At this time, AuxAir mishaps can only be entered by an **e-AVIATRS** account holder. If desired, an account holder can log in and let an AuxAir member enter the mishap or the Air Station can set up a separate user account for AuxAir members using a generic login and password and the FSO’s email address (remember a valid USCG email address is required for an **e-AVIATRS** account. See [Auxiliary Mishap Reports](#) for sharing AuxAir mishaps.

Login Screen

<https://hswl.uscg.mil/aviatrs/>

United States Coast Guard
e-AVIATRS

U.S. DEPARTMENT OF HOMELAND SECURITY

Login:
Password:

Login Exit

This system requires all members to log in.
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Click for login information

Click for new account

Requesting an Account: Use the link **REQUEST AN ACCOUNT** on the Login screen to set up a profile. New accounts cannot be set up until the individual's **profile** is entered. New account requests should be approved within 72 hours. An email is sent when the account is approved. Those approved will have the ability to add, modify, delete, or submit mishap reports.

- Email the *e-Aviatrs* link to any personnel needing a login.
- If desired, the FSO can create an account ahead of time for incoming personnel (e.g., CO, XO, EO, GSO, etc.).
- If you want someone at your unit to have an account to review or search mishaps, you may allow that person to submit an account request. Do not hesitate to send the COMDT (CG-113) program manager an email if you think there might be a question or the person might not be recognized as a valid user.

ITEMS WITH A RED DOT ARE MANDATORY.



Edit Profile: Click on **Edit Profile** under **Admin Functions** to update or change profile information, change a password or login.

Click here to create and update custom email lists.

Forgotten passwords/Logins: Personnel forgetting their password or login can click on **Forgotten Login Information** link on the **Login Page**. An email with the password and login will be sent.

Reactivating an Account: Personnel transferring to a new unit, with an existing account do not need to request a new login account. They only need to update their phone number. Using the old user name and password, login and use **Edit Profile** under **Admin Functions** and update your profile.

Contact COMDT (CG-113) with questions or problems.

Home Screen

Use these functions to search for a Record (Appendix G).

Click here to edit your profile.

Click here to Log Off.

Click here to return to this HOME page from any page.

Use these functions to [add](#), [edit](#), [delete](#), or [submit a change to a record](#).

Click here to [check the status of reports in your inbox](#) (below)

Click here to [submit feedback](#) or ask a question

Click here to [update custom email lists](#).

Click on **Home** in the upper right corner of any screen to return to the **Home Page**.

Click on **Logoff** in the upper right corner of any screen to logoff or return to **Login Page**.

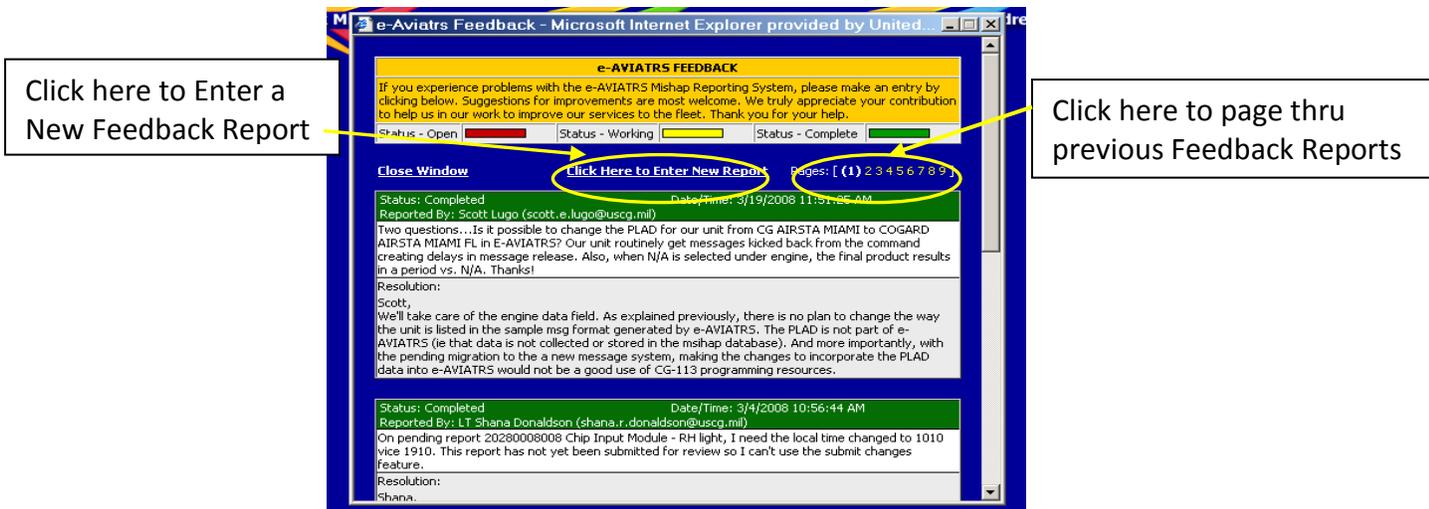
Click on [Edit Profile](#) under **Admin Functions** to update or change profile information, change a password or login

Check Mishap Status: Click on **Check Mishap Status** on the left side of the **Home Page** to check status of pending mishap reports (see example below). This page can be used to view how long a report has been in the system locally.

Pending Submittal To HQ					
BNO	Authorized Email Address	Level Assigned	Date Entered	Days in System	
0210905001	cahnerman@comdt.uscg.mil orush@comdt.uscg.mil spruyn@comdt.uscg.mil	Initiated Report: Command Level Reviewer Command Level Reviewer	9/6/2005	230	
0483405001	cahnerman@comdt.uscg.mil cahnerman@comdt.uscg.mil spruyn@comdt.uscg.mil	Initiated Report: Command Level Reviewer Command Level Reviewer Command Level Reviewer	4/6/2005	383	
0483457001	cahnerman@comdt.uscg.mil cahnerman@comdt.uscg.mil	Initiated Report: Command Level Reviewer	3/9/2004	776	
2014001049	cahnerman@comdt.uscg.mil	Initiated Report:	4/7/2006	17	
3030004001	cahnerman@comdt.uscg.mil	Initiated Report:	4/7/2006	17	
3325405001	cahnerman@comdt.uscg.mil cahnerman@comdt.uscg.mil	Initiated Report: Command Level Reviewer	10/5/2005	201	
7720402017	cahnerman@comdt.uscg.mil	Initiated Report:	2/24/2006	59	

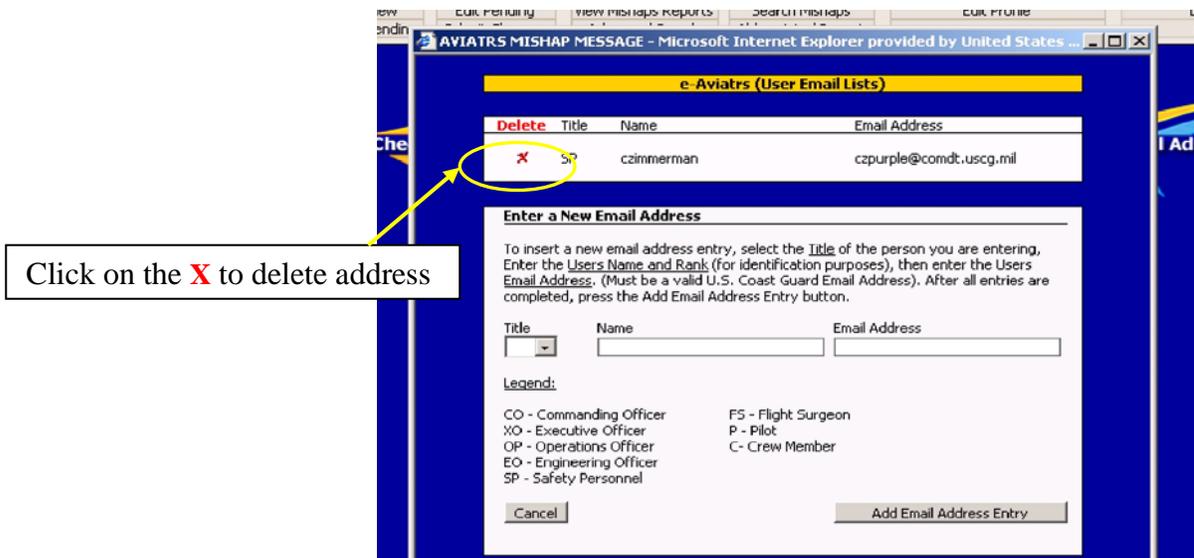
No Records Found Pending HQ Review

Enter Feedback /Questions: Use **Enter Feedback /Questions** in the center of the **Main Page** to report problems or ask questions about e-AVIATRS. Page through previous questions by clicking on the pages numbers to the right. All users will be able to read the questions and the response.



Use the **Click Here to Enter New Report** to enter a question or feedback. Enter Name, email and comments. Click SUBMIT to submit your question. Replies are usually sent within 3 working days.

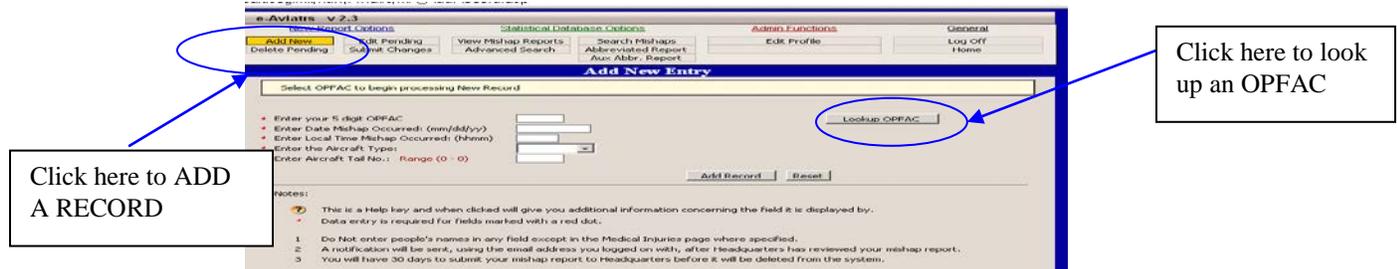
Custom email lists: Click **Manage Email Lists** on the right side of the **Home/Main Page** to create and update customer email address list. This can also be done from the **Edit Profile** page. This is a unit specific field, but will allow the user to click on reviewer's email addresses, without having to enter each one individually, in those functions requiring email address. To delete a name, click on the **X** next to the name.



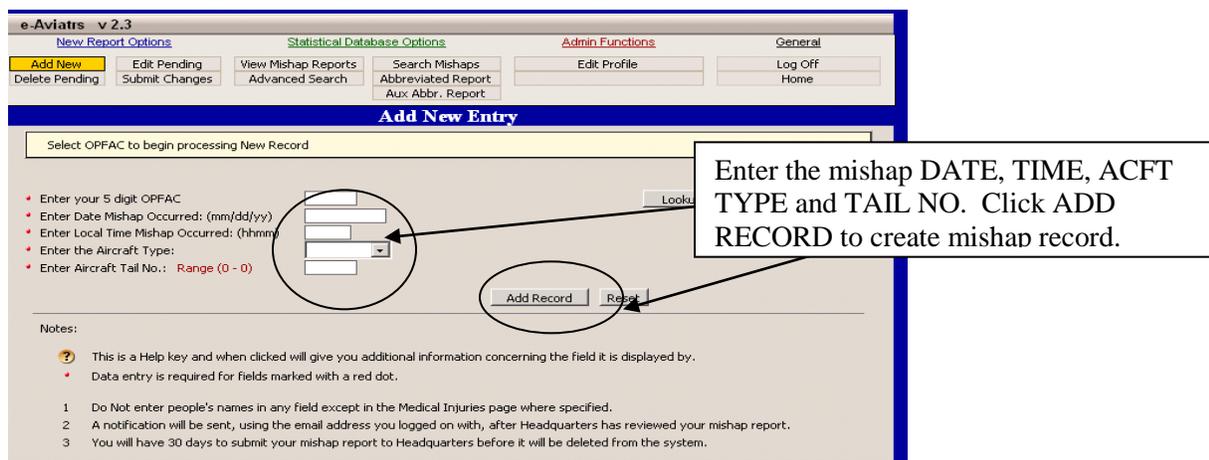
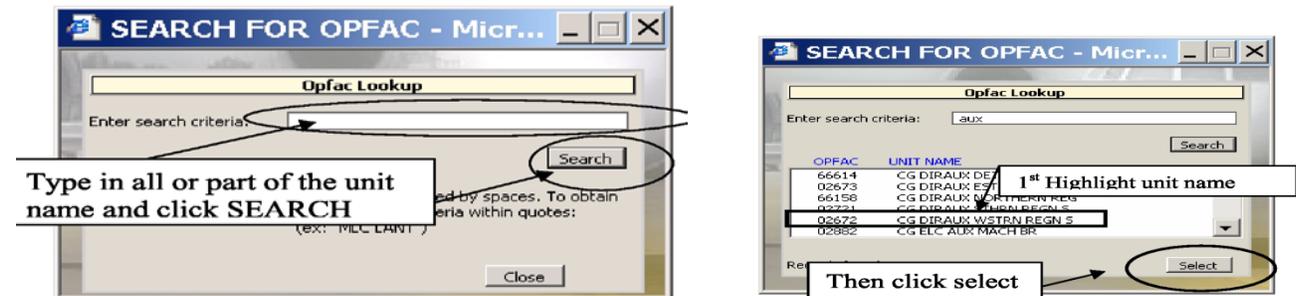
Enter the names, title and email addresses of mishap reviewers.

Add New (Create a new mishap report)

To create a mishap record, click **Add New** under **New Report Options** and enter the information requested. Fill in all five fields on the **Add New Entry** screen to create a new report. Click **“Add Record.”**



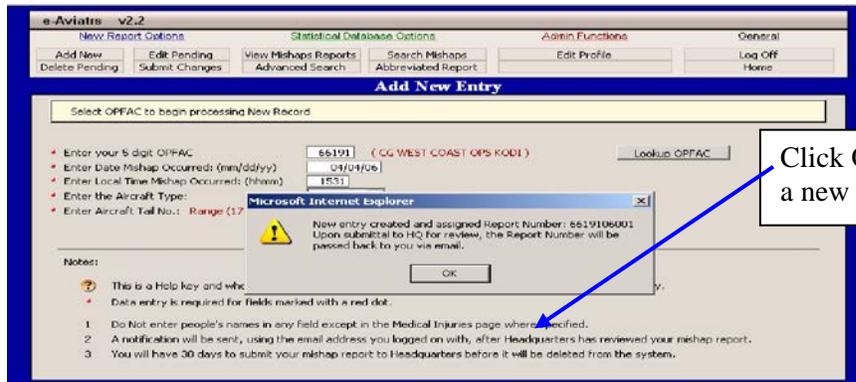
OPFAC: Enter mishap unit’s OPFAC. For deployed mishaps it is preferred the OPFAC for the deployed unit be used not the home unit OPFAC (this is a unit call). To lookup an OPFAC, click on **Lookup OPFAC**.



After entering the **OPFAC**, enter the mishap **Date (mm/dd/yy)**, **Time**, **Acft** and **Tail No.** Click **“Add Record”** to create the mishap report. Or **Reset** to start over.

Note: If the system times out before clicking **Add Record** the report may go into cyber space. Use **Submit Changes** function to request the report be recovered.

Note: You cannot add mishap records prior to January 1, 2003.



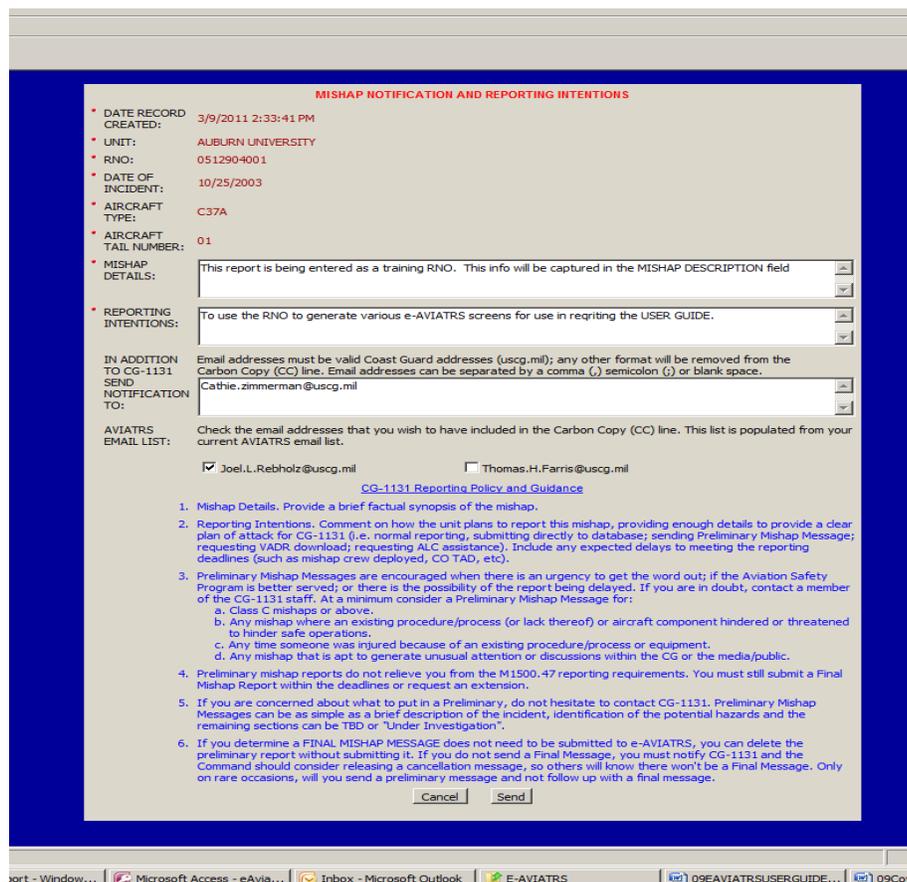
Click OK to accept and create a new mishap record.

RNO (Report Number). The system generates a unique RNO for each mishap. This number consists of the unit **OPFAC** (5 digits), fiscal year (2 digits) and report number (three digits). For example, Air Station Atlantic City's (**OPFAC 20121**) 11th report for FY14 would be 2012114011.

Click OK to accept the RNO and create a new record. The **“Mishap Notification and Reporting Intentions”** screen will appear.

Note: Fiscal Year is determined by the mishap date, not the date the record is created.

Note: Report numbers for a given unit may not necessarily go in mishap date sequence, as report numbers are generated sequentially as they are added to the system.



Mishap Notification and Reporting Intentions

Aviation units should alert CG-1131 of reportable mishaps per the notification guidelines in Chapter 3 of COMDTINST M5100.47 (series). This can easily be done by creating a mishap record in e-AVIATRS. The system will automatically send a notification email to the CG-1131 staff.

After clicking **Add Record**, an RNO is assigned and the **Mishap Notification and Reporting Intentions** screen appears. This screen uses the information collected from the “**Add New**” screen and requests additional information.

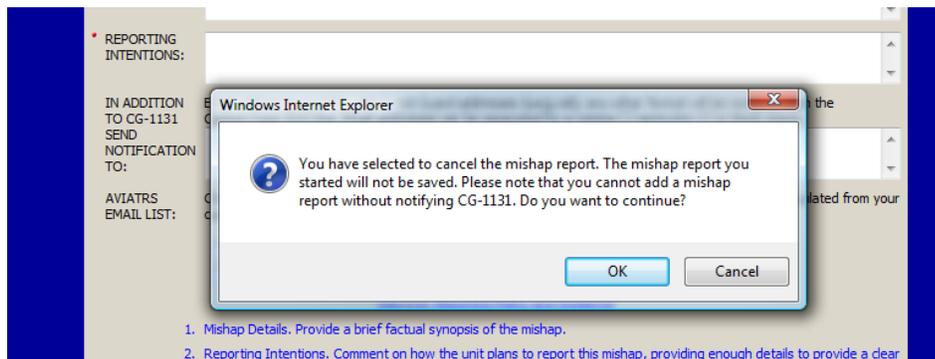
The form allows the FSO to add personnel to the notification. The FSO can type in the email address or select names from their custom e-AVIATRS email list. FSOs are encouraged to include the CO and XO.

The “Mishap Details” and “Reporting Intentions” fields on this page allow you to provide a basic description of the event and let CG-1131 know the unit’s reporting intentions. Recommend you be specific, e.g.: *normal reporting via msg; plan to submit directly to database with no msg; report may be delayed because...; unit requesting Engineering Investigation (“EI”); waiting on VFDR download; sending prelim msg to alert the field, etc.*. The information typed in the **Mishap Details** box will be captured in the “Narrative of Mishap” field for later use, **but only the first 4-5 lines will copy over to the notification email.**

Selecting **Cancel** at the bottom of the page, no report will be created.

Selecting **Send** will send an email with the only the information on this screen to CG-1131 and anyone the FSO added to the notification. Intent is to provide the CG-1131 staff timely visibility of fleet mishaps.

A reminder regarding **Preliminary Mishap Messages** appears and the process is finished.



Clicking **OK** will add the records and bring up the General information page

Preliminary Mishap message guidance is posted at the bottom of the **Mishap Notification and Reporting Intentions** screen.

Preliminary Mishap message reminders. Preliminary mishap messages are encouraged when there is an urgency to get the word out; the Aviation Safety Program is better served; or there is a possibility of the report being delayed. If in doubt, contact CG-1131 staff. At a minimum, consider a Preliminary Mishap Report for:

- A Class C mishap or above.
- Any mishap where existing procedure/process or aircraft component hindered or threatened to hinder safe operations.
- Any time someone is injured because of an existing procedure, process or equipment
- Any mishap that is apt to generate unusual attention or discussion within the CG or by the media/public.

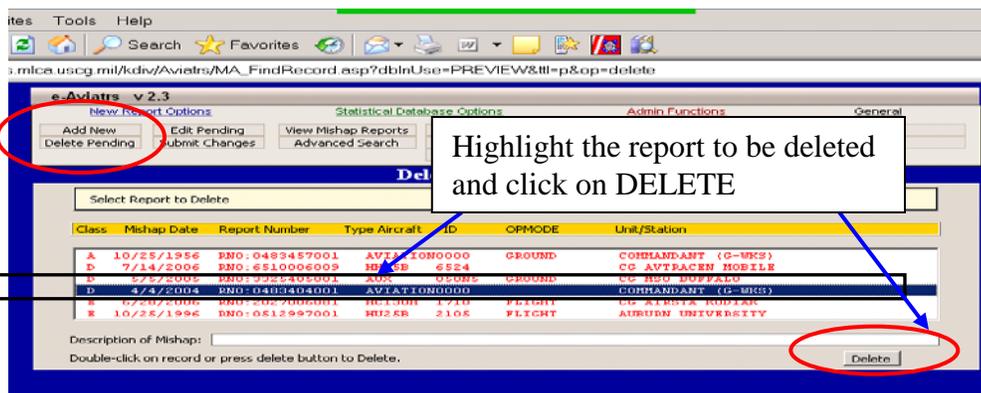
Sending a Preliminary Mishap Message **does not** relieve you of COMDTINST M5100.47 reporting requirements, nor does it eliminate the need to request an extension if you need it. A Final Mishap Report is still due within the reporting deadlines.

Preliminary Mishap Messages can be as simple as a brief description of the incident, identification of the potential hazard(s) and the remaining sections can be “TBD” or “under investigation”.

If it is determined a Final Mishap Message does not need to be released, the Mishap Report can be deleted in e-AVIATRS and not submitted to the database base. If a Final Mishap Message is not released, CG-1131 should be notified and the Command should consider releasing a cancellation message, so others will know there will not be a Final; Mishap Message. Only on rare occasions will you release a Preliminary Mishap Message and not a Final Mishap Message.

Delete Pending Record

There is **only one copy** of each report in the database. Everyone that has access to a mishap report – the originator and anyone with reviewer permissions to that **RNO** – can view it, change it, and/or delete it. Everyone is looking at the same report. The report viewed in your pending file IS NOT your copy, it is the same report being viewed by everyone else. There is only one report to delete.



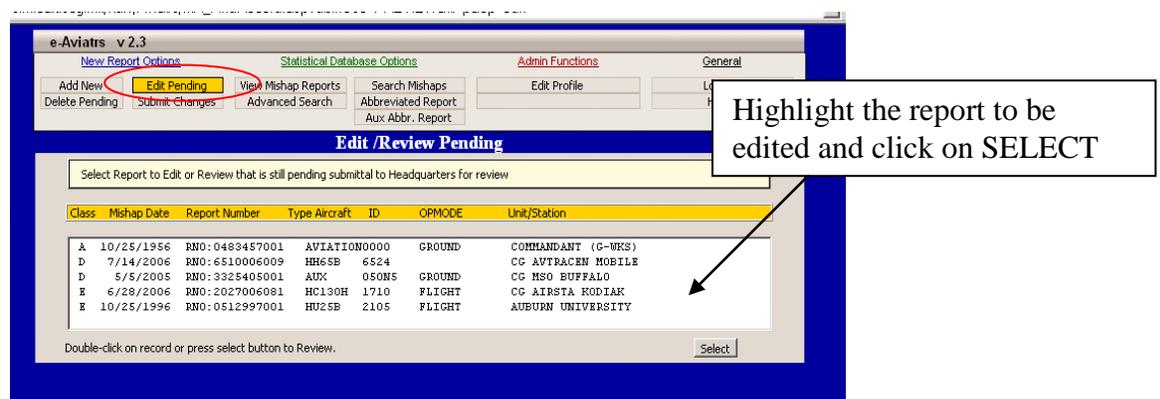
To delete a report click on **Delete Pending** under **New Record Options**. Highlight the report you would like to delete and click on Delete. The Mishap report and RNO will be deleted from the system.



Record Recovery: Reports deleted at the unit level are stored in a deleted record file for 30 days. To retrieve a deleted report use either the [Submit Changes](#) function or [Feedback Function](#) to request the report be restored to your pending file. These two functions will notify the personnel with appropriate admin privileges to restore deleted reports. (Phone calls and emails will not notify the appropriate personnel and will delay the process).

Edit Pending

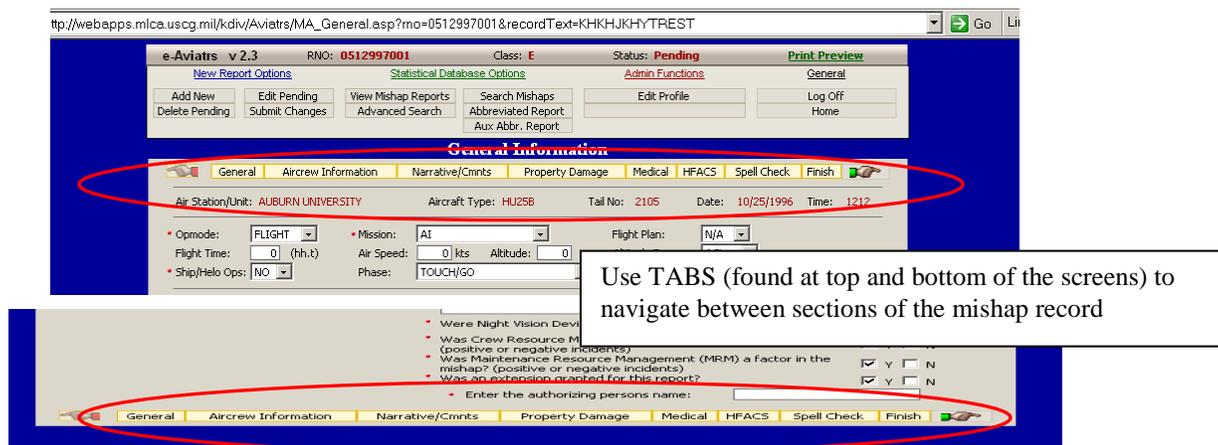
After you've created a report, the report will be listed in your "Edit Pending" dashboard. To edit (draft) a report, click on [Edit Pending](#) under [New Report Options](#). Highlight the report you would like to edit and click SELECT.



Note: It is possible to navigate between pages without filling in all the data. You can print the report, send a message and submit it to the review chain, without filling in all the mandatory fields. You **CANNOT** submit the report to the database until all the required information has been completed (mandatory fields are marked with a red dot).

Navigating between Report Screens.

To navigate between screens use one of the eight (8) tabs at the top or bottom of the screen. **DO NOT** use the back and forward arrows.



- **General:** Information used to generate lines 3-8 of the mishap message and other mishap data used for data searches and not included in the mishap message.
- **Aircrew Information:** Line 9 information.
- **Narrative/Comments.** Information used to generate lines 10 and 12 thru 15 of the mishap message.
- **Property.** Line 11 information of the mishap message.
- **Medical.** Information used to satisfy injury reporting requirements. This information is only required for mishaps involving injury to CG personnel.
- **HFACS.**
- **Spell Check.** Checks *only* the page that is opened when the Spell Check tab is clicked. Spell check must be clicked on each page.
- **Finish.** Review, printing, generating message and submitting the report to the database.

To navigate within **Aircrew Information**, **Property Damage**, or **Medical** tabs, click on the **Add New Record** button in the upper left hand corner of the screen.



To scroll between records on the **Property Damage** or **Medical** screens, use the Previous/Next arrows in the upper right hand corner of the screen.

Mandatory Fields. Red dots indicate mandatory fields that must be filled in BEFORE submitting the report to the database. You cannot submit the report to the database until all mandatory fields are filled in.



When you navigate from page to page, the system will give you a list of fields that still need to be entered on the active page before submitting the report to the database. You can move from field to field, page to page, submit the report for Command Level Review or generate/print a mishap message without completing these fields.

General Information Screen

This page collects information for lines 3-8 of the mishap message & mishap data searches.

Do not leave fields on the **General Information** page blank or empty. There is usually some option that will fit the mishap, use the “N/A” option only as a last resort. (For ground mishaps, use 0 for airspeed and 0 AGL for altitude).

Mishap Class. The system uses mishap cost, number injured, severity of injury and engine data to automatically determine mishap class. See **Finish** tab screen for a summary of this information.

Mishap Class Override. If you need the Mishap Class reassigned, use the **Submit Changes** function on the Home page. Explain why it needs to be changed and what Class to reassign.

Class E Mishaps. To assign Class E to a mishap, click on any choice other than N/A in the **Engine Data** field or use **Submit Changes** to request the Class be changed.

Class E Override. If you are reporting a mishap that defaults to a Class E and the mishap is NOT a Class E go ahead and send the message. You will have to change the class manually in . After you submit the report to the database, use the **Submit Changes** function to request that the Class be changed.

General Information Fields. **Items with a red dot are mandatory**

***Opmode.** *Not all in-aircraft aviation mishaps are categorized as “flight” mishaps.* This is the number one incorrectly entered field. Definitions of [OPMODES](#) are at end of this document and explained in COMDTINST M5100.47 (series). Email CG-1131 if in doubt.

Note: Information collected is at the time of the mishap.

Note: Aviation Ground mishaps **without** an aircraft involved should use “Aviation” as Acft Type and 0000 for the tail number.

***Mission:** Self-explanatory, but here are a few pointers. In general, select **MAINT** for ground mishaps. Be consistent with the event’s mission assignment in ALMIS record. For example, only use **AUF** and **RWAI** as the mission if the mishap occurred during an actual AUF or RWAI mission, not for mishap that occurred during special mission training events.

Note: This is a very comprehensive list of possible missions and it is possible a new CG mission needs to be added. If this is the case, please notify CG-1131.

***Ship/Helo Ops.** This is a frequently ignored field. A selection of **Yes** indicates that policy contained in COMDTINST 3710.2 (series) was relevant to the mishap, e.g, EP during a shipboard landing or takeoff; HIFR or VERTREP mishaps. Hoisting to a boat or cutter (e.g., PB) is generally NOT considered Ship-Helo Ops.

Engine Data. Use this field to record engine mishap/maintenance info. Clicking any choice other than N/A will automatically change Mishap Class to “E”.

ACFT Gross Weight. Enter Aircraft gross weight at time of mishap.

Type of CG Boat (Definitions)	
ANB	ATON Boat (ANB - 55', 63' & 64')
ANB(X)	ATON Boat Misc: (34' and 38')
ASB	Arctic Survey Boat (38')
ATB	Axiation Training Boat (41' UTB)
BU	Buoy Boat (45')
BUSL	Buoy Boat, Stern Loader (49')
CB-L	Cutter Based: 19' 22'
CB-M	Cutter Based: 17-18'
CB-OTH	Cutter Based: Over the Horizon (24' Zodiac)
CB-S	Cutter Based: 14-15'
CT (All Types)	Cadet Training Boat
Defender Class	Defender Class A & B (Response Boats, RB-S & RB-HS)
ASB	
DPB	Deployable Pursuit Boat (38' or 42')
IMARV	Independent Maritime response Boat (60' or 55')
LCVP	Landing Craft
LRI	Long Rand Interceptor (35')
MCB	Motor Cargo Boat (25')
MLB-44	Motor Life Boat (44')
MLB-47	Motor Life Boat (47')
MSB	Motor Surf Boat (26')
PWB	MSO Port & Waterways Boat (21' - 38', all brands)
RB-M	Response Boat - Medium (45')
RB-S II	Response Boat - Small II (29')
SKF	Skiff: Immediate vicinity maintenance & response
SPC	Special Purpose Craft (General)
SPC (Airboat)	Special Purpose Craft (Airboat)
SPC (Cable)	Special Purpose Craft (Cable Boat)
SPC (Ferry)	Special Purpose Craft (Ferry)
SPC (HWX)	Special Purpose Craft: Heavy Weather (52' MLB)
SPC (LE)	Special Purpose Craft: Law Enforcement
SPC (MLB)	Special Purpose Craft: Near Shore Lifeboat (42')
SPC (SURF)	Special Purpose Craft: Surf (30' SRB)
SPC (SV)	Special Purpose Craft: Screening Vessel (64')
SPC (SW)	Special Purpose Craft: Shallow Water
SPC (TTB)	Special Purpose Craft: Tactical Training Boat (30' and 39')
TANB	Trailerable ATON Boat (21')
TPSB	Transportable Port Security Boat (PSU)
UTB	Utility Boat, Big (41')
UTL-T	Utility Boat, Light (Temporary)
UTL	Utility Boat, Light (17' - 28' 11")
UTM	Utility Boat, Medium (25'-40' 11" and is STA(sm) Primary Response vs)

Mishaps with Boat involvement: This is the number one most frequently ignored field. If the mishap involved a Coast Guard boat or occurred while working with a CG boat, enter the boat type. (Click ? for list of CG boats).

Description of Mishap: This block becomes the one-line title of the mishap, so think this block over carefully before filling it in. The basic format for a properly written "Description of Mishap" is: Airframe + what happened, damage or injury, outcome. As you can see, the description of mishap line is not a complete sentence, nor should it be. It's best to describe as succinctly as possible what happened (i.e., the symptom, hazard, or emergency that triggered the mishap report), what was damaged, and what the outcome was. Try to include the common term in the description (near-midair, engine flameout, laser, AFCS, etc.) that you would expect someone to use in a database search for the mishap. **The mishap description shall not contain privileged information.**

Examples:

C-144 near midair collision with GA aircraft, no damage, RTB

H-60 hoist cable entanglement during training mission, hoist cable sheared, RTB to home field

H-65 overtorque during SAR case hoist, minor MGB damage, land w/out incident

C-130 ingests FOD in #1 engine during takeoff roll, substantial prop damage, aborted takeoff

Location of Mishap: For in-flight mishaps, a general description of the closest airport or radial/DME from nearest point of land is appropriate. If the mishap occurred on deck, a more specific description may be appropriate, e.g., wash rack, spot x on the ramp, etc. For other aviation ground mishaps, include a short description where in the hangar the mishap occurred, e.g., hangar #2, helo engine shop, line crew shed, RS shop, etc.

***Weather/Forecasted Illumination:** If NVG/NVD were worn at the time of the mishaps, include forecasted illumination.

Note: If a mishap could be considered model specific, note this in the **Narrative** or **Additional Findings**. The number of flight hours the mishap crew has in that aircraft model should be included as well.

Note: All information collected is at the time of the mishap.

Causal Factors: Users may enter up to six causal factors to a mishap in this section using the drop-down menu. Coast Guard policy does not specify that each mishap event has a “primary” causal factor; in fact, CG-1131 generally treats a mishap event as the outcome of the interaction of several factors. Causal factors should be listed in the order of significance to the mishap. Causal factors are not displayed when viewing individual mishap messages, but FSOs do have the ability to search the database by causal factor (Advanced search). The DoD-HFACS guide or the e-AVIATRIS [HFACS tab](#) can help you with assigning these.

Mishap Causal Factors: ?
 Note: Causal Factors **DO NOT** appear in the Mishap Message.

1. Select Cause 1

2. Select Cause 2

3. Select Cause 3

4. Select Cause 4

5. Select Cause 5

6. Select Cause 6

ACTIVE FAILURES

- Aircrew error (A)
- Maintenance error-local (X)
- Maintenance error-depot (A)
- Procedure/Checklist (A)
- Materiel/Equipment Failure (X)

PRECONDITIONS

- Phys Environment (P)
- Tech Environment/Design (P)
- Attention/Awareness (P)
- Habit patterns (P)
- Personality/Motivation (P)
- Training (S)
- Physiological (P)
- Injury/Illness (P)
- Fatigue (P)
- Mental/Physical Limits (P)
- Perceptual (P)
- CRM (P)
- Coord/Comms (P)
- Msn planning/Prep (P)
- Personal Readiness (P)

SUPERVISORY

- Inadequate Supervision (S)
- Planned Inappropriate Ops (S)
- Known Problem (S)
- Supervisory Deviation (S)

Additional Factors:

- Did this mishap result in a PEL away from intended destination? Y N
- Was Weather a factor in the mishap? Y N
- Were there problems with Safety Equipment? Y N
- Were there problems with the Aviation Life Support Equipment? Y N
- When this mishap occurred, was all required PPE worn properly by those involved? Y N
 None required
- PPE description: (Short narrative describing PPE worn by personnel involved, any PPE not properly worn and why—specifically addressing funding, training, and any complacency issues)
- Were Night Vision Devices worn during the mishap flight? (Included forecasted illumination for the mishap flight in the weather field) Y N
- Would this event be a useful case study for ATC to use for CRM/human factors training? Y N
- Was Maintenance Resource Management (MRM) a factor in the mishap? (positive or negative incidents) Y N
- Was an extension granted for this report? Y N

Narrative/Cmnts | Property Damage | Medical | HFACS | Spell Check | Finish

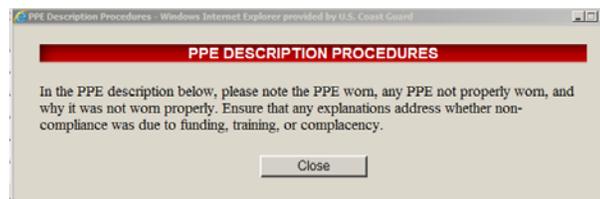
Additional Search Factors (“Yes/No” fields): These boxes are used to collect data useful for search functions. These items are not assumed to be causal factors. Please do not ignore this section, as the information collected here can be very important when doing data searches.

***PEL away from intended destination.** Self-explanatory.

***Weather.** If weather – extreme temps, rain, snow, IMC, was a factor, check yes to this field.

Safety Equipment and ALSE (Aviation Life Support Equipment):** Use these boxes for any problems with safety equipment or ALSE (per COMDTINST M13520.1). **Safety equipment** is a fairly broad term and could include ALSE, on-aircraft safety equipment (e.g., floats, ELTs), ground fire-fighting equipment, aircraft alarms, etc. **ALSE** includes aircraft survival equipment, inflatable equipment, oxygen equipment, rescue equipment, pilot/aircrew PPE, and Rescue Swimmer equipment. ***If you check either of these boxes, you should explain what the “problem” was in the “additional findings” section of the report.

***PPE worn properly:** This field is for capturing the presence or absence of personal protective equipment. This section should give consideration to both aviation (flight gloves, dry suit) and non-aviation (safety glasses, hard hats, gloves, etc.) types of safety gear.



Checking YES or NO will open up the **PPE Reminder** box and **PPE Description** field.

What to include in this box:

- Use this section to record information regarding additional PPE that would have helped lessen or prevented the injury if it had been used or available.
- Use this field to elaborate if any PPE, including maintenance PPE or rescue swimmer gear, fails or does not work properly.
- This is also a good place to note PPE or safety gear that prevented an injury (e.g., visor down during high impact bird strike).
- For flight/flight-related mishaps - if standard flight gear or swimmer gear was used and there is nothing significant to report, enter “STD FLT GEAR WORN.”

***Night Vision Devices:** If NVDs/NVGs were worn anytime by any crewmember during the mishap flight, check this box “yes.” *This box should be checked “yes” even if NVGs were not being used (e.g., goggles up) at the time of the mishap.* Checking this box does not imply that NVD/NVGs were a factor in the mishap. Also, an explanation of whether individual crewmembers **were or were not using the NVD/NVGs during the mishap** is usually appropriate in the **narrative** or **additional findings** sections.

Enter the amount of time the NVDs were in use for the mishap flight on the **General Information** page. Ability to include “Total NVD Time” and “NVD Time Last 30 Days” for the pilots will be included on the **Crew Information** page.

If NVD/NVGs were worn *at the time of the mishap*, double check you have included forecasted illumination in the weather narrative field.

***CRM/MRM:** Check these boxes for events containing examples of CRM or MRM principles/practices. Click “yes” to CRM if the mishap report would provide a useful case study for CRM/human factors training. Click “yes” to MRM if maintenance human factors/errors contributed to the event. Most aviation ground mishaps should have the MRM box checked “yes.” If “Maintenance” is selected as a mishap causal factor, the appropriate MRM “Additional Factor” box should be checked.

Mishap Extension Request Function

To request an extension, check the appropriate box at the bottom right of the **General Information** page. The **Aviation Mishap Report Extension Request** form will appear.

Requesting an extension provides an additional 30 days beyond the normal COMDTINST M5100.47 Mishap Class deadlines. The unit CO must contact the CG-1131 Division Chief in writing if more time is needed beyond the 30-day extension. The **Aviation Mishap Report Extension Request** form is already populated with information from the mishap record, including the **Mishap Description**. The FSO only has to fill in the reason for the reporting delay and add any additional personnel to receive the request. The user can select names from their custom e-AVIATRS email list or type in emails.

AVIATION MISHAP REPORT EXTENSION REQUEST FORM

* DATE RECORD CREATED: 3/9/2011 2:33:41 PM
 * UNIT: AUBURN UNIVERSITY
 * RNO: 0512904001
 * DATE OF INCIDENT: 10/25/2003
 * AIRCRAFT TYPE: C37A
 * AIRCRAFT TAIL NUMBER: 01
 * BRIEF DESCRIPTION: AIRFRAME DAMAGED DURING PAO EVENT
 * REASON FOR REQUEST: Extension requested to illustrate the Extension Requested function for the User Guide.

IN ADDITION TO CG-1131 SEND REQUEST TO:

AVIATRS EMAIL LIST: Check the email addresses that you wish to have included in the Carbon Copy (CC) line. This list is populated from your current AVIATRS email list.

Joel.L.Rebholz@uscg.mil Thomas.H.Farris@uscg.mil

[CG-1131 Extension Policy and Guidance](#)

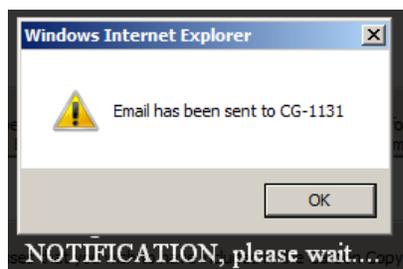
- When granted, an extension will add an additional 30 calendar days to the date the report was due. (Example: Class D or E = Date of Incident + 21 days + 30 day extension. Total of 51 days from date of incident)
- After the date of the extension deadline, a letter (or e-mail) is required from your Commanding Officer to the Chief of Aviation Safety explaining the delay.
- Strongly consider a preliminary report if the Aviation Safety Program is better served by getting the initial word out to the field. If you are in doubt, do not hesitate to call us for help. At a minimum, submit a preliminary report for:
 - Class C mishap or above
 - Any mishap where an existing procedure/process (or lack thereof) or an aircraft component hindered or threatened to hinder safe operations.
 - Any time someone was injured because of an existing procedure/process or equipment.
- If you are concerned about what to put in a preliminary report, don't hesitate to call. It can be as simple as a brief description of the incident, identification of the potential hazard that you are investigating, and all of the remaining sections as "TBD, UNDER INVESTIGATION."

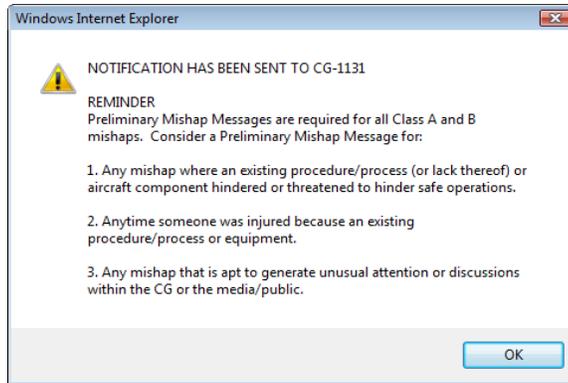
Note: FSOs are strongly encouraged to include the unit CO and XO to keep them apprised of the extension request and so they will be included on the late notices/reminders.

Clicking SEND will send a text msg to the CG-1131 staff and anyone else the FSO adds.

“CG-1131” will be entered in the **Authorizing Person’s Field** at the bottom of the **General Information** page and the following reference line is automatically added to the message: "B. Extension granted by CG-1131”.

Clicking **SEND** also generates two pop ups, the first indicating the request was sent to CG-1131 and a second with a Preliminary Message Reminder/Guidance.





Unless CG-1131 tells you otherwise, the extension is granted.

CG-1131 may contact you for more details or recommending a Preliminary Mishap Message be released.

If the extension is denied, normal reporting deadlines will apply (i.e., the system will send reminders based on the normal deadlines).

Note: Unless the FSO has forwarded the report to members at the command or included them on the extension request, only the FSO is notified of late reports. In this case, the CO will not know the report is overdue or that he needs to contact CG-1131.

COMDTINST M5100.47 (series) applies to mishap reporting timelines. As an example:

- Submission are due after 14 calendar days for Class C. An extension (when granted) will add an additional 30 calendar days to the date the report was due. (Example: Class C = Date of Incident + 14 days + 30 day extension. 44 days from date of incident.)
- At the date of the extension deadline, a call or email is required from the unit's Commanding Officer to the Chief of Aviation Safety (CG-1131) explaining the delay.

Note: Preliminary reports are strongly encouraged, the Aviation Safety Program is better served by getting the initial word out to the field. If in doubt, do not hesitate to email/call us.

Auto-notifications

Auto-notifications are based on the date the FSO first entered the report in the e-AVIATRIS system, and does not account for the date of the incident or the due date based on the class of mishap per COMDTINST M5100.47.

If no extension is requested and the report is not submitted to the database within 30 days of the date the report was first entered in the e-Aviatris system, the system will automatically send a "reminder" email to the originator and CG-1131.

Likewise, if a (30-day) extension is requested and the report is not submitted at the end of 30 calendar days, a "reminder" email will be sent. After the extension deadline, a letter (or email) is required from the unit Commanding Officer to the Chief of Aviation Safety (CG-1131) explaining the delay.

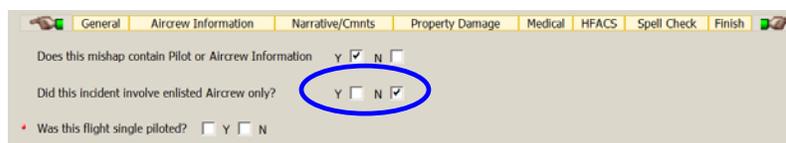
Aircrew Information Screen

This page collects information for line 9 of the mishap message.

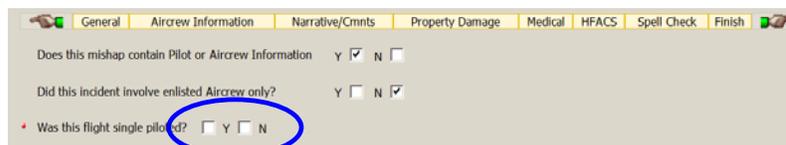


Check **Yes** if there is any pilot/aircrew data associated with the mishap. If **yes**, the window opens up allowing crew information to be filled in.

If there is no crew data associated with the mishap, checking the no box allows the users to finish the report without filling in these fields. If "NO PILOT/AIRCREW INFORMATION" is checked, Line 9 of the mishap message will read: "9. AIRCREW INFORMATION: N/A."



Aircrew Only: If the mishap involved aircrew only (e.g., ground run) and had no pilot involvement, check "yes" to the **Aircrew Only** box. If the **Aircrew Only** box is checked YES, Line 9 of the Mishap Message will list N/A for the PAC and PNAC and only display aircrew flight time information.



Single Piloted: If the flight was singled piloted, check this box and data for only one pilot is required. Aircrew data can be included if the aircrew was a factor in the mishap.

Aircrew Information: Most of these fields are self-explanatory and the process for obtaining this data from ALMIS is contained in Appendix F. Regarding the **Qualification** field, users should only include aircrew qualifications relevant to the mishap event. For example, an AC with an IP/FE qualification would only include the IP/FE qualification if conducting a training or instructor mission. The **Recency** field reflects the last time the member used perishable skills critical to this mission (e.g., hoisting, drops, IFR). It may be left blank if the crewmember's skills were not relevant to the mishap (e.g., a component malfunction mishap).

Note: It is recommended that as much information as possible be filled in within the Aircrew Information tab. Not all fields of the Aircrew Information tab will be transmitted in the message. Even though specific segments of the Aircrew Information tab are not transmitted in the message, the data is important for safety analysis. *Because Class D reports obscure the crew's flight time data, any safety analysis regarding proficiency, currency and/or recency will have to be included in the Additional findings/Corrective Actions section of the **Narrative/Cmnts** tab.*

Additional Aircrew: To add additional aircrew data click on the **Add New Aircrew Data** button in the left hand corner of the screen.

Deleting Aircrew: To delete aircrew data click on the **X**. This will delete only the individual aircrew record not the mishap report.

Rank, Age, Currency, and Command & Control fields (Administrator accounts only): Only users with Administrator accounts will be able to enter this data for aircrew. This is only used for MAB-analyzed mishaps.

Note 1: All information collected is at the time of the mishap.

Note 2: If a mishap could be considered model specific, noted this in the **Narrative** or **Additional Findings**. The number of flight hours the mishap crew has in that aircraft model should also be included.

Narrative and other text fields

This page collects information for lines 10 and 12 thru 15 of the mishap message.

Narrative: The narrative is a non-privileged section of the report and provides a brief synopsis regarding the factual elements of the mishap. Because of the non-privileged nature of this section, identifying information (tail numbers, place names, etc.) should be left out. Instead of using the tail number, use terminology such as “helicopter” or “aircraft”. Additionally, don’t include the mission type unless it is essential to the mishap. Instead of “during an LE patrol” just use a generic phrase like “while on the flight”. Write the narrative in a manner so that personnel not familiar with CG aviation operations understand what occurred. Think of it as a factual executive summary.

Provide a chronological account of what happened. Make sure it’s clear what the mishap is and is not – i.e., if there was aircraft damage or an injury – make sure you clearly state it. You can include what happened after the incident, but keep deliberative information out – save that for the **Additional Findings** or **CO’s Comments** field.

Note 1: Do not use gender-specific terms like “he” or “she” or any personally-identifiable information in the narrative, as this section is generally considered non-privileged and therefore is open to FOIA.

Note 2: As you write your mishap message, keep in mind that mishap messages are excellent material for safety briefings and should be written to prompt discussions of the event and lessons learned.

The screenshot shows a web-based form titled "Narrative / Comments". At the top, there are several buttons: "Add New", "Delete Pending", "Edit Pending", "Submit Changes", "View Mishap Reports", "Advanced Search", "Search Mishaps", "Abbreviated Report", "Aux Abbr. Report", "Edit Profile", "Log Off", and "Home". Below these buttons is a navigation bar with tabs: "General", "Aircrew Information", "Narrative/Cmnts" (which is highlighted), "Property Damage", "Medical", "HFACS", "Spell Check", and "Finish". The main content area is divided into three sections:

- Narrative of Mishap:** This section contains a text area with instructions: "GIVE A COMPLETE PICTURE OF WHAT HAPPENED. INCLUDE THE SEQUENCE OF EVENTS AND CIRCUMSTANCES LEADING TO THE MISHAP AND WHAT HAPPENED AFTER THE MISHAP, WHILE KEEPING THE SAFETY INVESTIGATION DELIBERATIVE INFORMATION OUT. INCLUDE THE SEQUENCE OF POST MISHAP EVENTS THAT RETURNED THE ACFT TO 'B' STATUS. ANY INFO PLACED IN THE FIELD MAY BE PROVIDED TO OEM/SUPPLIERS AND OTHERS OUTSIDE THE CG. REMEMBER ENGINEERING FINDINGS ARE DIFFERENT FROM SAFETY FINDING AND MAY BE INCLUDED IN THE NARRATIVE. IT IS OKAY TO SAY 'ENGINEERING REPLACED WIDGET B AFTER FINDING THAT REPLACING WIDGET A DID NOT SOLVE THE PROBLEM'."
- Investigator:** This section has fields for "Investigator - Last Name, First, MI", "Phone Number (w/ Area Code)", "Ext.", and "Originators Email Address". An example email address "cathie.zimmerman@uscg.mil" is shown.
- Additional Findings and Corrective Actions:** This section contains a text area with instructions: "THIS FIELD SHOULD BE USED TO ELABORATE ON WHAT HAPPENED AND THE INVESTIGATIVE ACTIONS TAKEN. USE THIS FIELD TO RECORD UNIT LEVEL CORRECTIVE ACTIONS OR CORRECTIVE ACTIONS ALREADY COMPLETED (LIKE CG-22 SUBMISSION; REPAIRS MADE; OR MISHAP DISCUSSED AT ALL HANDS) MOST MISHAPS POINT OUT A NEED TO RE-ENFORCE STANDARDS; DOUBLE CHECK PROCEDURES; OR PROVIDE REFRESHER TRAINING, NOT MAJOR CHANGES OR NEW EQUIPMENT. USE THIS FIELD TO DISCUSS THESE ACTIONS. INCLUDE HERE RECOMMENDATIONS TO BE COMPLETED AT THE LOCAL LEVEL SUCH AS 'DISCUSS AT ALL HANDS, OR UNITS SHOULD REVIEW THEIR PROCEDURES.'" "THESE RECOMMENDATIONS DO NOT REQUIRE ACTIONS OR IMPLEMENTATION ABOUT THE UNIT LEVEL AND ARE NOT TRACKED IN RATS."

At the bottom of the form, there is a field for "Commanding Officer Comments".

Additional Findings/Corrective Actions:

Note: *Information contained in this section of the mishap report is considered **privileged**.*

Use this field to elaborate on the narrative section and provide your analysis, investigative actions taken, etc. Strategies and scope of this section will vary by the type, cost, and severity of the event, but in general, should contain additional detail of the events/preconditions leading up to the event (e.g., experience, proficiency, and recency) and details surrounding the events taken after the mishap event (e.g., significant maintenance action, VFDR, toxicology results). There is no requirement to list facts chronologically in a 'bulletized' fashion as is done in Administrative Investigations – the strategy for writing this section is up to the writer - however a commonly accepted technique is to organize this section into paragraphs labeled with capital letters (A...B...C...etc.). For mishaps with human factor influences, a strategy commonly used is to frame the discussion in sequence from discussing each relevant causal factor and then explaining its associated preconditions. Record here air station/unit level corrective actions and actions already completed (such as CG-22 submissions, repairs, etc.). Include in this field suggestions/recommendations for items that are best completed at the **local** level, for example: "All air stations should add this hazard to their local OpHazard training." These actions do not require intervention beyond the Air Station/unit level to implement and are not tracked by RATS (The **Recommended Action Tracking System**). Many mishaps point out a need to re-enforce standards, double check procedures, or provide refresher training, or increase awareness within the affected community and may not suggest major changes or new equipment are needed. Use this field to discuss these types of actions. The final paragraph of the Additional Findings/Corrective Actions section should be a summarized list of HFACS causal factors (Act, Precondition, Supervision, and Organizational) organized in MATERIAL or HUMAN section. Each causal factor should list a "recommended mitigation/corrective action" that the unit has or will implement. List only the title and description of the HFACS causal factor, since adding the specific alphanumeric HFACS codes can be confusing to the reader.

Note #1: Not every mishap will result in a change or need for new equipment. Most incidents point out a need to re-enforce standards, double check procedures, provide refresher training or increase awareness and other unit level actions.

Note #2: If a mishap occurrence of a mishap could be considered model specific (e.g., crew was brand new to the MH-60T), this should be noted in the **Narrative** or **Additional Findings**. The

number of flight hours the crew has in that aircraft model should be included as well as other useful details.

****References:** Keep in mind when using references in the mishap report (in the narrative or other text fields), the references should be readable as a standalone text. Mishap reports are often reviewed only in sections and seldom the entire report reviewed or released. Do not use the reference letters used in the mishap message, as message references are not captured in the **e-AVIATR**S database.

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: Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
- It’s acceptable to abbreviate the title of other documents (e.g., Air Ops Manual, 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, Date, Tail and RNO. In real life mishaps are not remembered or referred to by DTG.

The screenshot shows a web-based form for reporting a mishap. At the top, there is a warning: "UNOFFICIAL REPORT! THESE RECOMMENDATIONS DO NOT REQUIRE ACTIONS OR IMPLEMENTATION ABOUT THE UNIT LEVEL AND ARE NOT TRACKED IN RATS." Below this, there are two main sections: "Commanding Officer Comments" and "Recommendations". The "Commanding Officer Comments" section contains a warning about copying and pasting text from other documents, a note about cleaning up stray characters in CGMS, and a label for the "Commanding Officer - Last Name, First, MI" field. The "Recommendations" section contains a detailed instruction: "THIS FIELD IS FOR RECOMMENDATIONS HAVING FLEET WIDE IMPACT AND REQUIRING ACTION OR FUNDING BEYOND THE INDIVIDUAL AIRSTATION OR UNIT. THIS FIELD CAPTURES DATA FOR RATS (THE RECOMMENDED ACTION TRACKING SYSTEM). THESE ITEMS USUALLY REQUIRE ACTION ON TASKING BY HQ (CG-711, CG-41, CG-1131 OR CG-112), ATC OR ALC. RECOMMENDATIONS SHOULD BE SPECIFIC, FEASIBLE SOLUTIONS RELATED TO THE MISHAP. DO NOT RECOMMEND SWEEPING GENERAL RECOMMENDATIONS OR RECOMMENDATIONS WITH NO CLOSING ACTION." At the bottom of the form, there are several tabs: "General", "Aircrew Information", "Narrative/Comnts", "Property Damage", "Medical", "HFACS", "Spell Check", and "Finish".

Commanding Officer’s Comments:

The **Commanding Officer’s Comments** provide the CO the opportunity to address the circumstances surrounding the mishap. Recommended themes include discussing lessons learned, corrective actions taken by the unit, and/or provide personal perspective on actions the crew took. As a suggestion, comments should address human factor issues involved in the mishap, and comment on any recommendations put forth in the report. The CO should avoid introducing new causal factors, new analysis, or new recommendations in this section, since these should have been included in the Additional Findings/Corrective Actions section. The body of the CO's comments should pull from the FSO analysis, be used as a "way forward" and "mishap prevention" vehicle. The CO’s comments should avoid embarrassing those involved in the incident or placing blame.

Recommendations:

This field is for recording recommendations that have fleet-wide impact and/or require action, capability, or funding beyond the air station level. Note these are suggestions from the unit, not “directed actions” from the safety program. This is generally tasking for HQ directorates, ATC, or ALC. Recommendations are actions that will prevent or mitigate similar mishaps in the future. Recommendations should be feasible actions related to the mishap, and should be written: **a) to a specific entity/party; b) describing a specific action, and c) be realistic**. Recommendations addressing the general importance of applying CRM, flight discipline, or maintaining SA, are better suited for the **Commanding Officer’s Comments** section. Provide specific action that will correct

the deficiency and prevent future mishaps, and explain how the unit will take the first step to make a fix. The intent of this field is to capture information to be tracked by RATS (Recommended Action Tracking System). Recommendations in this field are beyond the unit level, however, the recommendation should explain what the unit is doing to prevent a similar mishap.

Note: Any item not fitting the above criteria will be moved into the **Commanding Officer's Comments** or the **Additional Findings/Corrective Action** fields during final review by Headquarters (CG-1131).

Note: In the nature of establishing good working relationships with other CG offices/units, when making a recommendation, FSOs should reach out to the entity you are seeking to make a change in advance of releasing the mishap. CG-1131 should be included in these conversations and can help put FSOs in contact with the right office or department.

Warning: Beware of copying and pasting text from MS Word documents into e-AVIATR. Proofread the final report very carefully. Formatting, quotes and apostrophes do not always translate correctly.

Property Damage Screen

Appendix C contains more information about calculating property damage.

This page collects information for line 11 of the mishap message.



All damage can be included on one property record or multiple records as deemed appropriate. Components or sub-system damage can be combined in a single entry. Do not list each part separately, if it is not necessary. If detailed parts and component information is needed, ALMIS will be used, not e-AVIATR. Include only the parts and components needed to make the mishap understandable.

To add additional property records click on the **Add New Property Damage Information** button in the upper left side of the screen.

Operational Days Lost: Do not forget to tally and enter **Operational Days Lost** anytime the aircraft suffering the mishap is grounded for over 24 hours. Operational Days Lost only need to be entered for one property record, or they will be double-counted. In some cases, the aircraft will enter scheduled maintenance following mishap repairs – these days should be subtracted from the overall aircraft downtime.

Note: To scroll between records on the **Property Damage** screen use the PREVIOUS/NEXT RECORD arrow in the upper right hand corner of the screen.

Enter mishap property damage data in the appropriate fields.

The screenshot shows the 'Property Damage' form with several annotations. A blue arrow points to the 'Property Type' section, specifically to the 'Buildings' checkbox, with a callout box stating: 'For non-aviation damage, click the appropriate box'. A blue oval highlights the 'Part (Description)' field. A red oval highlights the 'Delete This Record' button at the bottom left. The form includes sections for 'Coast Guard Property Damage' and 'Coast Guard Auxiliary Facilities / Equipment', each with fields for 'Operational Days Lost', 'Cost of CG Owned Parts/Materials', 'Number of CG Man Hours to Repair Damage', and 'Cost of Commercial Repairs/Contractor'. The 'Total Cost of Mishaps' is shown as \$0.00.

Delete a Property Record. To delete a property record, click on “Delete This Record” at the bottom left hand corner of the screen. This will delete only the property record displayed not the mishap report.

Medical Information Screen

AVIATRS v2.1 RNO: 0403405001 Class: D Status: Pending Print Preview

New Report Options: Add New, Edit Pending, Delete Pending, Submit Changes, View Mishaps Reports, Advanced Search, Search Mishaps, Abbreviated Report, Admin Functions, Edit Profile, Log Off, Home

Statistical Database Options: View Mishaps Reports, Advanced Search, Search Mishaps, Abbreviated Report

HQ Functions: Review Pending, Delete Pending, Edit Approved, Delete Approved

General: Log Off, Home, Account Functions, Admin Functions

MEDICAL ENTRIES

Each injured person requires a separate entry. Press the Add New Medical Information to create a new page for each person.

Add New Medical Information Record 1 of 1

Personnel Information

Note: Personal data (example: Name) will not be included in the Mishap Message.

Name: Last, First, M. Init, Age, Grade, Rate, Duty Status

Injury Information

Part of Body Injured (Primary), Part of Body Injured (Secondary), Nature of Injury (Primary), Nature of Injury (Secondary), Source of Injury

Severity:

- Fatal / Missing in Action
- Full Disability
- Partial Disability
- None of the above

Type PPE (Personal Protective Equipment (Required / In Use at Time))

Item	Required	In Use	Item	Required	In Use	Item	Required	In Use
Ear	<input type="checkbox"/>	<input type="checkbox"/>	Foot	<input type="checkbox"/>	<input type="checkbox"/>	PFD	<input type="checkbox"/>	<input type="checkbox"/>
Eye	<input type="checkbox"/>	<input type="checkbox"/>	Hand	<input type="checkbox"/>	<input type="checkbox"/>	Respirator	<input type="checkbox"/>	<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	Head	<input type="checkbox"/>	<input type="checkbox"/>	Seat Belt	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>						

Lost Work Time

Days Hospitalized, Lost Work Days (NFPD/SIQ), Days Restricted (PFLD)

Delete This Record

Each injured person requires a separate entry.

Note: To add additional personnel records on the **Medical** screen, click on the **Add New Medical Information** button in the upper left hand corner of the screen.

Note: To scroll between records on the **Medical** screen, use the PREVIOUS/NEXT RECORD arrow in the upper right hand corner of the screen.

Delete a Medical Record: To delete a medical record, click on “Delete This Record” at the bottom left hand corner of the screen. This will delete only the medical record displayed not the mishap report.

Finish Tab/Final Review Screen

New Report Options: Add New, Edit Pending, Delete Pending, Submit Changes, View Mishaps Reports, Advanced Search, Search Mishaps, Abbreviated Report, HQ Functions, Review Pending, Delete Pending, Edit Approved, Delete Approved, General, Log Off, Home, Account Functions, Admin Functions

Final Review

Mishap Summary

On Duty Injuries	1	CG Owned Parts/Materials	\$0.00
Off Duty Injuries	0	CG Man Hours (Cost)	\$0.00
Personnel Hospitalized	1	Commercial Repairs	\$0.00
Days Hospitalized	13	Non CG Property Damage	\$0.00
Lost Work Days	12	Auxiliary Property/Materials	\$0.00
Restricted Work Days	23	Total Damage Cost	\$0.00

Note: This Mishap was determined to be Class A because at least one personnel was listed as a fatality.

Submit Report to Command Level Reviewer, Preview/Generate Message for Dissemination, Submit Report to AVIATRS Database

This screen shows a summary of the mishap (cost, number injured, etc) and justification for the **Mishap Class** assigned. **Mishap Class** is assigned per the definitions of COMDTINST M5100.47.

The summary information on this page is generated based on the information entered on the other pages. **Do Not** attempt to change this information, changes will not be saved. The summary information can only be changed by changing the information on the other screens.

Mishap Class Override. On those rare occasions you need the **Mishap Class** to be different from what the system assigned, use the [Submit Changes](#) function. Explain why it needs to be changed and what Class to reassign.

The **Finish** tab / Final Review screen has three functions, (1) **Submit Report for Command Level Review**, (2) **Preview/Generate Mishap Message**, and (3) **Submit Record to e-AVIATRS Database**. You can use this screen and the top two review options at anytime, it is not necessary to complete all the mandatory fields.

e-Aviatrs v 2.3 RNO: **0512997001** Class: **E** Status: **Pending** [Print Preview](#)

[New Report Options](#) [Statistical Database Options](#) [HQ Functions](#) [General](#)

Add New Edit Pending View Mishap Reports Search Mishaps Review Pending Log Off
Delete Pending Submit Changes Advanced Search Abbreviated Report **Delete Pending** Home
Aux Abbr. Report Edit Approved Account Functions
Delete Approved Admin Functions

RATS / HFACS

Final Review

General Aircrew Information Narrative/Cmnts Property Damage Medical RATS HFACS Spell Check Finish

Mishap Summary

On Duty Injuries	0	CG Owned Parts/Materials	\$47.00	Submit Report to Command Level Reviewer
Off Duty Injuries	0	CG Man Hours (Cost)	\$6,372.00	
Personnel Hospitalized	0	Commercial Repairs	\$0.00	Preview/Generate Message for Dissemination
Days Hospitalized	0	Non CG Property Damage	\$0.00	Submit Report to AVIATRS Database
Lost Work Days	0	Auxiliary Property/Materials	\$0.00	
Restricted Work Days	0	Total Damage Cost	\$6,419.00	

Note:
This Mishap was determined to be Class E because this mishap is reporting an Engine Failure.

General Aircrew Information Narrative/Cmnts Property Damage Medical RATS HFACS Spell Check Finish

Submit Report to Command Level Reviewer (Sharing Pending Reports)

Submit Report to Command Level Review allows you to email the report to other reviewers. This is the only way to allow others access to the report (you will still have access to edit the report).

Highlight the Reviewers from your list and click Add Selected Email Addresses or type in addresses not listed, separate by semicolons. If selecting multiple email address from custom list, hold the CTRL key while selecting on the address. (see **Home Screen** section for explanation of creating custom email list).

READ ONLY. Records can be marked as **READ ONLY** before emailing to a reviewer. That Reviewer can only view the report and cannot change any fields, delete the report, forward the message or submit it to the HQ. This person will not be able to print, create a message or forward the report.

COMMENTS. Comments or instructions can be sent to the reviewers, by using the **Comments** block. These will appear in the email sent to all reviewers. Encourage the person forwarding the message let everyone know the mishap timeline and when the report is due.

Each person will receive an email link to **e-AVIATRS**, letting them know that mishap **RNO** is available for them to review or edit.

Note: Only people with a valid USCG email address can access the mishap reports.

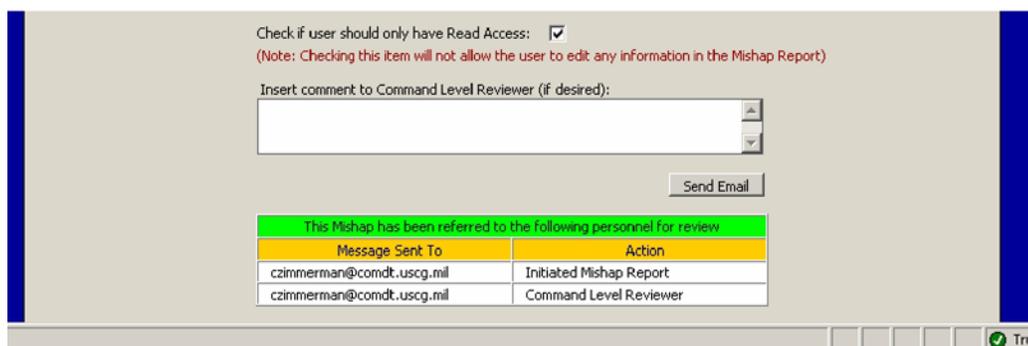
Review Process

Note: An e-AVIATRS account is required to review a report.

Paper or electronic - it's your call. The review process is up to you and your command. The mishap can be emailed to each reviewer along with instructions or comments. Whatever works for your command. All reviewers can review the report at the same time. Reviewers can be instructed using the comment box to send the report on to the next reviewer and when the report is due.

Note: The mishap report originator and any reviewer **MUST** add everyone they want to have access it as a Command Level Reviewer.

Reviewer's Log: e-AVIATRS keeps a log of the reviewers as the report is emailed from reviewer to reviewer. This is at the bottom of the **Command Level Reviewer** page.



Check if user should only have Read Access:
(Note: Checking this item will not allow the user to edit any information in the Mishap Report)

Insert comment to Command Level Reviewer (if desired):

Send Email

This Mishap has been referred to the following personnel for review

Message Sent To	Action
czimmerman@comdt.uscg.mil	Initiated Mishap Report
czimmerman@comdt.uscg.mil	Command Level Reviewer

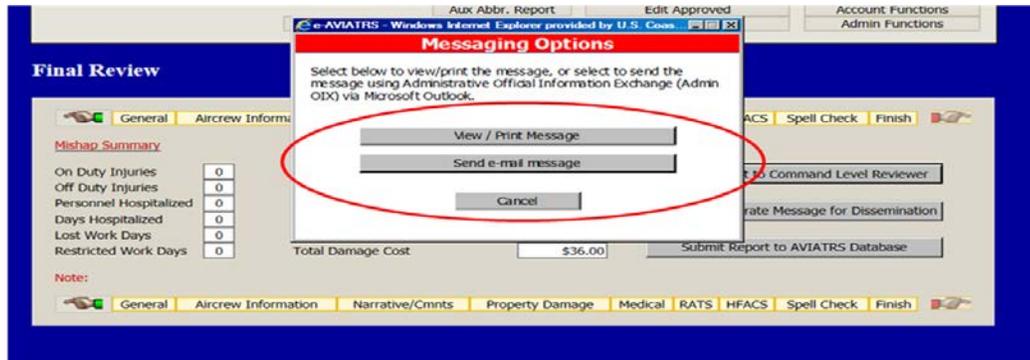
No Record in Pending File: If the report does not appear in a reviewers pending file, check the email address used to send the link and the email address in the person's profile. If either email addresses is incorrect, that person will not be able to view pending mishap reports. Correct the email address and try resending the report link. If the report appears to be missing completely contact **CG-1131** or use the [Submit Changes](#) function.

Preview/Generate Mishap Message

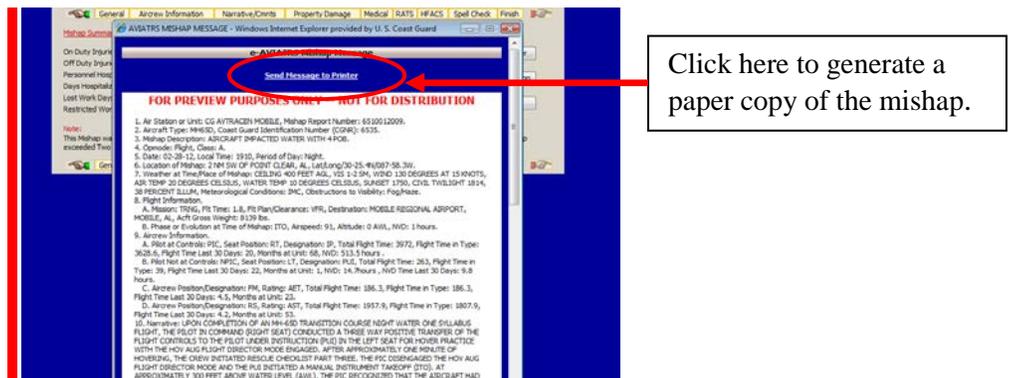
Note: Messages must be generated **before** submitting mishap records to the database. See Appendix D for tips related to generating a message using e-AVIATRS data.



View/Print Message: Use the middle button on the **FINISH** tab/**FINAL REVIEW** page to generate a paper copy of the mishap message or to generate a mishap message for dissemination via Admin OIX. Follow the instructions on the screen to create/release a message. (See Appendix D for tips related to generating a message using e-AVIATRS data.



Clicking the **Preview/Generate a Mishap Message** button produces the Messaging Options Dialogue box. The first option, **View/Print Message**, will produce a printable message format. The second option, **Send e-mail message**, will produce a window that contains the mishap message content in the canned format style.



Option #1: View/Print message: If this is selected, your useful options will be to either (1) print by selecting **Send Message to Printer** or (2) you can use the cursor to copy the text.

Send Msg to Printer: If selected, your printer dialogue box will come up. The report can be printed to a printer or to other applications on your desktop.

Copy text: There are sometimes cases where it's useful to copy/paste the report into another program for editing. **Be careful when importing edited text back into e-Aviatrs.**



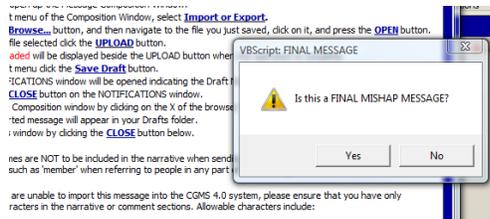
Option #2: Selecting **Send e-mail message**, will generate the following popup:

Boat Mishaps: Clicking either of the options in the Message Option box will generate the Boat/Hoisting Popup. Clicking yes will automatically add all small boat stations to the mishap message. *If yes is clicked, be sure the appropriate data is entered in the boat field on the General Information page.*

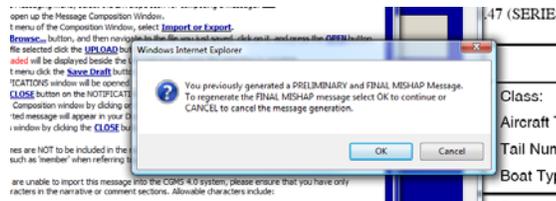
After answering the “small boat/hoisting” question, the system will ask “Is this a PRELIMINARY MESSAGE?” Clicking **NO** does nothing and each time you use the **Preview/Generate a Mishap Message** you will be asked if it is a Preliminary Message.

Clicking YES will add “**PRELIMINARY**” to the subject line of the mishap message. That is the only change it makes.

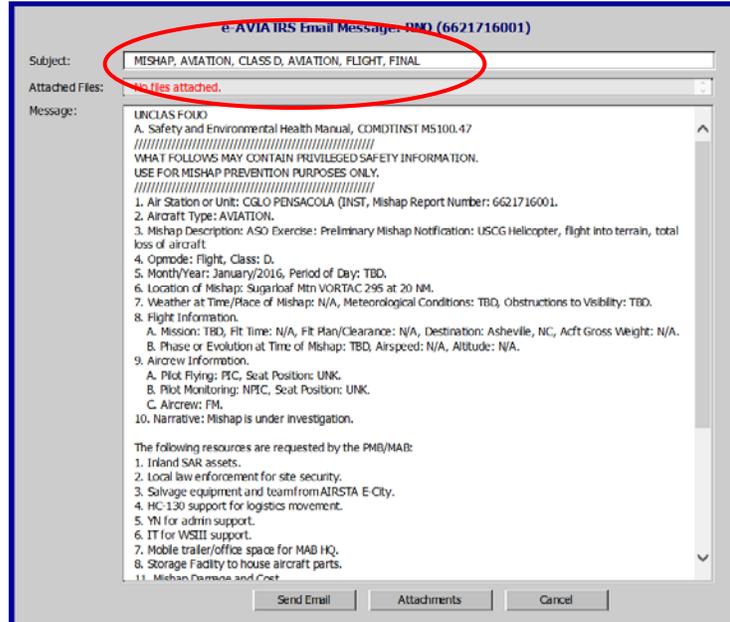
If you select to do a Preliminary message, your message will populate with whatever boxes you have selected in **e-AVIATRS**. For instance, if you leave items blank, assume something, or just fill with “N/A,” that is what will end up in your message. These blocks will need to be manually checked/changed in the message window. There is not a magic button that populates the entire message with TBDs. When reviewing the message for a preliminary report, I recommend you even consider taking some categories – “Mishap damage and cost”, for example – and if the entire section is TBD, just state that and delete the individual line items. **e-AVIATRS** is primarily designed to help to create the final message and serve as a mishap report database, and is effective, but not perfectly suited, for sending preliminary message. Once **e-AVIATRS** is utilized to create a preliminary message, you will have to go back into the report fields and replace blanks and TBDs with the appropriate information. Remember this is a preliminary message and the goal is to focus the reader on what is known and what is still under investigation.

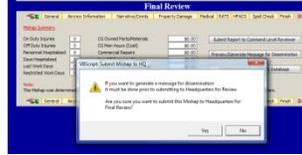


Each time the **Preview/Generate a Mishap Message** is used after clicking YES, you will be asked if this is a “FINAL MESSAGE?” Clicking NO changes nothing and “PRELIMINARY MESSAGE” will be added to the subject line of the mishap message.



Clicking YES will add "FINAL MESSAGE" to the subject line of the mishap message and all mishap messages after this.



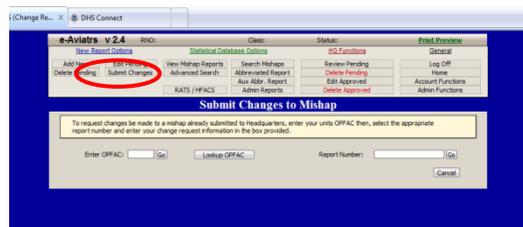


One last reminder to generate a mishap message before submitting the record to Headquarters will be provided.



System confirms that the mishap record was submitted. The report will be review by CG-1131 before it is moved to the final active database.

Submit Changes



Anytime you need information changed or updated in a mishap record use the **Submit Changes** function under the **New Report Options**. The correct (and quickest) way to change or update information already in **e-AVIATRIS** is to use the **Submit Changes** function. The requester will receive an email when the changes have been completed, usually within four (4) working days.



The **Submit Changes to Mishap** screen allows you look up mishap records by **RNO**, if known, or select from all mishaps record for your **OPFAC**.



Once a record is selected the screen will display the narrative and other key fields for that **RNO**. In the box provided at the bottom of the screen, describe what needs to be changes and submit the request.

Using the **Submit Changes** function will notify the appropriate personnel (non CG-1131 staff) with permission to make the changes requested. If someone is TAD or on LV, the request will still be handled in a timely manner.

Telephone calls and emails to the CG-1131 staff DOES NOT notify the right person and the problem will not be resolved in a timely manner (and usually delays the process).

Changes to Permanent Information: Changes to permanent information (OPFAC, Mishap Date, Time, and Tail Number) can be made using the **Submit Changes** function. You can still send the message, but will have to manually change the information on the message.

Record Return/Retrieval for Editing: To have a report (already submitted to the database) returned, use the **Submit Changes** function. Use this function to retrieve a report to (re) send a message or make major changes to a report.

Recover Deleted Record: To have a deleted report restored, use the **Submit Changes** function.

Returned Records: The person requesting a report be return, will receive an email and link stating that the report has been returned to the unit's **Edit Pending** folder. Everyone who had access to the report (has been emailed a link) should now be able to view the report again. If you receive the email, but the report does not show up in your **Edit Pending** folder check the **Edit Pending** folder of the person who submitted the report to *e-AVIATRS*.

Human Factors Analysis and Classification System (HFACS)

USCG started using DOD HFACS in December 2005 for all Commandant-appointed MABs.

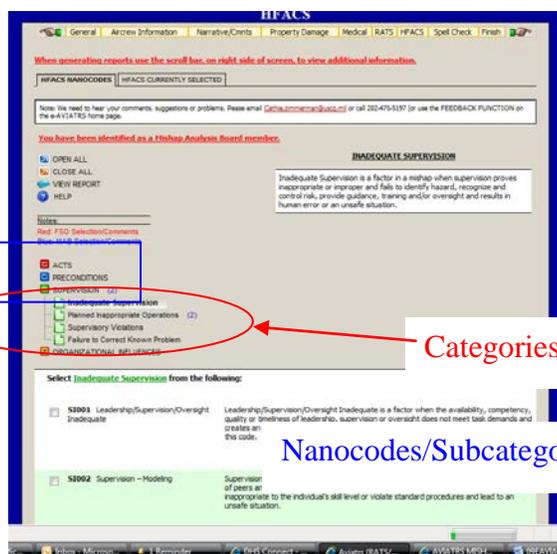
Use of HFACS is **not** mandatory at the unit level, but units are encouraged to use it for any mishap analysis involving human factor considerations. It can be very helpful in conducting a unit level mishap analysis.

There currently is no online help, but the online HFACS version is identical to the DOD HFACS version (<http://www.uscg.mil/hq/g-w/g-wk/wks/hfacs.htm>). The first 12 pages of this document are a good tutorial on how to use HFACS.

To use HFACS: First, click on the **HFACS NANOCODE** tab:



Failures/Conditions

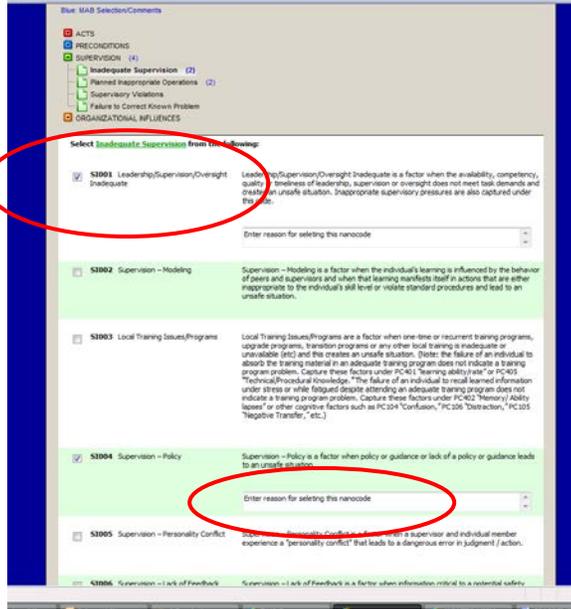


Categories (highlight and click to expand)

Nanocodes/Subcategories

Procedure:

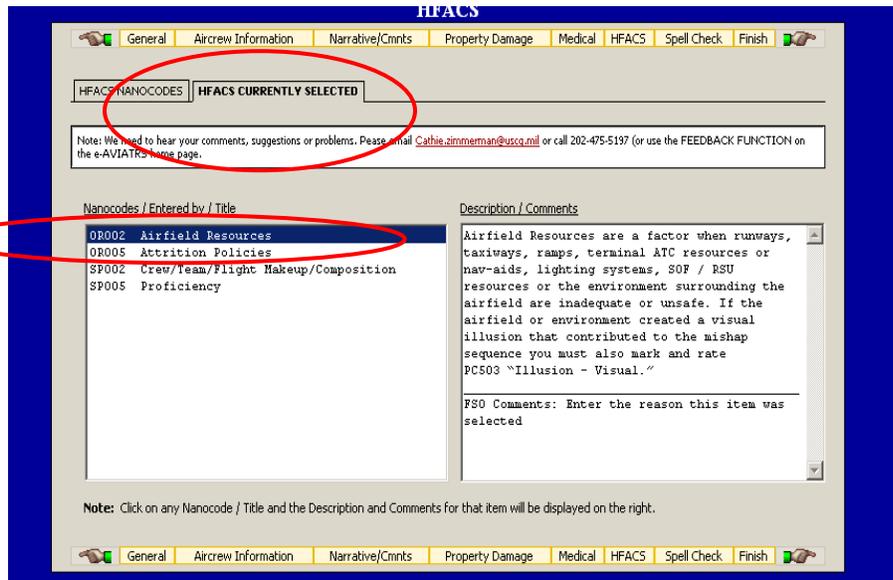
- Select a failure/condition (Act, Preconditions, Supervision or Organizational);
- Drill down to the category by clicking on the down arrows;
- Highlight and click on the category to display the subcategories/nanocodes;
- Scroll down to the list of nanocodes located in the white box at the bottom of the page (this may require using the scrolling bar to view all choices).
- Select all that apply.
- You have the option of entering an explanation or justification for each nanocode selected.



Note: Unchecking a nanocode will delete any comments from the system.

REVIEW SELECTED HFACS AND COMMENTS. To Review Selected HFACS and Comments--use the **HFACS CURRENTLY SELECTED** tab and highlight the **Nanocode** to review and see comments.

There is currently no online help and no report generators. Please contact [CG-1131](#) for assistance.



Only the mishap record originator (and MAB members) will be able to add, see or modify the HFACS at the unit level. Access can be given to other personnel, if desired. Contact CG-1131 (or use the **Feedback** function on the e-AVIATRS home page).

Comments / Suggestions. CG-1131 needs to hear your comments, suggestions or problems, he is the only CG-1131 staffer working this issue and will be collecting the info and coordinating with the programmers. Please contact CG-1131 (or use the FEEDBACK FUNCTION on the e-AVIATRS home page).

Auxiliary Aviation Mishap Review

Abbreviated AuxAir mishap messages will be distributed to Auxiliarists via the Auxiliary Aviation Standardization Team and the Auxiliary District Flight Safety Officer (DFSFO). DFSFO and Air Station FSOs are encouraged to work cooperatively to facilitate the viewing of aviation mishap messages. See page 9 of Appendix G.

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. e-AVIATRS will generate an abbreviated mishap report containing only factual data and is approved for release outside the Coast Guard system.

DFSFOs should coordinate regular visits to air stations and facilitate FSO support during Aux training events to provide briefings and viewing of mishap messages. Auxiliarists are encouraged to view CG auxiliary aviation mishap messages in their entirety and these should be available for review through the Air Station FSO.

NOTE: While Auxiliary review of mishap messages is authorized and encouraged, accountability of these documents must be emphasized. All members of team Coast Guard are reminded that these documents should be controlled and protected from unauthorized reproduction or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.

OPMODE Definitions

Opmode: Not all aircraft mishaps are “flight” mishaps. This is the most incorrectly entered field. If there is intent for flight, but no airframe/acft damage the mishap is flight-related (Flt-Rel). Most near midair collisions (NMAC), inflight injuries (e.g., laser events and RS injuries), rotorwash incidents and birdstrikes without damage should be entered as Flt-Rel, not Flight. Lesson learned/HIPO and near CFIT mishaps are also Flight-Related.

Aviation Opmode definitions (per COMDTINST M5100.47 [series]):

- **Flight Mishap.** Mishaps involving Coast Guard aircraft damage/loss with or without other property damage, personnel injury/death, or occupational illness, where intent for flight existed at the time of the mishap.
- **Flight-Related Mishap.** Mishaps in which there is **NO** Coast Guard aircraft damage. Intent for flight must have existed at the time of the mishap, and other property damage, death, injury or occupational illness may or may not have occurred. (Includes near midair collisions, non-aircraft damage or injuries, CRM, MRM, ORM and other reportable events with **NO** reportable Coast Guard aircraft damage.)

Note: Some mishap events require inspections (overtorques, bird strikes) in which no aircraft damage is found and no parts are replaced. ***These can be categorized as flight-related*** as long as the man-hours required for the inspection does not exceed 10 hours. The inspection time may be entered into e-AVIATRS under the “property damage” tab.

- **Aviation Ground Mishap.** Aviation Mishaps involving damage to Coast Guard aircraft/aviation equipment, death, injury, or occupational illness occurred where **NO** intent for flight existed (e.g., towing, maintenance, run-ups, servicing, etc.). Ground mishaps imply no intent for flight and include maintenance or handling mishaps of aviation assets while deployed aboard vessels.

Note: For aviation ground mishaps **without** an aircraft involved, enter “AVIATION” for **Acft Type** and 0000 (zeros) for the tail number.

Problems, questions, or suggestions regarding e-Aviatrs program? Please use the **Feedback** or **Submit Changes** functions within e-AVIATRS. Suggestions for improving this guide are also welcome – please contact CG-1131.