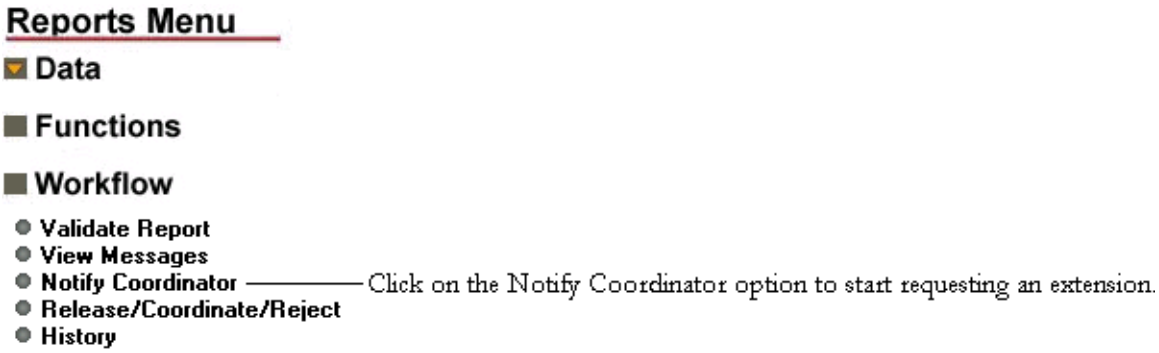
Handling Mishap Report Extension

With the report extension feature, SAS enables you to request an extension for an open report. The mishap report extension handling involves 3 stages: a unit requesting a report extension from their MAJCOM, the MAJCOM rejecting or coordinating the report extension to Air Force Safety Center (AFSC), and AFSC processing the report extension request. The following sections address each of these stages in handling a mishap report extension request.

Requesting an Extension for an Open Report

For a unit to request a mishap report extension, you first need to retrieve the open report whose extension you want to request. Then, select the Notify Coordinator option under the Workflow menu in the Reports Menu box on the left hand side as shown below.

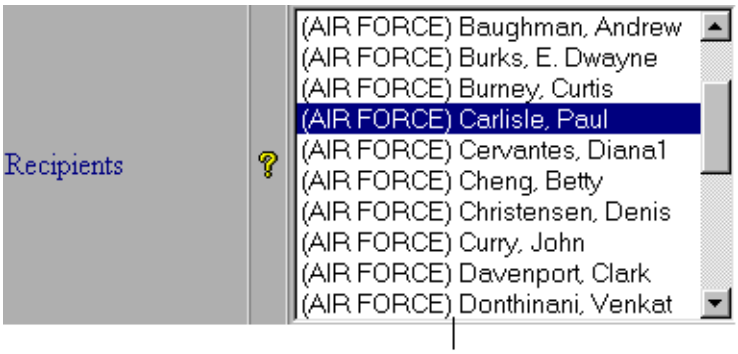
Note In order to request an extension for an open report, SAS requires that you meet all the requirements for requesting a report extension as described in IAW AFI 91-204.



The Notify Coordinator window displays for you to specify who you want to notify of the report extension request and so forth. The following sections discuss all the items you need to specify in this window.

Recipients

You can select from the list box the people (at the MAJCOM level) to whom you want to send your mishap report extension request notification message for coordination. To select more than one recipient from the list box, refer to Section "Multiple Selection in List Boxes" in the Ground User's Guide for additional information. The recipient you select from the list box then receives an email message about the report extension request.



Select from the list box one or more recipients (or coordinators) who you want to send the message.

Subject

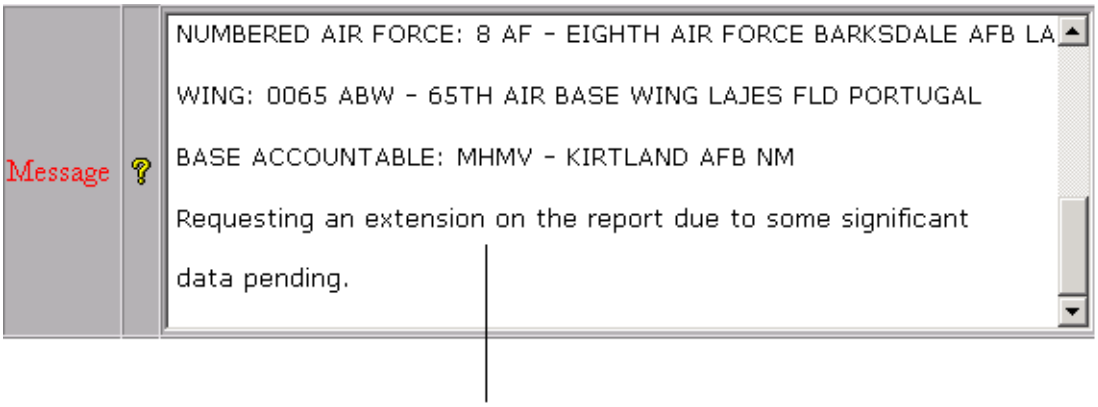
This item displays the brief description of what the notification message is about as shown below.

Subject	SAS Report 6931 Notification

Message

This list box displays the content of the notification message with the mishap report URL and the mishap accountability information. You need to add a brief description of the reason for your mishap report extension request at the end of the message in the list box. The URL for the mishap report enables the recipient(s) access to the report via the Internet.

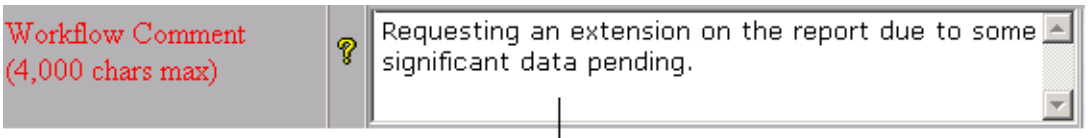
The URL displayed in the Message list box as shown in the following illustration, https://saspc01.saia.af.mil/TRN01//sastrn01.FRM_W_APPROVE.SHTML_Main?nRptId=6931, serves as a hyperlink to the Coordinate Message window in SAS for coordinating the report extension request. When your selected recipients receive the notification message about the request, they can click on it to reject or officially request a report extension from AFSC.



Enter a brief description of the report extension at the end of the Message list box.

Workflow Comment

Enter in the list box a comment, with no more than 4000 characters, about the report extension request for future reference on workflow history. SAS requires that you provide data in the list box.

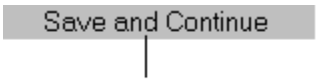


Enter a comment about the report extension request for later reference on workflow history.

Tip You can also enter your comment in a word processor such as MS Word, run a spell check, check the word count, and then copy and paste it into the list box. Refer to Section "Text Entry in List Boxes" in the Ground User's Guide for additional information.

Save and Continue

Select this button if you are through with entering the workflow comment and want to proceed to send the report extension request.



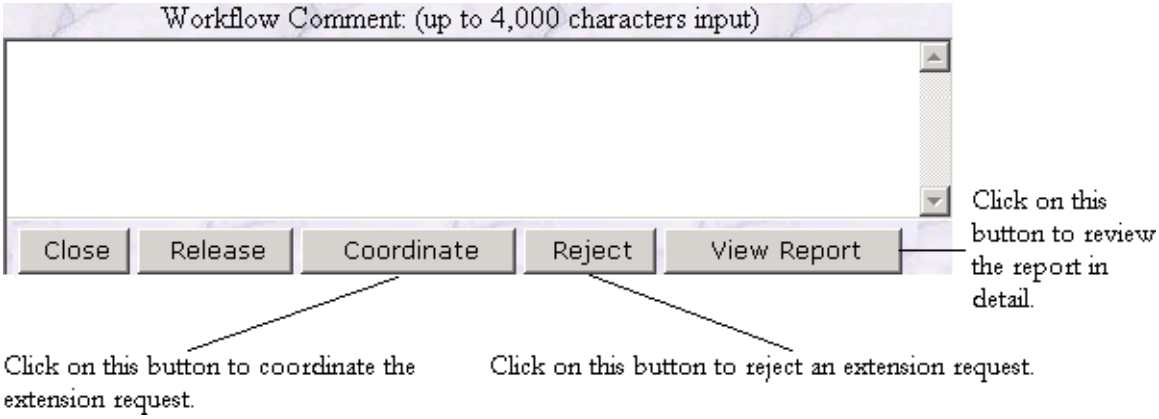
Click on this button to proceed when finished with this report form.

After you select the Save and Continue button, a new window displays informing you that the notification message for the report extension is sent to the coordinator(s) of your choice. The coordinators then review the message to reject or officially request a report extension from AFSC.

Note Although SAS sends an email notification message to the coordinator(s) you have selected, you may also want to make a telephonic notification as a backup.

Coordinating or Rejecting a Report Extension Request

For a MAJCOM to make a decision on a report extension request, you need to first click on the URL displayed in the email message received from the unit. The Coordinate Message window displays with buttons for you to reject or further coordinate the report extension request for approval as shown below.



Tip You can always select the View Report button at the bottom of the window to review the report in detail through the Reports Menu box displayed on the left hand side of the window.

Reject

To reject a request, select the Reject button at the bottom of the window. The Reject Message window displays for you to specify who you want to notify of the rejection, the rejection message content, and the workflow comment. The extension requester and other selected recipient(s) then receive an email message about the rejection with your comments.

Note When selecting the recipient(s) of the rejected extension request, make sure you select the original requester along with other recipient you want.

Coordinate

To further coordinate an extension request for approval, select the Coordinate button at the bottom of the window. The Notify Coordinator window displays for you to specify who to coordinate the extension request to and what the coordination is for. For information on how to specify the Recipients, Message, and Workflow Comment items, refer to Sections "Recipients" to "Workflow Comment" on Pages 1 to 2.

Note When coordinating an extension request to AFSC, you must select the (AIR FORCE) AFSC, SEG option exclusively because it is only the AFSC recipient who can grant an extension for a mishap report.

Select the Save and Continue button after you finish specifying the items in this window. Another window displays informing you that the coordination message is sent to your selected recipient, AFSC/SEG, for approval or disapproval.

Tip You can always select the History option under the Workflow menu in the Reports Menu box displayed on the left hand side of the window to review the extension request recorded in the Workflow History window.

Approving or Disapproving a Report Extension Request

After the MAJCOM sends the extension request coordination message to AFSC/SEG, the AFSC/SEG DMS system computer then receives it. The AFSC/SEG personnel check the computer daily for incoming emails of reports and requests. As the AFSC/SEG personnel, you need to first click on the URL displayed in the email message received from the MAJCOM. The Coordinate Message window displays for you to approve or disapprove the report extension request.

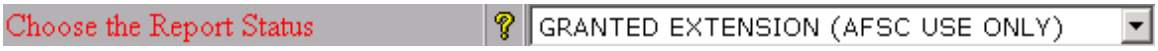
Disapprove

To disapprove a request, select the Reject button at the bottom of the window. The Reject Message window displays for you to specify who you want to notify of the disapproval, the disapproval message content, and the workflow comment. The extension request coordinator and other selected recipient(s) then receive an email message about the disapproval with your comments.

Note When selecting the recipient(s) of the disapproved extension request, make sure you select the MAJCOM request coordinator along with other recipient you want.

Approve

To approve a request, first select the View Report button at the bottom of the window to display the Reports Menu box at the left hand side of the window. Then select the Alter Status option under the Functions menu in the Reports Menu box on the left hand side. The Alter Status window displays on the right hand side. Select the Granted Extension option from the drop-down menu to specify the new report status you want to change to as shown below.



In addition, enter a brief description in the Workflow Comment list box, justifying the granting of the extension request along with other relevant information as needed. For more information on changing a report status, refer to Section "Alter Status" in the Ground User's Guide.

Tip The entered comment always displays in the Workflow History window as a record for the extension request.

After changing the report status and selecting the Save and Continue button, the Grant Extension Date window displays for you to specify the extension date you want to grant to the report as shown below. By default, SAS displays the date as 30 days after the current date. You can always change it to a date you want to grant.

Click on the drop-down menus to change the default extension date displayed.

Select the Save and Continue button when finished with the extension date. SAS automatically sends an email message to all the units within the report's accountable organization specified in the mishap report and AFSC/SEG as well. To find out the accountable organization for the mishap report, select the Accountable option under the Data menu in the Reports Menu box. Refer to Section "Accountable" in the Ground User's Guide for more information.

Tip The Workflow History window also displays the name of the AFSC/SEG person granting the extension, the date and time of the approval, the name(s) of the extension request's recipient(s), and the comment entered by the AFSC/SEG person.

Late Mishap Report Handling

In SAS, late mishap reports include those more than 30 days late from the mishap date with any Action status of AFSC Use Only displayed in the Workflow History window. When a mishap report becomes late, on the 1st and 15th of a month, SAS automatically sends an email notification message to remind the report's owning organization of the late mishap report.

Note SAS does not consider mishap reports with extensions granted and valid extension dates for late mishap notification; however, extended reports with expired extension dates do receive late mishap report notification.

SAS tracks the owning organization from the lowest owning unit level to the MAJCOM level and sends an email to the identified chain of command. With no lower level owning organization identified, SAS automatically sends an email notification to the MAJCOM, the chief of safety, and Ground safety. With no email address identified for any of the organizations, SAS automatically uses the email address for the next available organization level in the report's organizational hierarchy to send an email notification.

However, with no email addresses available in SAS for the owning organization of the late mishap report, SAS sends an email notification to AFSC about the late report. The AFSC personnel then notify the owning organization of the late report by phone.

In addition, in the Workflow History window of the late mishap report, the Comment column also shows its late status; the Recipient(s) column shows the email notification recipients.

Note Since SAS uses the provided organization email addresses for late notification, it is essential that you enter your organization email address correctly in SAS.