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Operations Systems Center
Kearneysville, WV 25430

Marine Information for Safety and Law Enforcement (MISLE) – Fishing Vessel Exam User Guide

Version 7.0

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Record Of Changes

Approving Authority/Owner	Document Author
MISLE Asset Line Manager (ALM)	*MISLE Engineering*

Version	Reason for Change/Approved By	Approval Date
1.0	Creation of new user guide in accordance with MISLE 5.0 release. Approved By: LTJG Jeffrey Sickoria	June 2015
1.1	Clarified the deletion of a Deficiency TFS ID: 52449 Approved By: LT Jeffrey Sickoria	March 2017
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6.0	Certificates - 3NM fields cannot be changed once selected CRQ000000209331 Approved By: LT Kenneth Fisher	July 2018
7.0	Added ACS/RO/TPO Finding Number CRQ000000210441 Approved By: LT Kenneth Fisher	August 2018

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1. PREFACE

1.1 Purpose

This *Marine Information for Safety and Law Enforcement (MISLE) Fishing Vessel Exam User Guide* provides field users with information and instructions for accessing and using the MISLE system.

1.2 Intended Audience

This document has been developed for Inspectors and Examiners whose responsibilities involve entering, managing, and viewing information related to the maritime safety and law enforcement missions of the United States Coast Guard (USCG).

2. NAVIGATE TO VESSEL EXAM

This section describes how to navigate to the **Fishing Vessel Exam** activity.

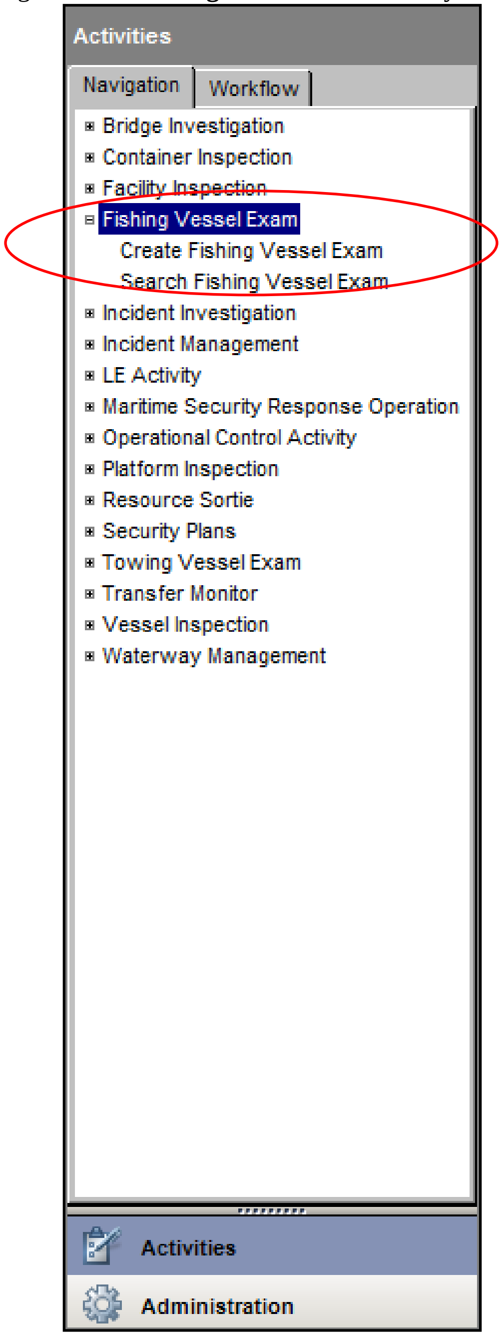


Figure 2-1 Fishing Vessel Exam Navigation

1. Click the **Activities** function.
2. Double-click the **Fishing Vessel Exam** workflow, or click the (+) to expand the activity workflow.

3. SEARCH FISHING VESSEL EXAM

This section describes the process to search for a **Fishing Vessel Exam**.

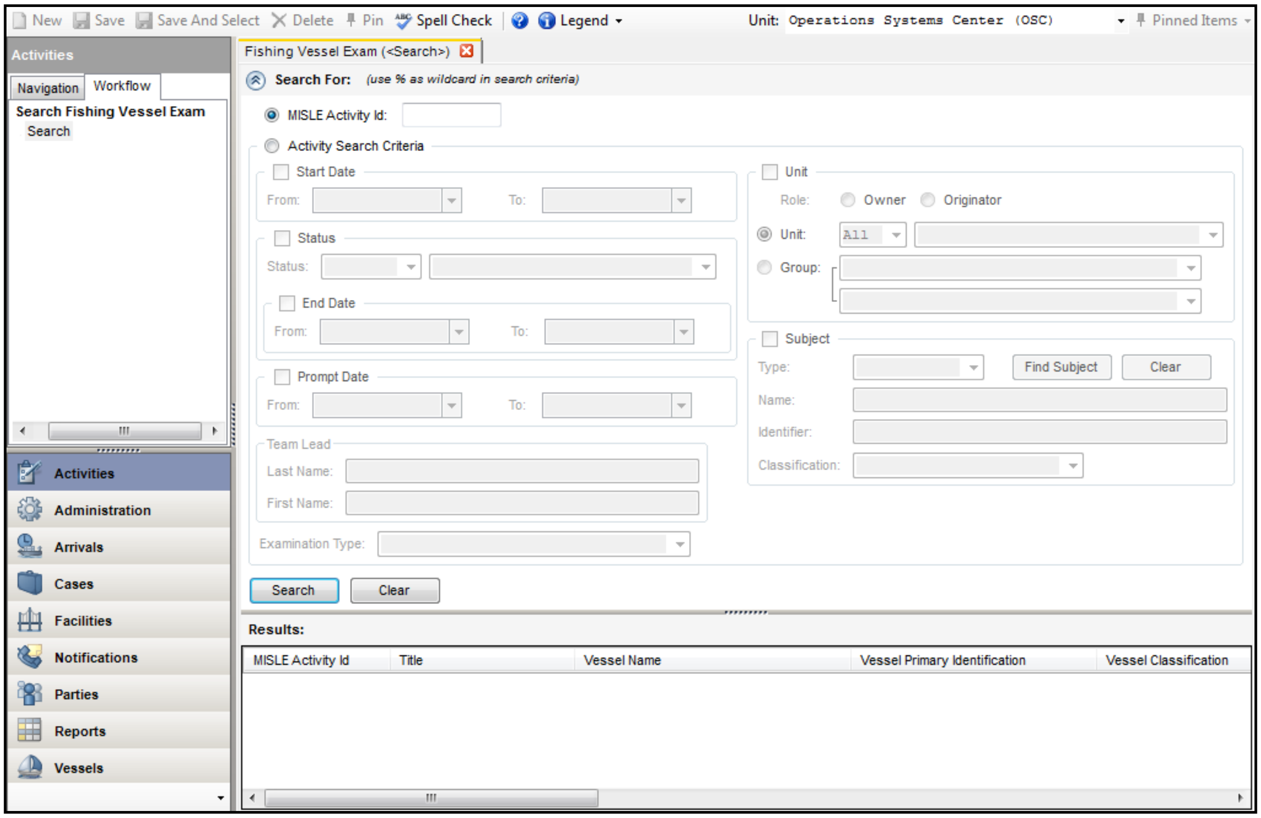
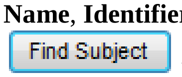


Figure 3-1 Search Vessel Exam

1. Click on the **Search Fishing Vessel Exam** workflow.
2. Search for the activity using one of the following:
   - **MISLE Activity Id**
   - **Activity Search Criteria**
3. If searching by Activity Search Criteria, click on the **Activity Search Criteria** radio button.
   - Click the **Start Date** checkbox:
     - Choose a **From** and **To** date search range from the two drop-down calendars.
   - Click the **Status** checkbox:
     - Choose the **Status** of the Activity from the two drop-down lists
     - Click the **End Date** checkbox
     - Choose a **From** and **To** date search range from the two drop-down calendars.

NOTE: *The* ***End Date*** *search field is only accessible when the Activity* ***Status*** *is "Closed".*

   - Click the **Prompt Date** checkbox:
     - Choose a **From** and **To** date search range from the two drop-down calendars.
   - Click the **Unit** checkbox:
     - Choose the **Role** of the Unit by clicking the appropriate radio button; select either *Owner* or *Originator*
     - Choose a **Unit** from the drop-down list
     - Choose a **Unit Group** and subgroup from the two drop-down lists.
   - Enter **Team Lead**:
     - Enter the **Last Name** and **First Name**.
   - Click the **Subject** checkbox.
     - Choose a **Type** from the drop-down list
     - Enter **Name**, **Identifier**, and **Classification**
     - Click 

 to search by subject entry

- Enter **Examination Type** using the drop-down list.

4. Click Search.
   - If a Fishing Vessel Exam is found, double-click on the result of interest to view or edit the activity details.
   - If a Fishing Vessel Exam is not found, click New to create a new activity.

NOTE: *While searching for an activity, keep in mind the following:*

General Search Functionality:

- *Selection of the **Unit** search area defaults to **Owner**.*
- *When **Unit** search is selected, the **Unit** defaults to the user's unit if the user is in only one unit.*
- *Search screen must support "%" wildcard searches for text based fields.*
- *Unless the user specifies **Status** = **'Deleted – Opened in error"** in the search criteria, then any activity with this **Status** is excluded from the search results.*
- ***Specific Status** should be enabled if a **Status Type** has been chosen; otherwise, it is disabled.*
- *User may search for activities by **Status** in one of the following ways;*
  - *All activities regardless of **Status***
  - *Activities by **Status Type***
  - *Activities by **Status Type** and **Specific Status**.*
- *If **Activity Type** = 'Maritime Security Response Operation (MSRO)' then **Status** (Type and Specific Status) should be disabled. All activities regardless of the **Status** are returned by the search.*
- *If an **Activity Subtype** was chosen that has **Action Types** associated with it, then **Action Types** is enabled. Otherwise, it is disabled.*
- *If the user chooses to search by **Status Type**, where **Status Type = 'Closed,'** then*
  - ***End Date** range is enabled for entry. Otherwise, it is disabled.*
  - *The user is able to search using the **Start Date** range or **End Date** range.*
  - *The user is not able to specify <u>both</u> a **Start Date** range and an **End Date** range.*
- *The user must choose to search using either the **MISLE Activity Id** or any of the other search criteria.*
  - *If the user chooses to search using the **MISLE Activity Id**, then all other search criteria are disabled and ignored.*
  - *If the user chooses to search using criteria other than **MISLE Activity Id**, then **MISLE Activity Id** are disabled and ignored.*
- *User must enter a date range for all searches.*
- *User must enter a range for **Start Date**, **End Date** or **Prompt Date**.*
- *The maximum search range for **Start Date**, **End Date** and **Prompt Date** is two years.*
- *The **To Date** must be greater than or equal to the **From Date** for **Start Date**, **End Date** and **Prompt Date** ranges.*
- *Both the **To Date** and **From Date** must be entered when using **Start Date**, **End Date** or **Prompt Date**.*
- *When searching by **Unit**, the user must choose between a search by **ATU** and **Unit** or by **Group**.*
  - *If the user chooses to search using **ATU** and **Unit**, then **Group** are disabled.*
  - *If the user chooses to search using **Group**, then **Unit** and **ATU** are disabled.*
- *If the user sets the **To Date** to a value later than two years after the corresponding **From Date** for the **Start Date**, **End Date** or **Prompt Date**, then the **From Date** is automatically set to the **To Date** minus two years.*
- *If the user sets the **From Date** to a value earlier than two years before the corresponding **To Date** for the **Start Date**, **End Date** or **Prompt Date**, then the **To Date** is automatically set to the **From Date** plus two years.*

Subject Search Functionality:

- *If the user chooses to search by **Subject**, they must choose one and only one of the available subject types (Vessel, Facility, Individual, Organization or Other).*
- *If the user chooses to search using a **Facility – Subject** search then,*
  - *The user must choose a freeform search or a referential search.*

- *If the user chose a freeform search then,*
    a. ***Facility Name** and **Identifier** are enabled. Otherwise, they are disabled.*
    b. ***Facility Name** or **Identifier** is required.*
    c. ***Facility Name** and **Identifier** should support "%" wildcard searches.*
- *If the user chooses a referential search then,*
    a. ***Facility Name** and **Identifier** are disabled.*
    b. *The **Facility Name** returned from the search are displayed in the **Name** field and overlay any freeform search text entry previously entered.*
    c. *If subsequent to a referential search, the user re-selects the subject, then the **Name** and **Identifier** previously returned from the referential search are cleared.*
- *A **Facility – Subject Search** include activities where within the **Activity Type** being searched where the Facility specified was either:*
    a. *The **Subject of the Activity**, such as the subject of a Facility Inspection or*
    b. *An **Involved Subject** (Facility) listed in the activity, such as an Incident Management Activity.*

- *If the user chooses to search using a **Vessel – Subject** search then,*
  - *The user must choose a freeform search, a referential search or a **Classification** search.*
  - *If the user chooses a freeform search then,*
      a. ***Vessel Name** and **Identifier** are enabled. Otherwise, they are disabled.*
      b. ***Vessel Name** or **Identifier** is required.*
      c. ***Vessel Name** and **Identifier** support "%" wildcard searches.*
  - *If the user chooses a referential search then*
      a. ***Vessel Name** and **Identifier** are disabled.*
      b. *The vessel Name returned from the referential search are displayed in the **Name** field and overlay any freeform text entry previously entered.*
      c. *If subsequent to the referential search, the user chooses a freeform search, the user must re-select the subject type to clear the referential data and re-enable the **Vessel Name** and **Identification Number**.*
  - *If the user chose a **Classification** search, then **Classification** is enabled and required. Otherwise, it is disabled.*
  - *A **Vessel – Subject Search** include activities where within the **Activity Type** being searched where the Vessel specified was:*
      a. *The **Subject of the Activity**, such as the subject of a Vessel Inspection*
      b. *An **Involved Subject** (Vessel) listed within the Activity, such as an Incident Manage Activity.*
- *If the user chooses to search using an **Involved Party – Subject** search then,*
  - *The user must choose an **Organization** freeform search, an **Individual** freeform search, a referential **Organization** search or a referential **Individual** search.*
  - *If the user chooses an **Organization** freeform search then, **Org Name** is enabled and entry required. Otherwise, it is disabled.*
  - *If the user chooses a referential Organization (Find Subject button) search then,*
      a. ***Org Name** and **MISLE Party Id** is read-only and display the values returned from the search and overlay any freeform search text (Identifier) entry previously entered.*
      b. *If subsequent to the referential search, the user chooses to enter the **Org Name** via freeform text, then the **Org Name** previously returned from the referential search is cleared.*
  - *If the user chooses an **Individual** freeform search then,*
      a. ***Last Name** and **First Name** is enabled. Otherwise, they are disabled.*
      b. ***Last Name** is required.*
      c. *No identifier field is displayed for a freeform search.*
  - *If the user chooses a referential **Individual** search (Find Subject button) then,*
      a. ***Last Name**, **First Name** and **MISLE Party Id** should be read-only and display the values returned from the search and overlay any freeform search text (Identifier) entry previously entered.*

b. *If subsequent to the referential search, the user chooses to enter the **Last Name** or **First Name** via freeform text, then the **Last Name** and **First Name** previously returned from the referential search is cleared.*

- *An **Involved Party – Subject Search** include activities where within the **Activity Type** being searched the Party (Individual or Organization) specified was:*
  a. *A Party Associated with the activity, such as the Managing Owner of a vessel identified during a Vessel Inspection*
  b. *An **Involved Subject** listed in the activity such as an Incident Management Activity.*

- *If the user chooses to search using an **Other – Subject** search then,*
  - ***Name** is enabled and required. Otherwise, it is disabled.*
  - *An **Other – Subject Search** includes activities where the **Name** matches the **Subject Description** of an Involved Other Subject included in the Activity.*

Search Results Business Rules:

- *The maximum number of records displayed in the search result set is limited to 250 records.*
  - *The user is notified if the search result reaches the limit.*
- *If there are multiple **Inspection Types** within a single Activity, then the Activity is only listed once in the results, with the multiple Inspection Types combined in the column.*
- *If there is more than one **Location** defined to a Waterway Management Activity, use the first **Location** where the Waterway Name is not null, and display the Waterway Name value in the search result. If no Locations have a Waterway, display the first Location's Location Description.*
- *MISLE ID General Search function cannot return a Preliminary Incident Investigation (Case).*

4. CREATE/SELECT FISHING VESSEL EXAM

This section describes the process for creating a **Fishing Vessel Exam** once the search for the activity has already been conducted.

1. From the **Search Fishing Vessel Exam** workflow screen; click New ; or from the **Fishing Vessel Exam** navigation tab, select **Create Fishing Vessel Exam**.

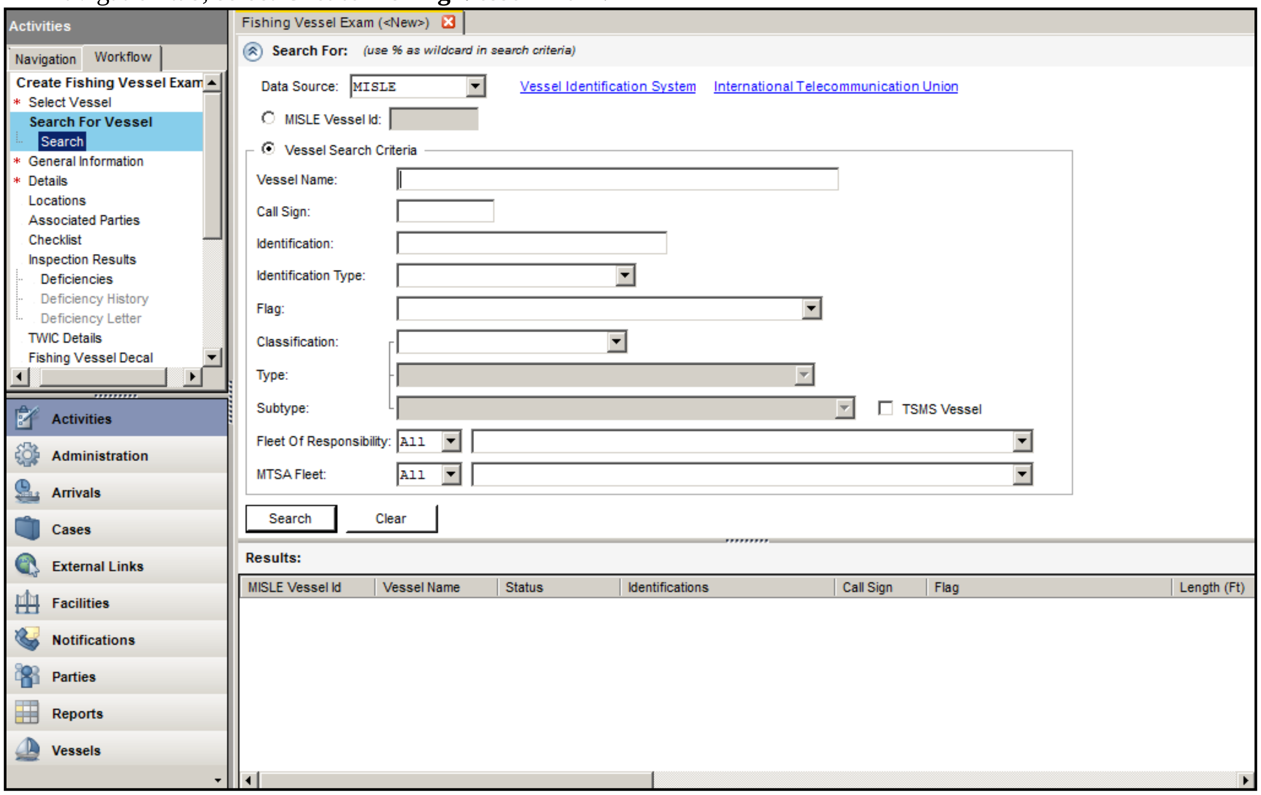


Figure 4-1 Vessel Exam Search Screen

4.1 Create or Edit a Vessel

1. Choose **MISLE** from the **Data Source** drop-down list.
2. Click the **MISLE Vessel Id** radio button and enter the MISLE Vessel Id number, or
3. Click the **Vessel Search Criteria** radio button and enter at least one Vessel search criteria:
   - Enter **Vessel Name**
   - Enter **Call Sign**
   - Enter **Identification**
   - Enter **Identification Type** using the drop-down list
   - Enter **Flag** using the drop-down list
   - Enter **Classification** using the drop-down list
   - Ener **Type** using the drop-down list
   - Enter **Subtype** using the drop-down list
   - Check the **TSMS Vessel** box, if applicable.
   - Enter **Fleet Of Responsibility** using the two drop-down lists
   - Enter **MTSA Fleet** using the two drop-down lists
4. Click Search .
   - If a result of interest is found, double-click the result to add the Vessel to the activity.
     - Click Search for Vessel to search for another Vessel if the result is not the Vessel needed.

NOTE: Clicking Search for Vessel *will prompt the following* ***Warning****.*

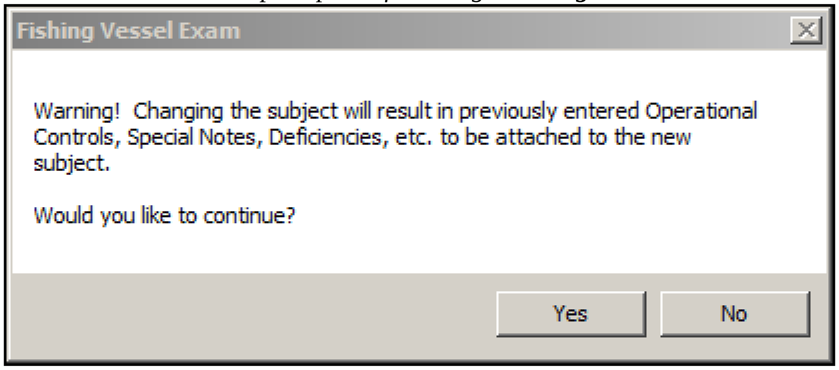


Figure 4-2 Fishing Vessel Warning

- Click View Vessel Summary to view a Vessel Summary report of the particulars of the Vessel.
- Click Edit Vessel to edit the Vessel.

- If a result of interest is not found, click New to create a new Vessel.

Refer to the ***Vessel User Guide*** *for more detailed information on creating a new Vessel.*

4.2 General Information

This section describes the process to enter **General Information** for the activity.

NOTE: *Workflows that are preceded by a red asterisk (*) contain fields that must be populated prior to performing any saves. This applies throughout the application.*

CFV Policy: *An exam may remain open for up to 90 days while an issue is appealed to headquarters.*

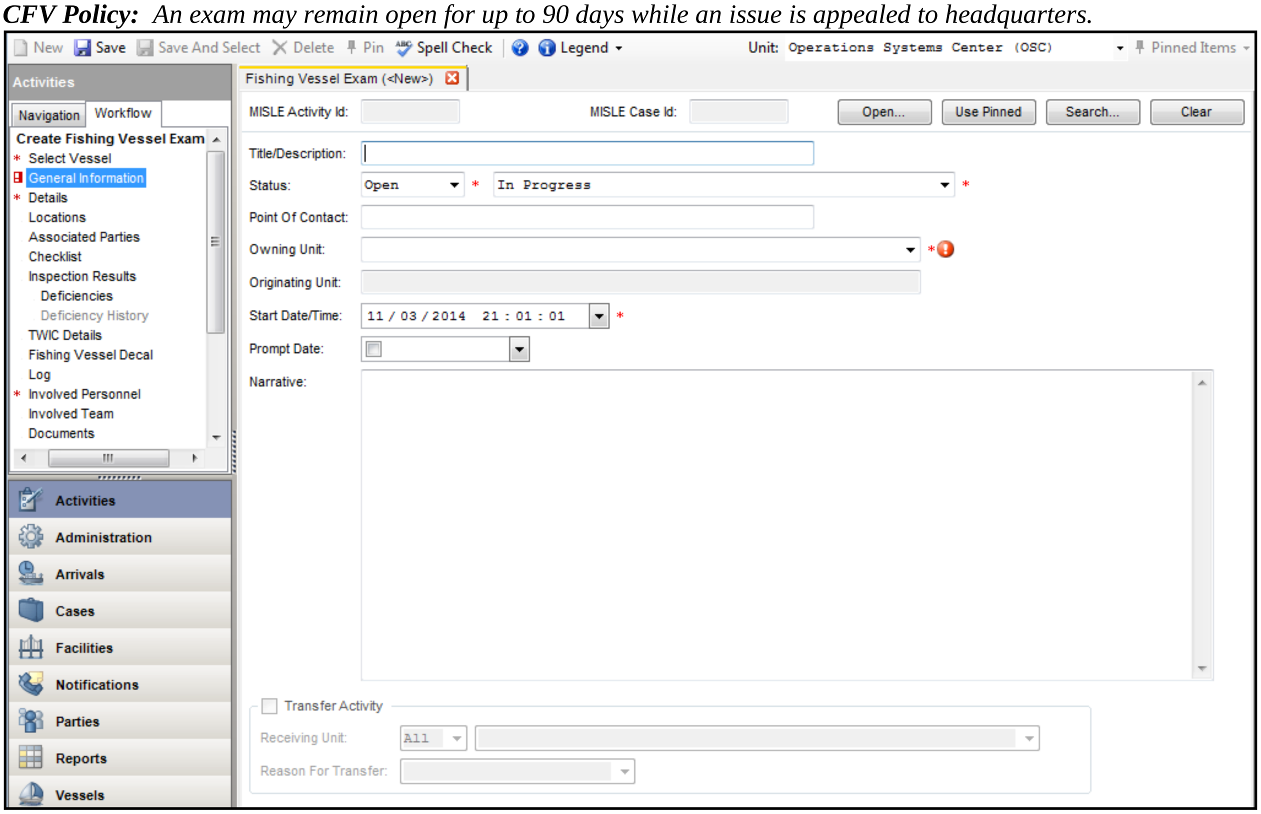


Figure 4-3 General Information

1. Click the **General Information** workflow.

2. Enter the **General Information** Details:
   - Enter a brief **Title/Description** of the activity (i.e., 'Dockside exam') being performed. The Activity may be searched by someone else in the future so use a title that conveys the essence of what is being done.
   - Choose the activity **Status** and **Status Reason** from the drop-down list. The most commonly used are listed below:
     - **Open – In Progress:** Choose this status when the Activity status is pending resolution of issues. This is normally 30 days between the examination and Activity closure.
     - **Open – Submitted for Review:** Choose this status when the CFVS Examination is complete with not outstanding deficiencies and a CFVS Decal was issued. The selection is only to be used when awaiting review by the Approving Authority.
     - **Closed – Approved Inspection:** Choose this status when a CFV Examination is complete with not outstanding deficiencies and a CFVS Decal was issued. The selection is only to be used by an Approving Authority (i.e. CFV District Coordinator).
     - **Closed – Failed Inspection:** Choose this status when a CFV Examination is complete but deficiencies were issued and the vessel did not qualify for a decal within 30 days. After 30 days, the Activity should be closed. If the Vessel requests action after the Activity is closed, a new Activity should be opened.
   - Enter the **Point of Contact** for the Vessel and a good contact phone number.
   - Choose the **Owning Unit** from the drop-down list. The Owning Unit is the unit that owns the activity.
   - Choose the **Start Date/Time** from the drop-down list.
   - Click the **Prompt Date** check box and click the drop-down list to choose a date reminder for the activity. If a follow-up examination is being done by a unit other than the original examining unit or more than 30 days have elapsed, create a new Activity.
   - Enter a **Narrative** description to include what was done, how it was done; why was it done and if there were any impacts to it being done.
     - List the status of who does the exam (i.e., AD: Active Duty CFV Examiner);
       i. **CIV**: Civilian CFV Examiner
       ii. **RS**: Reserve CFV Examiner
       iii. **AUX**: Auxiliary CFV Examiner
       iv. **TB**: Tribal CFV Examiner
       v. **3P**: Third Party CFV Examiner

CFV Policy: *CFV Examiner is to be replaced by the last name of the examiner. Include any information the examiner or unit finds useful.*

NOTE: *The following is an example of a template narrative for the following scenarios:*

Examination – Decal Issued:

*On **Date of Exam/Examiner Name/Examiner Title** conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this **Length** foot long **Hull Material** hull vessel operating with not more than **Number of POB** on **Inland Waters or Coastal Waters not more than 3, 12, 20, 50 Nautical Miles offshore or more than 50 Nautical Miles offshore.** The vessel is rigged as a **CFV Service (Type of fishing rig)** and targets **Species.** The vessel was found to be in compliance with currently applicable laws and regulations. Issues CFVS Decal XX(year) – **decal number.***

Examination with Deficiencies / No Deal Issued:

*On **Date of Exam/Examiner Name/Examiner Title** conducted a Voluntary Dockside Commercial Fishing Vessel Safety Examination for this **Length** foot long **Hull Material** hull vessel operating with not more than **Number of POB** on **Inland Waters or Coastal Waters not more than 3, 12, 20, 50 Nautical Miles offshore or more than 50 Nautical Miles offshore.** The vessel is rigged as a **CFV Service (Type of fishing rig)** and targets **Species.** Vessel issued **Number** of work list items to be completed within 30 days. No CFVS Decal issued.*

3. Enter **Transfer Details** (if applicable):
   - Choose the **Receiving Unit** from the two drop-down lists.
   - Choose the **Reason For Transfer** from the drop-down list.

NOTE: *The activity can only be transferred after it has been saved. Once the Activity is transferred, the transferring unit loses control of the activity and will not be able to make any further changes.*

4. Click 

.

NOTE: *While managing **General Information**, keep in mind the following:*

- *The user must enter all required fields prior to saving the activity*
- *Activity **Status** defaults to "Open – In Progress" for new activities, unless otherwise noted*
- ***Start Date/Time** defaults to current date/time*
- *Unless otherwise noted in the specific Activity rules (see IMA, IIA, LE Event, Security Plans, Sortie and MSRO)*
    - *If the user enters a **Start Date/Time** in the future then*
        - i. *The user is prompted with a Future Date message and be allowed to change the date or proceed.*
- *The **Prompt Date** is enabled and defaults to the current date when the indicator is selected.*
- *Only users that are members of an **Originating Unit** may create, edit or transfer a MSRO activity.*
- ***Originating Unit** is not editable.*
- *If the user is attached to only one unit, **Originating Unit** is initially set to the unit of the logged-in the user.*
- *If the user is attached to multiple units, **Originating Unit** is empty by default and must be selected from a list of the user's units.*
- *If the user is attached to only one unit, **Owning Unit** is initially set to the unit of the logged-in the user.*
- *If the user is attached to multiple units, **Owning Unit** is empty by default and must be selected from a list of the user's units.*
- *Only an activity's **Status** may be edited when it's **Status** = "Closed" or "Deleted", and the **Status** may only be edited by the user that belongs to the **Owning Unit**.*
- *The user is **not** allowed to transfer the activity to the current **Owning Unit**.*
- *An entry is created in the **Activity Log** for all transfer activities.*
- *The contents of the **MISLE Activity ID** field, is system generated and not editable by the user.*
- *Changes to Activity **Status**, including creation, will generate an entry in the **Activity Log**.*
- *When the user tries to change the Activity **Status** to one of the following status values, a check is done to ensure that the **TWIC Details** are filed (if required):'Open – Pending,' 'Open – Pending Decision,' 'Open – Submitted for Review,' 'Open – Not submitted to FINCEN,' 'Closed – Administrative Action,' 'Closed – Agency Action Complete, 'Closed – Approved Inspection,' or 'Closed – Forwarded.'*
- *TWIC Details are required for the following Activity Type – Activity Sub Type combinations:*

Fishing Vessel Exam	*COC Fishing Vessel*
Fishing Vessel Exam	*Letter of Compliance - Fisheries*
Fishing Vessel Exam	*Safety Check - U.S.*

- ***Level Of Investigation** is only available in Incident Investigation activities.*
- ***Owning Unit** becomes read-only once the activity has been saved. It may then only be modified via the transfer functionality.*
- *An activity may only be modified by a user that belongs to the **Owning Unit**.*
- *If **Deficiency Code** "30 - ship detained" is assigned to an activity, the activity cannot be saved until either a "Flag State Detention" (US Flag) or "IMO Related Detention" (Foreign Flag) Operational Control has been assigned.*
- *An activity cannot be closed if any Deficiencies exist with an **Action** of "20 – Ship expeclled" or "25 – Ship denied entry" unless at least one Operational Control has been entered.*

Fishing Vessel Exam

- *If the **Status** is changed to any value containing "Closed" and there are any deficiencies with a blank **Resolved Date** (regardless of the activity it was opened in) for the vessel, the user is warned that there are unresolved deficiencies on the vessel.*

- *The user may continue with the* ***Status*** *change.*
- *The user may cancel the* ***Status*** *change.*

For Transferring an Activity

- *If* ***Transfer Activity*** *is set to "Yes", then* ***Receiving Unit*** *and* ***Reason For Transfer*** *are enabled and an entry required.*
- *When an activity is transferred, the* ***Receiving Unit*** *will have total ownership rights.*
- *When an activity is transferred, the* ***Owning Unit*** *will be replaced by the* ***Receiving Unit*** *when the activity is saved.*
- *The* ***Transfer Activity****,* ***Receiving Unit*** *and* ***Transfer Reason*** *are disabled until the activity has been saved initially.*

4.3 Details

This section describes the process to add, edit or remove **Examination Type(s)** from the **Details** workflow. The following series of steps provides one example of entering data into MISLE.

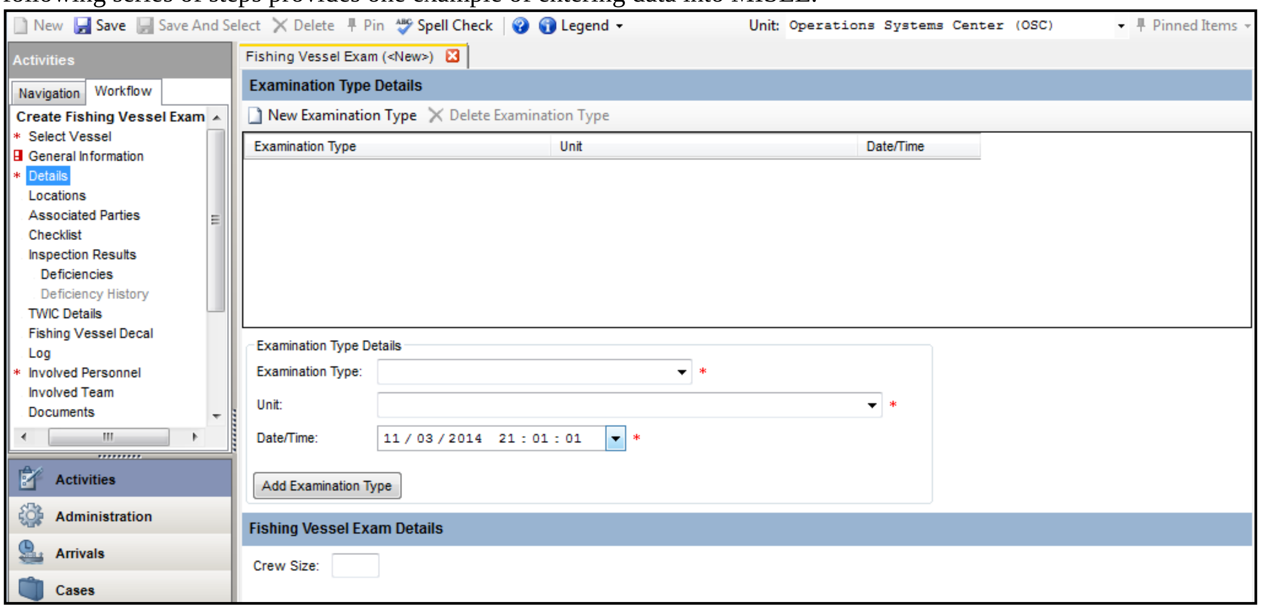


Figure 4-4 Examination Details

4.3.1 Add/Edit Details

1. Click the **Details** workflow.
2. Enter the **Examination Type Details**; click [New Examination Type] to add a new exam, or select an **Examination** from the listview to edit existing **Examination Details**.

NOTE: *If the Identification is the first Identification to be added to the record,* [New Identification] *does not need to be clicked.*

- Choose the type of safety exam being conducted using drop-down list. Refer to *Appendix A, Table A-1 Examination Types* for more information on exam types and descriptions.
- Choose the **Unit** from the drop-down list.
- Choose the **Date/Time** using the drop-down list.
- Click [Add Examination Type] to add new **Examination Type**, or click [Update Examination Type] to update an **Examination Type**.

3. Enter the size of the typical crew for a voyage in the **Crew Size** field.
4. Click [Save].

*NOTE: The Location Date/Time for **Examination Details** is defaulted to the Activity General Information Start Date/Time.*

4.3.2 Remove Details

This section describes the process to remove **Examination Type Details** from the Activity.

1. Click the **Details** workflow.
2. Click the **Examination Type** to be removed from the listview.
3. Click Delete Examination Type.
4. Click **Yes** to confirm the removal.
5. Click Save.

4.4 Locations

This section describes the process to add, edit or remove **Locations** from the **Locations** workflow.

4.4.1 Add/Edit Locations

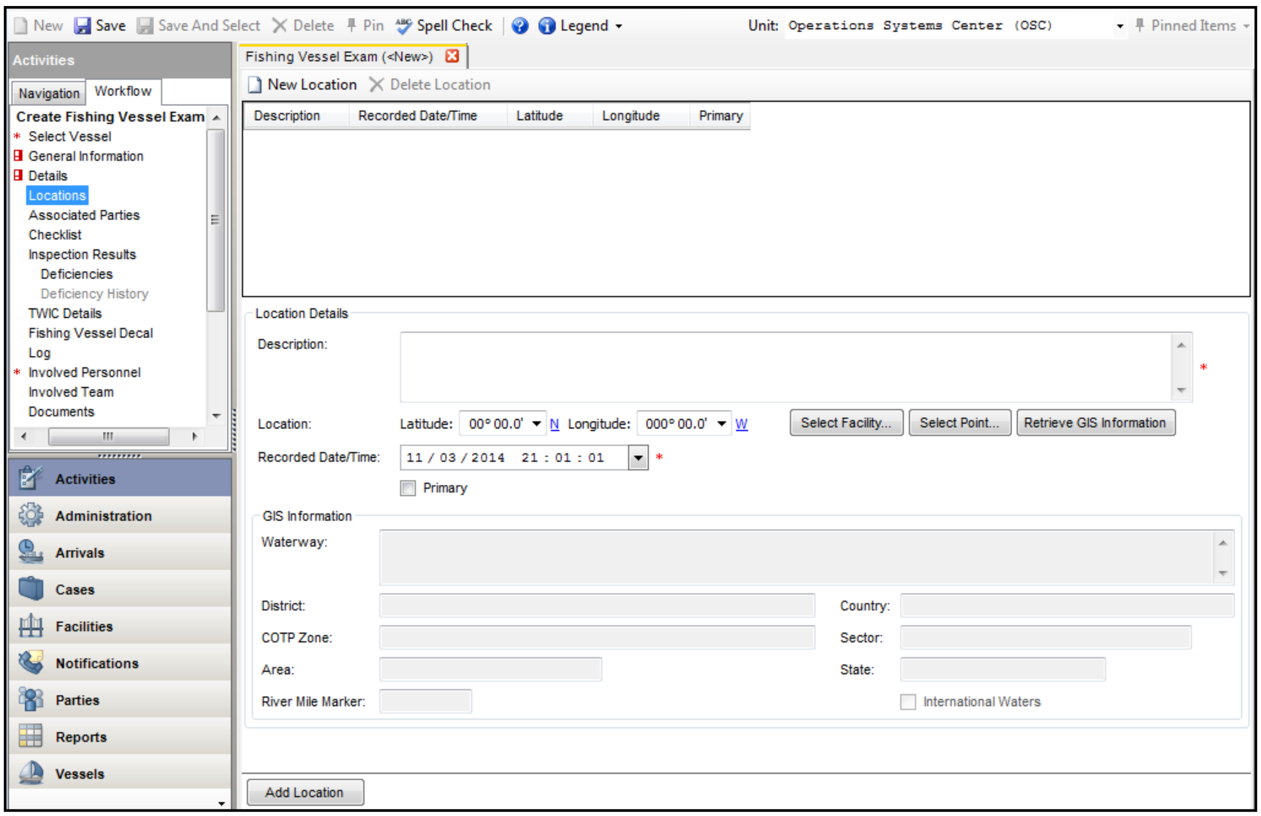


Figure 4-5 Locations Screen

1. Click the **Locations** workflow.
2. Click New Location to add a new Location, or select a **Location** from the listview to edit Location Details.

NOTE: If the Location is the first Location to be added to the record, New Location *does not need to be clicked.*

3. Enter **Location Details**:
   - Enter the **Description** of the exam location.
   - Enter **Location** details in one of three ways:
     1. Manually enter **Latitude** and **Longitude**:

a. Click on the down arrow to manually enter **Degrees**, **Minutes**, and **Thousandths of a Minute**: Latitude: N

b. Keep the default N to indicate North or click on the N to change it to S to indicate South.

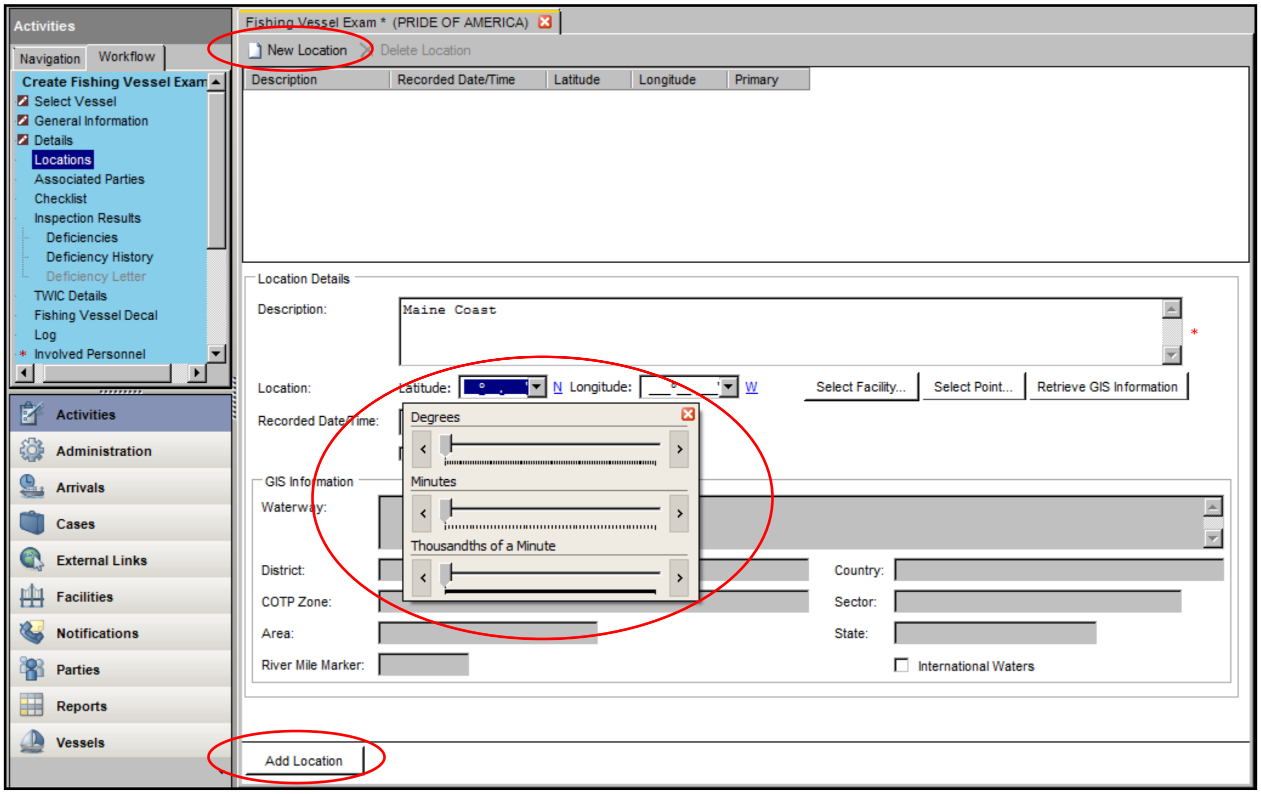


Figure 4-6 Location — Degrees, Minutes, & Thousandths of a Minute

1. Click Select Facility... .
   a. **Search for a Facility**

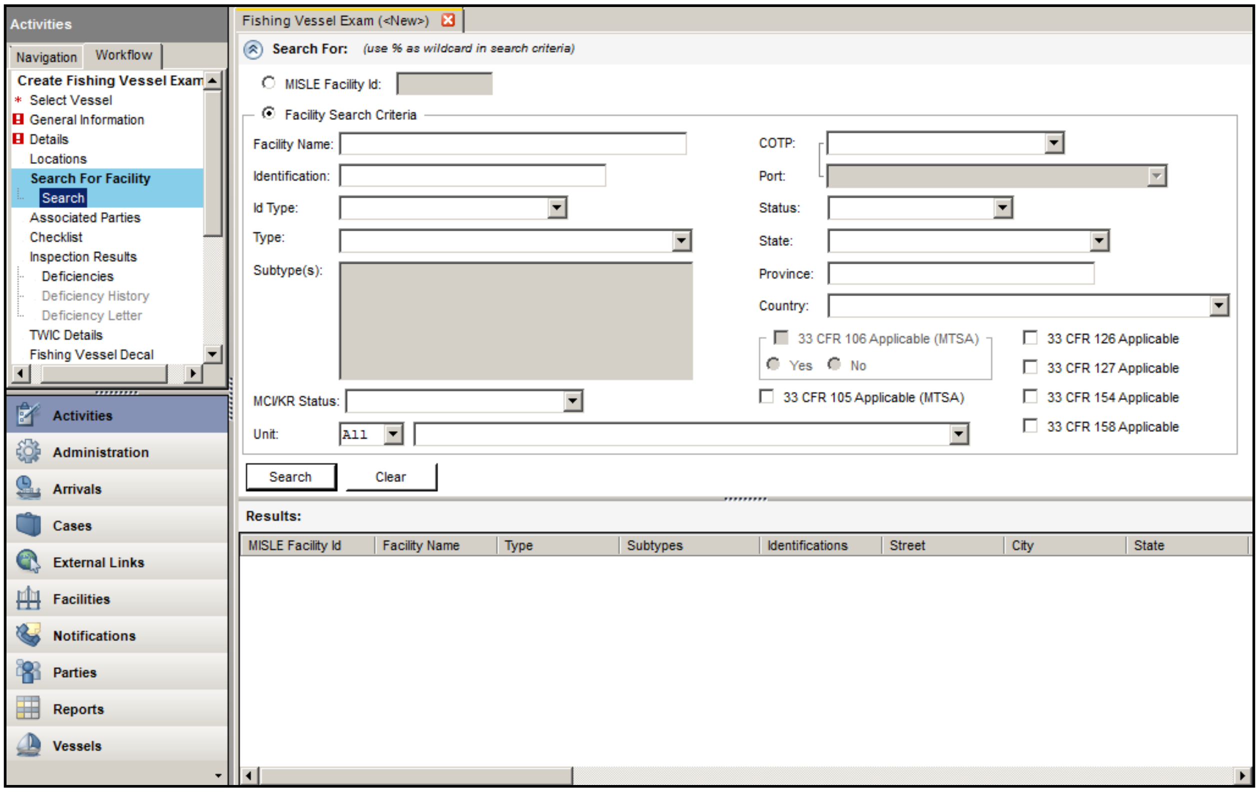


Figure 4-7 Facility Search Screen

i. Click the **MISLE Facility Id** radio button and enter the Facility Id, if known

ii. Click the **Facility Search Criteria** radio button and enter one of the following search criteria:

- Enter the **Facility Name.**
- Enter the Facility **Identification**
- Enter the **Id Type** from the drop-down list.
- Choose the Facility **Type** from the drop-down list and click all applicable Facility **Subtypes.**
- Choose the owning **Unit** from the two drop-down lists.
- Check the **Vapor Control System (VCS)** checkbox to indicate a facility that has a vapor control system.
- Enter the **COTP** using the drop-down list.
- Choose the **Port** from the drop-down list after the **COTP** has been chosen.
- Choose the Facility **Status** from the drop-down list.
- Choose the **State** where the Facility resides from the drop-down list.
- Enter the **Province**, if applicable
- Choose the **Country** where the Facility resides from the drop-down list.
- If applicable, indicate if the facility is **33 CFR 106 Applicable.** Indicate 'Yes' or 'No'.
- If applicable, check the box for **33 CFR 105 Applicable (MTSA)**
- If applicable, check the box for **33 CFR 126 Applicable**
- If applicable, check the box for **33 CFR 127 Applicable**
- If applicable, check the box for **33 CFR 154 Applicable**
- If applicable, check the box for **33 CFR 158 Applicable.**

iii. Click Search.

b. If the desired Facility is found, double-click on the Facility to verify the Facility's **Location Details**.

c. If the Facility is not found, click New to create a new Facility. Refer to the *MISLE Facility User Guide* for instructions on creating a Facility.

3. **Retrieve GIS Information**
   a. Enter Location Details Description
   b. Manually enter **Latitude** and **Longitude** (if known) as described above
   c. Click Retrieve GIS Information.

The GIS Information will auto-populate with the known location (district, COTP Zone, Sector, Area, etc.) that has been entered for latitude and longitude.

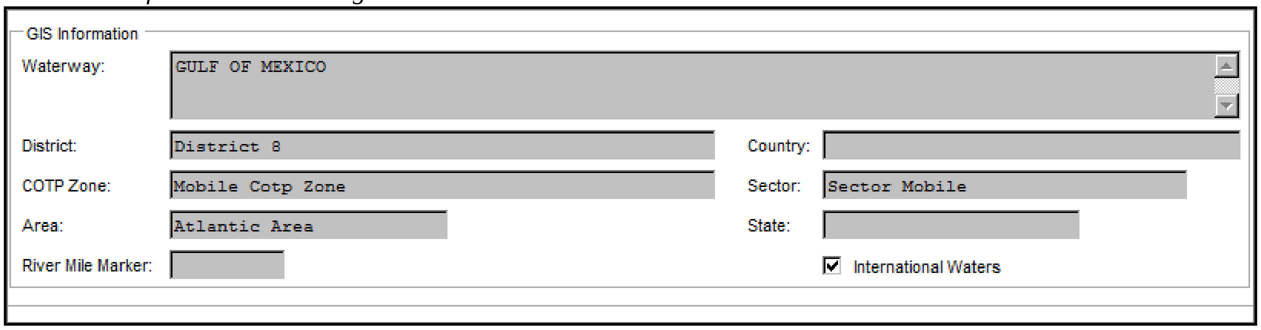


Figure 4-8 GIS Information

3. Enter **Recorded Date/Time**
4. If the **Location Details** that have been entered are the primary location of the activity, check the box for **Primary**.
5. Once the location details have been selected, the **GIS Information** is auto-populated with the selected details. The GIS Information section of the screen is read-only.
6. Check the box for **International Waters**, if appropriate.
7. Click Add Location to add a new location, or click Update Location to apply the location changes to the activity.

***NOTE**: Keep the following in mind in regards to **Locations**:*

General

- *Only one location may have **Primary** set to "Yes".*
- *A location that has the **Latitude** and **Longitude** fields set to 0, 0 cannot set **Primary** to "Yes".*
- *If **Description**, **Latitude**, and **Longitude** data currently exists in the Location details, and then the user chooses to Select a Facility's Location, Select a GIS Point, or Select a River Mile Marker, the user will be warned that the information will be overwritten if they continue.*
- *A **Latitude** set to zero degrees will be located in the northern hemisphere.*
- *A **Longitude** set to zero degrees will be located in the western hemisphere.*

Fishing Vessel Exam Activities

- *The Location **Recorded Date/Time** should default to the Activity **Start Date/Time**.*
- *The Location **Recorded Date/Time** may not be before the Activity **Start Date/Time**.*

4.4.2 Remove Locations

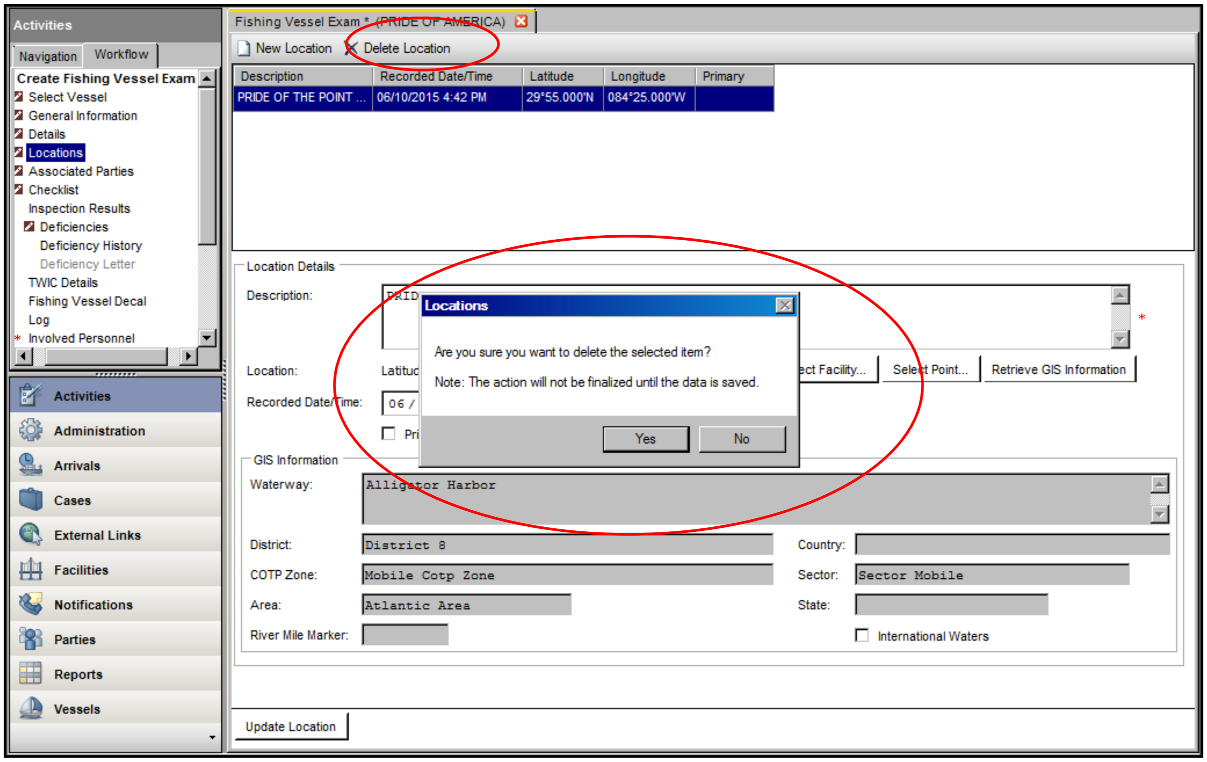


Figure 4-9 Remove Location

1. Click the **Locations** workflow.
2. Click the Location to be removed from the listview.
3. Click Delete Location.
4. Click **Yes** to confirm removal of the Location.
5. Click Save.

4.5 Associated Parties

This section describes the process to add **Individual** and/or **Organization** associated with the activity. The following steps describe the process to add an **Individual** to MISLE.

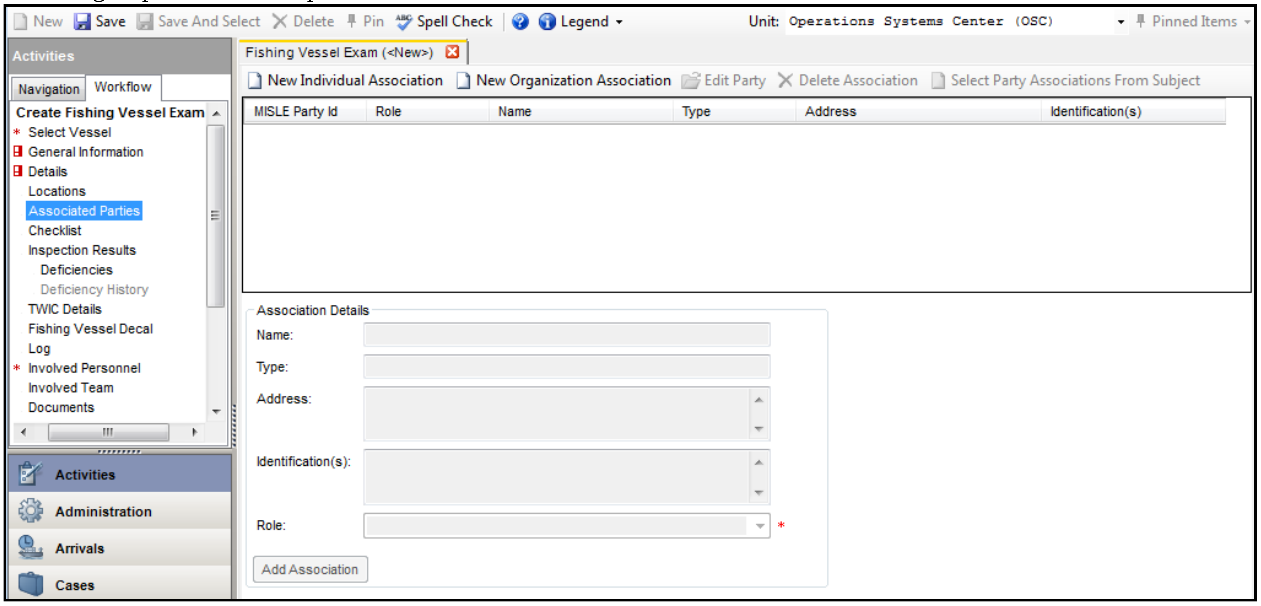


Figure 4-10 Associated Parties

4.5.1 Add/Edit Associated Parties

1. Click the **Associated Parties** workflow.
2. Click New Individual Association to add an individual association, or click New Organization Association to add an organization association.

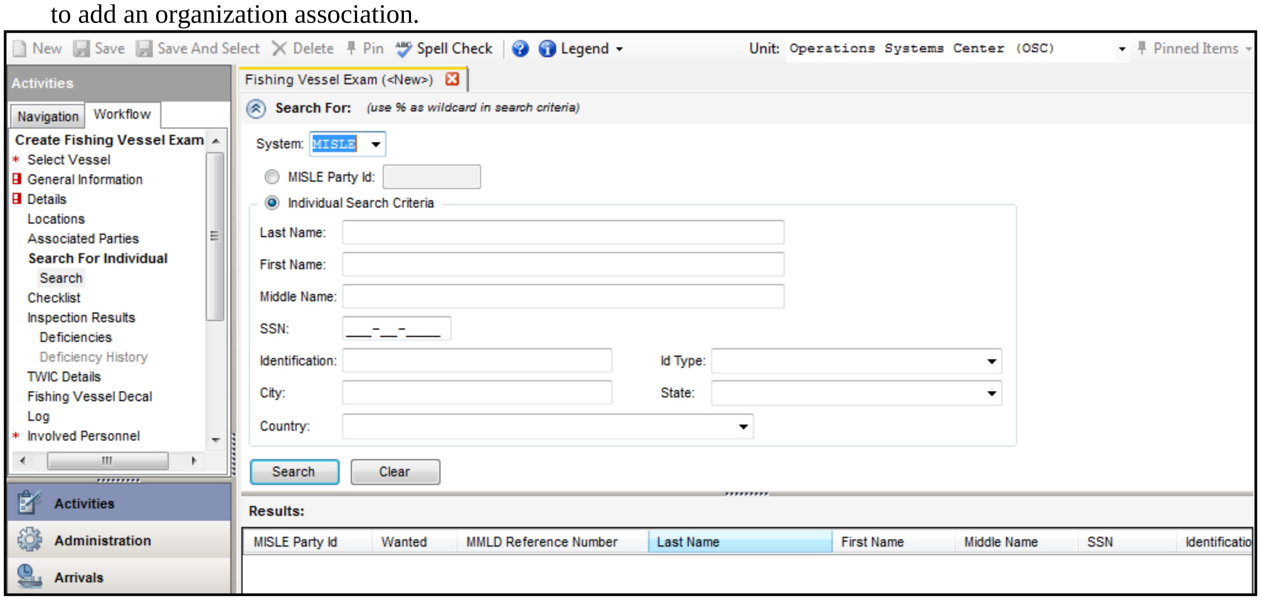


Figure 4-11 Search Party Association

3. Choose **MISLE** or **MMLD** from the **System** drop-down list.
   - If **MISLE** is chosen, the search will be conducted from the MISLE.
   - If **MMLD** is chosen, the search will be conducted from the MMLD system.
4. Search and choose a party in one of two ways:
   - Click the **MISLE Party Id** radio button and enter the number, or

- Click the **Individual Search Criteria** radio button and enter at least one search criteria.

NOTE: *Depending on the information entered, one match or several hundred matches may be displayed if only using the **Last Name** as **Search Criteria**. CFV Examiners need to make sure the individual/organization is not in the system by choosing multiple **Search Criteria** at a time before clicking the **Search** button. This is a time consuming task, but necessary to prevent multiple entries.*

5. Click Search.

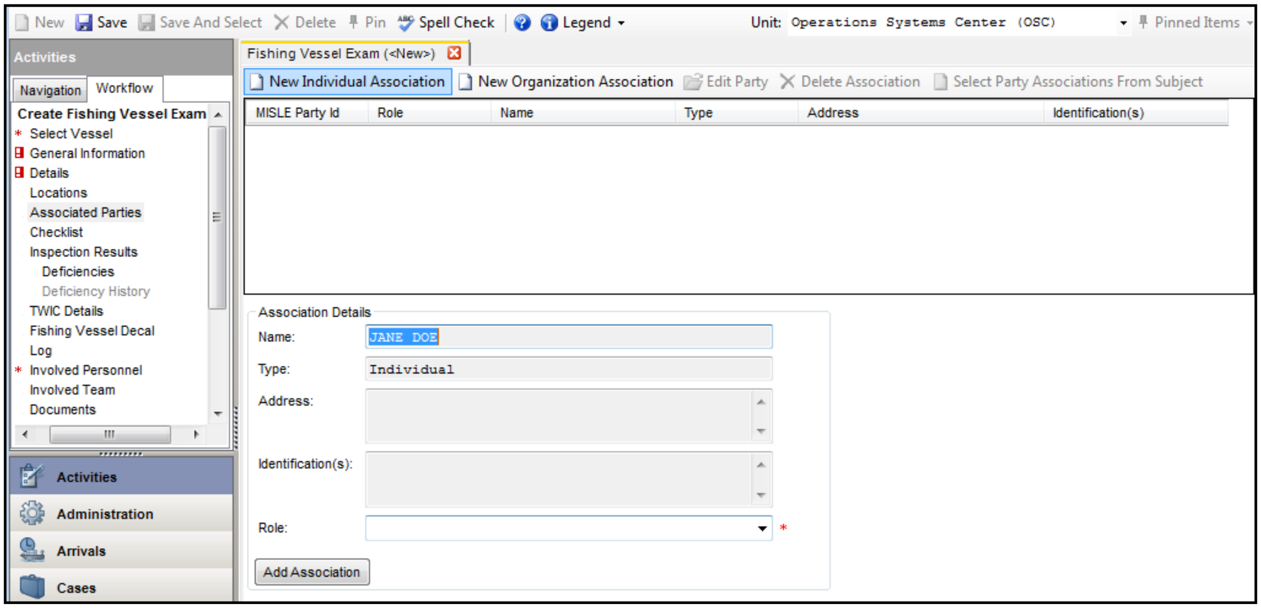


Figure 4-12 Add Associated Party

- If a result of interest is displayed, double-click on the result to add it to the **Fishing Vessel Exam**. Proceed to step 6.
- If a result of interest is not found, click New to create a new association.

6. Choose a **Role** using the drop-down list.
7. Click Add Association to add the association, or click Update Association to edit an association.
8. Click Save.

NOTE 1: *Keep the following in mind regarding **Associated Parties**:*

- *Only one person may be assigned as a vessel operator (in control) for a Boarding, Sighting, Fishing Vessel Exam, Towing Vessel Exam or Vessel Inspection.*
- *This use case applies to all Activity Party Associations except Enforcement and Incident Investigations.*
- *The list of associated parties from the referential subject(s) should exclude parties with a **Role** = 'Flag State'.*
- *A party may not appear with the same **Role** in the Associated Parties list more than once.*

NOTE 2: *When searching within the **MMLD** system follow Steps 1through 3 above. Then do the following.*

- *If a record of interest is found double-click the result. The **MMLD** report is displayed.*
- *To create a new **MISLE Individual Party** click* Create New MISLE Individual Party Using MMLD Information.
- *To add the **MMLD Reference Number** to a party associated with the activity click* Copy MMLD Reference Number To Clipboard.

*For more detailed guidance on creating/editing **Associated Parties**, refer to the **MISLE Individual and Organizational Parties User Guide.***

4.5.2 Remove Associated Parties

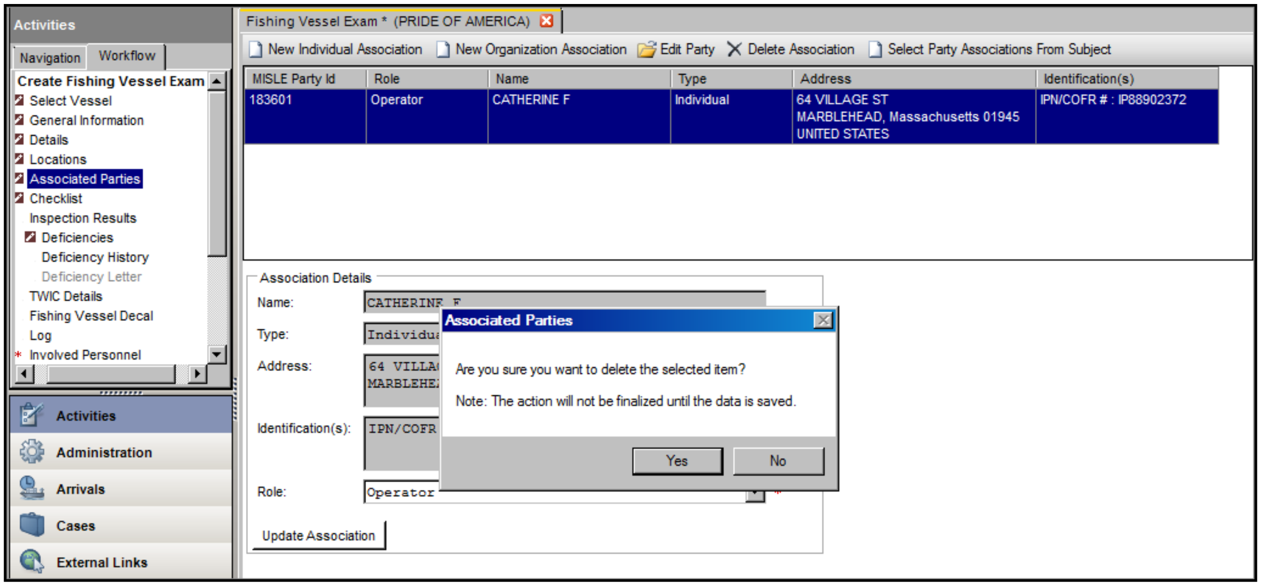


Figure 4-13 Remove Associated Party

1. Click on the **Associated Parties** workflow.
2. Click on the Associated Party in the listview to be removed.
3. Click Delete Association.
4. Click Save.

4.6 Checklist

This section describes the process to add violations to the exam using the **Checklist** workflow.

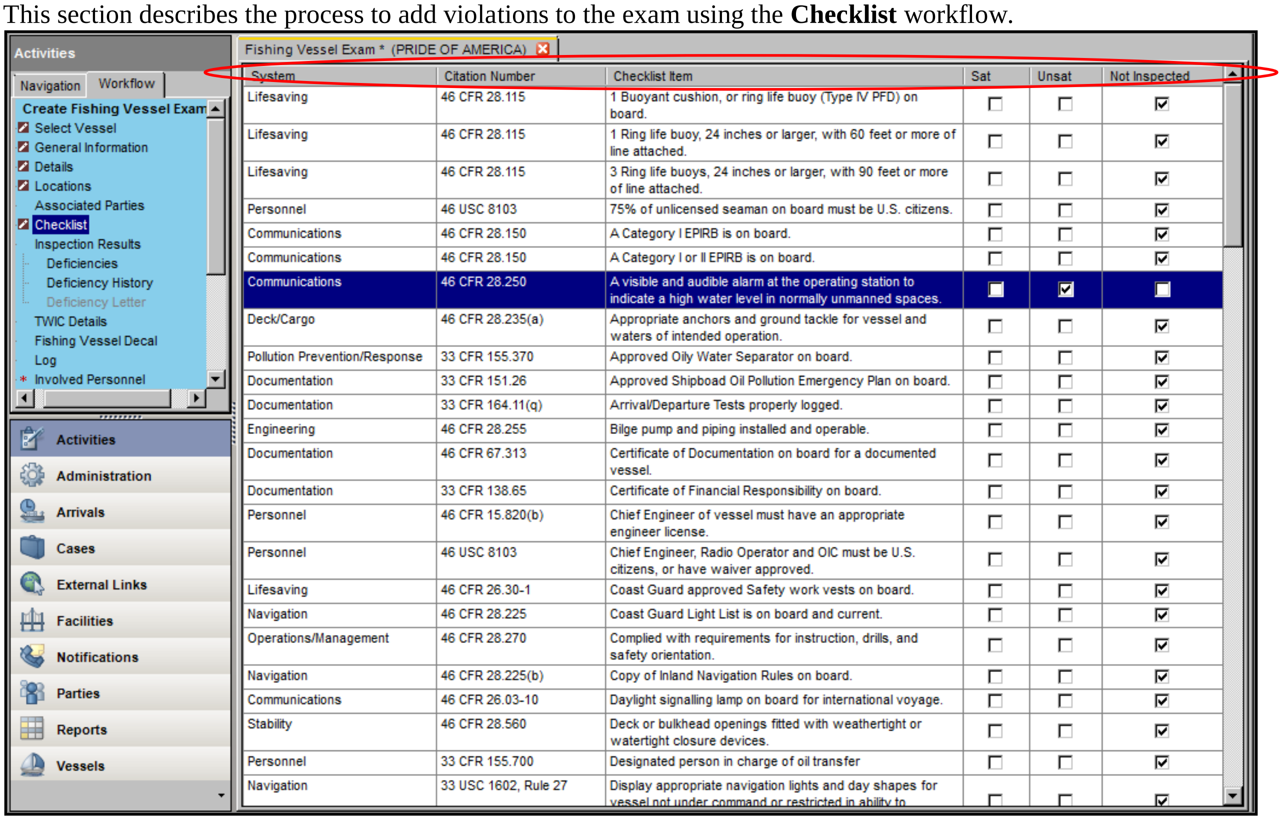


Figure 4-14 Checklist Workflow

1. Click the **Checklist** workflow.
2. Click on the checkboxes in the **Sat**, **Unsat**, or **Not Inspected** columns for individual Checklist Items using the following rules:
   - **Satisfactory (Sat)** - At least one item satisfactory; all items satisfactory or not inspected
   - **Unsatisfactory (Unsat)** - At least one item is deficient
   - **Not Inspected** – The item is not inspected.
3. Click Save.

NOTE: *Keep the following in mind in regards to the* ***Checklist****:*

- *Inspection checklist is organized by the* ***System****.*
- *Inspection items with* ***Unsat*** *set to "Yes" will automatically generate a deficiency record pre-populated with system, subsystem, component, and citation information. All other deficiency fields will default as described in the [Deficiencies](#) section of this user guide.*
- *If an inspection item's* ***Sat*** *or* ***Not Inspected*** *indicator is set to "Yes" and a correlated deficiency exists for that inspection item, that deficiency is automatically deleted.*

4.7 Inspection Results

This section describes the process to manage the results of an inspection at the System level.

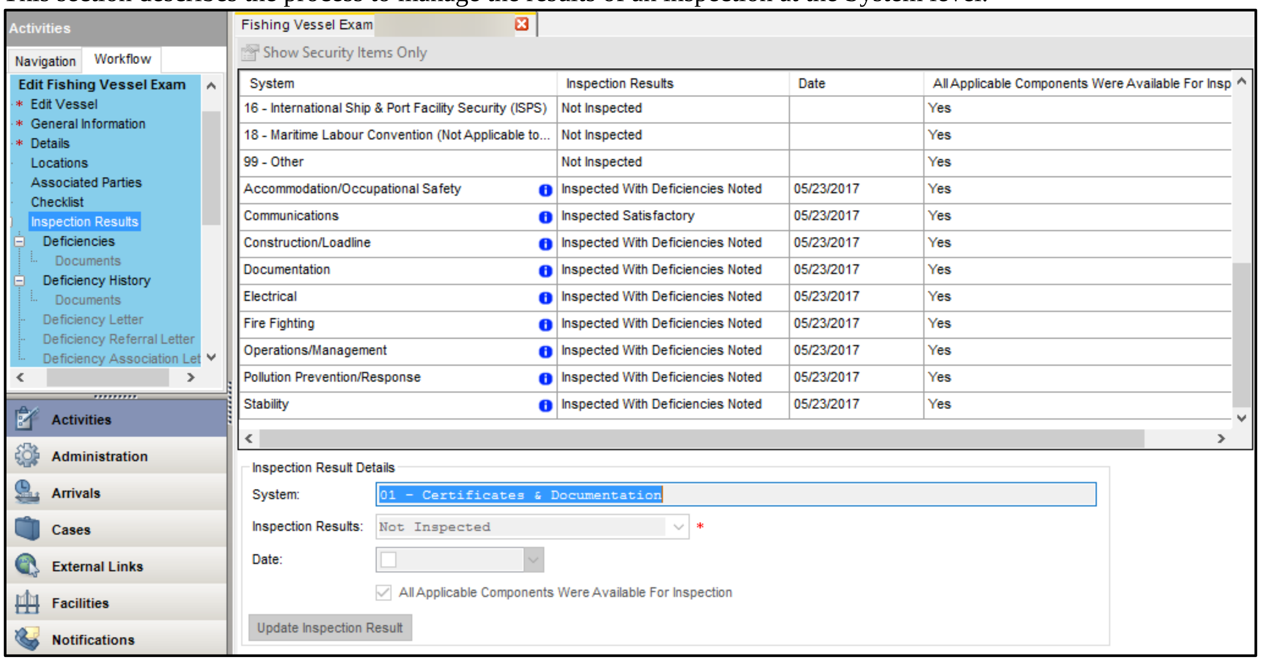


Figure 4-15 Inspection Results

1. Click the **Inspection Results** workflow.

NOTE: *A mix of legacy and new system values appear in the Inspections Results list. Legacy system values are designated with an information icon.*

2. Click Show Security Items Only to view security items only, or click Show All Items to view all systems.
3. Click the system of interest and enter the associated **Inspection Result Details** for each system:
   - **System** is display as read-only
   - Enter the **Inspection Results** using the drop-down list
   - Enter the **Date** of the inspection
   - Check the box if **All Applicable Components Were Available For Inspection**, if applicable.
4. Click the Update Inspection Result button.

NOTE: *Keep the following in mind in regards to* ***Inspection Results****:*

- *If* ***Inspection Results*** *is set to "Not Inspected",* ***Date*** *is disabled and empty.* ***Date*** *is otherwise, enabled and defaulted to* ***Activity Start Date****.*
- *If any Deficiencies with a blank* ***Resolved Date*** *exist in the current activity for a given system and any of the Deficiencies have* ***Not Available For Inspection*** *set to "No" that system's* ***Inspection Results*** *cannot be set to "Inspected Satisfactory".*
- *If any Deficiencies exist in the current activity for a given system and any of the Deficiencies have* ***Not Available For Inspection*** *set to "No" that system's* ***Inspection Results*** *cannot be set to "Not Inspected".*
- *If any Deficiencies with* ***Not Available For Inspection*** *set to "Yes" exist in the current activity for a given system, then* ***All Applicable Components Were Available For Inspection*** *cannot be set to "Yes".*
- ***Date*** *cannot occur before the* ***Activity Start Date****.*

4.7.1 Deficiencies

This section describes the process to add, edit or remove **Deficiencies** from an examination.

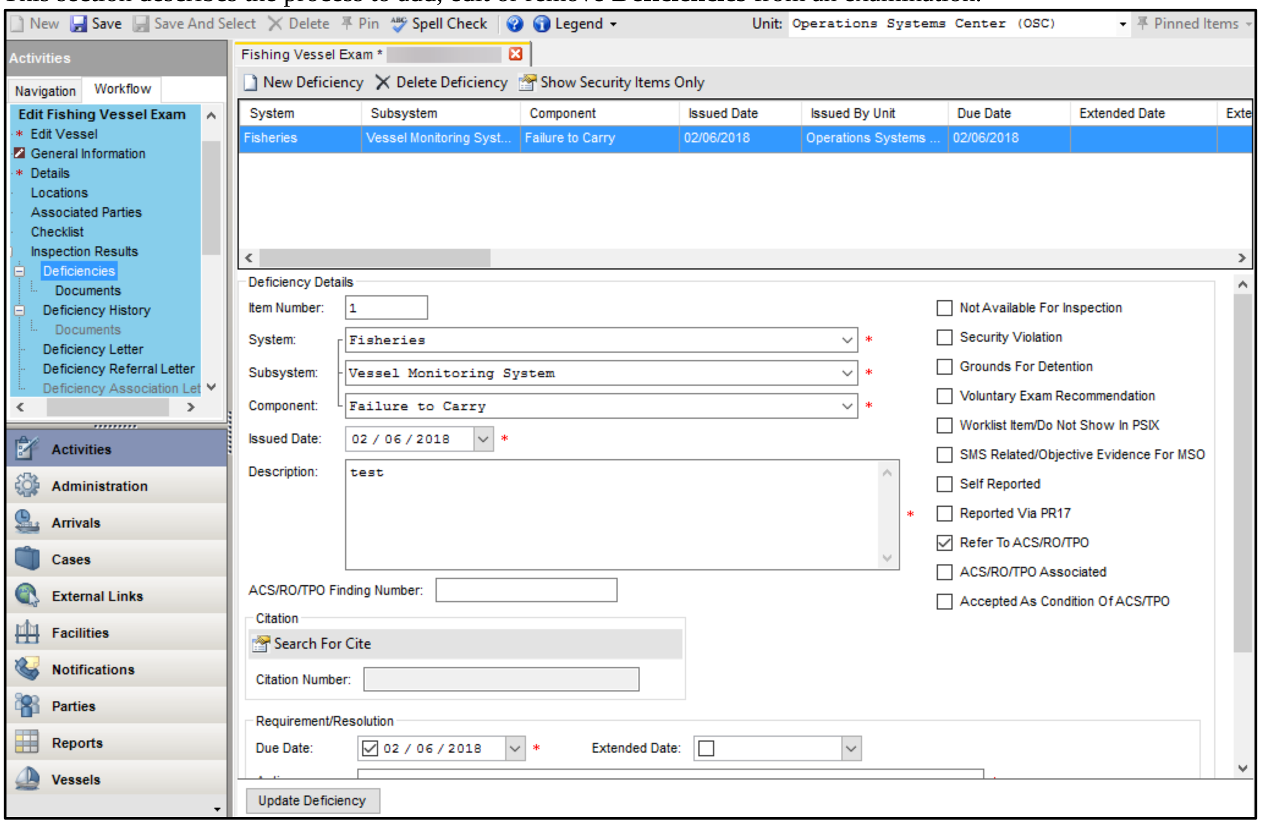


Figure 4-16 Deficiency Entry Screen

NOTE: *If any item was marked* ***Unsat*** *the following fields are pre-populated in the Deficiency screen:* ***System****,* ***Subsystem****, and* ***Component****.*

CFV Policy:

When entering data into the ***Deficiencies*** *workflow, use the following* ***CFV Policy*** *as guidance.*

The ***Due Date*** *chosen should rarely exceed* ***30*** *days from the time of inspection. Serious deficiencies that create especially* ***hazardous*** *conditions and deficiencies that meet* ***termination*** *criteria should be identified by selecting* ***Prior to departure from port****. All deficiencies* ***must be documented*** *including those identified and corrected on the spot. In these cases, you should enter the deficiency and select the* ***Resolved/Corrected*** *box. In this instance****,*** ***Corrected on the spot*** *is also documented in the* ***Detail*** *block.*

4.7.1.1 Add/Edit Deficiencies

1. Click the **Deficiencies** workflow.

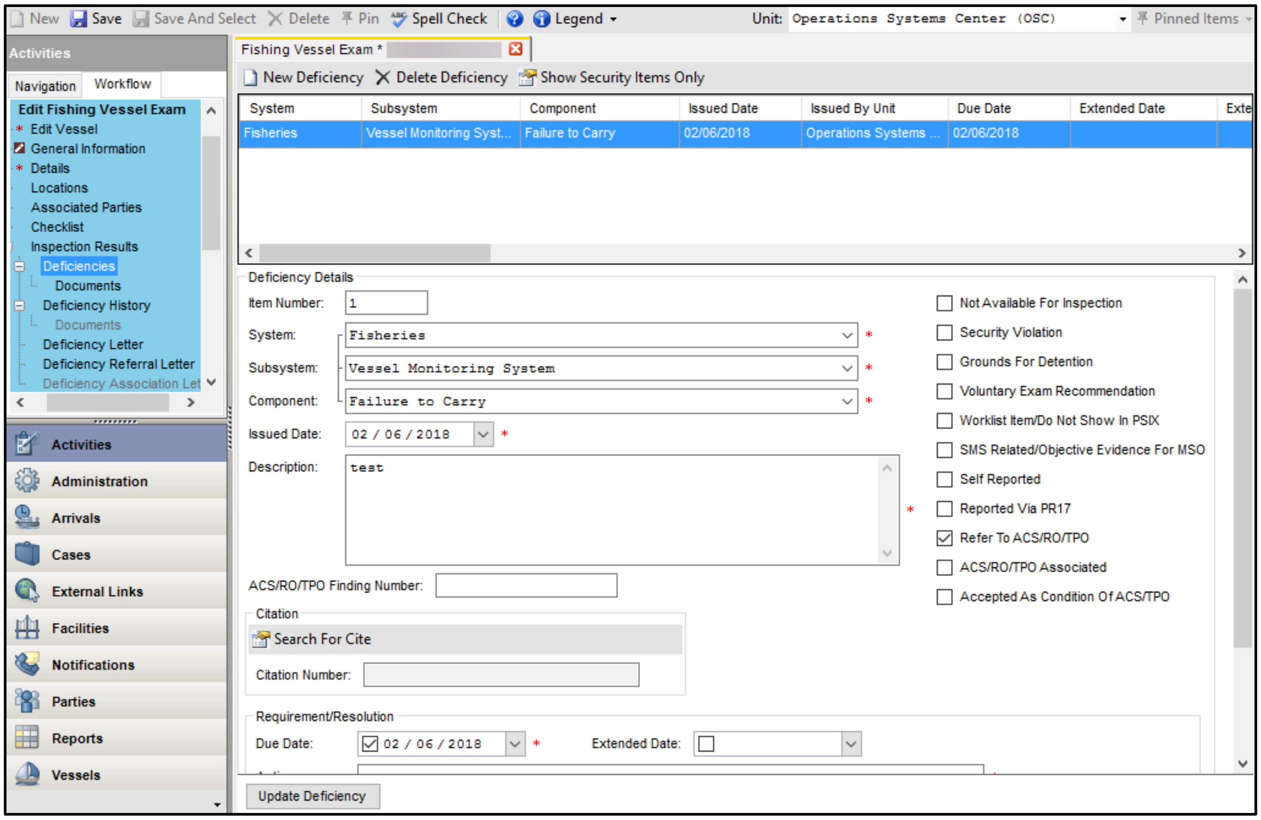


Figure 4-17 Deficiencies Details Screen

2. Enter the **Deficiency Details**; click New Deficiency to add a new deficiency, or click a record from the listview to update.

NOTE: New Deficiency *does not have to be clicked if it is the first deficiency entered. **Item Number** starts at 1 for every activity. Each new Deficiency gets an **Item Number** equal to the largest existing Item Number +1. Because this field is alphanumeric, a user may put characters into this field that are not numbers; if a user does this, any field with non-number characters is ignored when calculating a new **Item Number**. **Item Number** will stop auto-incrementing once a Deficiency with the upper limit (99999999) has been entered.*

- **Item Number** is auto-populated.
- Choose the **System** type from the drop-down list
- Choose the Subsystem from the drop-down list
- Choose the Component of the system to apply the deficiencies from the drop-down list
- Choose the **Issued Date** from the drop-down list.

***NOTE: Issued Date** is the date the deficient item was discovered.*

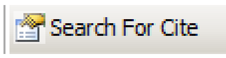
- Click the **Not Available For Inspection** checkbox, if applicable
- Click the **Security Violation** checkbox, if applicable
- Click the **Grounds for Detention** checkbox, if applicable
- Click the **Voluntary Exam Recommendation** checkbox, if applicable
- Click the **Worklist Item/Do Not Show in PSIX** checkbox, if applicable.
- Click the **SMS Related/Objective Evidence For MSO** checkbox, if applicable.
- Click the **Self Reported** checkbox, if applicable.
- Click the **Reported Via PR17** checkbox, if applicable.
- Click the **Refer To ACS/RO/TPO** checkbox, if applicable.
- Check the **ACS/RO/TPO Associated** checkbox, if applicable.
- Click the **Accepted As Condition Of ACS/TPO** checkbox, if applicable.

*NOTE: **Accepted As Condition Of ACS/TPO** can only be checked if **Refer To ACS/RO/TPO** has been checked. **Accepted As Condition Of ACS/TPO** will automatically clear if **Refer To ACS/RO/TPO** has been cleared.*

- Enter a **Description**.
- Enter the **ACS/RO/TPO Finding Number**.

***NOTE: ACS/RO/TPO Finding Number** is required before setting the **Activity Status** to Closed if a deficiency is marked **Refer To ACS/RO/TPO**.*

3. Choose a **Citation:**

- Click  to search for a citation

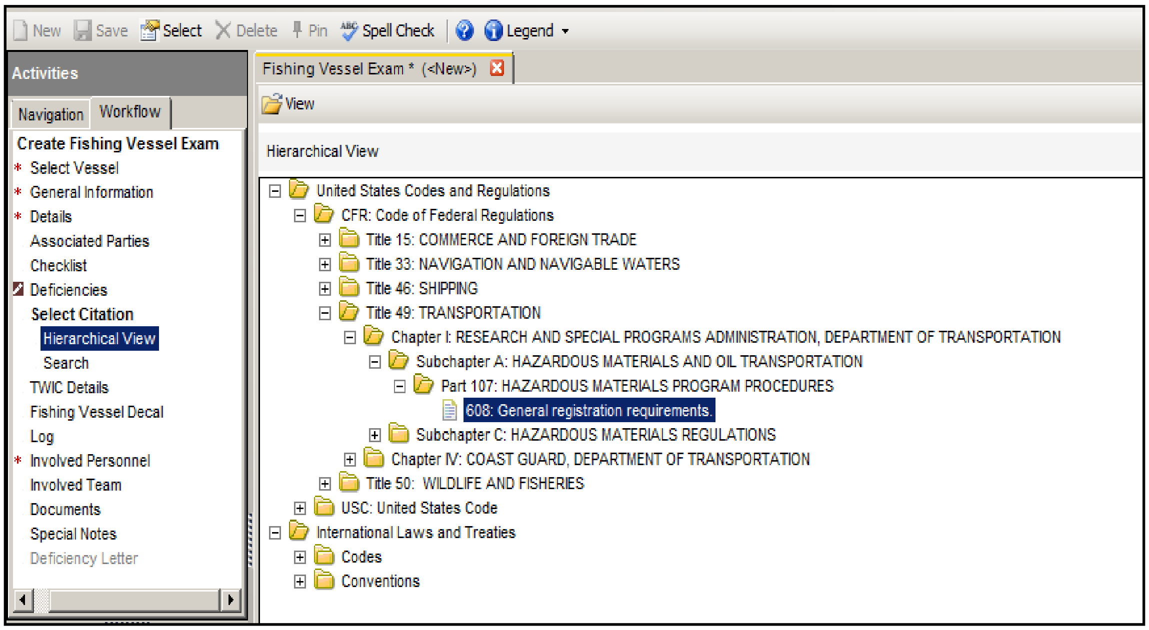


Figure 4-18 Search and Choose a Citation

- Double-click or click (+) on the **United States Codes and Regulations** folder to expand the citation options.
- Double-click on the applicable citation to add it to the exam.

4. Enter the **Deficiency Requirement/Resolution**:

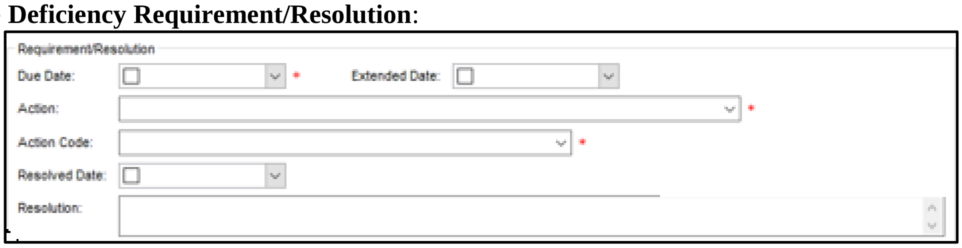


Figure 4-19 Resolution Details Screen

- Click the checkbox, and enter the **Due Date** using the drop-down calendar.
- Choose **Extended Date** from the drop-down list, or click the checkbox to use the current date.

***NOTE #1:** The **Extended Date** must be greater than the **Due Date**.*

***NOTE #2:** If the value in the **Extended Date** field is cleared, then the **Due Date** becomes enabled .*

- Choose an **Action** using the drop-down list.
- Choose an **Action Code** using the drop-down list.
- Click the checkbox, and enter the **Resolved Date** using the drop-down calendar.
- Enter the **Resolution**.

5. Click Add Deficiency to add a new deficiency, or click Update Deficiency to edit an existing deficiency.
6. Click Save.

NOTE: *Keep the following in mind in regards to* ***Deficiency****:*

- *Any deficiency associated with an inspection checklist item must be removed through the checklist.*
- ***System/Subsystem/Component*** *and* ***Citation*** *are read-only for any deficiencies associated with a checklist item.*
- ***System/Subsystem/Component*** *is required.*
- *When at least one deficiency has the* ***SMS Related/Objective Evidence For MSO*** *checkbox checked, the* ***Refer To MSO*** *workflow step becomes enabled.*
- *When the* ***Accepted As Condition Of ACS/TPO*** *checkbox is checked and the* ***Resolved Date*** *field does not have a value, the* ***Resolved Date*** *defaults to the current date.*
- *When the* ***Accepted As Condition Of ACS/TPO*** *checkbox is unchecked, the* ***Resolved Date*** *field clears.*
- ***Condition/Cause*** *or* ***Deficiency Description*** *is required.*
- ***Resolution Due Date*** *or* ***Resolution Action/Action Code*** *is required.*
- *See the [Deficiency Fields Matrix in Appendix B](#) to determine which fields and groups are captured by activity type.*
- *If* ***Failure*** *= 'Yes' then* ***Deficiency Equipment Details*** *are enabled, otherwise they are disabled.*
- *The user cannot associate deficient equipment with both an* ***Approved Equipment Approval Number*** *and a* ***Manufacturer*** *obtained from MISLE Party (Organization).*
- *If the user first associates the deficient equipment with an* ***Approved Equipment Approval Number*** *and then subsequently chooses to associate it with a Manufacturer obtained from MISLE Party (Organization), then the* ***Approved Equipment Approval Number*** *and the associated data is removed.*
- *If the user first associates the deficient equipment with a* ***Manufacturer*** *obtained from MISLE Party (Organization) and then the* ***Manufacturer*** *name is required.*
- *If the user first associates the deficient equipment with a* ***Manufacturer*** *obtained from MISLE Party (Organization) and then* ***Manufacturer*** *name is read-only.*
- *If the user first associates the deficient equipment with a* ***Manufacturer*** *obtained from MISLE Party (Organization) and then subsequently chooses an* ***Approved Equipment Approval Number****, then the MISLE Party data is removed.*
- ***Item Number*** *starts at 1 for every activity. Each new Deficiency gets an* ***Item Number*** *equal to the largest existing* ***Item Number*** *+1. Because this field is alphanumeric, a user may put characters into this field that are not numbers; if a user does this, any field with non-number characters is ignored when calculating a new* ***Item Number****.* ***Item Number*** *will stop auto-incrementing once a Deficiency with the upper limit (99999999) has been entered.*
- *If* ***Condition*** *is not empty and* ***Failure*** *is set to "Yes", then the* ***Condition Caused Failure*** *field is enabled.* ***Condition Caused Failure*** *is otherwise empty and disabled.*
- *If* ***Failure*** *is set to "Yes", then the* ***Failure Type*** *field is enabled.* ***Failure Type*** *is otherwise empty and disabled.*
- *Deficiency Approved Equipment Details are to be captured point-in-time.*
- *Deficiency Equipment Manufacturer Details are to be captured point-in-time.*
- ***Resolved Date*** *may not be before* ***Issued Date.***
- *If the Inspection Results workflow step exists in the current activity:*
  - *If the user creates/modifies a Deficiency, the Deficiency has* ***Not Available For Inspection*** *set to "No" and the* ***Inspection Results*** *for the deficiency's system is not already set to "Inspected With Deficiencies Noted" or "Incomplete Inspection" as described in the Inspection Results section of this*

*User Guide, the **Inspection Results** field for that system is set to "Inspected With Deficiencies Noted" and the **Date** is set to the **Activity Start Date**.*

  - *If a Deficiency's **Not Available For Inspection** field is set to "Yes", the corresponding system's **Inspection Results** field is set to "Inspected With Deficiencies Noted", the **Date** is set to the **Activity Start Date**, and **All applicable components were available for inspection** field for that system is set to "No" in the Inspection Results.*

- *If a Deficiency is being added/edited with a **System**, **Subsystem,** and **Component** combination that is designated as "Security" in the System-Subsystem-Component listing, then the **Security Violation** is set to "Yes" and is disabled.*
- *When a Deficiency is first saved, **Issued By Unit** is automatically set to the Owning Unit of the current activity.*
- *When a Deficiency is saved, **Extended By Unit** in the datagrid is captured as the Unit of the user who enters or updates the **Extended Date**.*
- *When a Deficiency is saved, **Extended By Activity** in the datagrid is captured as the **Activitiy Id** of the activity used to enter or update the **Extended Date**.*
- *For the **Documents** column in the datagrid, "Yes" will be displayed when documents exist and the column will be left blank when no documents exist.*
- *When a Deficiency is resolved, **Resolved By Unit** is automatically set to the Owning Unit of the current activity, and **Resolved By Activity** is automatically set to the current activity.*
- *If a Deficiency is part of an **Enforcement Referral**, it may not be deleted.*
- *The resolution **Due Date** cannot be before the **Issued Date.***
- *The **Issued Date** cannot be a date in the future.*
- *The **Issued Date** cannot be before the **Activity Start Date**.*
- *The **Resolved Date** cannot be a date in the future.*
- *If the resolution **Due Date** selected is in the future, a "Due Date cannot be in the future." validation displays; user may click 'OK' to continue.*
- *If the resolution **Issued Date** selected is in the future, a "Issued Date cannot be in the future." validation displays; user may click 'OK' to continue.*
- *If the resolution **Revolved Date** selected is in the future, a "Resolved Date cannot be in the future." validation displays: user may click 'OK' to continue.*
- *If the **Year Built** date is before 1900, then the "The Year Build must be between 1900 and the current year." validation message will display; user may click 'OK' to continue.*
- *The **Show Security Items Only** button will only show entries of **Security Violation** = "Yes".*

4.7.1.2 Delete Deficiencies

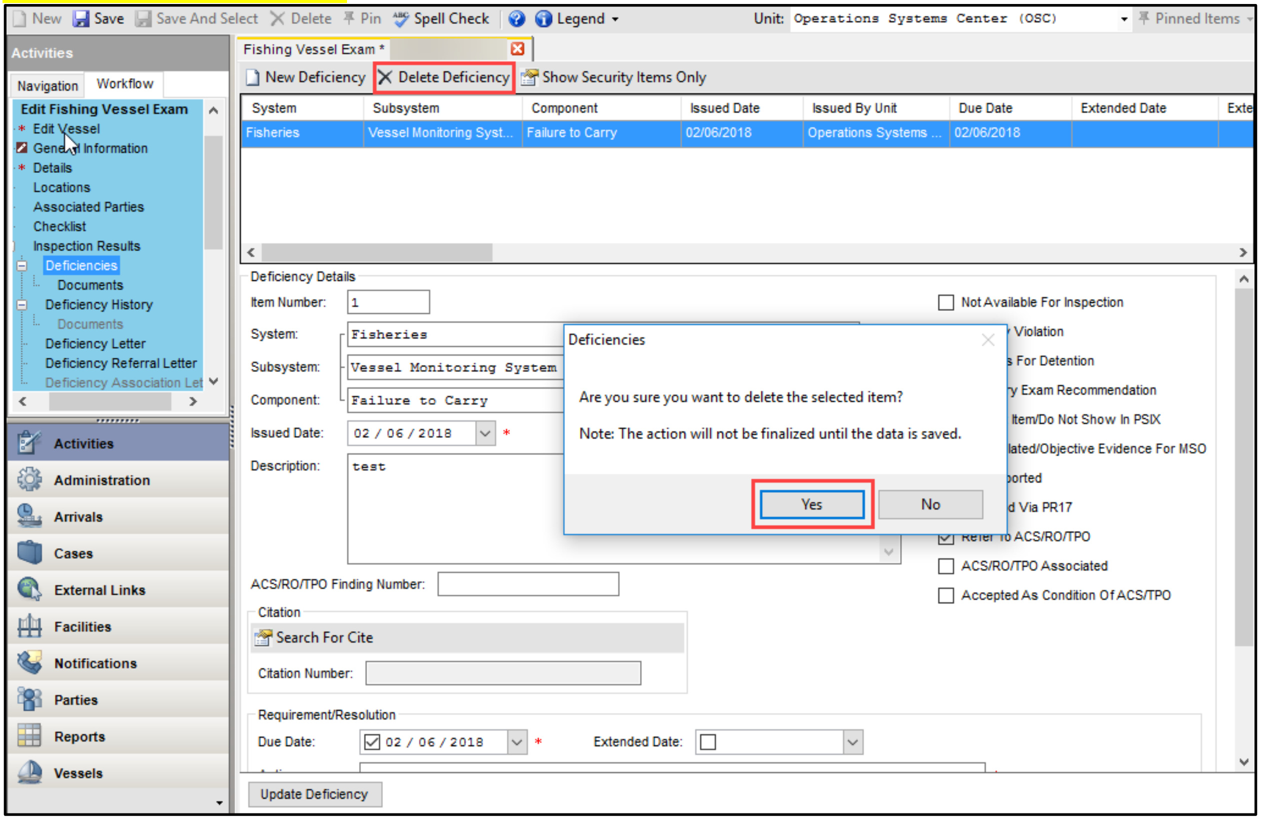


Figure 4-20 Delete Deficiency

1. Click the **Deficiencies** workflow.
2. Click the deficiency in the listview to be deleted.
3. Click Delete Deficiency.
4. Click **Yes** to confirm the removal.
5. Click Save.

NOTE: *When deleting **Source Deficiencies** in MISLE, keep the following in mind:*

- *Any deficiency associated with an inspection checklist item must be removed through the checklist.*
- *This process deletes all references of the Deficiency from the activity.*

4.7.1.3 Documents

Refer to Section 4.13 Documents that describes the process to manage **Documents**.

NOTE: *When managing Documents within Deficiencies, keep the following in mind:*

- *These documents will only be displayed in this workflow step. These documents will not be displayed in the Vessel's Documents workflow step or in the Activity's Documents workflow step.*
- *A Deficiency must be added to the Activity and the Activity saved before this Documents workflow is enabled for entry.*

4.7.2 Deficiency History

Deficiency History allows for managing deficiencies associated with an activity other than the current one.

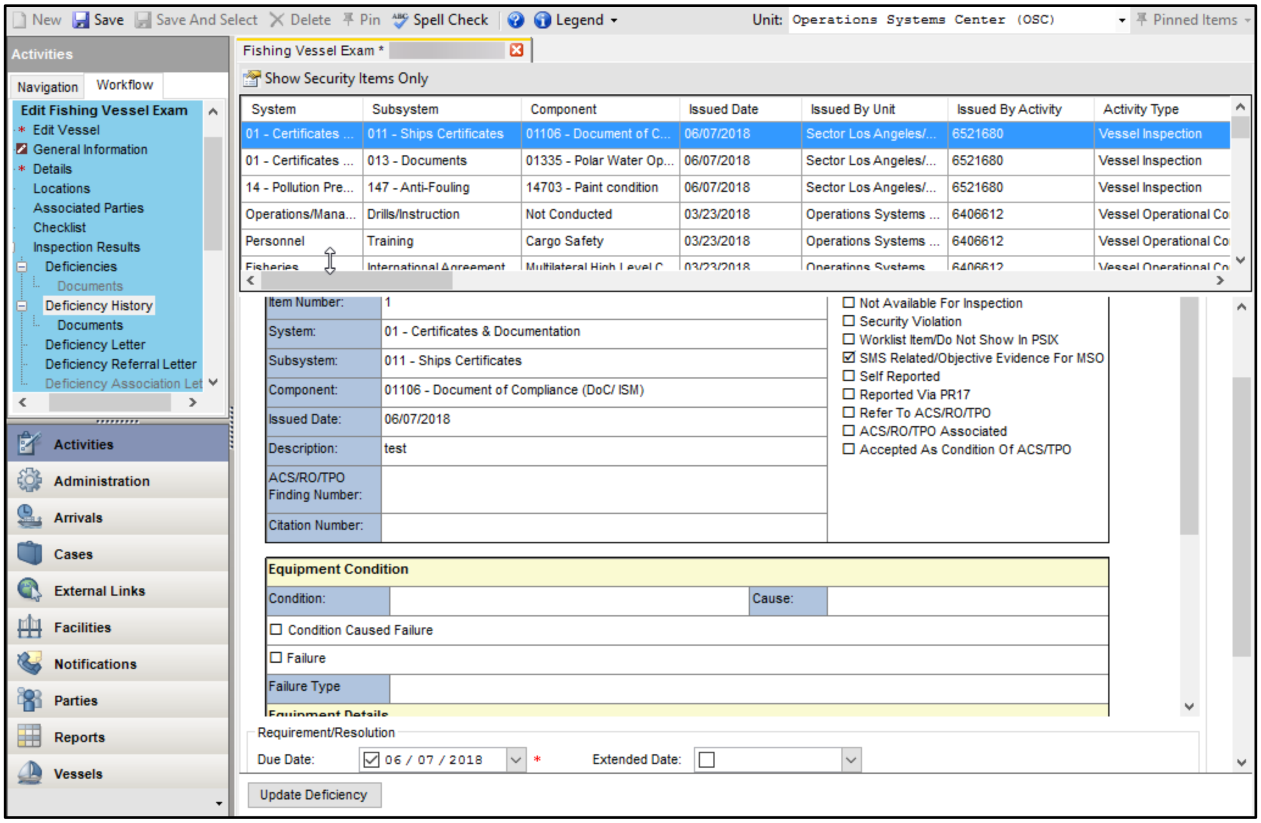


Figure 4-21 Deficiency History Screen

1. Click the **Deficiency History** workflow.
   - View **Deficiency** details.

NOTE: *Use the scroll bar to view the entire detail screen; select the desired Fishing Vessel Exam in the listview to enable the **Requirement/Resolution** details.*

2. Enter **Requirement/Resolution** details:
   - Enter **Due Date** using the drop-down list
   - Enter **Extended Date** using the drop-down list
   - Enter **Action** using the drop-down list
   - Enter **Action Code** using the drop-down list
   - Enter **Resolved Date** using the drop-down list
   - Enter **Resolution.**
3. Click Update Deficiency.

NOTE: *Keep the following in mind regarding the **Deficiency History** report:*

- ***Due Date*** *or **Action/Action Code** is required.*
- ***Resolved Date*** *may not be before **Issued Date.***
- *When a Deficiency is resolved, **Resolved By Unit** is automatically set to the Owning Unit of the current activity, and **Resolved By Activity** is automatically set to the current activity.*
- *Any saved deficiency with a defined **Resolved Date** may not be edited from this view. A resolved deficiency must be edited in the activity where it was created.*
- *When a Deficiency is saved, **Extended By Unit** in the datagrid is captured as the Unit of the user who enters or updates the **Extended Date**.*
- *When a Deficiency is saved, **Extended By Activity** in the datagrid is captured as the Activitiy Id of the activity used to enter or update **the Extended Date**.*
- *For the **Documents** column in the datagrid, "Yes" will be displayed when documents exist and the column will be left blank when no documents exist.*

4.7.2.1 Documents

Refer to Section 4.13 Documents that describes the process to manage **Documents**.

NOTE: *When managing Documents within Deficiency History, keep the following in mind:*

- *These documents will only be displayed in this workflow step. These documents will not be displayed in the Vessel's Documents workflow step or in the Activity's Documents workflow step.*
- *A Deficiency must be added to the Activity and the Activity saved before this Documents workflow is enabled for entry.*

4.7.3 Deficiency Letter

NOTE: *For the **Deficiency Letter** workflow to be enabled, the activity must have one or more outstanding deficiencies.*

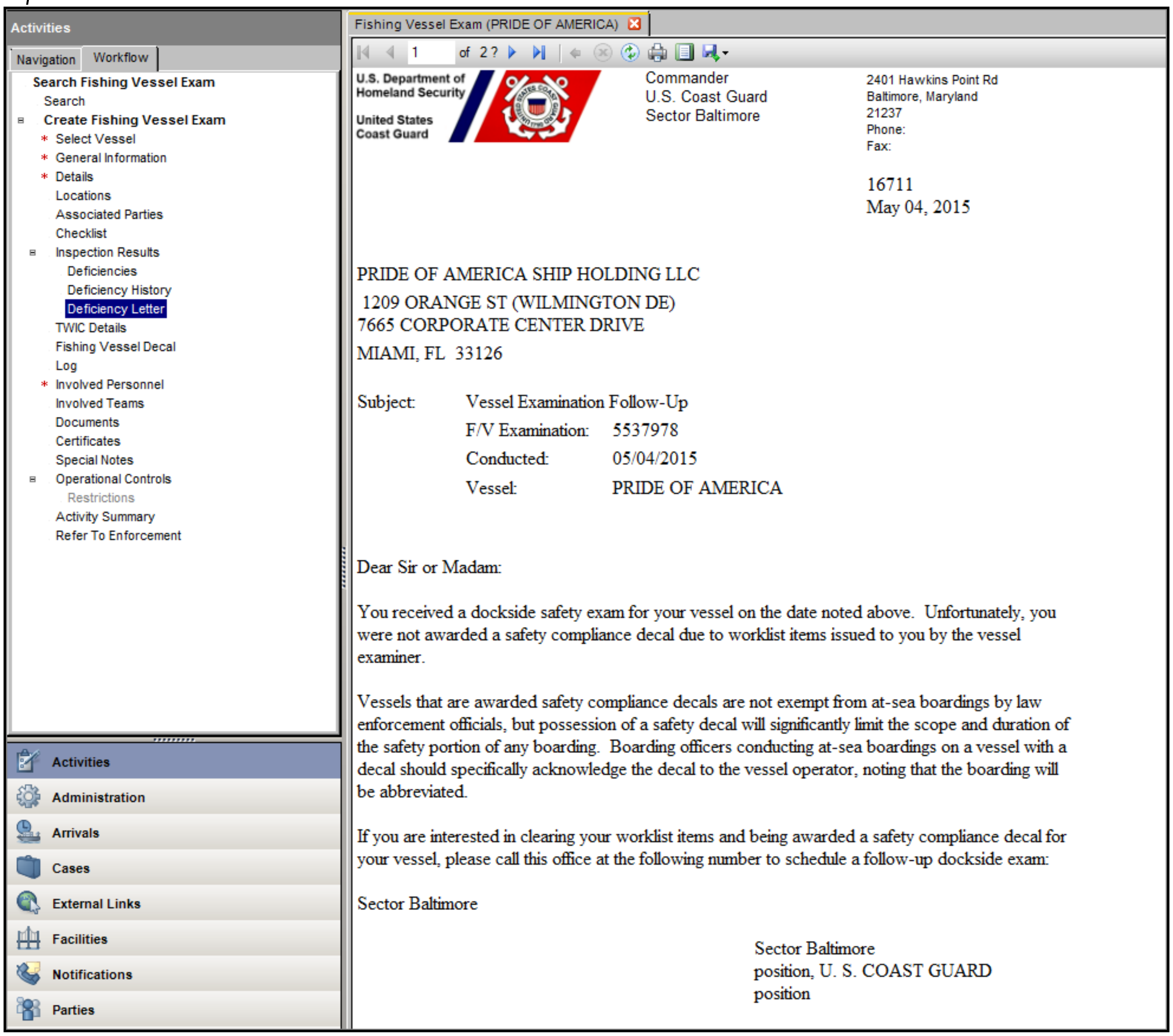


Figure 4-22 Deficiency Letter Screen

1. Click the workflow for **Deficiency Letter**.

The letter is automatically generated.

NOTE: *Keep the following in mind in regards to the **Deficiency Letter**:*

Report

- *If **Subject** is a "Vessel", "Facility", "Towing Vessel Exam", "Bridge" or "Platform", then the Deficiency Letter provides a "---List of Outstanding Requirements---"*

- *If **Activity Type** is "Fishing Vessel Exam", then the Deficiency Letter provides a "---List of Outstanding Worklist Items---"*
- *If the **Activity Type** is a "Vessel Inspection/PSC", "Fishing Vessel Exam", or "Towing Vessel Exam", then Deficiency Letter lists Vessel name and Primary VIN #*
- *If **Facility Inspection**, then Deficiency Letter lists Facility name and ID #*
- *If **Fishing Vessel Exam**, then "Issuance of Requirements" is replaced by "Vessel Examination Follow-Up"*
- *If **Fishing Vessel Exam**, then "Inspection Case" is replaced by "F/V Examination";*
- *If **Fishing Vessel Exam**, then "DATE" replaces "COMPLIANCE DATE" and "DATE ISSUED";*
- *The following fields come from the activity's owning unit's information (from the Unit Utilities view): Commander Title, Unit (Long Name), Unit Street, Unit City, State, Unit Primary Phone, Unit Primary Fax.*
  - *If the unit does not have a Commander Title set, use "Commanding Officer".*
- *If an **Extended Date** has been entered, **Extended Date** is used on the letter for the **Compliance Date** field.*

Address

- *The Address is determined by:*
  - *When the **Subject Type** is "Facility" the address is the Facility's preferred Address and the "Address Name" is the Name of the Facility.*
  - *When the **Subject Type** is "Vessel":*
    - *i. Use the Vessel Associated Party that is active based on this ranking: Managing Owner, Operator (managing), Operator (in control/in charge), Owner*
    - *ii. If there is more than one party of the same role/ranking, then use the party association that is the most recent.*
- *If the activity Subject does not have complete contact information, then MISLE provides a prompt indicating that subject address information will not be included in the letter.*
  - *Complete contact information requires: Address, City, State or Province, Country or Postal Code.*

Letter Body

- *If **Activity Type** is "Fishing Vessel Exam", then the Deficiency Letter provides the following letter body text:*

  'Dear Sir or Madam:

  You received a dockside safety exam for your vessel on the date noted above. Unfortunately, you were not awarded a safety compliance decal due to worklist items issued to you by the vessel examiner.

  Vessels that are awarded safety compliance decals are not exempt from at-sea boardings by law enforcement officials, but possession of a safety decal will significantly limit the scope and duration of the safety portion of any boarding. Boarding officers conducting at-sea boardings on a vessel with a decal should specifically acknowledge the decal to the vessel operator, noting that the boarding will be abbreviated.

  If you are interested in clearing your worklist items and being awarded a safety compliance decal for your vessel, please call this office at the following number to schedule a follow-up dockside exam:'
- *If **Activity Type** is "Facility Inspection", "Vessel Inspection", "Platform Inspection" and "Bridge Inspection" then the Deficiency Letter provides the following letter text:*

  The requirements on the attached list were issued during the inspection noted above. You are reminded that these requirements are to be completed to the satisfaction of the cognizant Coast Guard OCMI.
- *If **Activity Type** is "Towing Vessel Exam", then the Deficiency Letter provides no letter body text.*

4.7.4 Deficiency Referral Letter

NOTE: *For the Deficiency Referral Letter workflow to be enabled, the activity must have one or more outstanding deficiencies with the **Refer to ACS/RP/TPO** checkbox selected.*

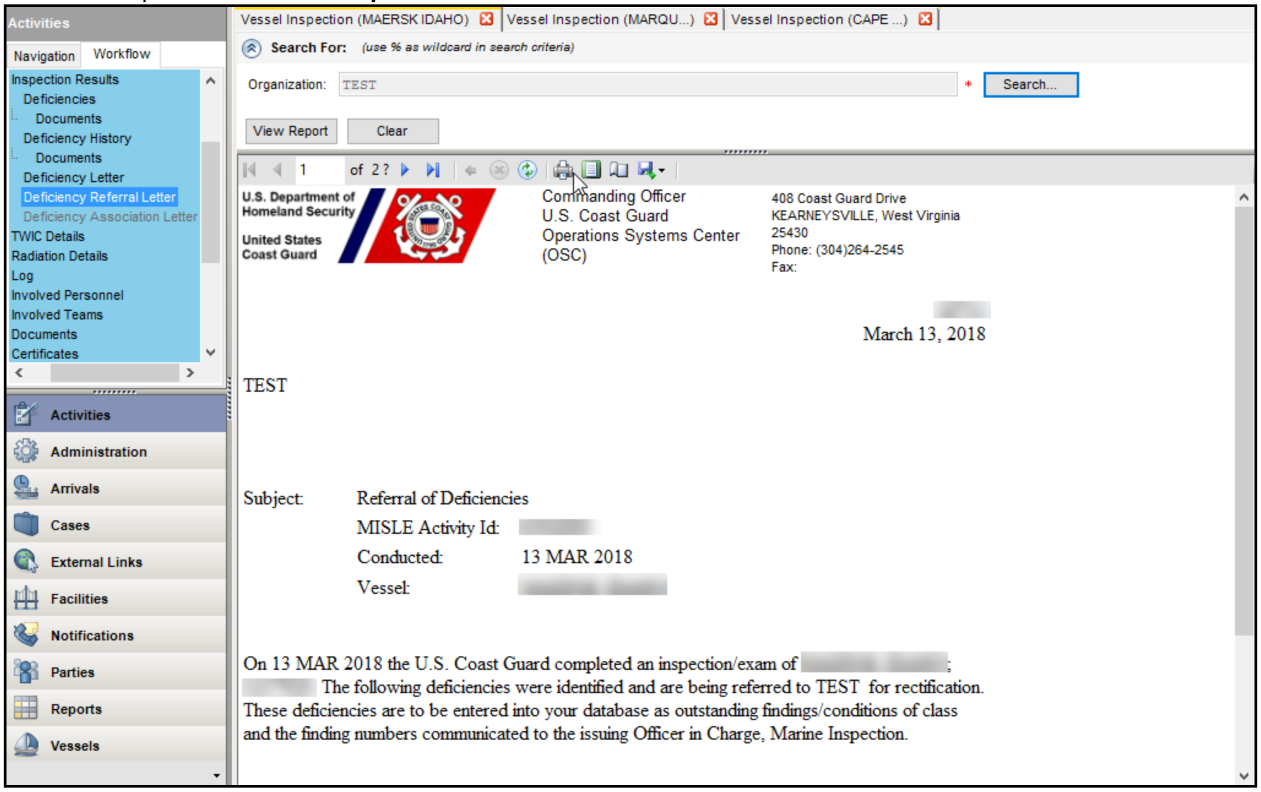


Figure 4-23 Deficiency Referral Letter

1. Click the **Deficiency Referral Letter** workflow.
2. Click the **Search** button to serach for an organization as the recipient of the Deficiency Referral Letter.
3. Click View Report.

   The letter is generated.

NOTE: *Keep the following in mind in regards to the address on the Deficiency Referral Letter:*

- *The Deficiency Referral Letter is addressed to the **MISLE Organization** selected by the user.*
- ***Unit Name/Address** in the letter's header are taken from the Activity's **Owning Unit**.*
- *The letter is optional and not required to be generated.*
- *If an **Extended Date** has been entered, it is used instead of the **Due Date** on the letter for the **Compliance Date** field.*

4.7.5 Deficiency Association Letter

NOTE: *For the Deficiency Association Letter workflow to be enabled, the activity must have one or more outstanding deficiencies with the **ACS/RP/TPO Associated** checkbox selected.*

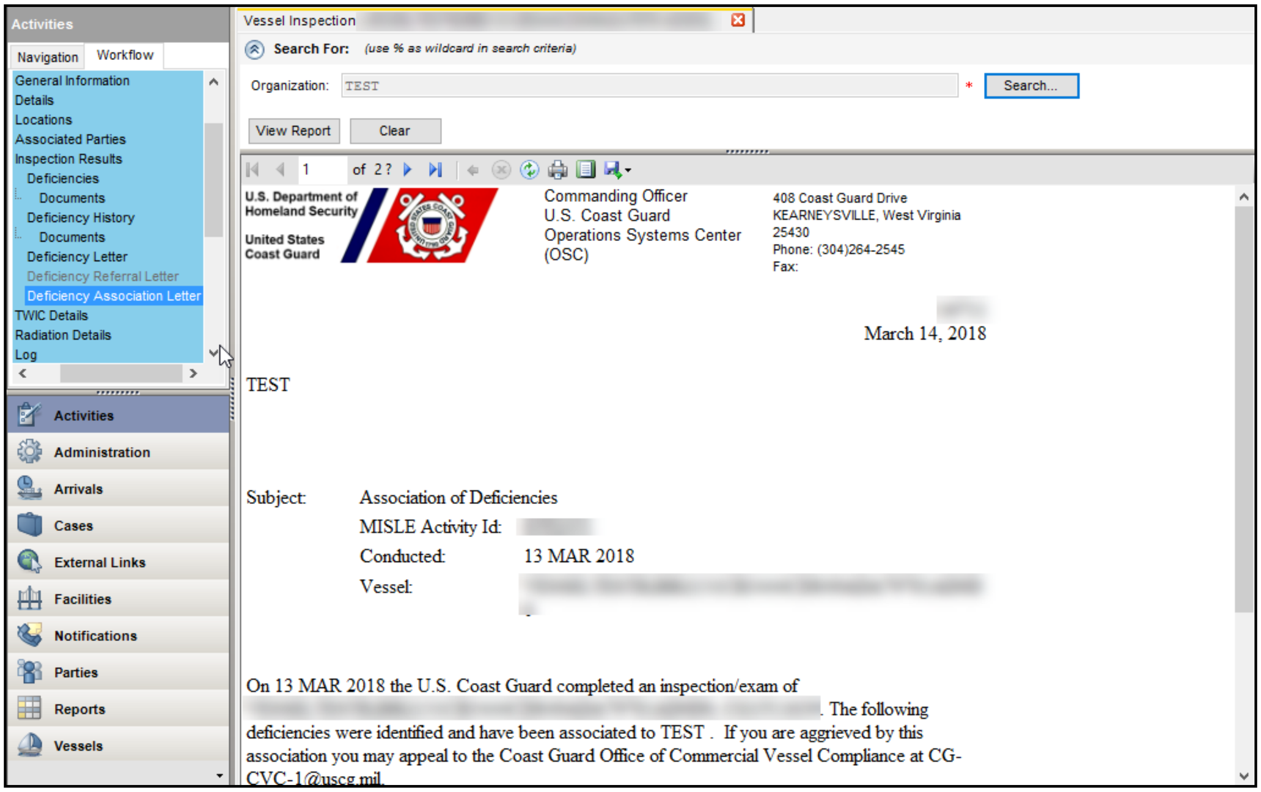


Figure 4-24 Deficiency Association Letter

1. Click the **Deficiency Association Letter** workflow.
2. Click the **Search** button to search for an organization as the recipient of the Deficiency Association Letter.
3. Click

The letter is generated.

NOTE: *Keep the following in mind in regards to the address on the Deficiency Association Letter:*

- *The Deficiency Association Letter is addressed to the **MISLE Organization** selected by the user.*
- ***Unit Name/Address** in the letter's header are taken from the Activity's **Owning Unit**.*
- *The letter is optional and not required to be generated.*
- *If an **Extended Date** has been entered, it is used instead of the **Due Date** on the letter for the **Compliance Date** field.*

4.8 TWIC Details

This section describes the process to add, edit or remove **TWIC Details** from an examination.

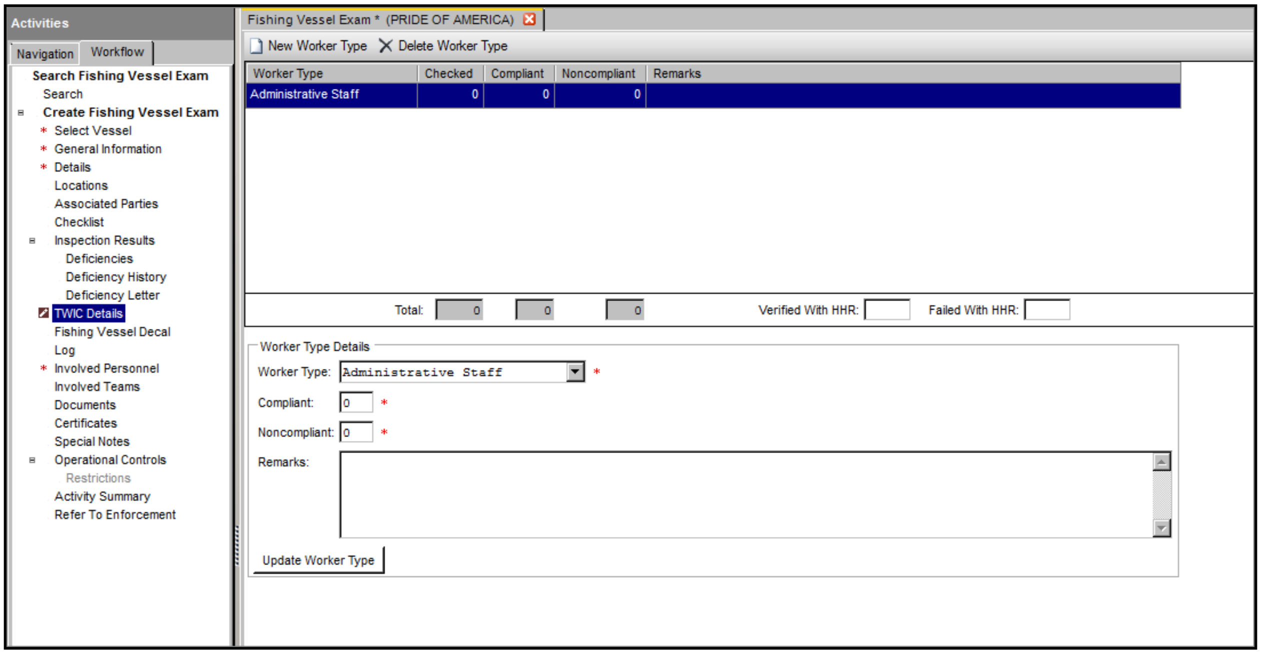


Figure 4-25 TWIC Details

CFV Policy

*When entering data into the **TWIC Details** workflow, use the following **CFV Policy** as guidance.*

- *If **TWIC Verification** in not applicable choose **Other** for **Work Type** and enter zero for **Compliant** and **Noncompliant**.*

4.8.1 Add/Edit TWIC Details

1. Click the **TWIC Details** workflow.
2. Enter **Worker Type Details**. Click New Worker Type to add TWIC Details, or click on a record from the listview to edit.
   - Choose a **Worker Type** from the drop-down list
   - Enter the number of **Compliant** workers
   - Enter the number of **Noncompliant** workers
   - Enter any **Remarks.**
3. Enter applicable **Hand Held Reader (HHR)** Details, if applicable:
   - Enter the number of **Verified With HHR** workers
   - Enter the number of **Failed With HHR** workers.
4. Click Add Worker Type to add new details, or click Update Worker Type to update previously entered detials.

NOTE: *The number of **Workers**, **Checked**, **Compliant**, and **Noncompliant** will display in the **TWIC** listview for each worker type along with the combined total for each. **Checked** = **Compliant** + **Noncompliant**.*

5. Click Save.

NOTE: *When entering **TWIC Details**, keep the following data entry rules in mind:*

- *A calculated field of number of workers checked will be displayed in the **TWIC** list for each worker type. **Checked** = **Compliant** + **Noncompliant**.*
- *A summary of the total number of workers **Checked**, **workers Compliant**, and **workers Noncompliant** will be displayed at the bottom of the **TWIC** list.*
- ***Failed** with **HHR** cannot be > **Verified with HHR**.*
- ***Failed** with **HHR** cannot be > **Total Noncompliant**.*
- ***Verified** with **HHR** cannot be > the **Total Checked**.*

- *The user cannot enter the same **Worker Type** more than once (no duplicates).*

4.8.2 Remove TWIC Details

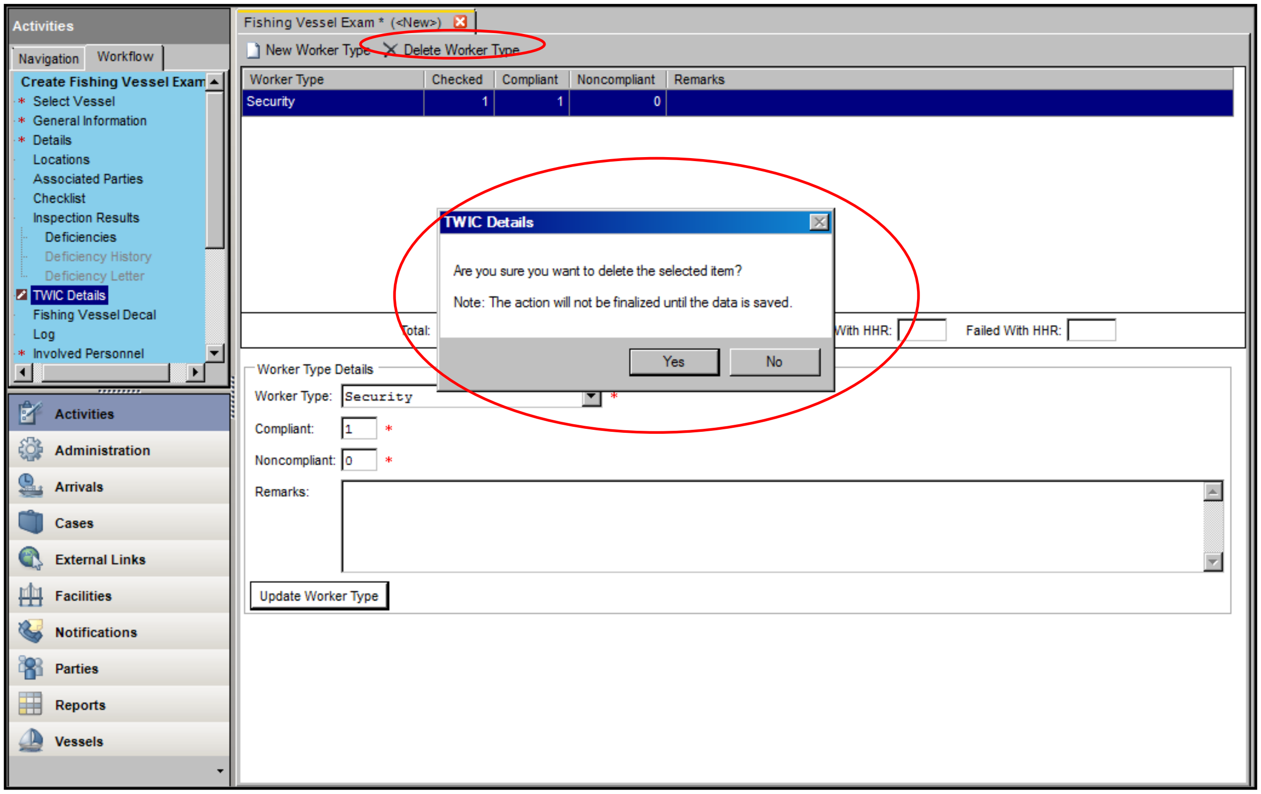
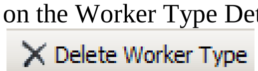


Figure 4-26 Delete TWIC Details

1. Click the **TWIC Details** workflow.
2. Click on the Worker Type Details record in the listview to be removed.
3. Click 

.
4. Click 'Yes' to confirm the removal.
5. Click 

.

4.9 Fishing Vessel Decal

This section describes the process to add, edit or remove **Fishing Vessel Decal** for an examination.

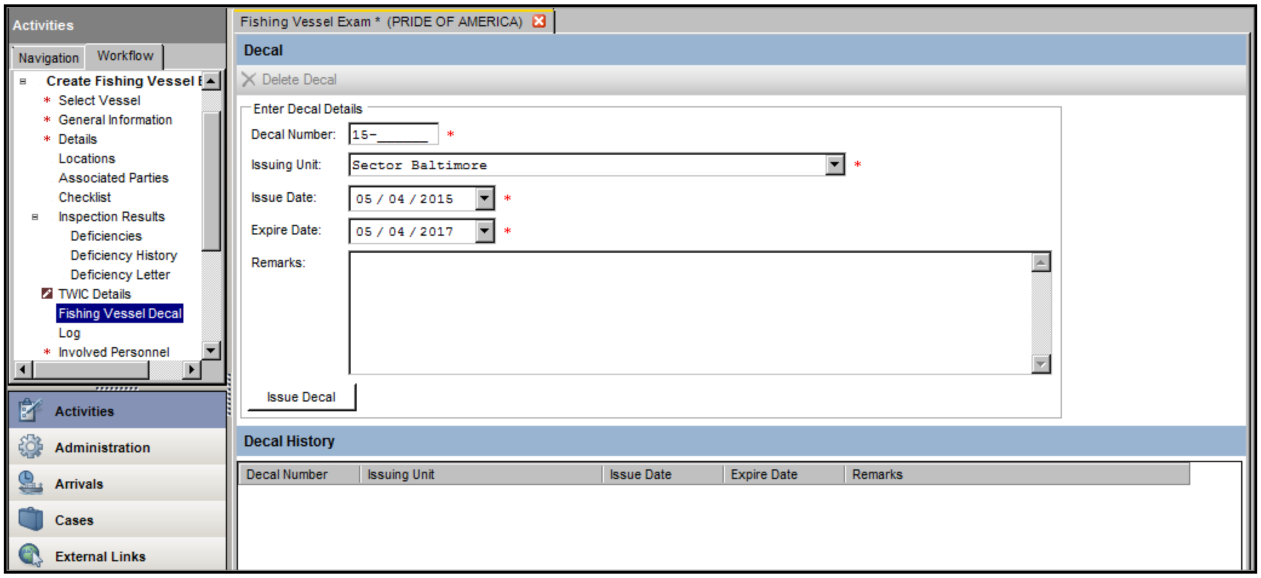


Figure 4-27 Vessel Decal

4.9.1 Add/Edit Vessel Decal

1. Click the **Fishing Vessel Decal** workflow.
2. Enter **Decal Details** to issue a new decal:
   - Enter the **Decal Number**
   - Choose the **Issuing Unit** from the drop-down list
   - Choose the **Issue Date** from the drop-down list
   - Choose the **Expire Date** from the drop-down list.
   - Enter any **Remarks** about the decal.
3. Click Issue Decal to issue a new decal, or click Update Decal to update an existing decal.
4. Click Save.

NOTE: *When entering* ***Decal Details*** *into MISLE, keep the following in mind:*

- *If the user attempts to issue a decal, and the activity has any open deficiencies, the user gets the following message: "This vessel currently has unresolved deficiencies in this activity. Are you sure you want to issue a decal?" The user may select "Yes" and issue the decal, or the user may select "No" and cancel issuance of the decal.*
- *The Exam Checklist and Deficiencies are locked down as read-only once a decal is issued for the activity.*
- *Issuing unit defaults to originating unit of the safety exam activity.*
- *Issuing unit is limited to units that user is currently assigned to.*
- *Issue date defaults to start date of the safety exam activity.*
- *Expiration date for fishing vessel exam defaults to two years from decal issue date.*
- *Expiration date for towing vessel exam defaults to three years from decal issue date.*
- *Fishing vessel decal number has format of two digit calendar year, dash, and a six digit number. For example, 09-123456.*
- *Towing vessel decal does not contain a sequential number, and is a free-format field for data entry.*
- ***Decal Number*** *is not required for Towing Vessel Exams.*
- ***Issue Date*** *may not be in the future.*
- ***Issue Date*** *may not be before the activity* ***Start Date****.*
- *The first two digits of a fishing vessel decal number defaults to the last two numbers of the current year.*

4.9.2 Remove Vessel Decal

1. Click the **Fishing Vessel Decal** workflow.
2. Click a decal from the **Decal History** listview to be removed.
3. Click 

.
4. Click **Yes** to confirm the deletion.
5. Click 

.

4.10 Log

This section describes the process to add, edit, or remove **Log** entries.

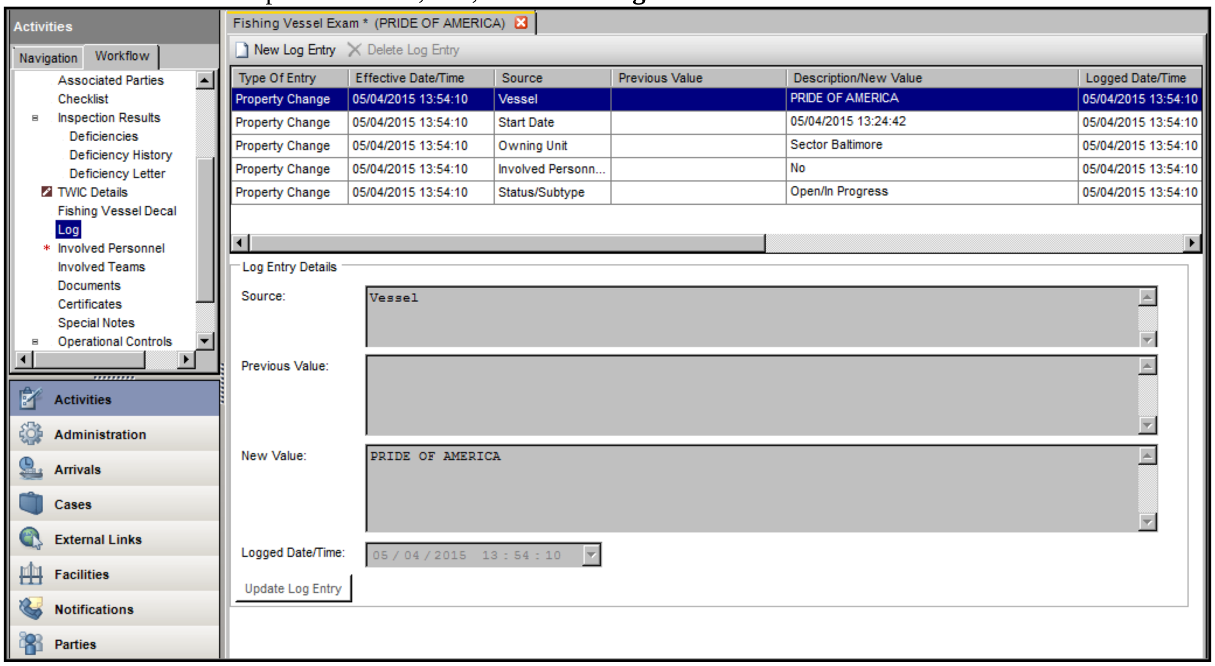


Figure 4-28 Log Entry Screen

4.10.1 Add/Edit Log Entry

This section describes the process to add or edit **Log Entries.** There are four **Types of Log Entries Property Change**

- **Property Change**
- **Data Change**
- **System Generated**
- **Manual Entry**

NOTE: *The following describes how entries of each **Type of Entry** are created:*

- *'**Property Change**' entries are created when a specific field of an area that has been marked for tracking is changed.*
- *'**Data Change**' entries are created when any field in a workflow that has been marked for tracking is changed.*
- *'**Manual Entry**' entries are created by the user in areas that support them.*
- *'**System Generated**' entries are created by the **MISLE** system.*

*Refer to [Appendix C](#) to see which type of entry(ies) are available for **Fishing Vessel Exam.***

1. Click on the **Log** workflow.
2. Click 

 to add new log entries or click on the log entry of interest to update an existing manual log entry.
3. Enter the **Log Entry Details:**
   - Choose an **Effective Date** from the drop-down list.

- Enter the log **Description.**
- **Logged Date** is auto-populated and read-only.
- Choose the **Logged By Unit** from the drop-down list.
- **Logged By** is auto-populated and read-only.

4. Click Add Log Entry to add a new entry, or click Update Log Entry to update an existing entry.
5. Click Save.

NOTE: *When adding or editing **Log** entries, keep the following in mind:*

***General Rules** related to all log entries:*

- *If the user cannot edit the area workflow, the Log for that area will also not be editable.*
- *The user cannot remove log entries with a **Type of Entry** = 'Property Change', 'Data Change' or 'System Generated'.*
- *The **Effective Date/Time** is not shown for referential entities.*
- *The **Logged Date/Time** will be set to the current date/time for all log entries when they are created.*
- *Only **Type of Entry** = 'Manual Entry' log entries can be deleted by the user.*

*Rules related to '**Property Change**' log entries:*

- ***Source** is the name of the field that was changed.*

*Rules related to '**Data Change**' log entries:*

- ***Source** is set to the name of the workflow within which data was changed.*

*Rules related to '**Manual Entry**' log entries:*

- *Users cannot enter log entries for referential entities (see Appendix C, Table C-1).*
- *Users can enter these log entries in Case or in an Activity (see Appendix C, Table C-1).*
- *Users can only set the **Effective Date/Time**, **Description**, and **Logged By Unit**. All other fields are read-only.*
- *If the user is a member of only one **Unit** then*
  - ***Logged By Unit** is set to the user's single unit.*
- *If the user if a member of multiple units then*
  - ***Logged By Unit** may be selected from a drop-down list of units that the user is a member of.*
- ***Effective Date/Time** is defaulted to current date/time.*
- *Log entries can be modified (Update Log Entry) until the entity has been saved. After the entity has been saved, the log entry cannot be modified.*
- *Manual Entry log entries can be deleted by any member of a Unit.*

4.10.2 Remove Log Entry

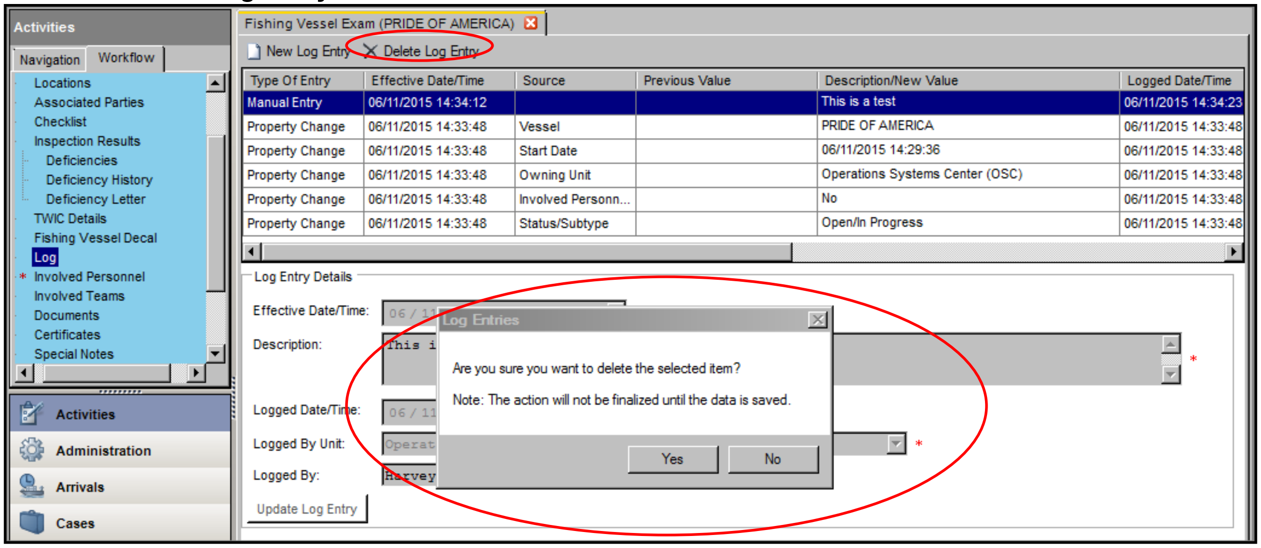


Figure 4-29 Remove Log Entry

1. Click the **Log** workflow.
2. Click the **Manual Entry** from the listview to be removed.

NOTE: *Only Log Entries marked with a Type of Entry of Manual Entry can be removed. Manual log entries can only be deleted by a member of the Unit that added the log entry.*

3. Click Delete Log Entry.
4. Click 'Yes' to confirm the removal.
5. Click Save.

4.11 Involved Personnel

This section describes the process to add, edit or remove Involved Personnel associated with an Activity.

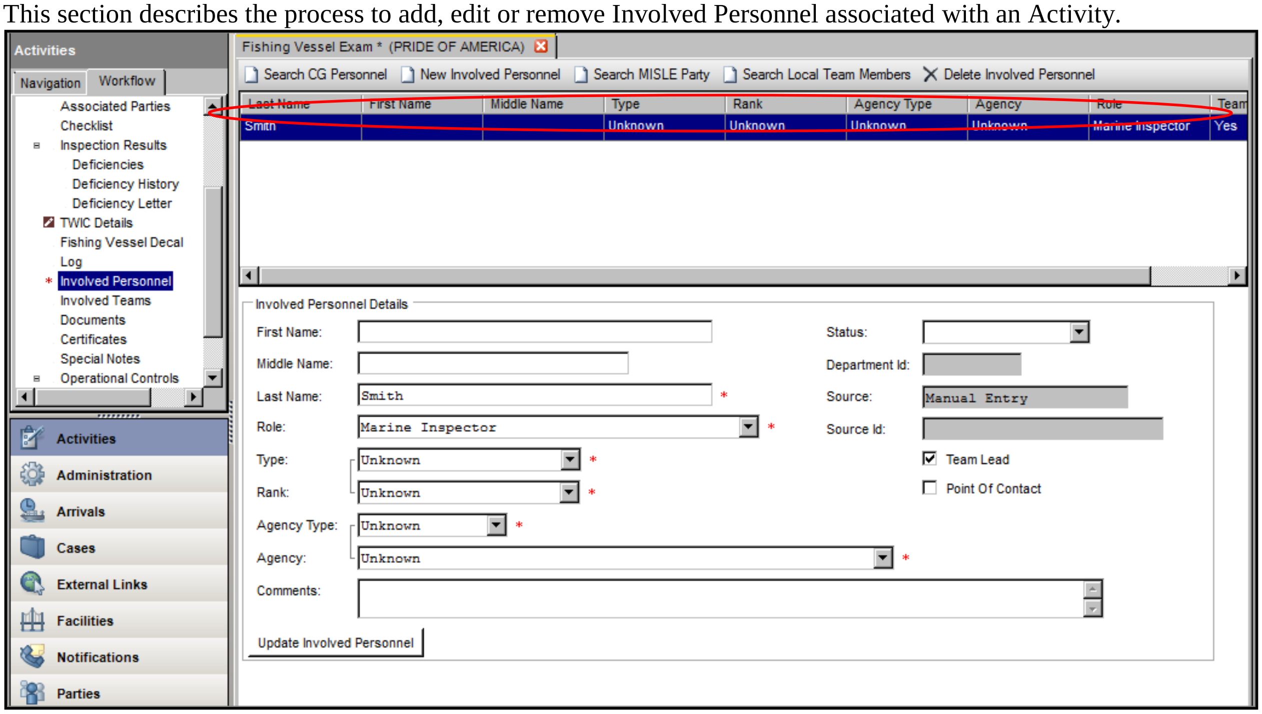


Figure 4-30 Involved Personnel

CFV Policy
*When entering data into the Involved Personnel workflow, use the following **CFV Policy** as guidance.*
This should be the person leading the exam. This has to be someone in the system that is at the same unit that originates the Activity.

4.11.1 Add/Edit Involved Personnel

This section describes the process to add or edit **Involved Personnel** manually**.** Add Involved Personnel by selecting one of the following: **Search CG Personnel**, **New Involved Personnel**, **Search MISLE Party**, or **Search Local Team Members**.

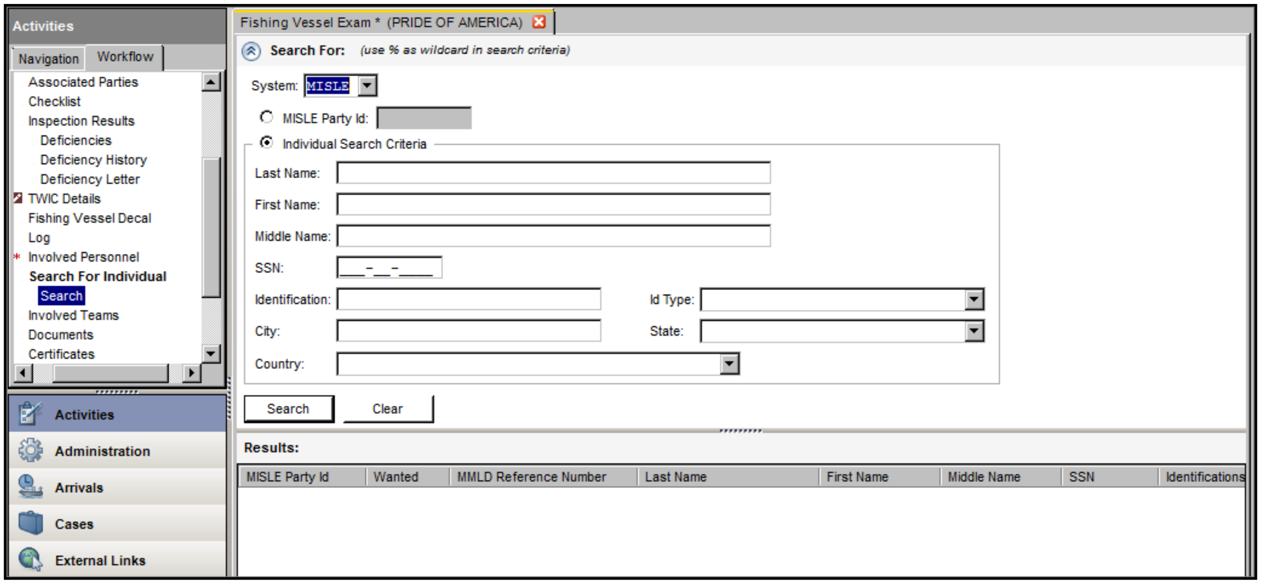
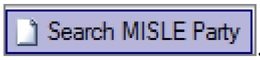


Figure 4-31 Involved Personnel Search Screen

1. Click on the **Involved Personnel** workflow. For this example, choose to 

.
2. Enter **Involved Personnel Details**:
   - Choose **System** using the drop-down list
   - Click the radio button for **MISLE Party Id**; enter Id number
   - Click the radio button for **Individual Search Criteria**; enter at least one of the following search criteria:
     - Enter the **Last Name**
     - Enter the **First Name**
     - Enter the **Middle Name**
     - Enter **SSN** (Social Security Number)
     - Enter **Identification**
     - Enter **Id Type** using the drop-down list
     - Enter **City**
     - Enter **State** using the drop-down list
     - Enter **Country** using the drop-down list
3. Click 

.
4. Click on the desired name in the results list to add the personnel to **Involved Personnel**.

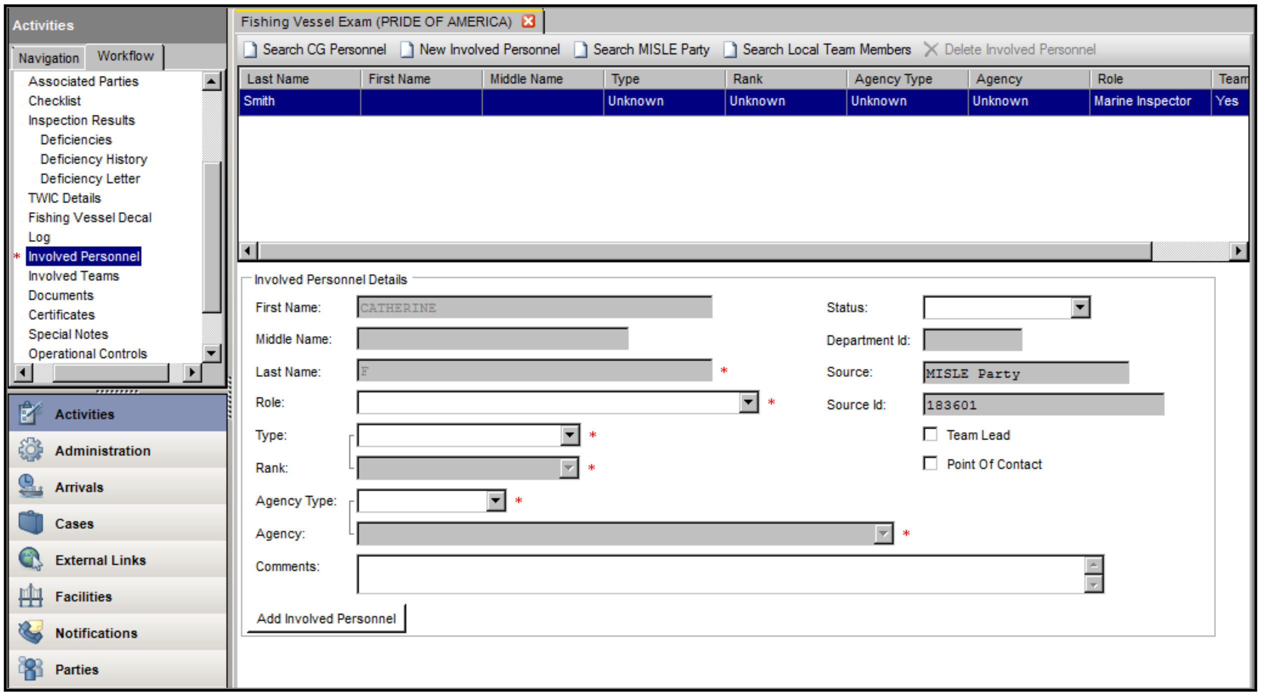


Figure 4-32 Involved Personnel Screen

5. Review/edit the **Involved Personnel Details**:
   - Imported fields (i.e., **First Name, Middle Name, Last Name, Department Id, Source**, and **Source Id**) are read-only since they were imported from the search results. Otherwise, enter Involved Personnel Details.
   - Enter **Role** using the drop-down list
   - Enter **Type** using the drop-down list
   - Enter **Rank** using the drop-down list (this field becomes enabled once an entry is entered for **Type**)
   - Enter **Agency Type** using the drop-down list
   - Enter **Agency** using the drop-down list (this field becomes enabled once an entry is entered for **Agency Type**)
   - Enter **Status**
   - Click the **Team Lead** checkbox if applicable to the personnel being entered
   - Click the **Point Of Contact** if applicable to the personnel being entered
   - Enter **Comments**.
6. Click [Add Involved Personnel] to add new personnel, or click [Update Involved Personnel] to update existing personnel.
7. Click [Save].

NOTE: *While managing **Involved Personnel**, keep in mind the following:*

- *Only one of the involved personnel can be designated as the **Team Lead***
- *Only one of the involved personnel can be designated as the **Point of Contact***
- *At least one involved personnel must exist in each activity*
- *When editing a personnel that was added from Direct Access, the only fields that can be modified are the **Type**, **Rank**, **Role**, **Team Lead**, **Point Of Contact**, **Status** and **Comments** fields*
- *When editing a personnel that was added from MISLE Party, the **First Name**, **Middle Name** and **Last Name** fields may not be edited*
- *A user may enter an involved personnel manually; however, if it is done without a search of Direct Access being done first, then the "Coast Guard" value for Agency may not be used.*

- *User may add Coast Guard personnel manually only if they have already searched Direct Access. For example: User searches Direct Access for Coast Guard Personnel; Coast Guard Personnel is not found; the user is presented the option to Add Coast Guard Personnel Manually; therefore, the user may Add Coast Guard Personnel Manually. (**Agency Type** and **Agency** are disabled and set to Federal and Coast Guard respectively.)*
- *If there is only one personnel, the personnel is by default the **Team Lead***
- *Personnel added from Direct Access or MISLE (not added manually) may only appear as involved personnel once*
- *Personnel added from Direct Access or MISLE Party should store with the point-in-time data the unique identifier (EMPLID or PartyID) tying back to the corresponding database from which the data came*
- *Personnel added from a Local Team are considered to be added from their original Source (Direct Access, MISLE Party, or Manual Entry). Local Team is not a source.*

4.11.2 Remove Involved Personnel

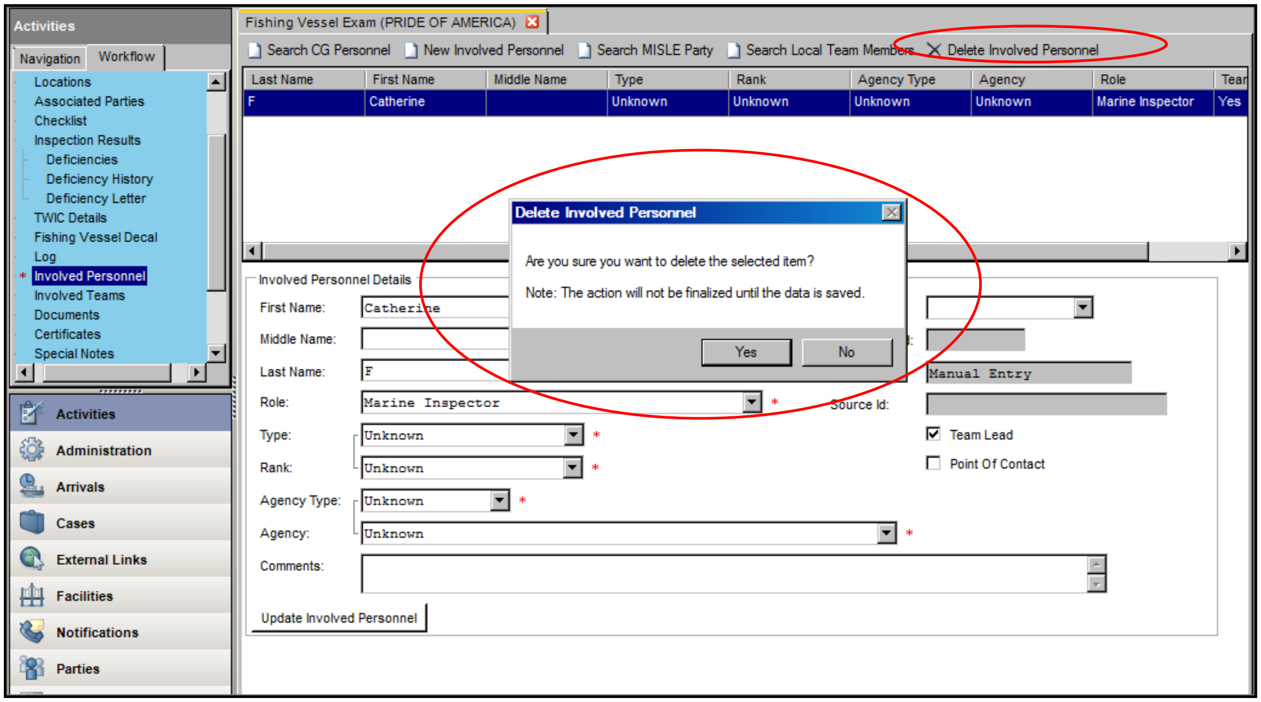
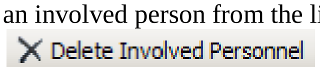


Figure 4-33 Remove Involved Personnel

1. Click the **Involved Personnel** workflow.
2. Click an involved person from the listview to be removed.
3. Click 

.
4. Click **Yes** to confirm the removal.
5. Click 

.

4.12 Involved Teams

This section describes the process to add, edit or remove **Involved Team** associated with an Activity.

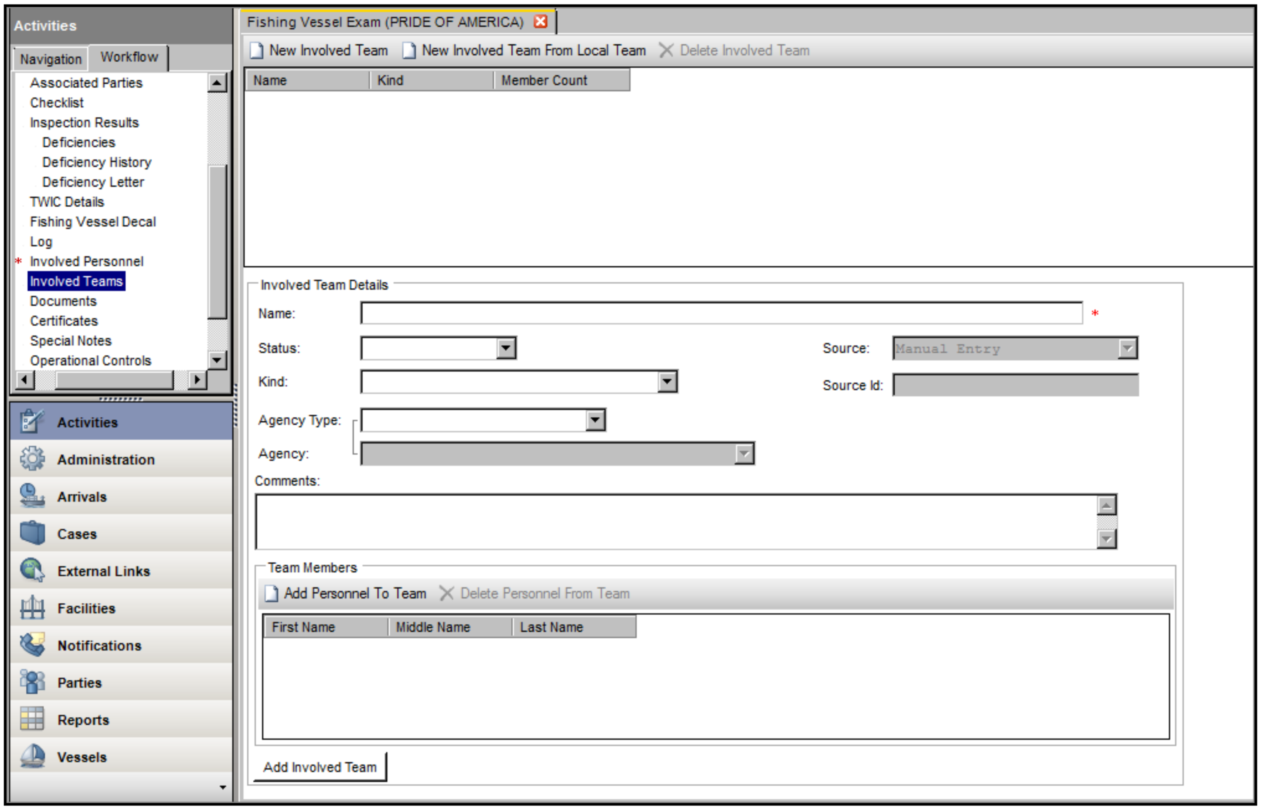


Figure 4-34 Involved Teams

4.12.1 Add/Edit Involved Team

1. Click the **Involved Teams** workflow.
2. Enter **Involved Team Details**; **click** 

to add a new Involved Team, or click on the record of interest to edit
   - Enter the **Name.**
   - Choose a **Status** from the drop-down list.
   - Choose a **Kind** from the drop-down list.
   - Choose an **Agency Type** from the drop-down list.
   - Choose an **Agency** from the drop-down list.
   - Source displays **Manual Entry** or **AOPS team** and is disabled
   - The **Source Id** field is the unique identifier based on its source and is disabled
   - Enter applicable **Comments.**

4.12.1.1 Add Personnel To Team Members

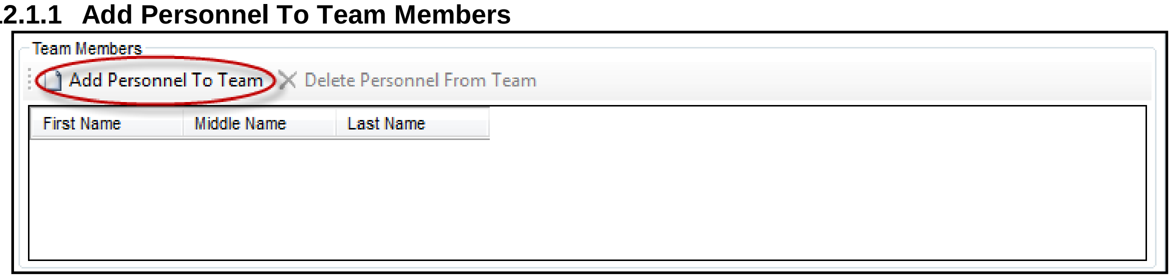


Figure 4-35 Add Personnel to Team

1. Click on the **Involved Team** workflow.

2. Select the Involved Team from the listview.

3. Click Add Personnel To Team.

NOTE: *If there were no* ***Involved Personnel*** *added through the* ***Involved Personnel*** *workflow; there will not be team members to add to the team.*

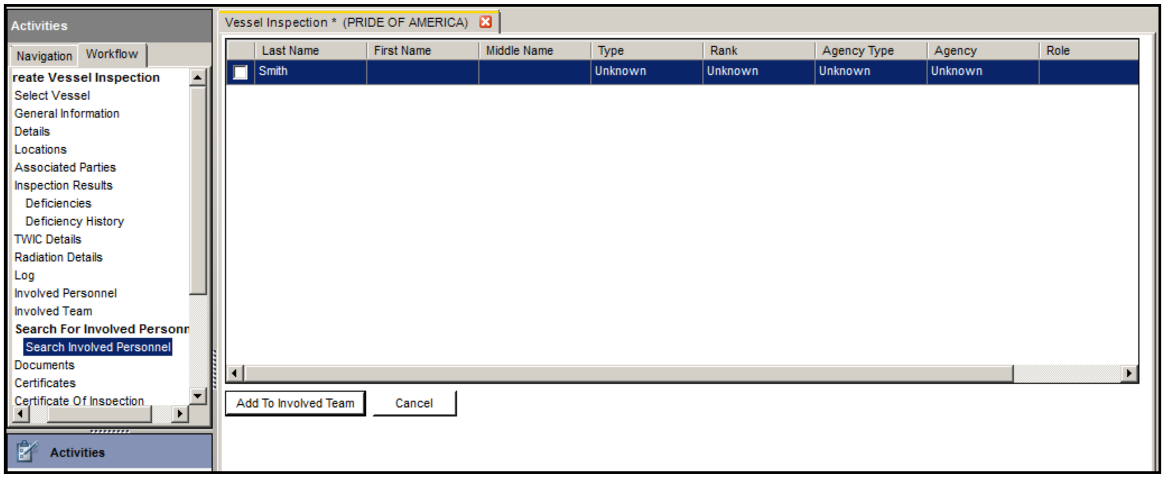


Figure 4-36 Add To Involved Team

4. Click the checkbox next to the Involved Personnel to be added to the Involved Team.
5. Click Add To Involved Team.
6. Click Add Involved Team to add an Involved Team, or click Update Involved Team to update an existing team.
7. Click Save.

NOTE: *Keep the following in mind when managing* ***Involved Teams****:*

- *When adding an* ***Involved Team****:*
  - *Only one Involved Team can be added to a Resource Sortie.*
  - *The Involved Team can be chosen from Local Teams, from a list of Teams associated with the Case the Resource Sortie is associated with, or entered manually.*
  - *When selecting from Local Teams, the user can add one or more of the personnel associated with the team to the Sortie as involved Personnel.*
  - *If the Team was selected from Local Teams, the Team ID needs to be stored with the Sortie.*

4.12.1.2 Remove Personnel from Team

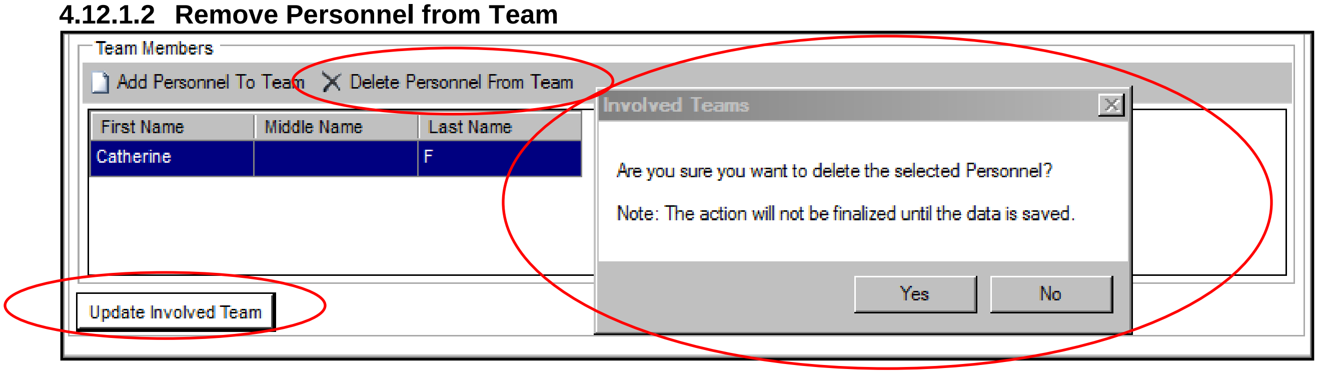


Figure 4-37 Remove Personnel from Involved Team

1. Click on the **Involved Team** workflow.
2. Click the name of the desired Involved Team in the listview.
3. Under **Team Members**, click on the name of the desired team member to be removed from the list.
4. Click Delete Personnel From Team.

5. Click 

.
6. Click ‘Yes’ to confirm the removal.
7. Click 

.

4.12.2 Remove Involved Team

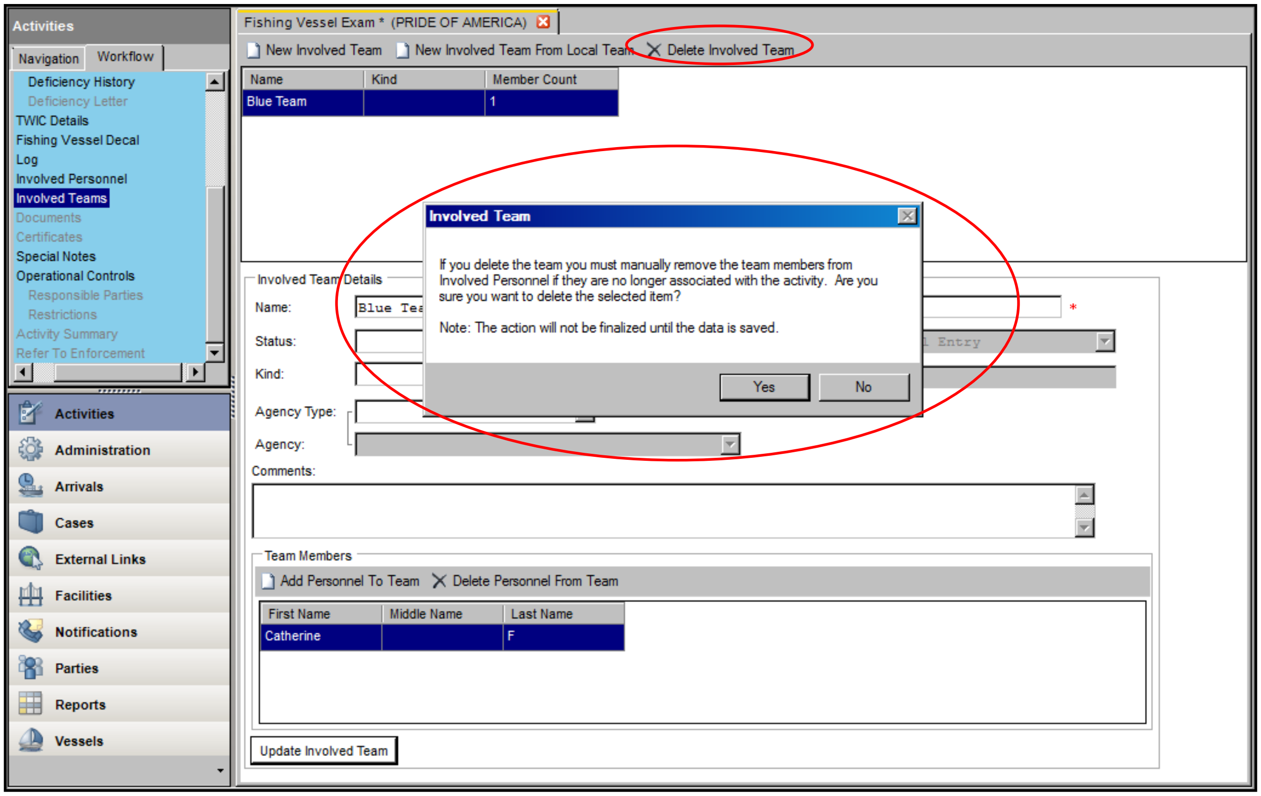
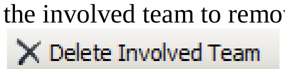
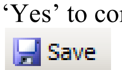


Figure 4-38 Remove Involved Team

1. Click the **Involved Team** workflow.
2. Click the involved team to removed.
3. Click 

.
4. Click ‘Yes’ to confirm the removal.
5. Click 

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4.13 Documents

This section describes the process to add, edit, or remove **Documents**.

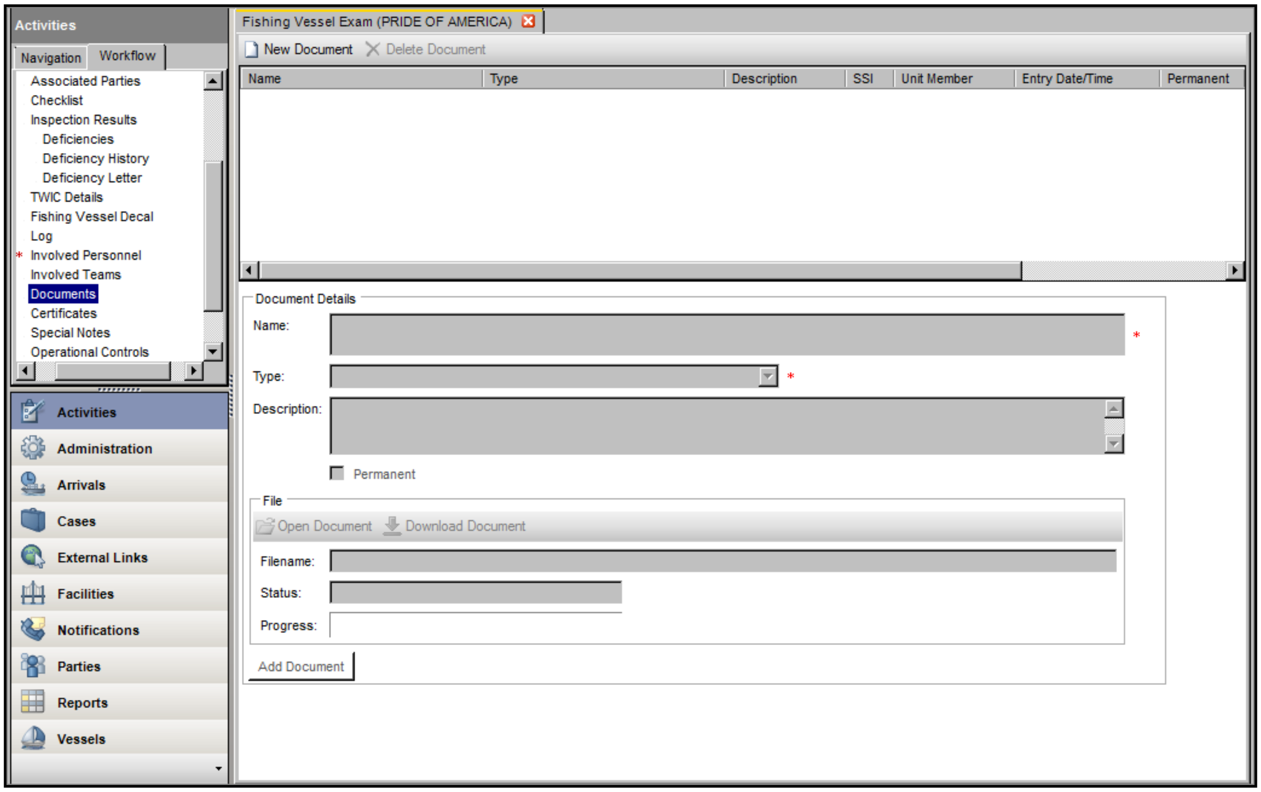


Figure 4-39 Document Screen

4.13.1 Add/Edit Document

1. Click the **Documents** workflow.
2. Click New Document (proceed to Step 4 then enter **Document Details**), or click on an existing document to edit.
3. Enter **Document Details**:
   - Enter the document **Name.**
   - Choose a document **Type** from the drop-down list.
   - Enter a **Description** for the document.
   - Click the **Permanent** checkbox if the document is to permanently remain associated with the exam.
4. Choose to **Open** or **Download Document**. For this example, choose to **Open Document**:
   - Click Open Document to attach a document.
   - Choose a file.
   - Confirm the correct file name is displayed in the **File name** field.
   - Click Open.

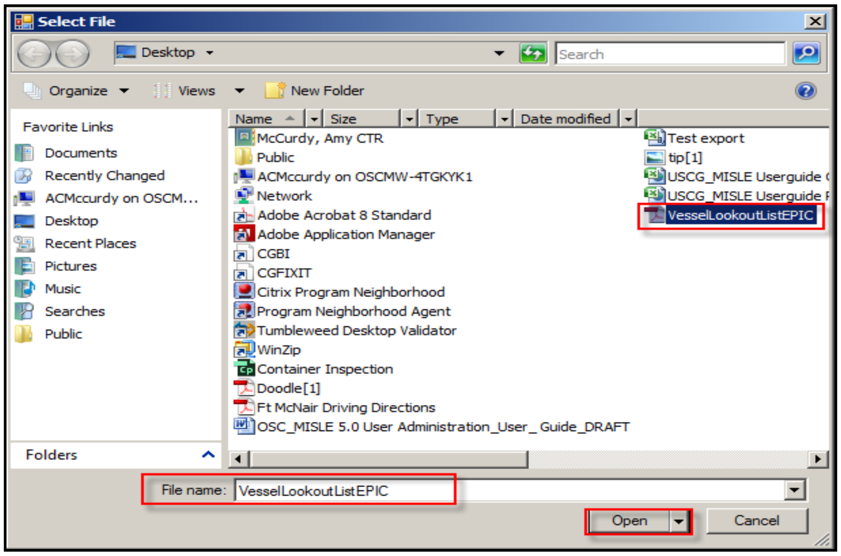


Figure 4-40 File Selection Entry Screen

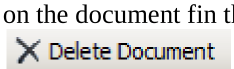
5. Click Add Document to add the document or click Update Document to edit the document.
6. Click Save.

NOTE: *Keep the following in mind in regards to* ***Documents****:*

- *Documents cannot be saved to an entity (activity or subject) until the entity itself has been saved. The following message is displayed in red until the entity has been saved, "Before attaching documents, this workflow must be saved."*
- *Documents added in Activity mode can only be edited and deleted from within the source activity by a member of the current* ***Owning Unit*** *of the activity.*
- *If a document has been added in Activity mode, it may not be deleted in Subject mode.*
- *If a document has been saved, only the* ***Description*** *may be edited.*
- *Documents added in Activity mode can be edited from within the source subject.*
- *Documents added in Subject mode can only be edited, viewed, and deleted from within the source subject.*
- *If* ***Permanent*** *is set to "Yes", the document cannot be edited or deleted.*
- *SSI document types cannot be added or edited unless:*
  - *The request is from within the associated Entity (activity or subject).*
  - *The user has SSI access.*
- *A user must have SSI Access to view attached files for SSI document types.*
- *A user must have the "Facility Security Plan SSI User" permission to* ***Add/Edit*** *Documents for a Facility Security Plan Activity.*
- *A user with the "Facility Security Plan SSI Viewer" permission is ONLY allowed to* ***View*** *Documents for a Facility Security Plan Activity.*
- *A user must have the "Vessel Security Plan SSI User" permission to* ***Add/Edit*** *Documents for a Vessel Security Plan Activity.*

- *A user with the "Vessel Security Plan SSI Viewer" permission is ONLY allowed to **View** Documents for a Vessel Security Plan Activity.*
- *If a file is uploaded, the **Name** field is defaulted to the file name without the file extension.*
- *A file with any of the following file extensions cannot be uploaded into or downloaded from MISLE: see Prohibited_File_Extensions.xls.*
- *The following special characters are prohibited in the **Name** field: \ / : * ? "" < > |.*
- *When a new document is saved, the Filename is updated to reflect the contents of Name field appended with the extension of the file the user uploaded.*

4.13.2 Remove Documents

1. Click the **Document** workflow.
2. Click on the document fin the listview to be removed.
3. Click 

.
4. Click **Yes** to confirm the removal.
5. Click 

.

4.14 Certificates

This section describes the process to add, edit, or remove **Certificate**.

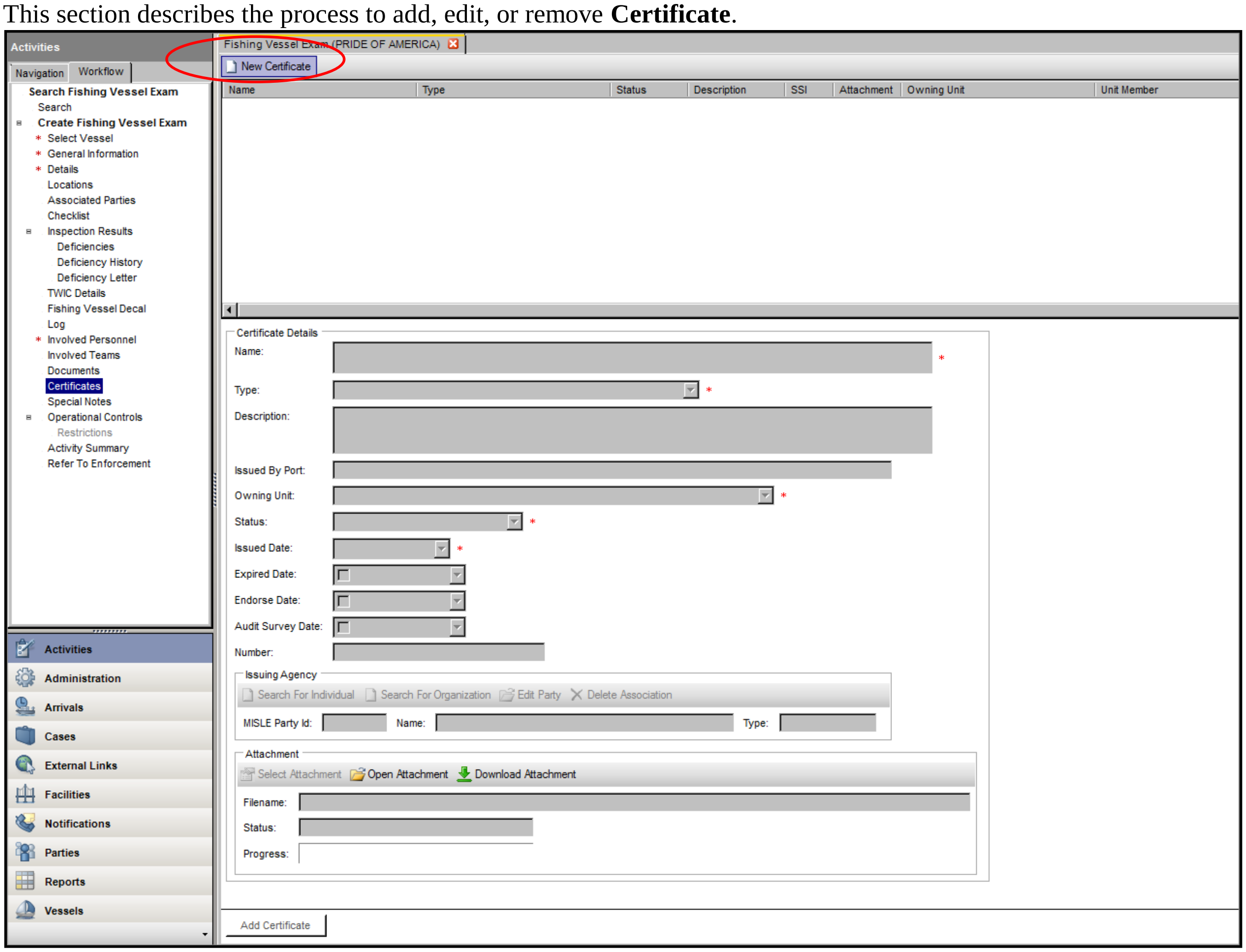


Figure 4-41 Add/Edit Certificate Screen

4.14.1 Add/Edit Certificate

1. Click the **Certificates** workflow.

2. Click New Certificate to add a new certificate, or click an existing certificate to edit.
3. Enter the **Certificate Details**:
    - Enter the certificate **Name**
    - Choose the certificate **Type** from the drop-down list
    - Enter the certificate **Description**
    - Enter the **Issued By Port**
    - Choose the **Owning Unit** from the drop-down list if the submitter belongs to more than one unit. Otherwise, the **Owning Unit** will populate in the field
    - Choose the **Status** from the drop-down list if the status is something other than **In Process**
    - Choose the **Issued Date** from the drop-down list if the date is something other than the current date
    - Click the checkbox and choose an **Expired Date** from the drop-down list, if applicable
    - Click the checkbox and choose an **Endorse Date** from the drop-down list, if applicable
    - Click the checkbox and choose an **Audit Survey Date** from the drop-down list, if applicable
    - Enter a **Number**, if applicable.
4. Choose an **Issuing Agency** using **Search For Individual**, **Search For Organization**, or choose to **Edit Party**:

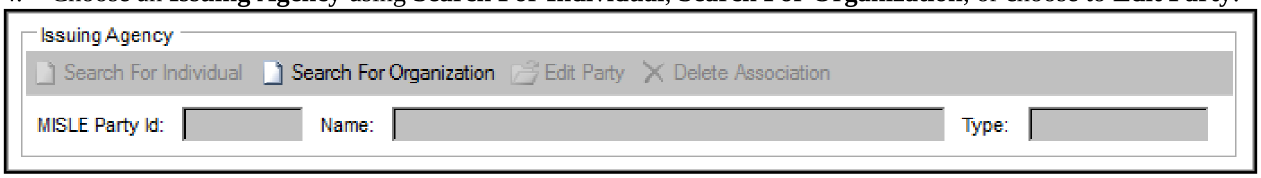


Figure 4-42 Issuing Agency

- For this example, click Search For Organization.
- Enter at least one search criteria.
- Click Search.
    - If a result is found, double-click on the record to add it to the party.
    - If a result is not found, click New to add a new organization.

NOTE: *For more detailed information on searching, adding, or editing an individual or organization, refer to the* ***MISLE Individual and Organizational Parties User Guide****.*

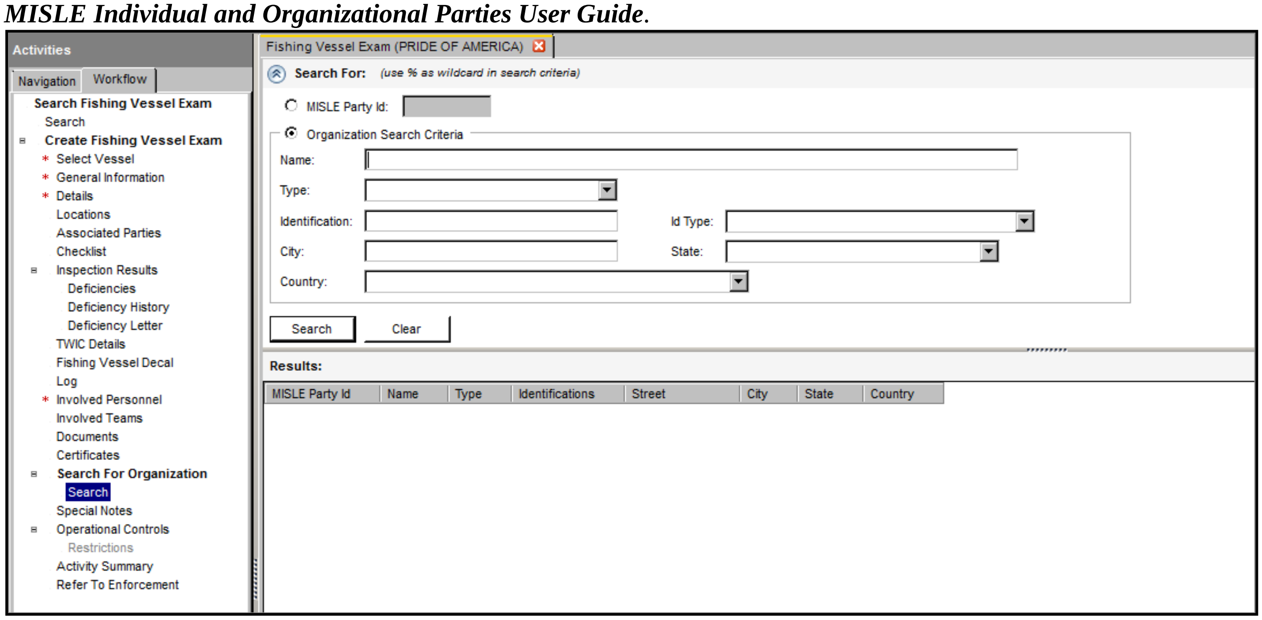


Figure 4-43 Organization Search Screen

5. Click the **Certificates** workflow.

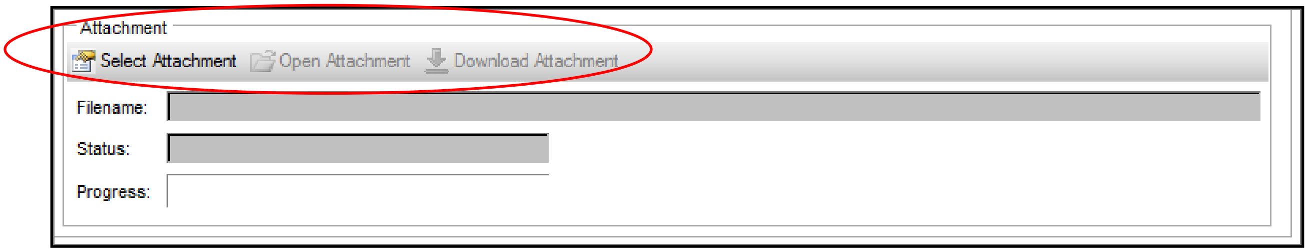


Figure 4-44 Certificates – Attachment

6. In the section for Attachment, choose to **Select Attachment**, **Open Attachment**, or **Download an Attachment**.
7. Select the file to be added; name the file before selecting Open or before attaching it to the Certificate.
8. Click Add Certificate. If updating an existing Certificate entry, click Update Certificate.
9. Click Save.

NOTE: *Keep the following in mind in regards to **Certificates**:*

- *Certificates cannot be saved to an entity (activity or subject) until the entity itself has been saved.*
- ***Expired Date** must be the same as or after the **Issued Date**.*
- ***Audit Survey Date** must be the same as or after the **Issued Date**.*
- ***Expired Date** must be the same as or after the **Audit Survey Date**.*
- ***Endorse Date** must be the same as or after the **Issued Date**.*
- ***Expired Date** must be after the **Endorse Date**.*
- ***Issuing Agency** is required for certain **Type** values.*
- *Certificates added in Activity mode can only be edited from within the source activity by a member of the current **Owning Unit** of the activity.*
- *Certificates added in Activity mode can be edited from within the source subject.*
  - *If the user is not a member of the **Owning Unit** that added or issued the certificate, the user may not edit **Issued By Port**, **Number**, **Issuing Agency**, **Issued Date**, **Expired Date** or choose another document through the Select Attachment button.*
- *Certificates added in Subject mode can only be edited and viewed from within the source subject.*
  - *If the user is not a member of the **Owning Unit** that added or issued the certificate, the user may not edit **Issued By Port**, **Number**, **Issuing Agency**, **Issued Date**, **Expired Date** or choose another document through the Select Attachment button.*
- *SSI certificate types cannot be added or edited unless:*
  - *The request is from within the associated Entity (activity or subject).*
  - *The user has SSI access.*
- *A user must have the "Facility Security Plan SSI User" permission to **Add/Edit** Certificates for a Facility Security Plan Activity.*
- *A user with the "Facility Security Plan SSI Viewer" permission is ONLY allowed to **View** Certificates for a Facility Security Plan Activity.*
- *A user must have the "Vessel Security Plan SSI User" permission to **Add/Edit** Certificates for a Vessel Security Plan Activity.*

- *A user with the "Vessel Security Plan SSI Viewer" permission is ONLY allowed to **View** Certificates for a Vessel Security Plan Activity.*
- *A user must have SSI Access to view attached files for SSI certificate types.*
- *The "Cargo Authority Attachment" **Type** cannot be issued unless the user has the "Cargo Authority Attachment" permission (granted to MSC by default).*
- *The "COC-Chem. Carrier Renewal", "COC-Chem-Carrier Annual", "COC-Gas Carrier Annual", "COC-Gas Carrier Renewal", "COC-MODU Annual", "COC-MODU Renewal", "COC-TVE Annual", "COC-TVE Renewal", "COC-Chem & TVE Annual", and "COC-Chem & TVE Renew" **Types** are automatically created when the corresponding **Inspection Type** is selected from within the Vessel Inspection activity.*
- *For certificates of Type "Fishing Vessel Decal" and "Certificate of Compliance - Fishing Vessel", the **Inside 3NM** and **Outside 3NM** fields will only be enabled when 1) adding a new certificate or 2) updating an existing certificate that does not have either option selected. For existing certificates, when one of the **3NM** options has been selected, both of the fields will be disabled and cannot be changed.*

4.15 Special Notes

Special Notes are important for a vessel or facility. Special Notes are designed to be temporary; each one has a retention (expiration) date.

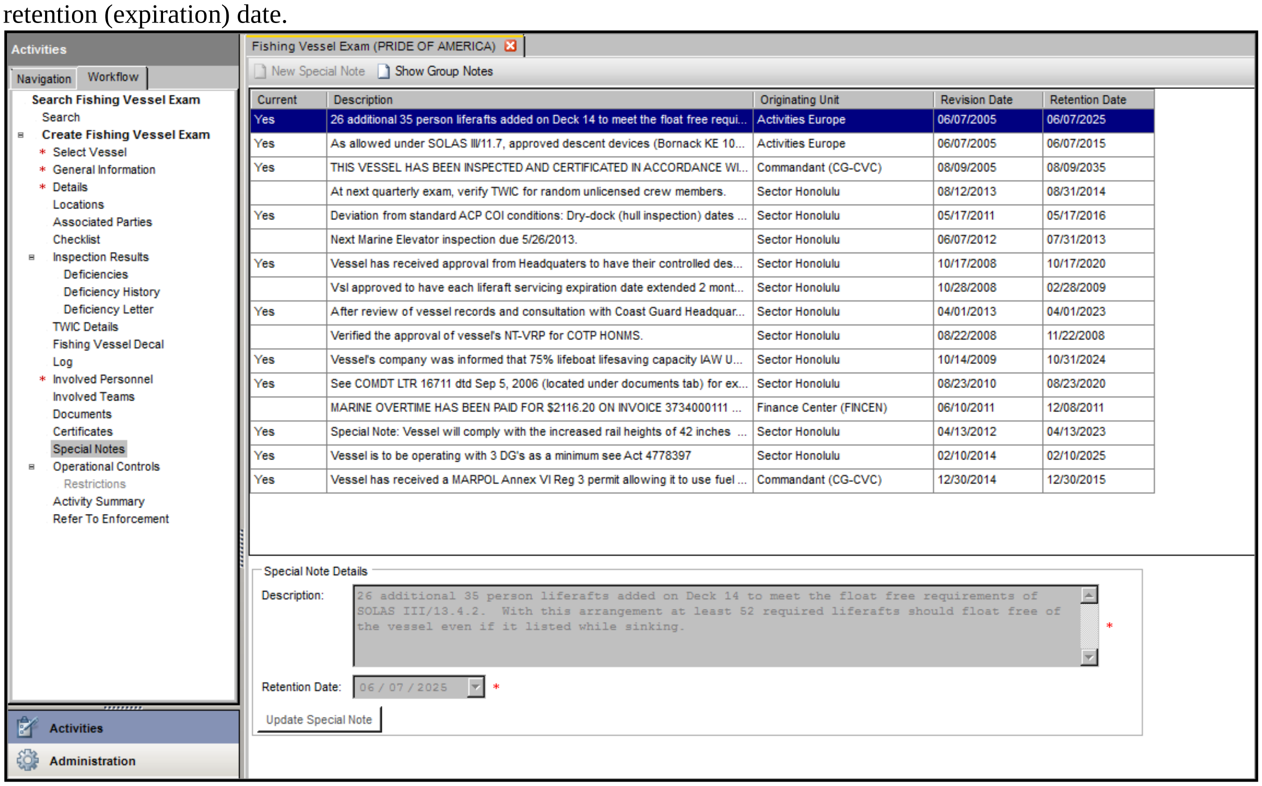


Figure 4-45 Special Notes

1. Click the **Special Notes** workflow.
2. Click New Special Note to add a new note, or click an existing note to edit the details.
3. Enter the **Special Notes Details**:
   - Enter the special note **Description.**
   - Choose a **Retention Date** from the drop-down list.
4. Click Add Special Note to add a new note, or click Update Special Notes to update an existing note.
5. Click Save.

NOTE: *Keep the following in mind in regards to **Special Notes**:*

- *If the **Retention Date** is greater than or equal to the Current date then the Current indicator is set to Yes; otherwise, the Current indicator is blank.*
- *When creating/updating a Special Note, the **Retention Date** must be greater than the current date.*
- ***Revision Date** is set to the Current date at the time the Note is created or updated.*
- ***Originating Unit** is set to the Primary Unit of the user.*
- *The user must be a member of the **Originating Unit** to be able to update an existing Special Note.*

4.16 Operational Controls

An **Operational Control** is a regulation or restriction placed on a subject (facility, vessel, or waterway). An operational control is issued by a local government, state government, or federal agency and is put in place for safety, security and/or environmental protection reasons.

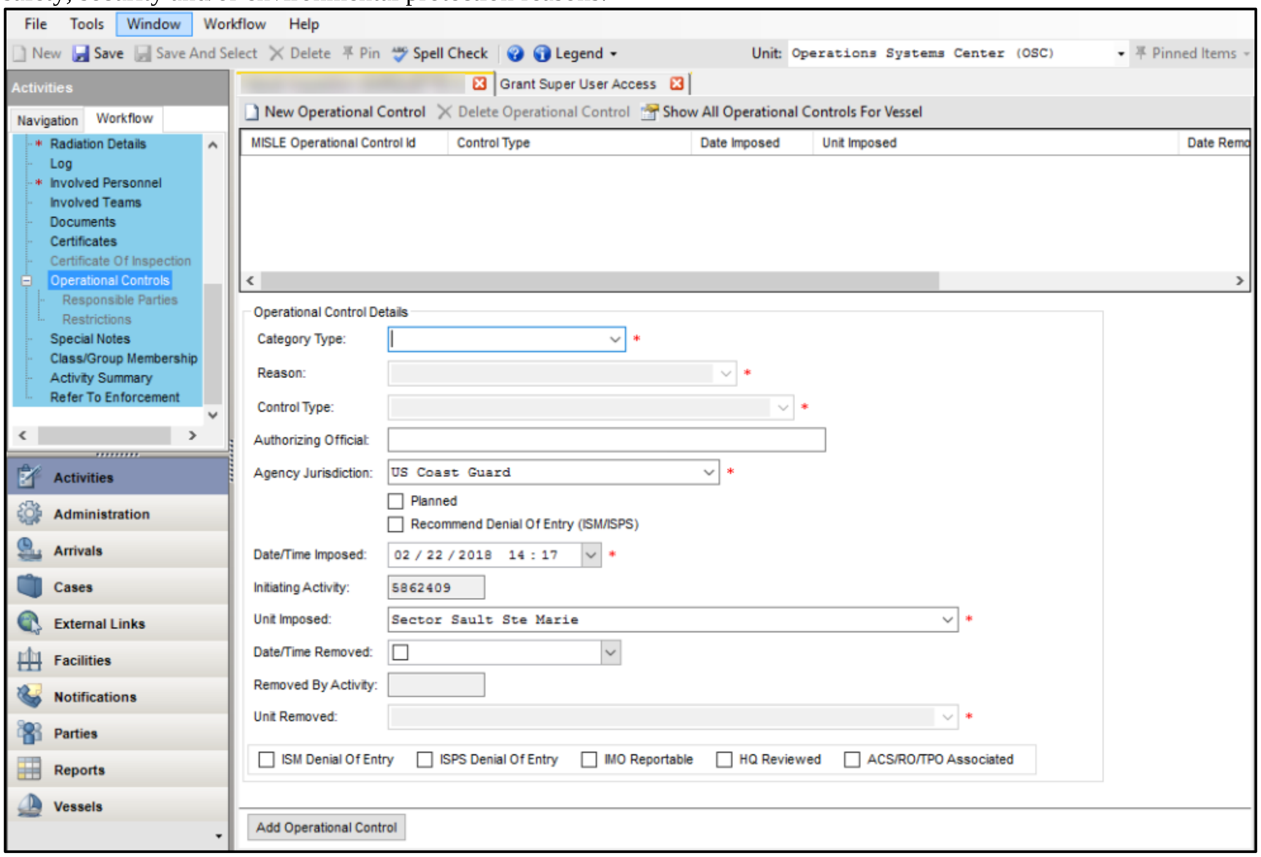
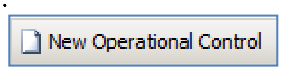


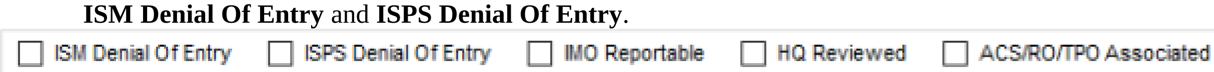
Figure 4-46 Operational Controls Screen

4.16.1 Add/Edit Operational Controls

1. Click the **Operational Controls** workflow.
2. Enter **Operational Control Details**; click 

to add a new operational control, or click on the record of interest to edit the operational control.
   - Choose **Category Type** from the drop-down list
   - Choose the **Reason** the Operational Control is in place from the drop-down list
   - Choose the **Control Type** placed on the subject from the drop-down list
   - Enter the name of the **Authorizing Official**
   - Choose the **Agency Jurisdiction** from the drop-down list
   - Click the **Planned** checkbox if the Operational Control was planned
   - Check **Recommend Denial of Entry (ISM/ISPS)** if applicable

- Choose **Date/Time Imposed** from the drop-down list. Use the **Hours** and **Minutes** slider bard to adjust the time.
- The **Initiating Activity** number is displayed as read-only
- Choose the **Unit Imposed** (Unit operator belongs to that is imposing the control) from the drop-down list
- Click the **Date/Time Removed** checkbox if applicable and choose the date and time the Operational Control was removed from the drop-down list
- **Removed By Activity** is read-only
- Enter **Unit Removed** using the drop-down list
- If the user has **Operational Control Oversight Administrator** permissions, the following checkboxes are available: **IMO Reportable**, **HQ Reviewed**, and **ACS/RO/TPO Associated**.
- If the user has **Operational Control Adminsistrator** permissions, the following checkboxes are available: **ISM Denial Of Entry** and **ISPS Denial Of Entry**.



3. Click Add Operational Control to add the new control, or click Update Operational Control to update the control.
4. Click Save.

NOTE: *Keep the following in mind regarding* ***Operational Control*** *details:*
- *The* ***Date Removed*** *for an operational control cannot be before the* ***Date Imposed****.*
- *An operational control may be removed by an activity other than the one that imposed it.*
- *When ownership of an activity that created an operational control is transferred, ownership of the operational control is transferred as well.*
- *If the user supplies the* ***Date Removed****, the* ***Unit Removed*** *field is enabled; otherwise, the* ***Unit Removed*** *field is disabled and empty.*
- ***Flag State Detention*** *is available in the* ***Control Type*** *picklist when:*
    - *a.* ***Category Type*** *= Safety*
    - *b. Available only for "US" Flagged Vessels*
    - *c. Set* ***IsTargeting*** *field to "0".*

Administrator
- ***Operational Control Oversight Administrator*** *permission is granted to to users at* ***CG-CVC****,* ***TVNCOE****,* ***CG-761****, and* ***CG-633*** *by default.*
- ***Operational Control Administrator*** *permission is granted to* ***CG-CVC****,* ***TVNCOE****,* ***CG-WWM****,* ***CG-FAC****,* ***CG-761****, and* ***CG-633*** *by default.*
    - *Operational controls cannot be added to the Operational Controls list unless the user belongs to the unit that is the* ***Owning Unit*** *of the activity.*
    - *Regardless of the activity's* ***Status*** *and* ***Owning Unit*** *of the activity and the state of the* ***Date/Time Removed****, the user may perform the steps in the Edit Operational Control scenario.*
    - *When viewing the Operational Controls list with the 'Show All Controls For <SUBJECT>' toggled on, the ability to delete an operational control is disabled.*

Non-Administrator
- *Once the* ***Date/Time Removed*** *has been populated and the operational control has been saved, the operational control may no longer be edited. A user wishing to make edits should contact an Operational Control Administrator.*

4.16.2 Remove Operational Controls

NOTE: *Only* ***Operational Control Administrators*** *may* ***remove*** *an Operational Control from the Operational Controls list.*

1. Click the **Operational Controls** workflow.
2. Choose a document from the listview.
3. Click Delete Operational Control.
4. Click **Yes** to confirm the removal.

5. Click Save.

4.16.3 Responsible Parties

Depending on the user's permissions and the unit to which the user belongs, the **Responsible Parties** workflow may or may not be visible.

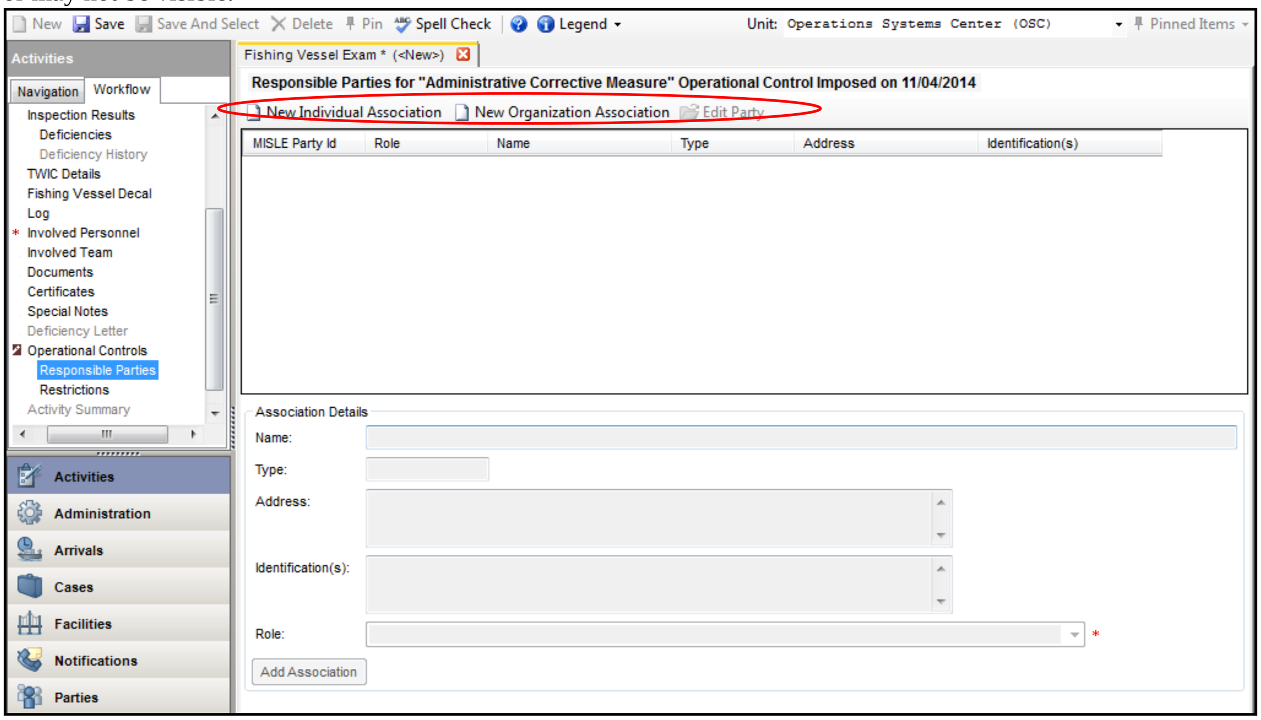


Figure 4-47 Responsible Parties Screen

1. Under **Operational Controls** workflow, click the **Responsible Parties** workflow.
2. Click New Individual Association to add a **New Individual Association**, New Organization Association to add a **New Organization Association,** or Edit Party to edit and existing party.
   - Enter at least one search criteria.
   - Click Search.
     - If a MISLE Party is found, double-click on the desired party add them to the exam.
     - If a MISLE Party is not found, click New to add a new person.
3. Choose **Role** using the drop-down list.
4. Click Add Association to add an Association, or click Update Association to update an Association.
5. Click Save.

NOTE: *Keep the following in mind when managing* ***Responsible Parties****:*

General

- ***End date*** *is disabled until a party is changed to 'inactive' then* ***End Date*** *is enabled and required.*
- *The* ***Begin Date*** *must be less than or equal to the* ***End Date****.*
- *The list of associated parties is displayed with the current/active associations at the top of the list.*
- *Except for when associating a party to an Operational Control, once a* ***Role*** *has selected and the associated party record has been saved, the* ***Role*** *cannot be changed.*
- *If the user de-selects the "Active" checkbox then the* ***End Date*** *is available to either edit or keep the current date as the date the associated party was deactivated. The user may select the "Update*

*Association" to change the entity list file which updates the list with the **End Date** entry and removes the "Yes" in the **Active** in the list area.*

- *If the **Party Association Type** (for a Vessel) = "Managing Owner" is modified (added, updated, or deleted), then there is an assessment of User Fee impact with a **Change Type** = "Ownership".*
- *Organizations with a **Type** = 'Flag State' cannot be added as an Associated Party.*
- *The user cannot associate a **Role** = 'Flag State' to an Associated Party.*

Facility

- *If the subject is a bridge, and the bridge has been validated, then only district bridge units can add/edit/deactivate party associations.*

Vessel

- *If **Documented Vessel** = 'Yes', then **Role** = 'Managing Owner' cannot be selected.*
- *If **Documented Vessel** = 'Yes' and **Role** = 'Managing Owner' then*
  - ***Active**, **Begin Date** and **End Date** are disabled for entry.*
- *Only one party association may have an active/current **Role** = 'ISM Company' with a vessel at any one time.*
- *Only one party association may have an active/current **Role** = 'Managing Owner' with a vessel at any one time.*
- *Only organizations with **Org Type** = 'Classification Society' can be associated to a subject with a **Role** = 'Classification Society'.*
- *Vessel Only: When **Active** is changed for a Party in the Party Association list, the activity log should record the **User**, **Unit**, and **Date/time** that the row was changed.*
- *If a party with the **Role** of "Managing Owner" is modified (added, updated, or deleted), then there should be an assessment of User Fee impact with a **Change Type** of "Ownership".*
- *If a change is made to any of the fields herein, an entry is made in the vessel's Log:*
  - ***Type Of Entry** = "Data Change"*
  - ***Effective Date** = Current Date/Time*
  - ***Source** = "Associated Parties"*
  - ***Logged Date** = Current Date/Time*
  - ***Logged By Unit** = User's Primary Unit*
  - ***Logged By** = User's Name*
- *A user may only save a vessel inspection when the vessel chosen has an Associated Party Role type = "Owner" or "Operator".*
- *If the Associated Party Role type is something other than "Owner" or "Operator" the following message will display when the Vessel Inspection is saved: ""The Vessel Inspection cannot be created because the Vessel Does not have an Owner/Operator".*
  - *The user clicks 'OK' to proceed.*

Operational Control

- *The **Begin Date**, **Active**, and **End Date** fields are unavailable.*
- *When a row is added to the Party Association list, the activity log records the user, unit, and time that the row was added.*

4.16.4 Restrictions

A restriction defines the effect of the operational control. It is associated with an operational control and cannot exist without an operational control.

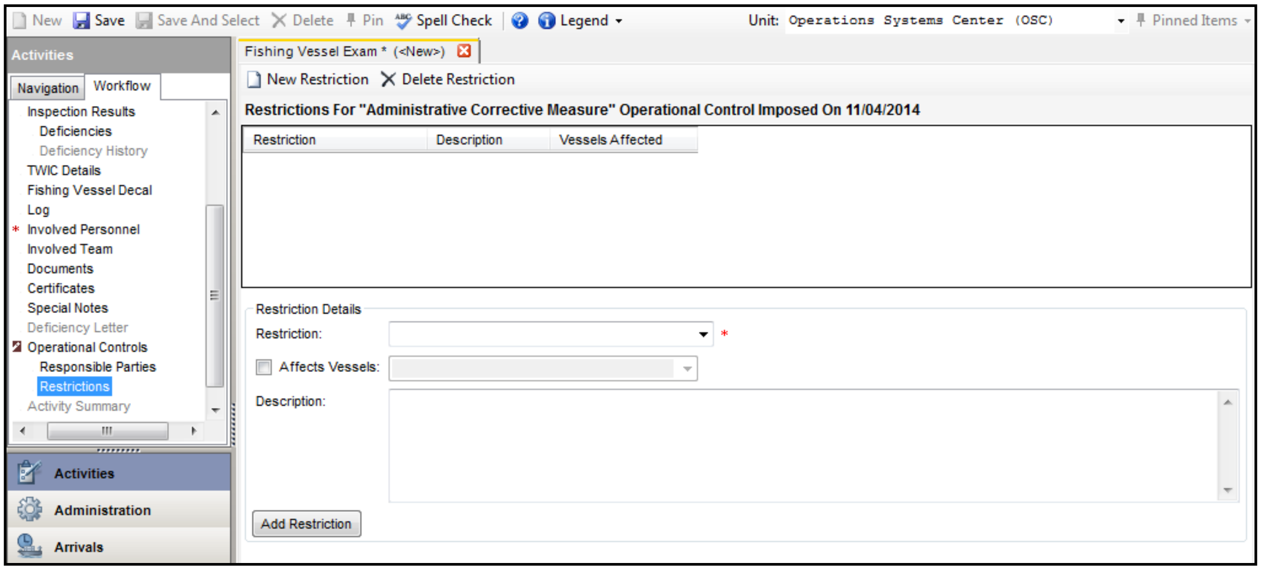


Figure 4-48 Restrictions Screen

4.16.4.1 Add/Edit Restrictions

1. Click the **Restrictions** workflow.

NOTE: *The* ***Restrictions*** *workflow is only enabled for entry when at least one* ***Operational Control*** *is added and saved to the record.*

2. Enter **Restrictions Details**; or click New Restriction to add a new record; or click on a record of interest to edit a restriction.
   - Enter the **Restriction** imposed using the drop-down list.

NOTE: *In regards to* ***Operational Control Restrictions****, the* ***Affects Vessels*** *indicator and Affected Vessel Type drop-down list are only available when the subject of the activity is a waterway.*

   - Enter a **Description** of the requirement or restriction imposed.
3. Click Add Restriction to add a restriction, or click Update Restriction to update a restriction.
4. Click Save.

4.16.4.2 Remove Restrictions

1. Click the **Restrictions** workflow.
2. Choose the restriction from the listview that you wish to remove.
3. Click Delete Restriction.
4. Click **Yes** to confirm the removal.
5. Click Save.

4.17 Activity Summary

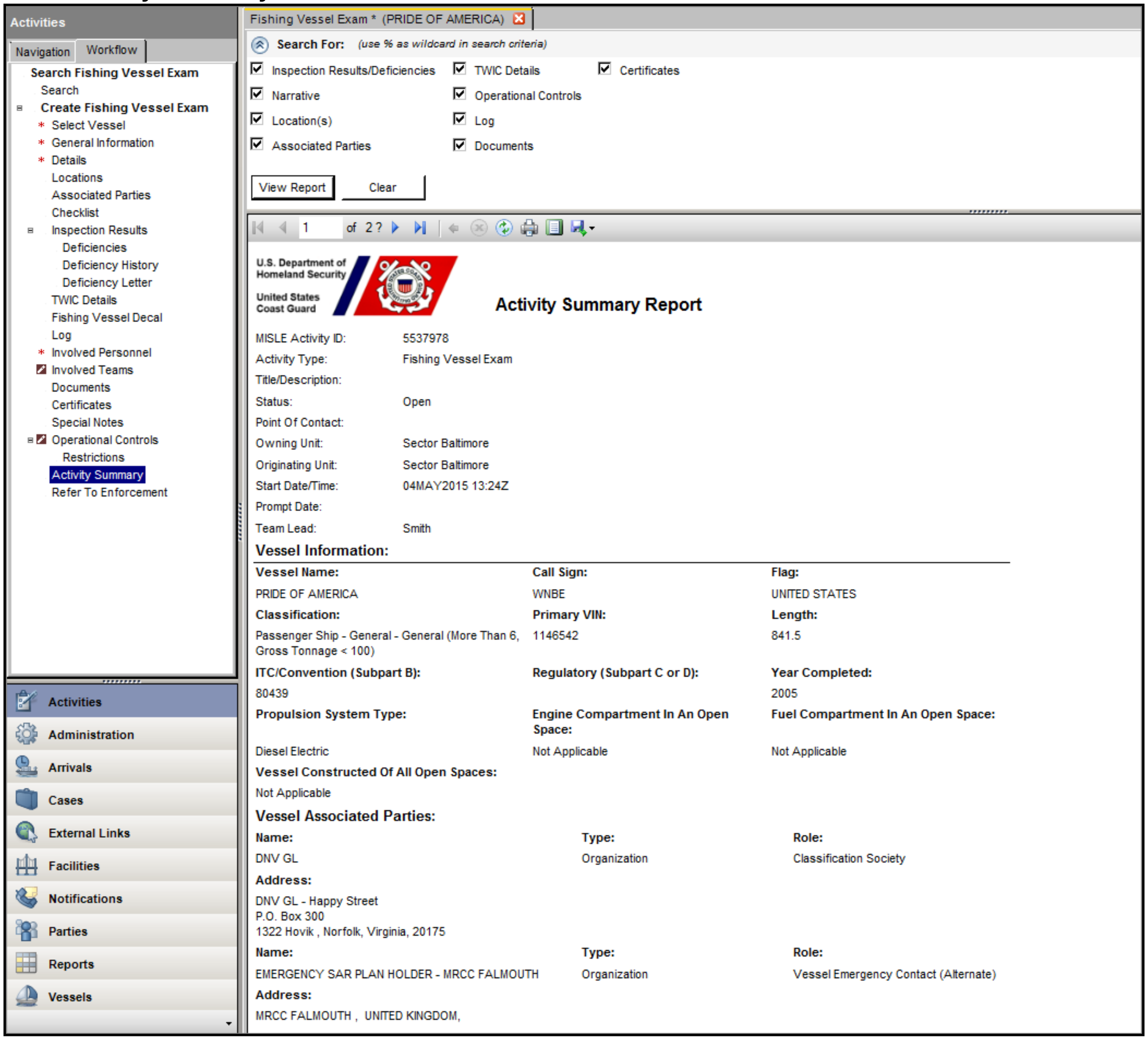


Figure 4-49 Activity Summary Report Screen

1. Click the **Activity Summary** workflow.
2. Check or uncheck the checkboxes of the criteria to be included in the report
3. Click View Report.
4. Click the blue arrows on screen to navigate between pages of the Report.
5. Click to **Print** the Report, to **Preview**, to view **Page Setup**, or to **Export** the Report as an Acrobat (PDF) file.

NOTE: *Keep the following in mind regarding the **Activity Summary Report**:*

Report Criteria:

- *The report criteria checkbox(es) are filtered based on Activity Type. The data element for Involved Subject, and for Container Inspection is located within the Deficient Containers Workflow in the Involved Party Section.*

- *The report criteria checkbox(es) display in the order in which they appear from within their applicable Activity workflow.*

Report Document:

- *If a 'visible' section of the Report has no data displayed, the text of "(None)" is displayed.*
  - *The Report section data will always display in the order listed below; the order will* ***not*** *be displayed according to the order of a checkbox or its selection. Some Report sections are not available for All Activities Types and others are business rule driven. Reporting Order:*
    - *i. Inspection Results/Deficiencies*
    - *ii. Narrative*
    - *iii. Activity/Action Types*
    - *iv. Unit Operating Information*
    - *v. SIP Details*
    - *vi. Location*
    - *vii. Locations*
    - *viii. Cargo Recipients*
    - *ix. Quantities And Origin*
    - *x. Deficient Containers*
    - *xi. Vessel Operating Information*
    - *xii. Boarding Details*
    - *xiii. Associated Parties*
    - *xiv. Use Of Force*
    - *xv. Fisheries*
    - *xvi. Drugs*
    - *xvii. Migrant Summary/Migrant Details*
    - *xviii. TWIC Details*
    - *xix. Radiation Details*
    - *xx. Outcome*
    - *xxi. Operational Controls*
    - *xxii. Involved Subjects*
    - *xxiii. Log*
    - *xxiv. Documents*
    - *xxv. Certificates*

4.18 Refer To Enforcement

Refer to Enforcement identifies the type of enforcement action needed and provides the information for the party (individual or organization) and the enforcement action taken. It also allows for the entry of alleged violation(s) and evidence used to support the case.

4.18.1 Add/Edit Enforcement Referral

NOTE: *If the referral has been Referred To Enforcement, it may not be edited.*

1. Click the **Refer To Enforcement** workflow.
2. Click 

if adding a new referral, or double-click a referral from the listview to view or edit.

NOTE: *If the referral has been referred, information will be displayed as read-only.*

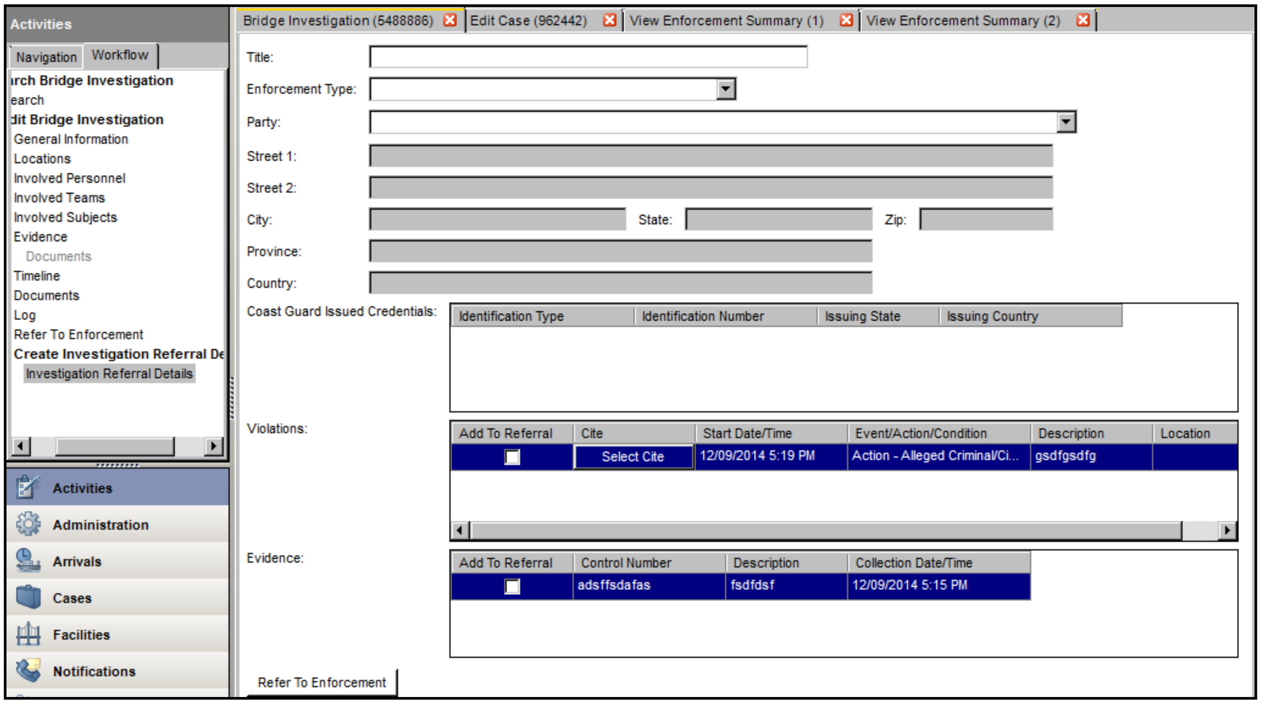
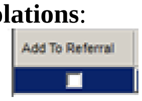
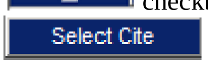


Figure 4-50 Investigation Referral Details

3. Enter or edit **Activity Referral Details**:
   - Enter the **Title** of the enforcement activity.
   - Choose the type of enforcement action that the USCG will take for the alleged violation from the **Enforcement Type** drop-down list.
   - Choose the individual or organization that allegedly violated the law from the **Party** drop-down list.

*When the **Party** is chosen, the party address will be returned and the field is read only.*

   - The **Coast Guard – Issued Credential(s)** is the list of Coast Guard issued credentials the Party holds (as found in the Party Identification section of their Party Record) – display only. This would include the following Identification Types: US Certificate of Registry, US Merchant Mariner Credential, US Merchant Mariner Document, and US Merchant Mariner License.
4. Select **Violations**:
   - Click 

 checkbox to associate a violation with the referral.
   - Click 

 to choose from Citations List if the citation is not already provided; double-click on the Violation to add the Violation to the record.

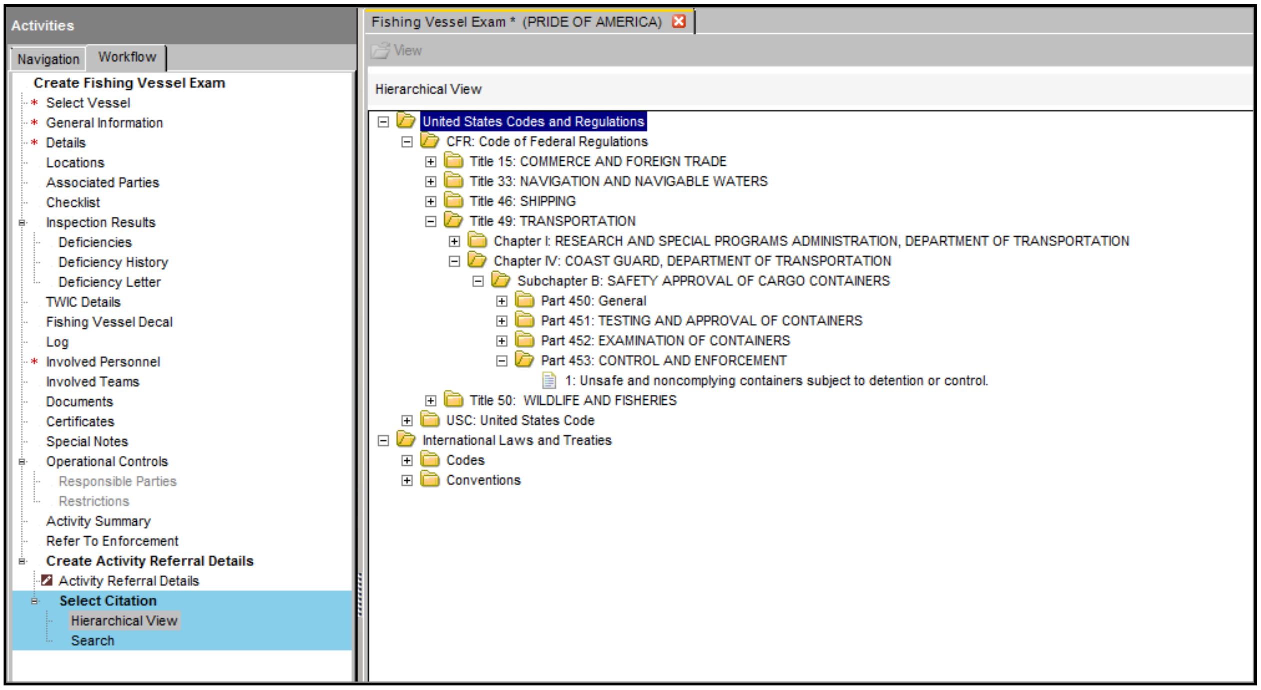


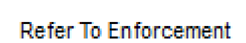
Figure 4-51 Hierarchical View

5. Select **Evidence.**

- Click  checkbox to associate Evidence to the Referral.

NOTE: This list is populated with evidence records for Incident Investigation activities and document and certificate records in all other activities.

6. Click .

7. Click .

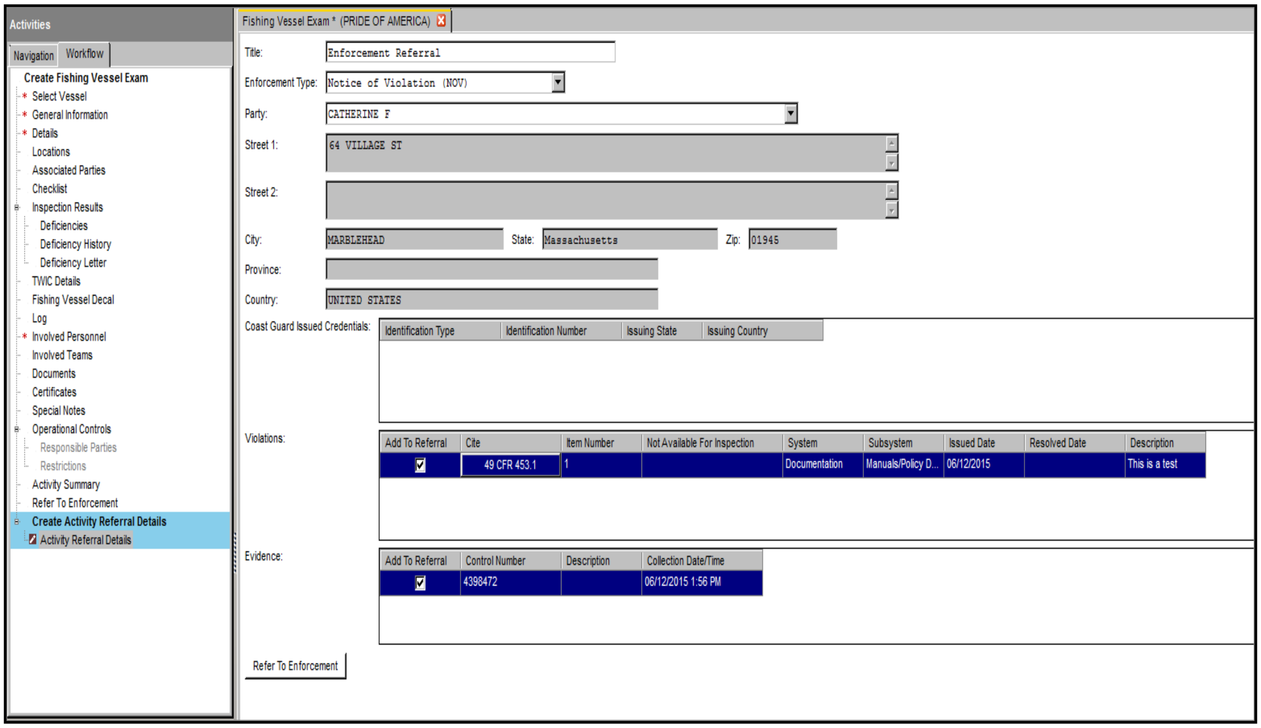


Figure 4-52 Enforcement Referral

NOTE: *When entering* ***Enforcement Referral*** *information into MISLE, please keep the following in mind****:***

- *A* ***Cite*** *for a Violation may not be selected until an* ***Enforcement Type*** *has been selected.*
- *If the activity is not a* ***Container Inspection*** *and the* ***Enforcement Type*** *is changed, a prompt that the Violations and corresponding Citations will be cleared appears. Click 'Yes' to proceed or click 'No' to cancel.*
- *If the referral has been Referred to Enforcement, it may not be edited.*
- *An Enforcement Referral cannot be Referred To Enforcement unless:*
  - *A* ***Title*** *has been entered.*
  - *A* ***Party*** *has been selected.*
  - *An* ***Enforcement Type*** *has been selected.*
  - *At least one* ***Violation*** *has been selected.*
  - *At least one* ***Evidence*** *item has been selected.*
- *If the user attempts to Refer To Enforcement, and if the Enforcement Type is Suspension and Revocation, Voluntary Deposit, Voluntary Surrender, or Warning – S&R, then:*
  - *The Party must be an individual/person.*
  - *The Party must have at least one Coast Guard issued credential recorded in their referential Identification section with an Identification Type of US Certificate of Registry, US Merchant Mariner Credential, US Merchant Mariner Document, or US Merchant Mariner License .*
  - *When selecting the citation for the violations, the user must use the Suspension and Revocation picklists.*
- *If the user attempts to Refer To Enforcement, and if the Enforcement Type is not Suspension and Revocation, Voluntary Deposit, Voluntary Surrender, or Warning – S&R, then:*
  - *When selecting the citation for the violations, the user may not use the Suspension and Revocation picklists.*

- *If the user chooses to Refer To Enforcement and all other business rules are satisfied:*
  - *If the referring activity belongs to a case, the Enforcement activity that is created is added to the same case.*
  - *If the referring activity does not belong to a case:*
    a. *A new case is created.*
    b. *The referring activity and the enforcement activity are added to the case.*

Non Incident Investigation Activity (Non IIA)

- *The system shall default the Incident Type / Sub Type to "MS - Alleged Violation of Law/Regulation" for newly created cases for the following Non IIA activities: Boarding(LE Activity), Vessel Sighting(LE Activity), Facility Inspection, Facility Transfer Monitor, Vessel Transfer Monitor, Vessel Inspection, Towing Vessel Exam, Fishing Vessel Exam, Container Inspection and Vessel Operational Control.*

4.18.2 Delete Enforcement Referral

NOTE: *A Referral may not be deleted if it has been referred to Enforcement, which displays a Status of 'Processed'.*

1. Select a **Referral** from the Referral listview.
2. Click Delete Referral to remove the selected **Referral**.

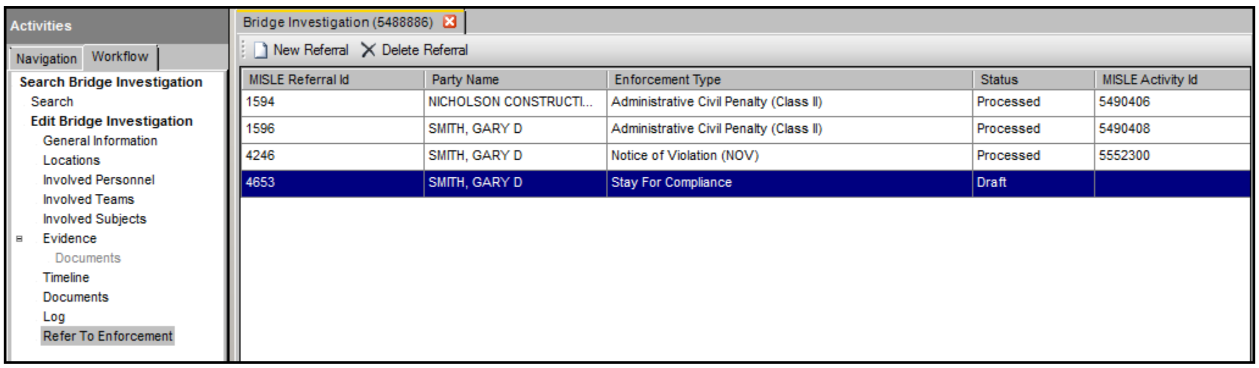


Figure 4-53 Delete Referral

3. Confirm appropriate **Referral** has been removed from listview.
4. Click Save.

4.18.3 View Enforcement Activity

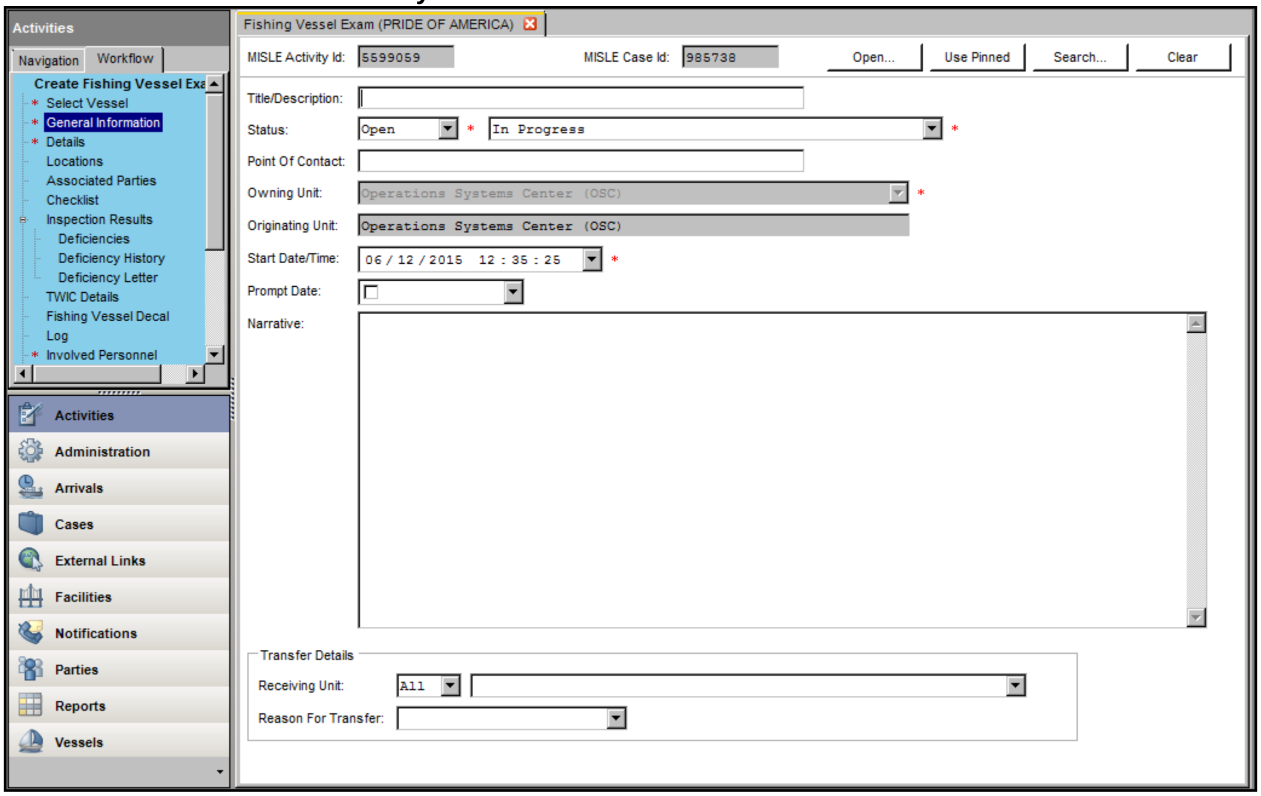


Figure 4-54 General Information Workflow

1. Click on **Fishing Vessel Exam** navigation; conduct a search (if needed) and select the desired record of interest from the listview.
2. If not already on the screen, click the **General Information** workflow.

NOTE: *If a Case was not previously associated with the activity, one has been created. Both the activity and Enforcement activity have been associated with the Case. See Figure 4-52, the associated Case Id number has been auto-populated in the read-only field for MISLE Case Id.*

3. Click the Open... button.
4. The screen will automatically proceed to the **Activities – Edit Case** workflow.
5. Click the **Activities** workflow (under **Edit Case**).

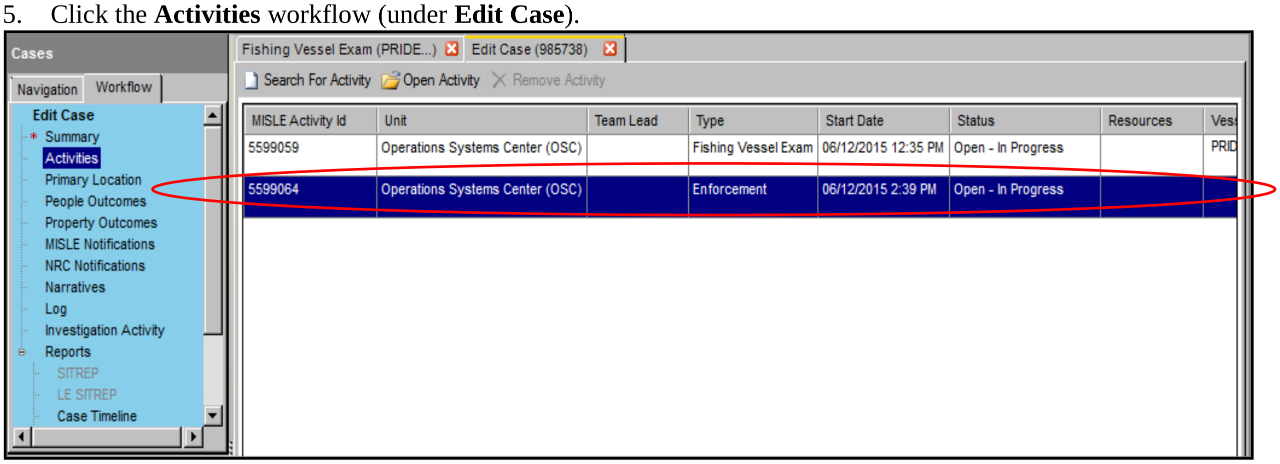


Figure 4-55 Case - Activities

6. Double-click the **Enforcement** Activity.

The Enforcement Summary report is displayed.

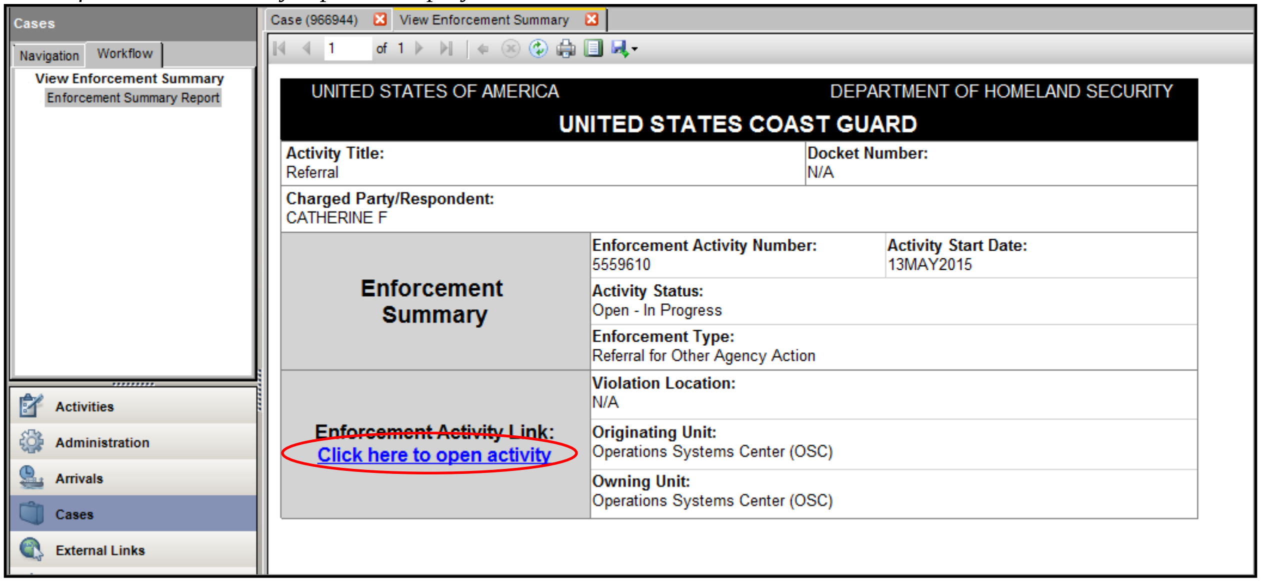


Figure 4-56 Enforcement Summary Report

7. Click the link within the **Enforcement Summary Report** to launch the MISLE Legacy application.

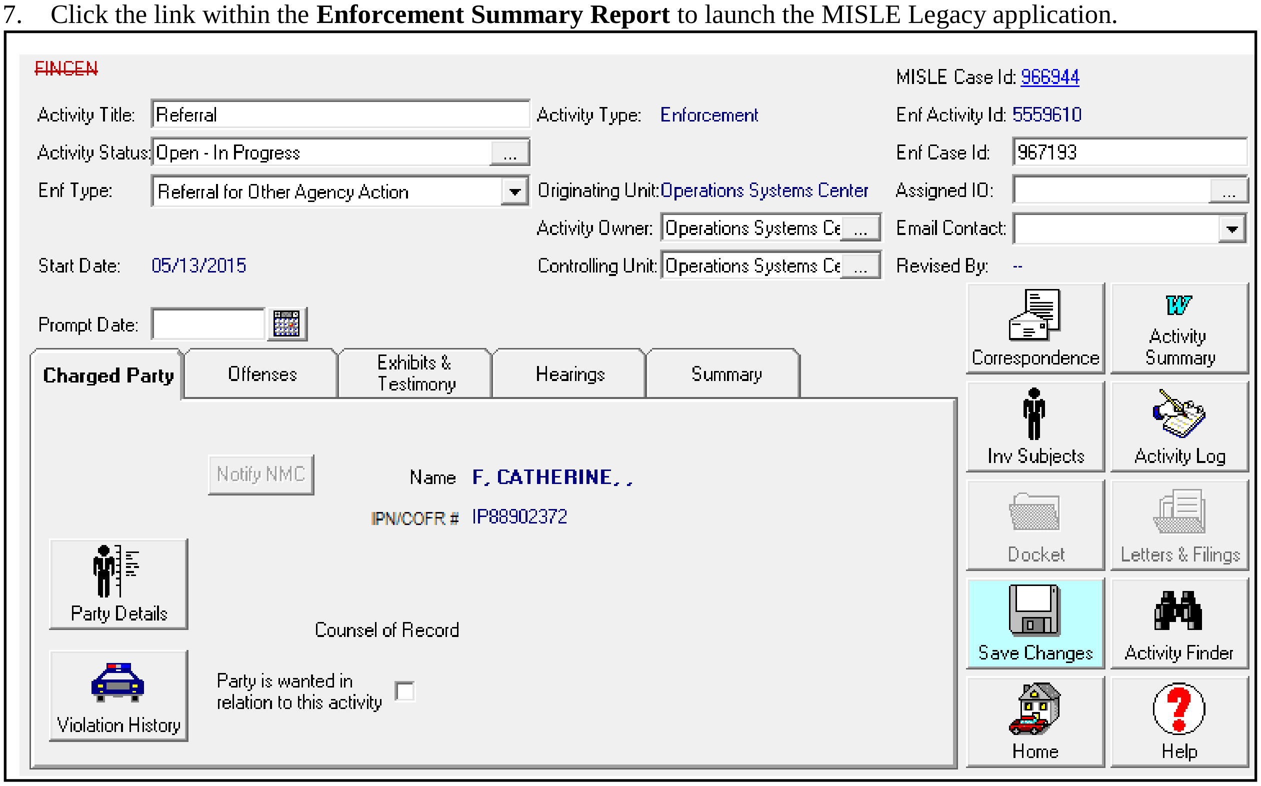


Figure 4-57 Enforcement Activity within the Legacy Application

8. Continue to complete the Enforcement process within the MISLE Legacy Application.

NOTE: *If the user has not logged into the MISLE Legacy application on the current day, the user will be prompted to do so.*

4.19 Refer To MSO

NOTE: *The **Refer To MSO** workflow becomes enabled only if at least one Deficiency has **SMS Related/Objective Evidence for MSO** checked.*

1. Click the **Refer To MSO** workflow.

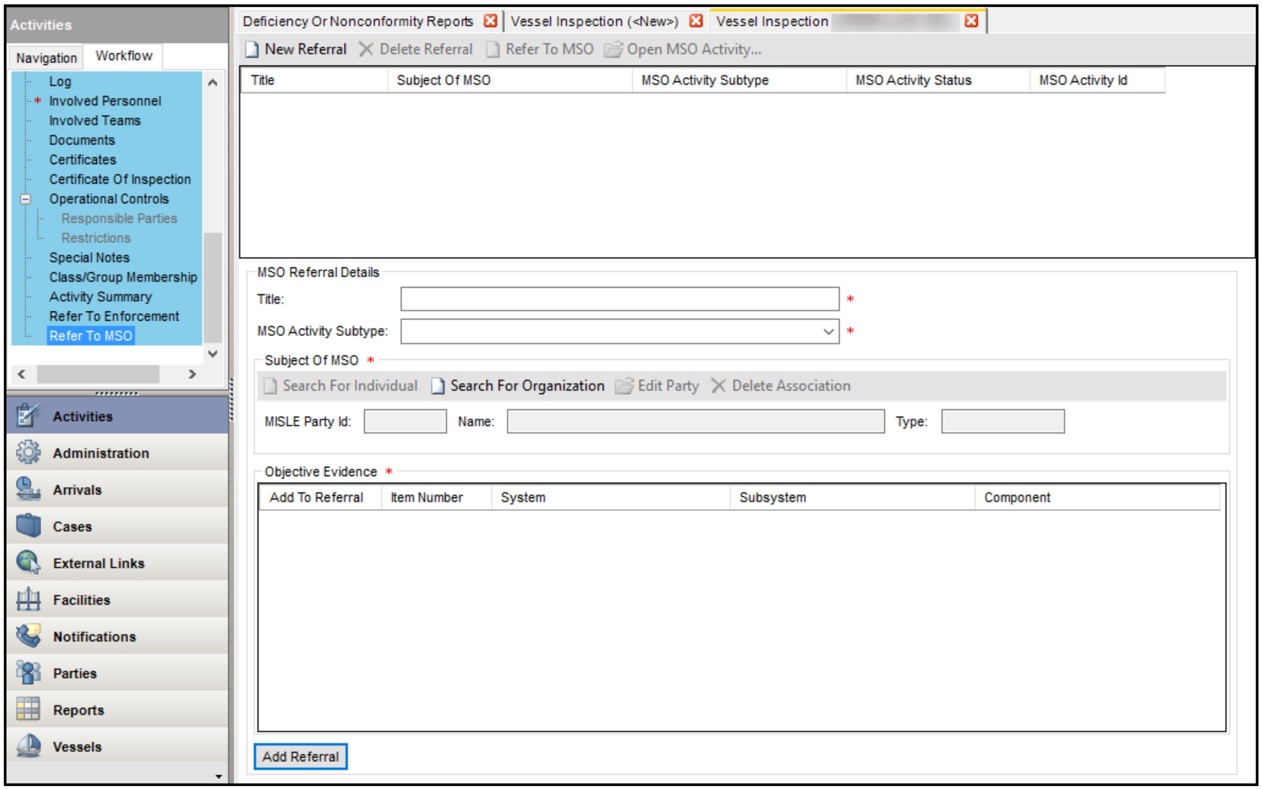


Figure 4-58 Refer To MSO Screen

2. Click **New Referral** if adding a new referral, or select a referral from the listview to view or edit.
3. Enter or edit **MSO Referral Details**:
   - Enter the **Title** of the referral.
   - Choose the **MSO Activity Subtype** from the drop-down list.
4. Click **Search For Organization** to enter the Organization Search Criteria. Click **Search**.

   *When the Organization is chosen, the **MISLE Party Id**, **Name**, and **Type** are returned and the fields are read-only.*
5. Select at least one deficiency from **Objective Evidence** to associate to the Referral.

NOTE: *This list is populated with all of the deficiencies that have the **SMS Related/Objective Evidence For MSO** check box checked.*

6. Click the **Add Referral** or **Update Referral** button.
7. Click the **Refer to MSO** button to refer the Vessel Inspection Activity to an MSO Activity.

   The MSO Activity opens in a new tab.

NOTE #1: *Select a **Referral** from the list view and click the **Open MSO Activity {#}** button to open a previously generated MSO Activity.*

NOTE #2: *When entering **MSO Referral** information into MISLE, keep the following in mind:*

- *Once a referral has been completed and the MSO Activity created, the user cannot add any more deficiencies to a referral; it is locked for editing. If an error was made, the user will have to delete the referral and then start over with a new referral and new MSO Activity.*
- *When a referral is deleted, automatically set the **Status** of the MSO Activity it created to **Deleted – Opened in error**.*
- *Multiple referrals may be made from an activity.*

APPENDIX A
EXAMINATION TYPES

Table A-1 Examination Types

Examination Type	Description
Dockside Renewal Exam	Choose when performing a CFV Dockside Exam for the renewal of a previously issued CFV Safety Decal (whether valid or expired at the time of the exam).
Initial Examination	Choose when performing the first dockside examination for initial issuance of a CFV Safety Decal.
Follow Up Examination	Choose when performing an examination (generally within 30 days since prior visit) to clear the deficiencies resulting from either an Initial Dockside Examination or Dockside Renewal Exam.
Fix-it Examination	Choose when performing a Dockside Exam to clear at-sea boarding citations (4100F deficiencies), when conducting a post-termination exam, and/or when clearing citations listed in COTP Orders
Safety Check	Choose when some type of cursory interaction with a CFV has been performed (i.e. - checking of safety equipment that is apparent/visible from the dock, providing safety information to the CFV operator and/or crewmembers, etc.).
COC Fishing Vessel	Certificate of Compliance examination required by 46 CFR 28.890 and performed by a Classification Society.
Letter of Compliance – Fisheries	Inspection required by 46 CFR 105 for the carriage of petroleum products as a secondary cargo.
ACSA Exam Subtypes	Designed and used specifically for participants in the ACSA program.

NOTE: *Anytime you return to a vessel within 30 days of the Initial Examination or Dockside Renewal Exam, you should go to the Activity Detail screen and open the original activity using the search function or by entering the activity number. Then add the "Follow Up Examination" and verify the date of the examination is correct.*

Anytime you return to a vessel within 30 days of the initial examination or re-examination, you should go to the Activity Details screen and open the original activity and add the follow-up exam.

APPENDIX B
MANAGE LOG ENTRIES

Types of Log Entries:

- **Property Change:** A log entry created when a single data value has been changed.
- **Data Change:** A log entry created when any field on a screen or its child screens changes.
- **System Generated:** A log entry created by the MISLE system.
- **Manual Entry:** A log entry created by a user.

The following table shows, for each area, what **Type of Entry** logs may be present:

Table B-1 Types of Entry Logs

Areas' Log Capabilities / Type of Entry	Bridge Investigation	Containter Inspection	Facility Inspection	Fishing Vessel Exam	Incident Investigation	Incident Management	LE Activity	MSRO Activity	Operational Control Activity	Platform Inspection	Resource Sortie	Security Plan (Facility & Vessel)*	Towing Vessel Exam	Transfer Monitor (Vessel & Facility)	Vessel Inspection	Waterway Management	Case	Vessel	Parties	Facility
Property Change	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Data Change																		X	X	
System Generated	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Manual Entry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			

The ability for logging within the Security Plans activities is based on a set of permissions. If the user has “User” permissions then they may enter a **Type of Entry Property Change, System Generated and Manual Entry.** If the user has “Viewer” permissions then they only have read capabilities. If the user has neither "User" nor "Viewer" permission, they get read-only access to all data EXCEPT for the Assessments, Documents and **Log** (workflows within Security Plan Activities).

The following table shows which fields are displayed in the **Log Entry Details** and what columns in the **Log Entry List** will have values for each **Type of Entry**:

Table B-2 Log Entry Details

Log Table Element / Type of Entry	Property Change	Data Change	System Generated	Manual Entry
Effective Date/Time	X	X	X	X
Source	X	X	X	
Previous Value	X			
Description/New Value	X		X	X
Logged Date/Time	X	X	X	X
Logged By Unit	X	X	X	X
Logged By	X	X	X	X
Historical User	X	X	X	X
External User Identifier	X	X	X	X

APPENDIX C
DOCUMENTS: LIST OF PROHIBITED FILE EXTENSIONS

Table C-1 List of Prohibited File Extensions

File Extension	Description	Application
.0XE	Renamed Virus File	F-Secure Internet Security
.73K	TI-73 Application	TI Connect
.89K	TI-89 Application	TI Connect
.A6P	Authorware 6 Program File	Adobe Authorware
.AC	GNU Autoconf Script	Autoconf
.ACC	GEM Accessory File	Gemulator
.ACR	ACRobot Script	ACRobot
.ACTM	AutoCAD Action Macro	AutoCAD
.AHK	AutoHotkey Script	AutoHotkey
.AIR	Adobe AIR Installation Package	Adobe AIR
.APP	FoxPro Application	Visual FoxPro
.APPLICATION	ClickOnce App	Windows
.ARSCRIPT	ArtRage Script	ArtRage Studio
.AS	Adobe Flash ActionScript File	Adobe Flash
.ASB	Alphacam Stone VB Macro	Alphacam
.AWK	AWK Script	AWK
.AZW2	Kindle Active Content App File	Kindle Collection Manager
.BAT	Batch File	Windows
.BEAM	Compiled Erlang File	Erlang
.BIN	Binary Executable	Windows
.BTM	4DOS Batch File	4DOS
.CEL	Celestia Script	Celestia
.CELX	Celestia Script	Celestia
.CHM	Compiled HTML Help File	Firefox, IE, Safari
.CMD	Command Script	Windows
.COF	MPLAB COFF File	MPLAB IDE
.COM	Command File	Windows
.CPL	Control Panel Extension	Windows
.CRT	Security Certificate	Firefox, IE, Chrome, Safari
.DEK	Eavesdropper Batch File	Eavesdropper
.DLD	EdLog Compiled Program	Edlog
.DMC	Medical Manager Script	Sage Medical Manager
.DOCM	Word Macro-Enabled Document	Microsoft Word
.DOTM	Word Macro-Enabled Template	Microsoft Word
.DXL	Rational DOORS Script	Rational DOORS
.EAR	Java Enterprise Archive File	Apache Geronimo
.EBM	EXTRA! Basic Macro	EXTRA!
.EBS	E-Run 1.x Script	E-Prime (v1)
.EBS2	E-Run 2.0 Script	E-Prime (v2)
.ECF	SageCRM Component File	SageCRM

.EHAM	ExtraHAM Executable	HAM Programmer Toolkit
.ELF	Nintendo Wii Game File	Dolphin Emulator
.ES	SageCRM Script	SageCRM
.EX4	MetaTrader Program File	MetaTrader
.EXE	Executable	Windows
.EXOPC	ExoPC Application	EXOfactory
.EZS	EZ-R Stats Batch Script	EZ-R Stats
.FAS	Compiled Fast-Load AutoLISP File	AutoCAD
.FKY	FoxPro Macro	Visual FoxPro
.FPI	FPS Creator Intelligence Script	FPS Creator
.FRS	Flash Renamer Script	Flash Renamer
.FXP	FoxPro Compiled Program	Visual FoxPro
.GADGET	Windows Gadget	Windows
.GS	Geosoft Script	Oasis Montaj
.HAM	HAM Executable	Ham Runtime
.HMS	HostMonitor Script	HostMonitor
.HPF	HP9100A Program File	HP9100A Emulator
.HTA	HTML Application	Internet Explorer
.IIM	iMacro Macro	iMacros (Firefox Add-on)
.INF1	Text file used by AutoRun	Windows
.INS	Internet Communication Settings	Windows
.INX	InstallShield Compiled Script	Windows
.IPF	SMS Installer Script	Microsoft SMS
.ISP	Internet Communication Settings	Microsoft IIS
.ISU	InstallShield Uninstaller Script	Windows
.JAR	Java Archive	Firefox, IE, Chrome, Safari
.JOB	Windows Task Scheduler Job File	Windows
.JS	JScript Executable Script	Firefox, IE, Chrome, Safari
.JSE	JScript Encoded File	Windows
.JSX	ExtendScript Script	Adobe ExtendScript Toolkit
.KIX	KiXtart Script	KiXtart
.LNK	File Shortcut	Windows
.LO	Interleaf Compiled Lisp File	QuickSilver
.LS	LightWave LScript File	LightWave
.MAM	Access Macro-Enabled Workbook	Microsoft Access
.MCR	3ds Max Macroscript or Tecplot Macro	3ds Max
.MEL	Maya Embedded Language File	Maya 2013
.MPX	FoxPro Compiled Menu Program	Visual FoxPro
.MRC	mIRC Script	mIRC
.MS	3ds Max Script	3ds Max

.MSC	Microsoft Common Console Document	Windows
.MSI	Windows Installer Package	Windows
.MSP	Windows Installer Patch	Windows
.MST	Windows Installer Setup Transform File	Windows
.MXE	Macro Express Playable Macro	Macro Express
.NEXE	Chrome Native Client Executable	Chrome
.OBS	ObjectScript Script	ObjectScript
.ORE	Ore Executable	Ore Runtime Environment
.OSX	Executable	Mac OS
.OTM	Outlook Macro	Microsoft Outlook
.OUT	Executable	Linux
.PAF	Portable Application Installer File	Windows
.PEX	ProBoard Executable	ProBoard BBS
.PIF	Program Information File	Windows
.PLX	Perl Executable	ActivePerl or Microsoft IIS
.POTM	PowerPoint Macro-Enabled Design Template	Microsoft PowerPoint
.PPAM	PowerPoint Macro-Enabled Add-in	Microsoft PowerPoint
.PPSM	PowerPoint Macro-Enabled Slide Show	Microsoft PowerPoint
.PPTM	PowerPoint Macro-Enabled Presentation	Microsoft PowerPoint
.PRC	Palm Resource Code File	Palm Desktop
.PS1	Windows PowerShell Cmdlet	Windows
.PS2	Windows PowerShell Cmdlet	Windows
.PSC1	Windows PowerShell Cmdlet	Windows
.PSC2	Windows PowerShell Cmdlet	Windows
.PVD	Instalit Script	Instalit
.PWC	PictureTaker File	PictureTaker
.PYC	Python Compiled File	Python
.PYO	Python Optimized Code	Python
.QPX	FoxPro Compiled Query Program	Visual FoxPro
.RBX	Rembo-C Compiled Script	Rembo Toolkit
.REG	Registry Data File	Windows
.RGS	Registry Script	Windows
.ROX	Actuate Report Object Executable	eReport
.RPJ	Real Pac Batch Job File	Real Pac
.S2A	SEAL2 Application	SEAL
.SBS	SPSS Script	SPSS
.SCA	Scala Script	Scala Designer

.SCAR	SCAR Script	SCAR
.SCB	Scala Published Script	Scala Designer
.SCF	Windows Explorer Command File	Windows
.SCR	Generic Script	Original Scripting Engine1 & Screen Savers
.SCRIPT	Generic Script	Original Scripting Engine1
.SCT	Windows Scriptlet	Windows
.SHB	Windows Document Shortcut	Windows
.SHS	Shell Scrap Object	Windows
.SMM	Ami Pro Macro	Ami Pro
.SPR	FoxPro Generated Screen File	Visual FoxPro
.TCP	Tally Compiled Program	Tally Developer
.THM	Thermwood Macro	Mastercam
.TLB	OLE Type Library	Microsoft Excel
.TMS	Telemate Script	Telemate
.U3P	U3 Smart Application	Windows
.UDF	Excel User Defined Function	Microsoft Excel
.UPX	Ultimate Packer for eXecutables File	Ultimate Packer for eXecutables
.URL	Internet Shortcut	Firefox, IE, Chrome, Safari
.VB	VBScript File	Windows
.VBE	VBScript Encoded Script	Windows
.VBS	VBScript File	Windows
.VBSCRIPT	Visual Basic Script	Windows
.VLX	Compiled AutoLISP File	AutoCAD
.VPM	Vox Proxy Macro	Vox Proxy
.WCM	WordPerfect Macro	WordPerfect
.WIDGET	Yahoo! Widget	Yahoo! Widgets
.WIZ	Microsoft Wizard File	Microsoft Word
.WPK	WordPerfect Macro	WordPerfect
.WPM	WordPerfect Macro	WordPerfect
.WS	Windows Script	Windows
.WSC	Windows Script Component	Windows
.WSF	Windows Script	Windows
.WSH	Windows Script Component	Windows
.XAP	Silverlight Application Package	Micrsoft Silverlight
.XBAP	XAML Browser Application	Firefox, IE
.XLAM	Excel Macro-Enabled Add-In	Microsoft Excel
.XLM	Excel Macro-Enabled Workbook	Microsoft Excel
.XLSM	Excel Macro-Enabled Workbook	Microsoft Excel
.XLTM	Excel Macro-Enabled Template	Microsoft Excel
.XQT	SuperCalc Macro	CA SuperCalc

.XYS	XYplorer Script	XYplorer
.ZL9	Renamed Virus File	ZoneAlarm