ENCLOSURE (5)
Annual Currency Maintenance Task Tracker, Coxswain

Task Currency Calendar Year:	
Member Unit Number:	
Member Name:	
Member ID:	

For each Task completed, record the following information in the corresponding Task section below:
- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

NOTE: Coxswains who choose to maintain nighttime certification shall complete all day and night currency Tasks listed in the Task Sections below.

Task Section: (COX) ANNUAL DAY TASKS			
Task:	**Patrol #**	**Date**	**Sign Off Initials**
Perform a Navigation and Piloting Exercise / TASK COXN-09-04-AUX			
Man Overboard			
Towing Astern			
Towing Alongside			
Moor a Disabled Vessel to a Pier or float			
Anchoring and weigh the boat's anchor			
Plot and Execute three legs of one of the following Search Patterns (PS, CS, or TSR)			
Conduct a Pre-Underway Check-off of the Boat			
Moor to a Pier			
Demonstrate procedures to be followed in the event of a fire			
Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object			
Task Section: (COX) ANNUAL NIGHT TASKS			
Task	**Patrol #**	**Date**	**Sign Off Initials**
Perform a Navigation and Piloting Exercise / TASK COXN-09-04-AUX			
Man Overboard			

Task Section: (COX) ANNUAL NIGHT U/W HOURS Note: This cumulative time may be split across multiple patrols. Record each patrol until you reach 2 hours.					
Sunset Start Time	**Sunrise Start Time**	**Time U/W at night in HH:MM**	**Patrol #**	**Date**	**Sign Off Initials**

When all Task Sections are completed as necessary, members shall submit this form to the FSO-IS to be recorded.

Member ID:		Task Currency Calendar Year:	

Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials

ROLLUP TASK NAMES IN AUXDATA II

The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (COX) ANNUAL DAY TASKS
- (COX) ANNUAL NIGHT TASKS
- (COX) ANNUAL NIGHT U/W HOURS

ROLLUP TASK DATES IN AUXDATA II

When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2023
- One or more Tasks are completed during Calendar Year 2023, but the final Task for a requirement section is completed on 5/25/2024.
- The completion date to be recorded for the rollup Task = 12/31/2023

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 4, Section C)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the Task Sections on Page 1. Upon completion of the missing task or hours, this may serve as the formal letter from the FC to the OTO documenting completion.

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
Coxswain:			
FC			
OTO:			

Members should keep a copy of the form for their records.