

## FIVE YEAR CURRENCY MAINTENANCE

Five-year currency maintenance information should be forwarded to the Director's Office for entry. A Five Year Currency Maintenance Letter that can be used to submit this information is in Appendix G of the BOAT CREW TRAINING MANUAL.

## ANNUAL CURRENCY MAINTENANCE

The DIRAUX no longer enters the Annual Currency Maintenance information in AUXDATA. The currency maintenance tasks are entered along with the information from the ANSC-730 form for the mission the member was on when they completed the tasks.

### INFORMATION NEEDED TO ENTER ANNUAL CURRENCY MAINTENANCE

To make the entry you will need the ANSC-7030 form giving the information about the mission. (such as a safety patrol) You will also need to know what tasks the member completed. They can provide you with that information by writing it at the bottom of the 7030 form in the remarks field or they can turn in on an Annual Currency Maintenance Letter. The Annual Currency Maintenance Letter can be found in Appendix F. of the BOAT CREW TRAINING MANUAL. Do not enter the information without having something in writing.

The coxswain and crew tasks are different so you will have to be careful when you enter the information. Sometimes our members will write, "All currency maintenance tasks were completed." That is not a lot of help to you unless you know what tasks the member needs to complete, so try to get your members to list each task for you. If they do not tell you what tasks were completed you will need to run a TRAINING STATUS REPORT to see what tasks the member needed to complete.

### ENTRY INFORMATION

To enter the currency maintenance tasks you will first have to enter the information about the mission from the 7030 form in the usual way. After you have finished doing that:

1. Click on the tab that says **Tasks** at the top of the page.

**Activity Logs**

Resources | Activity Logs | Activity Log Details | Crew Assignments | **Tasks** | Task Capture | Approvals

### CLRBT WV6825P LIT'L TOWBY U/W MS SAFESEC 31-DEC-04

Assign crewmembers to this activity by selecting from the list below

Listed below are the crewmembers currently assigned to this activity. Please assign a position code to the crewmembers for this activity

Member ID	Crew Member	Unit Number	Crew Member	Position
1193386	ABEL, BOB R	082-01-07	PERRY, JAMES Y	NON LEAD
1161122	ACHATA, GLENDA C	082-16-07	STICKLER, JERRY K	LEAD
1168111	ACHATA, GUIDO R	082-16-07	WIRTZ, KENNETH J SR	NON LEAD
1154333	ACRE, RICHARD T	082-07-04		
1188863	ADAMS, CHRISTOPHER L	082-16-06		
1162461	ADAMS, MARVIN D	082-06-02		
1168086	ADAMS, STEPHEN L JR	082-16-06		
1163088	ADERS, ETHEL M	082-04-04		
1162921	ADERS, HOWARD S	082-04-04		
1192722	ADOMAT, CLAUDIA S	082-12-01		
1181923	ADOMAT, EMIL FRED	082-12-01		
1167802	AKIN, GARY W	082-24-04		

Your Unit and its Subordinate Units | FILTER | Save

Select Flotilla

Search for Person

2. Select the tasks that were completed by clicking next to the task under the word **Include** on the left hand side of the page.

The screenshot shows the 'Activity Logs' application window with the 'Tasks' tab selected. A yellow circle highlights the 'Include' column in the task list table. The table has three columns: 'Short Title', 'Description', and 'Category'. The first row is selected, and the 'Include' checkbox is checked.

Include	Short Title	Description	Category
<input checked="" type="checkbox"/>	AUX-13	AUXILIARY COXSWAIN ACADEMY	BOAT
<input type="checkbox"/>	BUOYSLALOM	(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	BOAT
<input type="checkbox"/>	DIS/REMOUNT	(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	BOAT
<input type="checkbox"/>	MANOVB	(BCM) MAN OVERBOARD EVOLUTION	BOAT
<input type="checkbox"/>	PCO-RESCUE	PADDLE CRAFT OPERATOR SELF-RESCUE	BOAT
<input type="checkbox"/>	PCO-SWIM	PADDLE CRAFT OPERATOR PFD SWIM	BOAT
<input type="checkbox"/>	PCO/OP	DISTRICT PCO QUALIFICATION PROGRAM	BOAT
<input type="checkbox"/>	PFDSWIM	(PWC) PFD SWIM	BOAT
<input type="checkbox"/>	PUA/WCHKPWC	(PWC) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PUCNPNERS	(PWC) PICK UP CONSCIOUS PERSON AND TRANSPORT TO SHORE	BOAT
<input type="checkbox"/>	PUWCHK	(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PUWCHKAST	(BCM) ASSIST PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PWCSTNTOW	(PWC) TAKE ANOTHER PWC IN STERN TOW	BOAT
<input type="checkbox"/>	PWDIT	PERSONAL WATERCRAFT OPERATOR (IN TRAINING)	BOAT
<input type="checkbox"/>	STERN TOW	(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	BOAT

Task: AUXILIARY COXSWAIN ACADEMY  
Description: [Empty]

Buttons: Menu, FILTER

3. Be sure to check and see that you have selected the correct task. (Boat crew and coxswain tasks are different.)

4. After selecting all tasks that were completed click on the tab that says **Task Capture** at the top of the page.

The screenshot shows the 'Activity Logs' application window with the 'Task Capture' tab selected. A yellow circle highlights the 'Task Capture' tab. The task list table is the same as in the previous screenshot, but the 'Include' column is not highlighted.

Include	Short Title	Description	Category
<input checked="" type="checkbox"/>	AUX-13	AUXILIARY COXSWAIN ACADEMY	BOAT
<input type="checkbox"/>	BUOYSLALOM	(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	BOAT
<input type="checkbox"/>	DIS/REMOUNT	(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	BOAT
<input type="checkbox"/>	MANOVB	(BCM) MAN OVERBOARD EVOLUTION	BOAT
<input type="checkbox"/>	PCO-RESCUE	PADDLE CRAFT OPERATOR SELF-RESCUE	BOAT
<input type="checkbox"/>	PCO-SWIM	PADDLE CRAFT OPERATOR PFD SWIM	BOAT
<input type="checkbox"/>	PCO/OP	DISTRICT PCO QUALIFICATION PROGRAM	BOAT
<input type="checkbox"/>	PFDSWIM	(PWC) PFD SWIM	BOAT
<input type="checkbox"/>	PUA/WCHKPWC	(PWC) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PUCNPNERS	(PWC) PICK UP CONSCIOUS PERSON AND TRANSPORT TO SHORE	BOAT
<input type="checkbox"/>	PUWCHK	(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PUWCHKAST	(BCM) ASSIST PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	PWCSTNTOW	(PWC) TAKE ANOTHER PWC IN STERN TOW	BOAT
<input type="checkbox"/>	PWDIT	PERSONAL WATERCRAFT OPERATOR (IN TRAINING)	BOAT
<input type="checkbox"/>	STERN TOW	(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	BOAT

Task: AUXILIARY COXSWAIN ACADEMY  
Description: [Empty]

Buttons: Menu, FILTER

5. You will then get a page shows a list of the tasks that were selected on the previous page. Highlight one of the tasks from the **Short title** list.

6. In the **Instructor** column enter the instructor's name for the task you have highlighted. (If there is more than one task and the same instructor was used for all tasks you can copy down the first instructor to all other tasks by clicking on **Populate Instr.**)
7. You can leave the **Duration in hours** field blank for boat crew and coxswain tasks. For workshops you must enter the **Duration in hours**. (You can copy down the duration and remarks information in the same manner as the instructor information.)
8. After highlighting the task, highlight each member's name that completed the task and move the member's name from the **Eligible to Participate** field to the **Participants** field.
9. For each task completed you will have to select the member's name that participated from the **Eligible to Participate** field on the lower part of the page and move it over to the **Participants** field. (For boat crew activities all names do not have to be selected for each task, *just those members that completed the selected task should be highlighted and moved to the Participants field*). Each task will have to be worked separately. If there were three tasks completed you will need to highlight **each task one at a time** in the **Short title** list and then move the member's name that completed that task from the **Eligible to Participate** field to the **Participants** field before working the next task. If you are not careful it is possible to have tasks listed with no participants and your members will not get credit for all of the tasks they have completed.

If three tasks were completed the process will have to be repeated three times. It is a good idea to go back and check to be sure that all entries are correct.

If you go to <http://auxdata.uscg.gov/> you can get a step-by-step tutorial on entering currency maintenance tasks. Just scroll down until you get to where it says AuxData Tutorial: and click.

When you get to the next page, click on the Activity Logs button at the left hand side of the page. That will take you to a page that says Activity Logs at the top. Scroll down until you get to where it says [Record tasks and use Task Capture](#). Click there and follow the instructions.