**MEMBER COMPETENCY TASK – TASK STATUS AND COLOR REFERENCES BY MAINTENANCE CYCLE**

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| **Maintenance Cycle** | **Task Status** | **Status Color** | **Notes** |
| Annual | Not Yet Completed | Red | Member has never completed the Task. |
| Completed | Green | Member has completed the Task for the current maintenance cycle. |
| Completed | Yellow | Member has completed the Task for the current maintenance cycle and is due to renew it within 90 days. |
| Expired | Red | Member did not renew the Task before the Task Next Due date expired. |
| Once Per CY | Not Applicable | Green | Task must be completed one time within each calendar year but has a special condition that does not require the member to complete it.  *Example: Boat Annual Night Tasks Tracker where the member is not Night Certified.* |
| Not Yet Completed | Yellow | 1. Task must be completed one time within each calendar year. 2. Member is not overdue on the Task from the previous year, or the Task was not applicable in the previous calendar year. 3. Member has not completed the Task for the current calendar year.   *Example: Member was Certified in Boat Crew the previous year. Member did not record a Boat Annual Day Tasks Tracker for the previous year. Member has not completed the Boat Annual Day Tasks Tracker for the current calendar year.* |
| Completed | Green | 1. Task must be completed one time within each calendar yet. 2. Member is not overdue on the Task from the previous year. 3. Member has completed the Task for the current calendar year. |
| Expired | Red | 1. Task must be completed one time within each calendar yet. 2. The member is overdue on the Task from the previous year. |
| One Time | Not Yet Completed | Red | Task required once and has never been completed. |
| Completed | Green | Task required once and has been completed. |
| Progressive | In Progress | Red | Member has a REYR deficit. |
| In Progress | Yellow | Member has no REYR deficit and has not yet completed the maintenance requirements for the current cycle. |
| Completed | Green | Member has made up any REYR deficit and has completed the maintenance requirements for the current cycle. |
| Sliding  *Note: Expiration is based on the date of last completion.*  *Example: 5-year Task last completed 5/15/2020 is due 5/15/2025.* | Not Yet Completed | Red | Member has never completed the Task. |
| Completed | Green | Member has completed the Task for the current maintenance cycle. |
| Completed | Yellow | Member has completed the Task for the current maintenance cycle and is due to renew it within 90 days. |
| Expired | Red | Member did not renew the Task before the Task Next Due date expired. |
| Sliding End of Month  *Note: Expiration is based on the month of last completion.*  *Example: 15-month Task last completed 5/15/2024 is due 8/31/2025.* | Not Yet Completed | Red | Member has never completed the Task. |
| Completed | Green | Member has completed the Task for the current maintenance cycle. |
| Completed | Yellow | Member has completed the Task for the current maintenance cycle and is due to renew it within 90 days. |
| Expired | Red | Member did not renew the Task before the Task Next Due date expired. |
| Workshop | Not Applicable | Green | Annual Workshop is not required for the current year. |
| Not Yet Completed | Yellow | Member has not completed required Annual Workshop and the current date is between January 1 and June 30. |
| Not Yet Completed | Red | Member has not completed required Annual Workshop and the current date is between July 1 and December 31. |
| Completed | Green | Member has completed required Annual Workshop for current year. |

**MEMBER COMPETENCY TASK – DATE REFERENCES**

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| **Field** | **Notes** |
| Days Until Due | The number of days between the current date and the Task Next Due date.  Negative values indicate the Task is past due. |
| Task Last Completed | The most recent completion date for a Task, referenced from the member’s TM records. |
| Expiry Date | The expiration date for a Task based on its standard Task settings. |
| Expiry Date Override | Editable only by DIRAUX, OTO, BSX users and System Administrators.  Extends the Task Next Due date at the discretion of the DIRAUX or OTO or as a bulk record update in accordance with a National Policy extension.  *NOTE: DAAs are not able to edit this field.* |
| Expiry Override Notes | Information entered by DIRAUX, OTO, BSX, or System Administrator to clarify extension granted. |
| Expiry Override Policy Ref | National policy reference information entered by System Administrator to clarify extension granted. |
| Task Next Due | The later of the Task’s listed Expiry Date or Expiry Date Override. |
| Task Notes | Information to help clarify maintenance of a competency Task.  *NOTE: Not all MCTs will have additional notes in this field.* |

**MEMBER COMPETENCY TASK – PROGRESSIVE TASK REFERENCES**

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| **Field** | **Notes** |
| Progression Type | They type of Unit being evaluated: Mission Hours, Exams Given, Program Visits, Task Counts |
| Cycle Requirement | How many of the noted Unit are required for the currency cycle |
| REYR Deficit | How many Units the Member must make up from the previous cycle.  Zero indicates no deficit or that the prior cycle’s REYR deficit has been satisfied. |
| Currency Units | The current cycle’s total Units credited towards currency maintenance for all but Trainee Units and less any REYR deficit from the previous cycle. |
| Lead Units | Progressive Units for the current year where the member is credited as LEAD on an Activity Log.  *NOTE: The Task Counts Progression Type are credited as Lead Units.* |
| Non-Lead Units | Progressive Units for the current year where the member is credited as NON-LEAD on an Activity Log. |
| Trainee Units | Progressive Units for the current year where the member is credited as TRAINEE on an Activity Log. |
| Lead Units (1 yr)  Lead Units (2 yr)  Lead Units (3 yr)  Lead Units (4 yr)  Lead Units (5 yr) | Progressive Units for the previous 5 years where the member is credited as LEAD on an Activity Log.  *NOTE: The Task Counts Progression Type are credited as Lead Units.* |
| Non-Lead Units (1 yr)  Non-Lead Units (2 yr)  Non-Lead Units (3 yr)  Non-Lead Units (4 yr)  Non-Lead Units (5 yr) | Progressive Units for the previous 5 years where the member is credited as NON-LEAD on an Activity Log. |
| Trainee Units (1 yr)  Trainee Units (2 yr)  Trainee Units (3 yr)  Trainee Units (4 yr)  Trainee Units (5 yr) | Progressive Units for the previous 5 years where the member is credited as TRAINEE on an Activity Log. |