



United States Coast Guard Auxiliary

Vessel Safety Check Decal Distribution Standard Operating Procedure

1 OCTOBER 2024

For Internal Auxiliary Use Only-Internet Distribution to Auxiliary Members Only is Authorized

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I. PURPOSE

This document outlines the Standard Operating Procedure (SOP) to be followed for both the initial and subsequent distribution of Vessel Safety Check (VSC) decals. The distribution process is being modified from previous years to supply adequate decals during the boating season and enhance accountability for those decals requested and shipped while minimizing waste.

II. DISTRIBUTION

1. Each flotilla's initial allocation will be based on completed VSCs "*given*" in AUXDATA for the period of July 1st, of the prior year, through June 30th, of the current year, plus a 10% growth factor, rounded up to the nearest 10. A minimum of 10 decals will be shipped.
2. Flotillas ***will not*** make requests for initial allocation of VSC decals. Each Flotilla's initial allocation of VSC decals ***will be calculated and automatically shipped*** by ANSC in early January to the current Flotilla Commander (FC), as indicated in Auxiliary Directory. FCs are requested to pass the decals on to the Flotilla VE Staff Officer (FSO-VE) for the year. The FSO-VE will maintain a record of to whom they distribute their VSC decal supply.
3. Division VE Staff Officers (SO-VE) will receive an allotment of VSC decals to be used to re-supply their local flotillas in emergency situations. The number of VSC decals sent will be calculated by determining the number of certified VE's in their division times five. These decals will be automatically shipped in early January to the current Division Commander (DCDR), as indicated in Auxiliary Directory. DCDRs are requested to pass the decals on to the SO-VE for the year. The SO-VE will maintain a record of to whom they distribute their emergency supply.
4. District VE Staff Officers (DSO-VE) will receive an allotment of 250 VSC decals to be used to cover emergency, emergent, surge, supplemental, and backfill VSC decal requirements. These decals will be automatically shipped in early January to the current DSO-VE, as indicated in Auxiliary Directory. The DSO-VE will maintain a record of to whom they distribute their emergency supply.
5. Each initial shipment will contain a copy of the current *VSC Decal Distribution Standard Operating Procedure*, a copy of the current distribution spreadsheet, and (if one is issued for that year) a cover letter.
6. Any request for additional decals is to be sent to the DSO-VE using the parallel staffing process for approval. The SO-VE and DSO-VE should consider if requests for additional decals will be fulfilled from the SO-VE or DSO-VE allotment. Only after the requesting flotilla has achieved a "passed" VSC count (based on AUXDATA input) equivalent to at least 50% of the decals they were initially shipped, plus any additional shipments, will the DSO-VE then forward the request to the V-Directorate, Branch Chief – Vessel Safety Check (BC-VEV) for approval and processing by ANSC.
7. In the event of damaged or lost shipments, the DSO-VE should be notified. The DSO-VE will submit a request for replacements via the BC-VEV.
8. The allocation(s) of VSC decals should be managed to cover the unit's annual VSC decal needs, so that by the end of the year all allocated decals are used. The FSO-VE should monitor the use of VSC decals so that no member is holding a supply while another is short decals.

Appendix A

Sample Template

For subsequent decal requests (DSO-VE to BC-VEV)

May be sent via snail-mail or e-mail (encouraged).

To: John Doe, BC-VEV
From: John Q. Auxiliarist, DSO-VE (*your District #*)
Subject: Request for additional VSC decals
Date: DDMMYY

Please be advised that I have received through the chain of leadership, a request from (*enter flotilla information here*), for (*# of decals*) additional VSC decals. (*Please provide the reason for the request for the additional decals*)

I have checked the district initial allocation spreadsheet and confirmed in AUXDATA that the flotilla has recorded at least 50% of their VSC decal allocation as “passed” VSCs, in accordance with the National SOP.

I would ask that (*enter # of VSC decals requested*) be shipped to:

Member's name, (*FC or FSO-VE*) (*Flotilla #*)
Mailing Address
City, State Zip

Respectfully Submitted