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**United States Coast Guard Auxiliary**

# **Vessel Safety Check Decal Distribution Standard Operating Procedure**

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

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## I. PURPOSE

This document outlines the 2022 Standard Operating Procedure (SOP) to be followed for both the initial and subsequent annual distribution of Vessel Safety Check 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 1<sup>st</sup>, through June 30<sup>th</sup>, of the year prior to distribution, plus a 10% growth factor, rounded up to the nearest 10. A minimum of 10 decals will be shipped.
2. Flotillas ***will not*** make any requests for 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. A cover letter will be included in that shipment that will highlight this new SOP and request that they pass the decals on to the incoming VE staff officer for the coming year.
3. Division VE Staff Officers 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 to each Division VE Staff Officer will be calculated by determining the number of certified VE's in their division times five. These decals will be automatically shipped by ANSC in early January to the current Division Commander (DCDR) as indicated in Auxiliary Directory. Division VE Staff Officers will maintain a record of to whom they distribute their emergency supply.
4. There may be instances of shipments being lost or damaged. When this occurs, the DSO-VE should be notified, and replacement orders executed.
5. Each shipment will contain a copy of the current VSC Decal Distribution Standard Operating Procedure, a copy of the current distribution spreadsheet, and the current Vessel Safety Check and Recreational Boating Safety Visitation Materials Order Form (VSCRBS Fm) from ANSC.
6. Any request for additional decals must be sent to the DSO-VE using the parallel staffing process for approval. 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, 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. Requests will be processed within 24 hours.
7. Reduction of waste is also a factor. During the 2018 cycle, the decision was made to shift initial distribution to January to accommodate the in-coming elected officer. In prior years, when distribution occurred during the election cycle, many decals were lost, and reshipping fees were incurred. To minimize costs, loss and shipping accuracy, initial decal shipments are now appropriated in January. Early shipments are available in late November/early

December provided a written request is made. Power Squadron decals are typically sent in December as the US Power Squadron obtains a bulk distribution of approximately 30,000 decals to internally distribute to their respective vessel examiner partners.

8. Recognizing that various events require a need for additional decals, special requests will be handled on a case-by-case basis. However, all special requests still need to be forwarded to the BC-VEV via the DSO-VE. Requests will be honored if submitted in writing with documentation of event and need.
9. An additional 10,000 VSC decals will be set aside for DIR-V use only and can be released by August 1<sup>st</sup>, if needed.

## Appendix A

### Sample template for subsequent decal requests (DSO-VE to BC-VEV)

TO: John Doe, BC-VEV

FROM: John Q. Auxiliarist, DSO-VE (Your district #)

SUBJ: 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.

I have checked the district initial allocation spreadsheet and confirmed in AUXDATA that the flotilla has recorded at least 50% of their initial 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 #)

Street Address

City State Zip

Respectfully Submitted

