



UNITED STATES COAST GUARD AUXILIARY

Vessel Safety Check Decal Distribution Standard Operating Procedures

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I. PURPOSE

This document outlines the new 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 avoid running out of decals during the boating season and enhance accountability for those decals requested and shipped.

II. BACKGROUND

In 2012, the Auxiliary National Supply Center (ANSC) started the year with 260,000 decals. However, by the beginning of August 2012, ANSC reported they were out of decals and could not honor additional requests. Total "*passed*" VSC's for 2012 were approximately 110,000, resulting in approximately 150,000 VSC decals that were requested and shipped, but never used.

For 2013, ANSC started with 225,000 decals and again, stock was depleted by August 2013. Through September 8, 2013, total "*passed*" VSC's were approximately 78,000, resulting in 147,000 decals unused. Even with an historical reporting lag that can be as high as 20%, and 2013 tracking consistent with 2012, a large number of 2013 VSC decals will go unused.

III. IDENTIFIABLE PROBLEMS

After some investigation, the reasons for running out of decals before year-end can be attributed to several problems:

1. The process used to determine initial allocation for all flotillas was based on July 1, 2011 through June 30, 2012 VSCs "*Given*", plus a 10% growth factor. Additionally, since the overall *pass* rate is about 78%, there was an additional extra margin of growth built into the initial allocation. This methodology resulted in flotillas receiving, on average, at least 25% more decals than "*passed*" VSCs in 2012. However, aggressive plans by flotillas to increase VSC production, plus a fear of running out of decals often resulted in flotillas requesting more decals than initially authorized. This fear of running out of decals has created a "hoarding" affect.
2. Limited ANSC staffing coupled with a high volume of initial requests by flotillas once VSC decal availability was announced in late November, often resulted in orders being filled based on the number of decals requested and not the predetermined initial allocation.
3. Once a flotilla receives its initial allotment of VSC decals, further requests for additional decals were to be processed ONLY after flotillas utilized 50% of their initial predetermined allocation as verified in AUXINFO by a "*passed*" VSC count. Once again, flotillas failed to follow this process and were requesting decals well before reaching the 50% usage level and ANSC filled the requests without confirming the number of "*passed*" VSCs.

4. A small number of initial decal shipments were reported as not being received by flotillas. Since there is no shipment tracking for these orders, a second initial allocation of decals was sent.
5. Duplicate orders submitted by both the FC and FSO-MA also resulted in multiple shipments. If the orders are received simultaneously at ANSC, both were often filled.

IV. DISTRIBUTION CHANGES

Based on "Lessons Learned" over the last two years, the following changes to the VSC decal distribution are proposed:

1. Each flotilla's initial allocation will be based on completed VSCs "*given*" in AUXDATA for the 12 month period of July 1st, through June 30th, 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*** have to make any requests for VSC decals. Each Flotilla's initial allocation of VSC decals ***will be calculated and automatically shipped*** by ANSC in early December to the current Flotilla Commander (FC), as indicated in AUXOFFICER. 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 December to the current Division Commander (DCDR) as indicated in AUXOFFICER. Division VE Staff Officers will maintain a record of to whom they distribute their emergency supply.
4. As in past years, there will be instances of shipments being lost or damaged. In 2013, 53% of the initial flotilla allocations were for 100 decals or less, and 88% if the shipments contained less than 300 decals. The average shipment size was approximately 150 decals. Assuming 10% of the flotilla shipments are lost or damaged, the potential exposure is approximately 15,000 decals. This is still easily managed based on 2013 expected usage.
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.

7. 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.
8. An additional 10,000 VSC decals will be set aside for DIR-V use only and can be released by August 1st, if needed.
9. Appendix A contains a draft of the proposed VSC Decal Distribution Standard Operating Procedures with the above proposed changes.

APPENDIX A

VESSEL SAFETY CHECK DECAL DISTRIBUTION STANDARD OPERATING PROCEDURE

Initial Allocation Methodology:

1. Each flotilla's initial allocation will be based on completed VSCs "*given*" in AUXDATA for the 12 month period July 1st, through June 30th, 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. 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. Division VE Staff Officers will maintain a record of to whom they distribute their emergency supply.
3. The V-Directorate, Branch Chief – Vessel Safety Checks (BC-VEV), will ensure that all DSO-VEs receive the initial allocation spreadsheet by 30 January via email addresses listed in AUXOFFICER.

Initial Allocation of VSC Decal Distribution Procedure:

1. Flotillas *will not* have to make any requests for VSC decals. Each Flotilla's initial allocation of VSC decals *will be calculated and automatically shipped* by ANSC in early December to the current Flotilla Commander (FC), as indicated in AUXOFFICER. 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.
2. Each shipment will also contain a copy of this Vessel Safety Check Decal Distribution Standard Operating Procedure, a copy of the initial allocation spreadsheet, and the current Vessel Safety Check and Recreational Boating Safety Visitation Materials Order Form (VSCRBS Fm) from ANSC to be used for ordering additional material.
3. Division Commanders (DCDR) will be shipped an initial allocation of VSC decals in early December for use by the SO-VE. The number of VSC decals shipped will be determined as described previously.

Subsequent VSC Decal Request Procedure:

1. After the initial allocation of VSC decals are shipped, **ALL** subsequent requests for additional decals will be made through that district's DSO-VE who will receive a copy of the current year's initial allocation spreadsheet.

2. Once the DSO-VE receives a request for additional VSC decals, they will confirm by use of the initial allocation spreadsheet, that the requesting flotilla has achieved a “*passed*” VSC count (using AUXDATA input) equivalent to at least 50% of the decals they were initially shipped.
3. Once the DSO-VE has confirmed that the request meets the set policy, they will forward the approved request to the BC-VEV for confirmation and processing by ANSC.
4. These approved and confirmed requests will be handled by the BC-VEV within 24 hours of receipt to ensure that the requesting entity not be delayed in obtaining their decals.
5. 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.

APPENDIX B

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

TO: John Doe, BC-VIV
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 AUXINFO 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