

DISTRIBUTION OF YEAR VSC STICKERS

Late each calendar year (usually during late December) the Auxiliary National Supply Center distributes the following calendar year's VSC stickers. The number of the following year's VSC stickers distributed to each Flotilla is a function of the VSCs accomplished by that Flotilla between July 1 of the prior year and June 30 of the current year. Each Flotilla's VSC sticker allotment is automatically mailed to the current year's Flotilla Commander. The FSO-VE should look for the next calendar year's allotment of VSC stickers in the last half of December, obtain them from the current Flotilla Commander, and then distribute them to Flotilla VEs.

Each SO-VE will also automatically receive an additional allotment of the following calendar year's VSC stickers to be distributed to FSO-VEs for re-supply in emergency situations. The size of this emergency stock is calculated based on the number of VEs in the Division.

Absent an emergency the normal re-supply process may be initiated by a Flotilla after AUXDATA shows that the Flotilla has passed a number of VSCs that equates to at least 50% of the Flotilla's initial allotment of VSC stickers. Such requests for re-supply will be forwarded up the parallel chain of leadership to the DSO-VE.

The complete Standard Operating Procedure for VSC sticker initial distribution and re-supply during a calendar year is included with each Flotilla's initial allotment shipment. Appendices A and B to that distribution procedure are included below.

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