



USCG MARINE SAFETY CENTER BULLETIN

BULLETIN 03-16
May 31, 2016

Procedures for Electronic Submittals

Email submittals are welcome and must be sent to msc@uscg.mil. There is a 10 MB file size limit on such submissions, although occasionally submissions with file sizes approaching this limit have been rejected by the Marine Safety Center's (MSC's) email server. In addition, emails with subject lines exceeding 250 characters will not be processed by our electronic submission and tracking system. **Please note that as of April 1, 2016, we are unable to receive emails containing .zip file attachments. Neither the sender nor our office will be notified that delivery failed.**

If you do not receive a confirmation email indicating that submission has been processed, or you receive multiple notifications that your submittal has been rejected by the MSC's email server, please contact the MSC's Electronic Commerce Officer at (202) 795-6773 for assistance.

For files sizes above 10 MB and less than 2 GB, please use the ARMDEC Safe Access File Exchange at <https://safe.armdec.army.mil/SAFE/>. Upon entering msc@uscg.mil, a warning will appear advising users not to use a group email account; however, authorization for the Coast Guard to use this file exchange has been granted by the site administrators.

J. W. MAUGER
Captain, U. S. Coast Guard
Commanding Officer