

Direct Operations (DO) Check-Off Sheet

Name: _____ ID# _____

Flotilla: _____

- _____ 1. Two (2) Fingerprint Cards (FD-258).
 - A. Print all information except your OCA#, FBI# and Miscellaneous unless they apply.
 - B. Armed forces number is your Auxiliary ID number (EMPLID).
 - C. Race codes are as follows: Indian: I; White/Hispanic: W; Asian: A. Black or Black Hispanic: B.
 - D. Fill out and sign card in **BLACK INK ONLY**. Use USCG fingerprint cards only.

- _____ 2. Fair Credit Reporting Form (DHS Form 11000-9). Do not use the old DOT form or the Department of Agriculture form. Sign in **BLUE** Ink. One copy only.

- _____ 3. Two (2) Questionnaire for National Security Positions (SF-86), signed in **BLUE** ink. This form includes item 4 below. **TYPE OF PRINT IN BLOCK LETTERS. NO SCRIPT.**
 - A. A photo copy of the second set is acceptable, but must be signed in **BLUE** ink. Keep a third copy for yourself.
 - B. This form is time sensitive, and must arrive at the SECCEN within 120 days of the date written on the form. SF-86's arriving late will be returned.
 - C. All blocks must be filled in. Use N/A if information is not applicable. No blanks.
 - D. SSN is required on each page.

- _____ 4. Authorization for Release of Information. (SF-86 page 10.).
 - A. Do not use the SF-85, as this form is incorporated within the SF-86 form as page 10. See above. Sign in **BLUE** ink. It is being listed here only for checkoff purposes. Submit in duplicate, each with an original signature.

- _____ 5. Verification of US Citizenship Form. One copy. (Form is available on the Division website under "Security forms.")

- _____ 6. Proof of US Citizenship. **ORIGINAL. DO NOT SUBMIT**. Item must be returned to applicant.

- _____ 7. Copy of item 6. (To be submitted with applicant's security package)

- _____ 8. Verification of US Citizenship by Fingerprint Technician, Flotilla Commander, DDSL or DEA-S.
Note: If fingerprinted by a law enforcement agency, have agency sign the USCG Auxiliary/SECCEN Verification of US Citizenship form.

- _____ 9. Prior Security Clearance Cover Sheet
Only for those applicants who, within the past ten (10) years, have been subject to a United States government background investigation (federal investigation only), and/or granted a security clearance.
If a prior (10 years) security clearance has been granted, failure to submit this form may result in a prolonged and unnecessary investigation.

Note: Any concealed or discovered felony convictions will result immediate disenrollment. If a member has a felony conviction that may be waived based on AUXMAN policies, the following information is required for waiver consideration:

- a. Felony Charge
- b. Date of felony
- c. City and state felony occurred.
- D. Disposition/punishment.

All security forms are posted on the Division 4 web page at: www.a07004.uscgaux.info

Submit all security forms to the DDSL(4) (Director's Division Security Liaison for Division 4). Forms will then be transmitted to the applicable office via secure mailing.