

## Direct Operations Checklist

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**Name:** \_\_\_\_\_ **Member 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. Sign card in **BLACK** ink. Use USCG fingerprint cards only.
  
- \_\_\_\_\_ 2. Fair Credit Reporting Form (DHS Form 11000-9). Sign in **BLUE** Ink.
  
- \_\_\_\_\_ 3. Two (2) Questionnaire for National Security Positions (SF-86), signed in **BLUE** ink. This form includes item 4 and 5 below.
  - A. A photo copy of the second 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. One (1) 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.
  
- \_\_\_\_\_ 5. One (1) Authorization for Release of Medical Information. (SF-86 page 11.).  
This form is incorporated within the SF-86 form as page 11. See above. Sign in **BLUE** ink. It is being listed here only for checkoff purposes.
  
- \_\_\_\_\_ 6. One (1) Verification of US Citizenship Form.
  
- \_\_\_\_\_ 7. One (1) Proof of US Citizenship. **ORIGINAL. DO NOT SUBMIT.** Item must be returned to applicant.
  
- \_\_\_\_\_ 8. One (1) Copy of item 6. (To be submitted with applicant's security package)
  
- \_\_\_\_\_ 9. Verification of US Citizenship by Fingerprint Technician or Flotilla Commander  
Note: If fingerprinted by a law enforcement agency, have agency sign the USCG Auxiliary/SECCEN Verification of US Citizenship form.

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 forms are posted on the Division 4 web page at: <http://www.boatsafely.org/ps.htm>

Security forms need to be sent to the Operations Training Officer. The Division 4 OTO is: William Mosgrober. Forms will then be transmitted to the Director via secure mailing.