

DIRAUX to SECCEN
USCG AUXILIARY PSI PACKAGE CHECKLIST

*** IF ANY QUESTIONS IN PART III ARE ANSWERED **NO**,
DO NOT SUBMIT PSI PACKAGE TO SECURITY CENTER***

I. OS PSI Package:

- ___ a. 2 **FD-258** Fingerprint Cards w/original signatures completely filled out?
- ___ b. 1 **SF Form 85, (page 6 only)** Authorization for Release of Information w/
original signature completely filled out?
- ___ c. 1 **OFI Form 86C** Special Agreement Check (SAC) that includes blanks for
mother's full name, maiden name, and father's full name completely filled out?
- ___ d. 1 **US Citizenship Verification** Verification form completed? Copy of document included?

II. DO PSI Package:

- ___ a. 2 **FD-258** Fingerprint Cards w/original signatures completely filled out?
- ___ b. 1 **DHS Form 11000-9**, Fair Credit Reporting Act Release, w/original
signature completely filled out?
- ___ c. 2 **SF Form 86**, Questionnaire for National Security Positions, **BOTH w/
original signatures** completely filled out?
- ___ d. 1 **US Citizenship Verification** Verification form completed? Copy of document included?
- ___ e. Are all questions/blanks in the above forms answered and filled in as required?
(Read the small print/instructions and follow them as stated on the forms)
- ___ f. Are all periods of time requested on the forms covered and accounted for?

III. PROSPECTIVE MBRS. & CURRENT MBRS. w/a FELONY CONVICTION

(Ref. AUX MANUAL, COMDTINST M16790.1F, Ch 3, A.4.c.1, 2,3,4.)

- ___ a. Did **prospective member** w/a felony provide records regarding the felony(s)?
- ___ b. Did **prospective member** provide a letter of explanation?
- ___ c. Did **DIRAUX** determine the felony to be waivable and will grant a waiver?
(If not a waivable offense, DIRAUX must reject the application.)

- ___ d. Did **current member** already have a waiver on file? Copy attached?

- ___ e. Did **current member** join before being asked about their history?
- ___ f. Did **current member** w/a felony provide records regarding the felony(s)?
- ___ g. Did **current member** provide a letter of explanation?
- ___ h. Did **DIRAUX** determine old/unknown felony to be waivable & will grant a waiver?
(If not a waivable offense, DIRAUX may advise member to disenroll/retire.)

IV. PRIOR/CURRENT CLEARANCES

- ___ a. Does **prospective member/current member** have a prior or current clearance w/in 10 years?
- ___ b. Did **prospective member/current member** supply a copy of a source document?
- ___ c. Did **DIRAUX** attach & endorse "Prior/Current Clearance cover sheet" with PSI package?

V. DIRAUX AUXDATA INPUT & VERIFICATION

- ___ a. Is **prospective member/current member** in AUXDATA?
- ___ b. Does name in PSI package match AUXDATA information exactly?
- ___ c. Does **DIRAUX REQUIRED** in AUXDATA match PSI package being processed?
- ___ d. Verify PSI package is complete. Populate **DIRAUX subm to SECCEN** date.

Sent to USCG SECCEN for processing? DATE ___/___/___ BY: _____