

DIRAUX to USCG SECURITY CENTER (SECCEN)
USCG AUXILIARY PSI PACKAGE CHECKLIST

I. OS PSI Package:

- ___ a. (2) **FD-258** Fingerprint Cards with original signatures and completely filled out.
- ___ b. **ANSC-7001 (10-12)** Enrollment Application
 - ___ *Page 2, Section VII (Applicant Statement and Signature)* applicant completed / signed.
 - ___ *Page 3, Section IX (Verification of U.S. Citizenship)* completed and signed by Authorized Representative, with copy of citizenship document included.
 - ___ *Page 4, Enrollment Application/OFI Form 86C Special Agreement Check (SAC)*, completely filled out, including Mother's full name and Maiden name; and Father's full name.
 - ___ *Page 5 [Enrollment Application/Standard Form 85(E), Authorization for Release of Information]*, completely filled out with original signature.

II. DO PSI Package:

- ___ a. (2) **FD-258** Fingerprint Cards with original signatures and completely filled out.
- ___ b. **e-QIP SF 86 (Questionnaire for National Security Positions)** form completely filled out and submitted electronically, with all SF 86 signature pages (**with original signature**).
- ___ c. **ANSC-7001 (10-12)** Enrollment Application, *Page 3, Section IX (Verification of U.S. Citizenship)* completed and signed by Authorized Representative, with copy of citizenship document included. (Not required if DIRAUX has certified member's U.S. citizenship).
- ___ d. CG-5588 form filled out (if position requires security clearance eligibility).

Note: e-QIP request must be released to SECCEN, within 14 days of member electronic e-QIP certification. Fingerprints and any paper documents (if applicable) must be received at SECCEN, within 10 days of the e-QIP release to SECCEN.

III. DI PSI Package:

- ___ a. (2) **FD-258** Fingerprint Cards with original signatures and completely filled out.
- ___ b. **e-QIP SF 85 (Questionnaire for Non-Sensitive Positions)** form completely filled out and submitted electronically, with all SF 86 signature pages (**with original signature**).
- ___ c. **ANSC-7001 (10-12)** Enrollment Application, *Page 3, Section IX (Verification of U.S. Citizenship)* completed and signed by Authorized Representative, with copy of citizenship document included. (Not required if DIRAUX has certified member's U.S. citizenship).
- ___ d. OF-306 (Declaration for Federal Employment) form, with original signature; and completely filled out.

Note: e-QIP request must be released to SECCEN, within 14 days of member electronic e-QIP certification. Fingerprints and any paper documents (if applicable) must be received at SECCEN, within 10 days of the e-QIP release to SECCEN.

IV. PROSPECTIVE MBRS. w/a FELONY CONVICTION

(Ref. AUX MANUAL, COMDTINST M16790.1G, Ch 3, Sect A.4)

- ___ a. Did **prospective member** with 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.)

V. PRIOR/CURRENT CLEARANCES

- ___ a. Does **prospective member** have a prior or current clearance within the past 10 years?
- ___ b. Did **prospective member** supply a copy of a source document?
- ___ c. Did **DIRAUX** attach & endorse **ANSC-7001 (10-12)** Enrollment Application, *Page 6, (Prior/Current Investigation Information Cover Sheet)* with PSI package?

VI. DIRAUX AUXDATA INPUT & VERIFICATION

- ___ a. Is **prospective 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 submit to SECCEN** date.

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

****ANY QUESTIONS OR CONCERNS PLEASE CONTACT USCG SECCEN CUSTOMER SERVICE****