

D14 Auxiliary Security Program

Security Form Requirements

1. Existing Members (enrolled prior to February 1, 2004)

A. Direct Operational Members (DO)

Auxiliarists whose qualifications involve surface operations, air operations, operations planning, interpreters, CMDcen/OPcen/COMMS watchstanding, fixed and mobile radio facility operators, port security, marine safety & security, some staff officers and others as determined by the Operational Commander, and CGAUX Healthcare volunteers are considered Direct Operational. They must submit the following forms for a complete National Credit Agency and Law Check (NACLC):

FD-258 fingerprint cards. Three originals provided by DIRAUX; member will complete according to instructions. Fingerprinting shall be done by a certified Auxiliary Fingerprint Technician or at the DIRAUX office. Members unable to coordinate fingerprinting by these means shall contact the Personnel Security Investigations (PSI) Coordinator, Ms. Susan Harper, at the DIRAUX office, 541-2087.

SF-86 questionnaire. With the Authorization for Release of Information (1 original, 1 copy with original signatures); the applicant must cover the past 7 years or back to their 16th birthday, whichever is less. Because the information is perishable, the form must not be signed until after it is reviewed for completeness. *The form should be typed; it may be downloaded in Adobe format from the Auxiliary website (right click on form name at*

http://www.uscgaux.org/~forms/sec_test.html). Before submitting, members must call the PSI Coordinator at the DIRAUX office, who will assist them in completing and submitting the forms.

DHS Form 11000-9 (10-03), Credit Release. One original; this form is also available from the Auxiliary website at http://www.cgaux.info/g_ocx/administration/security.

Existing Members with Current Federal Clearance/Investigation

If a Direct Operational member has a current federal security clearance or investigation, they will submit, in lieu of the NACLC forms above, the following:

Letter or memo, describing:

- the federal agency issuing the clearance/investigation
- date of the clearance/investigation
- type of investigation, i.e., SSBI, NAC, NACLC, etc.
- point of contact for the issuing agency

Copy of the source document/notification of clearance

SF86 Certification (SF86C), available from the DIRAUX office or at http://www.uscgaux.org/~forms/sec_test.html

B. Operational Support (OS)

The balance of Auxiliary membership.

FD-258 fingerprint cards. Two originals provided by DIRAUX; member will complete according to instructions. Fingerprinting shall be done by a certified Auxiliary Fingerprint Technician or at the DIRAUX office. Members unable to coordinate fingerprinting by these means shall contact the PSI Coordinator at the DIRAUX office.

OFI Form 86C Special Agreement Check (SAC). One original; available from DIRAUX office or the AUX website, http://www.cgaux.info/g_ocx/administration/security.

SF 85, p.6, Authorization for Release of Information. One original; available from DIRAUX office or the AUX website, http://www.cgaux.info/g_ocx/administration/security.

2. New Members (enrolled on or after February 1, 2004)

FD-258 fingerprint cards. Two originals provided by DIRAUX; member will complete according to instructions. Fingerprinting shall be done by a certified Auxiliary Fingerprint Technician or at the DIRAUX office. Members unable to coordinate fingerprinting by these means shall contact the Personnel Security Investigations (PSI) Coordinator at the DIRAUX office.

OFI Form 86C Special Agreement Check (SAC). One original; available from DIRAUX office or the AUX website, http://www.cgaux.info/g_ocx/administration/security.

SF 85, p.6, Authorization for Release of Information. One original; available from DIRAUX office or the AUX website, http://www.cgaux.info/g_ocx/administration/security.

If a new member has a current federal security clearance or investigation, they may follow the appropriate instructions for Existing Members with Current Federal Clearance/Investigation, above.

Upon completing New Member requirements and submitting the above Security forms, applicants will be entered into AuxData with an "Approval Pending" (AP) status and given an identification number.

AP members **may**:

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| attend flotilla meetings and vote on flotilla matters | ride as guests on Auxiliary facilities |
| participate in all non-operational Auxiliary activities | study for and attend DO classroom-only training sessions |
| take non-operational courses and exams | teach, as a guest, under the direct supervision of a qualified, uniformed member |
| be certified in non-operational disciplines and earn credit hours in their non-operational certifications | |

AP members **may not**:

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|--------------------------------------------------|---------------------------------------------------------|
| wear the Auxiliary uniform | be issued an Auxiliary DHS identity card |
| participate in any Direct Operational activities | be appointed to a staff position or hold elected office |

Upon receipt of a satisfactory fingerprint check, AP members are given full member status and receive a membership certificate and an identification card. They will then be considered Operational Support (OS).

3. Operational Support Members Qualifying for Direct Operational Certifications

When OS members train for DO qualifications, the following forms must be submitted to the DIRAUX office in order for them to become certified. The package must be submitted by the end of classroom training, to allow time for review and correction.

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SF-86 questionnaire. With the Authorization for Release of Information (1 original, 1 copy with original signatures); the applicant must cover the past 7 years or back to their 16th birthday, whichever is less. Because the information is perishable, the form must not be signed until after it is reviewed for completeness. *The form should be typed; it may be downloaded in Adobe format from the Auxiliary website (right click on form name at http://www.uscgaux.org/~forms/sec_test.html). Before submitting, members must call the PSI Coordinator at the DIRAUX office, who will assist them in completing and submitting the forms.*

DHS Form 11000-9 (10-03), Credit Release. One original; this form is also available from the Auxiliary website at http://www.cgaux.info/g_ocx/administration/security.

If an OS member has a current federal security clearance or investigation, they may follow the appropriate instructions for Existing Members with current federal clearance/investigation, above.

After the appropriate training and qualifications are completed, the DIRAUX may issue an interim certification. This interim certification is at the discretion of the DIRAUX, and is based upon favorable review of the member's SF-86 with no obvious errors, omissions, or glaring issues.

4. Auxiliaries renewing their DHS ID card.

Members prior to February 1, 2004, who lack a DHS photo id card or whose card has expired, shall be issued one upon submission of their fingerprint cards and appropriate background check forms.

If you have any questions about the Security Program, please contact Ms. Susan Harper, DIRAUX Personnel Security Investigations (PSI) Coordinator, at 808-541-2087, or sharper@d14.uscg.mil.