

## Direct Operations (DO) Check-Off Sheet

Name:

ID:

Flotilla:

Remember to Sign everything in BLUE INK.

- \_\_\_\_ 1. Two (2) Fingerprint Cards. Make sure these cards are from the 8<sup>th</sup> Western Rivers District.
- \_\_\_\_ 2. Fair Credit Reporting Form (DHS Form 11000-9)
- \_\_\_\_ 3. Two (2) Questionnaires 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 86-1 included at end of the SF 86 Questionnaire)
- \_\_\_\_ 5. Verification of US Citizenship Form. One Copy.
- \_\_\_\_ 6. Proof of US Citizenship. Need a copy of Official Birth Certificate or copy of new or expired passport. Do not submit originals.
- \_\_\_\_ 7. Copy of Item 6. (To be submitted with applicant's security package)
- \_\_\_\_ 8. Verification of US Citizenship by Fingerprint Technicians, 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 in 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

Submit all Security Forms to the Director of Auxiliary Office, Eighth Western Rivers Region, 1222 Spruce St., Room 2.102H, St. Louis, MO 63103. Forms will then be transmitted to the applicable office via secure mailing.