

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. NEW MEMBER PACKAGE

- a. New member form (ANSC 7001) filled out and inspected for completeness by Security Screener.
Need two copies (1) Original, must have original signature and (1) copy, can be photocopied.
- b. ID card form filled out
- c. Photo of new member (photo on CD or DVD or emailed to DIRAUX
(email address: (dennis.m.grinstead@uscg.mil)) or photograph mailed to DIRAUX

Member taking photo: _____ Member # _____

- d. Proof of Citizenship, (copy attached)
- e. Other Documents as needed (copies attached)

II. DO PSI Package: (direct operational)

- a. **2 FD-258 Fingerprint Cards** w/original signatures completely filled out (**in black ink only**)?
- b. **1 DHS Form 11000-9**, Fair Credit Reporting Act Release, w/original signature completely filled out?
- c. **2 SF86 Forms**, Questionnaire for National Security Positions, **BOTH w/ original signatures** completely filled out? (**revised date of July 2008**)
- d. **I US Citizenship 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 waiverable and will grant a waiver?
(If not a waiverable 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 waiverable & will grant a waiver? (If not a waiverable 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: _____