

Operational Support Checklist

Name: _____ Member ID: _____

Flotilla: _____

- _____ 1. Two (2) Fingerprint Cards (FD-258).
 - A. Print all information except your OCA#, FBI# and Miscellaneous unless they apply.
 - B. Armed forces number is your Auxiliary ID number (EMPLID).
 - C. Race codes are as follows: Indian: I; White/Hispanic: W; Asian: A. Black or Black Hispanic: B.
 - D. Sign card in **BLACK** ink. Use USCG fingerprint cards only.
- _____ 2. One (1) Fair Credit Reporting Form (DHS Form 11000-9). Sign in **BLUE** Ink.
- _____ 3. One (1) Special Agreement Check (SAC) Form (OFI-86C). DO NOT confuse this form with the SF-86c form. **DO NOT SIGN**. This form is being submitted on behalf of the Director.
- _____ 4. One (1) Verification of US Citizenship Form.
- _____ 5. One (1) Proof of US Citizenship. **ORIGINAL. DO NOT SUBMIT**. Item must be returned to applicant.
- _____ 6. One (1) Copy of item 6. (To be submitted with applicant's security package)
- _____ 7. Verification of US Citizenship by Fingerprint Technician or Flotilla Commander
Note: If fingerprinted by a law enforcement agency, have agency sign the USCG Auxiliary/SECCEN Verification of US Citizenship form.

Note: Any concealed or discovered felony convictions will result 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.

All forms are posted on the Division 4 web page at: <http://www.boatsafely.org/ps.htm>

Security forms need to be sent to the Operations Training Officer. The Division 4 OTO is: William Mosgrober. Forms will then be transmitted to the Director via secure mailing.