

UPGRADES TO DO Member to DIRAUX Checklist

Name of Member: _____

Reason for Upgrade to DO (circle one): AV EXCOM FP OTHER (explain)

UPGRADES TO DO USING E-QIP (this is the procedure most individuals will use)

Step One:

- _____ Contact Betty Kain by e-mail (Elizabeth.F.Kain@uscg.mil) to coordinate completion of SF-86 using the Electronic Questionnaires for Investigations Processing (E-QIP) system.
- _____ Follow directions by Mrs. Kain and Sector Delaware Bay personnel, as directed, culminating in printing out all required forms for signature.

Step Two:

- _____ Meet with a designated Fingerprint Technician (FP) to complete three (3) FP Cards.
- _____ Ensure all three FP cards are properly completed, including signatures.

Step Three:

- _____ Submit required forms and FP Cards (3) to DIRAUX (Attn: Betty Kain).

Note: Ensure all data is COMPLETE & LEGIBLE. Incomplete and/or illegible submissions will be returned.

PRIOR OR CURRENT CLEARANCES (as separate option from above process, only if applicable)

- _____ Member has a prior or current clearance within last 10 years.
- _____ Member provides a copy of a source document confirming said clearance.
- _____ Attach a "Prior/Current Clearance cover sheet" for DIRAUX endorsement.
(See http://www.cgaux.info/g_ocx/administration/security/f-prior-clearance.pdf)

FINGERPRINT CARD CODES

EYE COLOR

BLK – BLACK	HAZ – HAZEL	BLU – BLUE	GRN – GREEN	BRO - BROWN
PNK – PINK	GRY – GRAY	MUL – MULTICOLOR	XXX - UNKNOWN	

HAIR COLOR

BLD – BALD	BLK – BLACK	BLN – BLOND / STRAWBERRY	BRO – BROWN
GRE – GREY	GRY – GRAY / PART. GRAY	RED – RED OR AUBURN	SDY – SANDY
WHI – WHITE	XXX - UNKNOWN		

RACE

W - WHITE (INCLUDES HISPANIC) B – BLACK / AFRICAN AMERICAN
 A – ASIAN (INCLUDES ASIAN CONTIENT / PACIFIC ISLANDER) I – AMERICAN INDIAN
 XXX – UNKNOWN

HEIGHT – 3 Digit Format (i.e. 6'1" enter as 601)

WEIGHT – 3 Digit Format (i.e., 185)