

INSTRUCTIONS FOR SUBMITTING PSI PACKAGES

Operational Support Package (OS). Submit:

- One (1) copy of the OFI 86(C) form. Fill in items 1, 2 3, 4, 5, 6, 13(a) and 13(b) only. Do NOT sign or date this form. Make sure that you enter your full name (spell out your Middle Name) and the FULL names of your Mother and Father (including their FULL middle names).
- One copy of the SF 85 form (this has "Page 6" in the lower left). DO NOT USE page 10 of the SF-86 form. Fill it out and enter your FULL name (including your middle name). Sign this form using BLUE INK.
- Two (2) Fingerprint Cards filled out with Black Ink. Make sure you enter your full name (including your full Middle Name and NOT an INITIAL).
- One copy of the Verification of U. S. Citizenship form. The Member (or Applicant) fills in the top section and signs, and the Verifier fills in the bottom section and signs. After the original document (usually the original Birth Certificate or Passport) is reviewed by the Verifier, make a copy of the document and attach it to the completed Verification form.

Direct Operations Package (DO). Submit:

- Two (2) identical originals of the SF 86 form (11 pages). All spaces MUST be filled in. Fill in N/A if no other answer applies in a space. Sign pages 9, 10 and 11 using BLUE INK ONLY.
- One (1) copy of the DHS 11000-9 form. Fill it out and sign with BLUE INK ONLY.
- Two (2) Fingerprint Cards filled out with Black Ink. Make sure you enter your full name (including your full Middle Name and NOT AN INITIAL).
- One copy of the Verification of U. S. Citizenship (completed as above stated).

New Member Application Security Forms. Submit each of the Security documents listed for the OS Package above. Your DDSL or ADDSL can also assist DIRAUX by making certain that each New Member package includes the following documents filled out properly:

- Form 7001 Enrollment Application (use the edition dated 10-05 ONLY).
- Applicant Interview form 7036.
- Examination form 7010.
- District 7 I. D. Card Information form.
- Color photo with red background (or photo on floppy disk or CD enclosed)
- Copy of Certificate of BS&S (or other) Course to qualify for BQ status.

Upgrade from OS Status to DO Status. When a Member earns qualifications that require DO Security determination, submit the complete DO Package as stated above including two new Fingerprint Cards and the Q. E. "Pass" slip to the DDSL or ADDSL. The Q. E. "Pass" slip will be attached to one SF 86 as the face page to alert SECCEN of the upgrade.

Forms are available at www.d7oax3.net. Scroll down to the highlighted "Security Policy" menu, open, and then go to the second line of the next menu for Personnel Security Program Forms.