

## D11NR DO Clearance Checklist

Revised 2 July 2019

1. Prior to applying for a DO (Direct Operational) clearance, you must be in BQ (Basically Qualified) status.
2. Fill out the SF-86 form and be sure to keep a copy.  
<https://www.gsa.gov/forms-library/questionnaire-national-security-positions>
3. Complete three (3) finger print cards and sign.
4. Mail the completed SF-86 application and the three fingerprint cards to:

**Ms. Tina Perry**  
**Auxiliary Affairs Specialist**  
**Eleventh Coast Guard District (dpa-nr)**  
**Coast Guard Island, Bldg 50-2**  
**Alameda, Ca 94501-5100**

You can reach Tina at the [d11auxnorthern@uscg.mil](mailto:d11auxnorthern@uscg.mil) inbox or [Ivorita.V.Perry@uscg.mil](mailto:Ivorita.V.Perry@uscg.mil), (510) 437-3317, or fax (510) 437-2728.

5. Once she has reviewed your application, you will receive an email from Tina Perry inviting you to enter the SF-86 information into the e-QIP (Electronic Questionnaires for Investigations Processing) system. Her email will include a Registration Code which is necessary to gain access to e-QIP. Additional information will also be required to login:
  1. Full Name (all capital letters)
  2. Date of Birth
  3. Place of Birth (all capital letters)
  4. Email Address (all lower case)

Once you have completed and electronically signed your e-QIP application, release the application back to Tina Perry (instructions will be provided on the e-QIP site to do this). You have **30 days** to complete this step or e-QIP will terminate the request.

6. After Tina submits your application to the Security Center, send an email to DSO-AV Larry Olson ([j3cubolson@comcast.net](mailto:j3cubolson@comcast.net)) requesting a DO waiver.
7. DSO-AV Larry Olson will request that DIRAUX consider issuing an interim waiver while your clearance is being processed. If granted, you can begin flight training if all other requirements have been met.