

D11NR DO Clearance Process

Revised 6 November 2022

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 Ms. Perry at the D11-SMB-D11AUX-Northern@uscg.mil inbox or 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 Ms. 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 Ms. 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. A favorable DO determination is required prior to your being certified in any aviation qualification (including Air Observer). Contact the DSO-AV, Larry Olson, j3cubolson@comcast.net, to request that DIRAUX issue an interim certification. DIRAUX **may** grant an interim certification after reviewing your DO Clearance application.