

For DIRAUX offices / PSI Coordinators - you may have already encountered the scenario in which some PSI packages (mainly OS PSI packages) were returned to your offices from SECCEN because the original Special Agreement Check form (OFI-86C SAC form) and/or the original Authorization for Release of Information form (SF-85 form) had been "physically altered" (eg - had holes punched into them) - the Office of Personnel Management (OPM) and its contracted support that perform PSIs do not accept "physically altered" forms, nor do they accept copies of physically altered forms, whether personal information is readable within the blocks or not

It's been pointed out to us that many of these physically altered PSI forms, particularly for OS PSI packages from enrollees, may be coming from the Auxiliary New Member Course Student Study Guide, COMDTPUB P16794.40 series (ie - enrollees may literally be tearing the forms out of the study guide, filling them in, and submitting them...but the study guide is three-hole punched - and there's the rub...)

So to keep things flowing as smoothly as possible through your offices, SECCEN, and OPM, please encourage maximum use of the online version of the OS PSI package forms that can be found at the Auxiliary web site's PSI forms section

http://forms.cgaux.org/security_forms.html