

**Workforce Development System
Technical Advisory #13-7.9
September 7th, 2018**

To: Workforce Development Community

Subject: Experience Counts Initiative for Security Guard Training

Purpose:

To communicate policies regarding the implementation of security guard training as part of the *Experience Counts* initiative for veterans. This initiative facilitates the transfer of military skills to the public and private sectors. As part of this initiative, certain training provided by the military is considered training credit towards licensure as a security guard in New York State.

TA # 13-7.9 supersedes and rescinds TA# 13-7.8, dated March 28, 2018

Policy:

Career Center staff should inform all eligible veteran customers who complete qualifying training during their military service that their training is partial fulfillment of the requirements for licensure as a security guard in New York State.

Career Center staff will provide eligible veterans access to the New York State Department of Labor (NYSDOL) *Legal Powers and Limitations* training course. The training course consists of a two-hour video followed by a written examination. Additionally, computers in resource rooms should be made available for the Federal Emergency Management Agency (FEMA) Emergency Management Institute IS-100.C training. Once the required training and documentation is complete, Career Center staff will submit the application to NYSDOL Deputy Veterans Program Administrator in Central Office.

Overview:

Military training can be verified by the award of a military occupation on the DD-214 or a military transcript showing satisfactory course completion. Instructions for obtaining military transcripts can be found in ***Attachment A – Instructions for Obtaining Military Transcripts***.

Unarmed Security Guard

The New York State Division of Criminal Justice Services (DCJS) has determined that completion of any of the following training, as a part of military service, will be credited toward the 8 Hour Pre-Assignment Training Course and the 16 Hour On-the-Job Training Course:

- Air Force Security Specialist Course (*MOS – 3P with anything following it*)
- Army CID Special Agent (*MOS – 31D*)
- Army Combat Engineer (*MOS - 21B/12B*)
- Army Indirect Fire Infantryman (*MOS – 11C*)
- Army Infantryman Course (*MOS – 11B*)
- Army Military Police Course (*MOS – 95B (in conjunction with MP), 31A, 31B*)
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E*)
- Army Small Arms Master Gunner Course (*SAMGC*)
- Naval Corrections Specialist Course (*MOS – 9575*)
- Navy Master-at-Arms Course (*MOS – MA with anything following it*)
- USMC Guard/Security Guard (*MOS – 8151/8156*)
- USMC Infantryman Course (*MOS – 03 with any two numbers following it*)
- USMC Military Police Courses (*MOS – 5811, 5803, 5800*)
- USMC Security Force Close Quarters Battle Team Member (*MOS – 8154*)
- USMC Security Force Guard (*MOS - 8152*)

With the above training, veterans will simply need to complete the following courses in any order; free of charge:

- The New York State Department of Labor Legal Powers and Limitations Course; and
- FEMA IS-100.C (Introduction to the Incident Command System) course online

Armed Security Guard

Veterans must possess a valid New York State Pistol permit prior to undergoing training to become an armed security guard.

DCJS has determined that completion of any of the following training, as a part of military service, will be credited toward the 8 Hour Pre-Assignment Training Course, the 16 Hour On-the-Job Training Course and the 47 Hour Firearms Training Course:

- Air Force Security Specialist Course (*MOS – 3P with anything following it*)
- Army Military Police Course (*MOS – 95B (in conjunction with MP), 31A, 31B*)
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E*)
- Army Small Arms Master Gunner Course (*SAMGC*)
- Navy Master-at-Arms (*MOS – MA with anything following it*)
- USMC Military Police Course (*MOS – 5811, 5803, 5800*)
- USMC Security Force Close Quarters Battle Team Member (*MOS – 8154*)

With the above training veterans will simply need to complete the following three courses in any order:

- The New York State Department of Labor Legal Powers and Limitations Course; and
- FEMA IS-100.C (Introduction to the Incident Command System) course online
Please Note: You must Register for a Student Identification (SID) Number to take the Final Exam and receive the certificate; and
- **8 Hour Annual Firearms Training Course for Armed Guards**

The first two courses are offered free of charge. The 8 Hour Annual Firearms Training Course for Armed Guards is available through DCJS approved training providers. **A waiver must first be issued by Central Office in order for the veteran to be admitted to the 8 Hour Annual Firearms Training Course for Armed Guards.** A waiver is obtained by providing proof of qualifying military training completion to Ask.vets@labor.ny.gov or by mailing it to:

Deputy Veterans' Program Administrator
New York State Department of Labor
Building 12, Room 428
W. Averell Harriman State Office Campus
Albany, NY 12240-0099

This course is offered by DCJS approved training providers throughout the state and the cost of the course may be covered if the veteran qualifies for an Individual Training Account (ITA). Local areas should make sure that these training providers have been entered into the Eligible Training Provider List.

Veterans whose military training does not result in training credit towards firearms certification will be required to complete the full 47 Hour Firearms Training Course.

Training in the Career Center

In order for a veteran to complete the NYSDOL online *Legal Powers and Limitations Course*, they must provide photo identification and a military transcript or DD-214 Member 1 or Member 4 as proof of military course completion. Veterans will take the training on resource room computers; training time is approximately 2 hours. If needed, Career Center staff members can contact the Central Office Veterans' Program for assistance in accessing the Legal Powers and Limitations video.

Upon completion of the NYSDOL *Legal Powers and Limitations Course*, Career Center staff will make an entry in OSOS as outlined in **Attachment B – OSOS Instructions for NYSDOL Legal Powers and Limitations**. They will then administer the written test and make an entry into OSOS upon completion of the test. Instructions on the appropriate OSOS entry can be found in **Attachment B**, and instructions for proctoring the exam can be found in **Attachment C – NYSDOL Legal Powers and Limitations Proctoring Instructions**.

Career Center staff should retain the *Legal Powers and Limitations* exam questions and answer sheet for submission to NYSDOL Central Office. In order to protect the integrity of the exam participants should not be allowed to keep any testing materials.

The FEMA Emergency Management Institute IS-100.C training is available at <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>. Veterans can take this training in the resource room at the Career Center or any other location.

Fingerprinting

Veterans must schedule fingerprinting appointments with IdentoGo by IDEMIA. To schedule an appointment at a location near you, call 1-877-472-6915 or visit their website www.identogo.com and select NY. For scheduling purposes, you must utilize the required ORI number (**SecGuard**) or Service Code **1545R1**.

Bring an acceptable form of identification to your appointment (for a list, please visit <https://www.dos.ny.gov/licensing/fingerprinting.html>), along with an acceptable form of payment. The fingerprinting fee is subject to bi-annual changes. If local policy allows, and the veteran qualifies, this cost may be covered by supportive services funds. Upon completion of the fingerprinting process, you will be given two copies of your receipt.

Please Note: Fingerprint receipts are valid for 5 months from the date of the fingerprinting. Failure to submit your security guard application within this time period will require you to complete the fingerprint process again.

Submission

The Career Center will collect the required items from the veteran as they are completed. Once all necessary items have been compiled, the Career Center will send them to NYSDOL Central Office for review and submission to the NYS Department of State. The packet must include the following items as outlined in **Attachment D – Security Guard Application Packet Checklist:**

- Proof of completion of qualifying military training (DD-214 or military transcript)
- Proof of passing the Legal Powers and Limitations Course test (exam questions and participant answer sheet)
- Proof of completion of FEMA Emergency Management Institute IS-100.C training (copy of course certificate)
- Proof of fingerprinting (receipt from vendor).
- Completed Employee Statement and Security Guard Application
<https://www.dos.ny.gov/forms/licensing/1206-f-a.pdf>
- A \$36 money order or cashier's check, payable to the NYS Department of State
- **Armed Security Guard Only:** Proof of completion of 8 Hour Annual Firearms Training Course for Armed Guards

The documents outlined above must be submitted directly to NYSDOL Central Office, **not** to the Department of State. Completed packets must be mailed to:

Deputy Veterans' Program Administrator
New York State Department of Labor
Building 12, Room 428
W. Averell Harriman State Office Campus
Albany, NY 12240-0099

Inquiries:

Please direct any questions to Ask.vets@labor.ny.gov.

Attachments:

- A. [Instructions for Obtaining Military Transcripts](#)
- B. [OSOS Instructions for NYSDOL Legal Powers and Limitations](#)
- C. [NYSDOL Legal Powers and Limitations Proctoring Instructions](#)
- D. [Security Guard Application Packet Checklist](#)