

**Workforce Development System
Technical Advisory #13-7.10
September 28, 2021**

To: Workforce Development Community

SUBJECT: Experience Counts Initiative for Security Guard Training

PURPOSE

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 (NYS).

Rescind and replace Workforce Development System Technical Advisory (WDS-TA) #13-7.9 – Experience Counts Initiative for Security Guard Training (September 7, 2018).

POLICY

Career Center staff will 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 an unarmed or armed security guard in NYS under the Experience Counts initiative.

For eligible veterans choosing to participate in the Experience Counts initiative, Career Center staff will provide access to additional options for licensure as an unarmed or armed security guard in NYS. This includes the NYS Department of Labor (NYSDOL) Legal Powers and Limitations training course in lieu of required 8-Hour Pre-Assignment Training, and the Federal Emergency Management Agency (FEMA) Emergency Management Institute IS-100.C training in lieu of required 16-Hour On-The-Job Training.

Note: Additional information on the 8-hour and 16-hour courses is available in the Background section of this WDS-TA.

ACTION

Military Transcript Verification

Career Center staff will verify military training by the inclusion 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**.

Once military training is verified, staff can assist a veteran with participation in the Experience Counts initiative to become an unarmed or armed security guard.

Experience Counts Security Guard Training

a. Unarmed Security Guard

The NYS Division of Criminal Justice Services (DCJS) has determined that completion of any one (1) of the following trainings, 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*);
- USMC Combat Engineer (*MOS 1371*); or
- USMC Marine Corrections Specialist (*MOS 5831*).

With any one (1) of the above trainings, the veteran can complete the following two (2) courses in any sequence, free of charge, under the Experience Counts initiative:

1. The NYSDOL Legal Powers and Limitations video course; and

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2. FEMA IS-100.C (Introduction to the Incident Command System) course online.
 - **Note:** Veterans must register for a Student Identification (SID) Number to take the final exam and receive the certificate.

b. Armed Security Guard

Veterans must possess a valid NYS pistol permit prior to undergoing training to become an armed security guard.

- Armed security guard applicants must have a valid NYS pistol license pursuant to Penal Law 400.00 and must complete a 47-Hour Firearms Training Course for Security Guards prior to applying for a Special Armed Guard Registration Card. Starting one year from the date of completion of the 47-Hour Firearms Training Course, holders of a Special Armed Guard Registration Card also must annually complete an 8-Hour Annual In-service Training Course for Armed Security Guards.

NYS DCJS has determined that completion of any one (1) of the following trainings, 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*);
- Naval Corrections Specialist Course (*MOS – 9575*);
- 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*); or
- USMC Marine Corrections Specialist (*MOS 5831*).

With any one (1) of the above trainings, the veteran can complete the following three (3) courses in any sequence under the Experience Counts initiative:

1. The NYSDOL Legal Powers and Limitations video course;
2. FEMA IS-100.C (Introduction to the Incident Command System) course online; and
 - **Note:** Veterans must register for a SID Number to take the final exam and receive the certificate.
3. 8-Hour Annual Firearms In-service Training Course for Armed Guards.

The first two (2) courses are offered free of charge. The 8-Hour Annual Firearms In-service Training Course for Armed Guards is available through DCJS approved training

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providers throughout the State and the cost of the course may be covered if the veteran qualifies for an Individual Training Account. Local areas should make sure these training providers are on the State's [Eligible Training Provider List](#).

Note: A waiver must first be issued by NYSDOL Central Office for the veteran to be waived from the 47-Hour Firearms Training Course and admitted to the 8-Hour Annual Firearms In-service Training Course. 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

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

For a veteran to complete the NYSDOL 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 can view the two (2) hour training on Resource Room computers. If needed, Career Center staff can contact the NYSDOL 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 the One-Stop Operating System (OSOS) as outlined in **Attachment B – One-Stop Operating System (OSOS) Instructions for New York State Department of Labor (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 – New York State Department of Labor (NYSDOL) Legal Powers and Limitations Proctoring Instructions**.

Note: The NYSDOL Legal Powers and Limitations course and exam are also available to complete virtually. The veteran must possess their own device to access the virtual materials. Contact Ask.vets@labor.ny.gov to schedule a virtual appointment.

Career Center staff will retain the Legal Powers and Limitations exam materials for submission to NYSDOL Central Office. 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.

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Fingerprinting

As part of the Experience Counts initiative, veterans must schedule fingerprinting appointments with Identogo by IDEMIA. To schedule an appointment at a convenient location, veterans must call 1-877-472-6915 or visit www.identogo.com and select “New York.” For scheduling purposes, veterans must utilize the required ORI number (**SecGuard**) or Service Code **1545R1**.

Veterans must bring an acceptable form of identification to the appointment (for a list, please visit <https://dos.ny.gov/electronic-fingerprinting>), 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, veterans will be given two copies of their receipt.

Note: Fingerprint receipts are valid for five (5) months from the date of the fingerprinting. Failure to submit the security guard application within this timeframe will require the veteran to complete the fingerprint process again.

Submission

Career Center staff will collect the required items from the veteran as they are completed. Once all necessary items have been compiled, Career Center staff will send them to NYSDOL Central Office for review and submission to the NYS Department of State (DOS). 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 NYSDOL 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);

Note: Service Code 1545R1 must be used.

- Completed Employee Statement and Security Guard Application <https://dos.ny.gov/system/files/documents/2021/03/1206-f-a.pdf>;
- A \$36 money order or cashier’s check; payable to “New York State Department of State”; and
- **Armed Security Guard Only:** Proof of completion of 8-Hour Annual Firearms In-service Training Course.

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

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

BACKGROUND

To become an **Unarmed Security Guard** in NYS, the following two (2) initial trainings are required:

1. 8-Hour Pre-Assignment Training – A general introductory course; and
2. 16-Hour On-the-Job Training – A course relevant to the duties of guards, requirements of the work site, and the needs of the business.

To become an **Armed Security Guard** in NYS, the two (2) trainings listed above are required plus the **47-Hour Firearms Training** course detailed in the Action section of this WDS-TA.

INQUIRIES

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

ATTACHMENTS

Attachment A – Instructions for Obtaining Military Transcripts

Attachment B – One-Stop Operating System (OSOS) Instructions for New York State Department of Labor (NYSDOL) Legal Powers and Limitations

Attachment C – New York State Department of Labor (NYSDOL) Legal Powers and Limitations Proctoring Instructions

Attachment D – Security Guard Application Packet Checklist

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INSTRUCTIONS FOR OBTAINING MILITARY TRANSCRIPTS

Air Force

- Go to <https://www.archives.gov/>.
- Click “Veterans’ Service Records.”
- Under “Request Military Service Records,” click “Request Service Records Online, by Mail, or by Fax.”
- Under “Looking for records?”, choose one of the options.
- If “Start Request Online” is chosen, a new box will open. Choose “Make a new request.” Answer the questions and submit.
- If any other options are chosen, it will take you to the “Request Veteran Records” page. Choose to make a new request or check the status of an existing request. Answer the questions and submit.
- If “Mail or Fax Form” is chosen, you will be taken to the “Request Military Personnel Records Using Standard Form 180” page.
- Click “Download form SF-180 to mail or fax your request.” Print, complete and mail the form to the address listed for your branch of service.
 - Requests are processed 10 - 15 days after receipt.

Army, Coast Guard, Marine Corps and Navy

- Go to <https://jst.doded.mil/smart/signIn.do>.
 - If you do not already have an account, click on “Register.”
 - If you have an active Common Access Card (CAC), you can log in using the “CAC Login” feature.
- Click on “Transcripts” at the top of the page and select “1. Transcript” for an unofficial transcript.
- Official Transcripts can be ordered through the “Official Transcript Request” option on the same page.

ONE-STOP OPERATING SYSTEM (OSOS) INSTRUCTIONS FOR NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL) LEGAL POWERS AND LIMITATIONS

Upon completion of the NYSDOL Legal Powers and Limitations training course:

- Record a “Short Term Pre-Vocational Skills to Prepare for Employment or Training” activity in the participant’s OSOS record.
 - Found under L1 Staff Assisted Individualized – “Short-term Pre-Vocational Skills” folder.
- Data enter an OSOS comment indicating that the training was provided under the Experience Counts Security Guard policy.

Upon completion of the Legal Powers and Limitations exam:

- Record a “Test Administration [LX Enrolling]” activity in the participant’s OSOS record.
 - Found under L1 Staff Assisted Individualized – “Testing” folder.
- If the participant passes the exam, data enter an OSOS comment stating that they passed and that the test was provided under the Experience Counts Security Guard policy.
- If the participant does not pass the exam, data enter an OSOS comment stating that the participant sat for the exam but did not pass.
 - If possible, also note the participant’s intentions (i.e., “plans to retake the exam on DATE,” or “has elected not to retake the exam”).

NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL) LEGAL POWERS AND LIMITATIONS PROCTORING INSTRUCTIONS

As part of the Experience Counts Initiative, staff will proctor exams for the NYSDOL Legal Powers and Limitations Course. This exam consists of 47 multiple choice questions and may be retaken as often as is necessary.

Listed below is the procedure for giving the exam.

- Confirm the participant's identity. A valid New York State (NYS) Driver's License, NYS Learner's Permit, NYS Non-Driver Identification, or United States (U.S.) Passport can be used for this purpose.
- Determine whether the participant has already completed the NYSDOL Legal Powers and Limitations Course. If this has been completed, the "Short Term Pre-Vocational Skills to Prepare for Employment or Training" activity and comments should exist in their One-Stop Operating System (OSOS) record (see **Attachment B – One-Stop Operating System (OSOS) Instructions for NYSDOL Legal Powers and Limitations** for details).
- Ensure that the participant does not have access to calculators, cell phones, computers, or notes. If multiple customers are taking the test in the same room, they may not talk to or help each other. Participants should be spaced at least one seat apart, if the room allows for this.
- Enter the participant's OSOS NY# in the appropriate space on the test.
- The participant must enter their responses on the answer sheet included with the exam. They may write on the test, but it will not be counted as an answer.
- Compare the answers to the answer key that has been provided. If the participant correctly answered 33 or more questions, they have passed the exam.
 - If the participant failed the exam, they may elect to take the exam again, or they may take the full training again.
- Once the exam has been passed, attach the answer sheet to the exam, and securely store the completed exam until the participant completes the other required parts of the application. Career Center staff are to submit this to NYSDOL Central Office along with the other required documents to complete the security guard application process for the participant.
- To maintain the integrity of the exam questions, participants are not be allowed to keep any testing materials, including exam questions, or completed answer sheets.
- Upon exam completion, record the "Test Administration [LX Enrolling]" activity and comments in the participant's OSOS record (see **Attachment B** for details).

EXPERIENCE COUNTS: SECURITY GUARD APPLICATION PACKET CHECKLIST

Name:

OSOS NY#:

- Proof of Completion of qualifying military training – (DD-214; Member 1 or 4 or Military Training Transcript).
- Proof of passing the New York State Department of Labor (NYSDOL) Legal Powers and Limitations course test (the exam questions and participant answer sheet).
- Proof of completion of the Federal Emergency Management Agency (FEMA) Emergency Management Institute IS-100.C training (copy of course certificate).
- Proof of fingerprinting (vendor provided information).
- Completed Employee Statement and Security Guard Application.
- Application fee:** \$36 money order or cashier's check payable to: *The New York State Department of State*.
- Armed security guard application only** – Copy of certificate: 8-Hour Annual Firearms Training Course for Armed Guards (see Technical Advisory).

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
Albany, NY 12240-0099