New York State Department of Labor
W. Averell Harriman State Office Campus
Building 12, Room 288, Albany, NY 12240
www.labor.ny.gov

Workforce Development System
Technical Advisory #13-7.3
December 11, 2015

To: **Workforce Development Community**

Subject: **Implementation of the Experience Counts Initiative for Security Guard Training**

Purpose:

To communicate policies regarding the implementation of security guard training as part of the *Experience Counts* campaign for veterans. This campaign 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.

WDS-TA # 13-7.3 rescinds and replaces WDS-TA# 13-7.2, dated March 24, 2014.

Policy:

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

Career Center staff will provide eligible individuals 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.b training. Once the required training and documentation is complete, Career Center staff will submit the application to NYSDOL.

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***.

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:

- Army Military Police Course *(MOS – 95B (prior to 2003 and in conjunction with MP), 31A, 31B)*
- USMC Military Police Course *(MOS – 5811, 5803, 58)*
- Air Force Security Specialist Course *(MOS – 3P with anything following it)*
- Navy Master-at-Arms Course *(MOS – MA with anything following it)*
- Army Infantryman Course (*MOS – 11B)*
- Naval Corrections Specialist Course (*MOS – 9575)*
- Army Small Arms Master Gunner Course (*SAMGC)*
- Army Indirect Fire Infantryman (*MOS – 11C)*
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E)*
- (*MOS – 31D)*
- Army Combat Army CID Specialist Engineer *(MOS - 21B/12B)*

With the above training, individuals will only need to complete:

- The New York State Department of Labor Legal Powers and Limitations Course (comprised of a two hour video)at a local Career Center; and the
- FEMA IS-100.b (Intro to Incident Command System) course online.

These two courses are offered free of charge, and may be completed in any order.

Armed Security Guard

Individuals 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:

- Army Military Police Course *(MOS – 31B or 31O)*
- USMC Military Police Course *(MOS – 5811, 5803, 5800)*
- Air Force Security Specialist Course *(MOS – 3P with anything following it)*
- Navy Master-at-Arms *(MOS – MA with anything following it)*
- Army Small Arms Master Gunner Course (*SAMGC)*
- Army Resettlement Specialist aka: Corrections Specialist (*MOS – 31E)*

With the above training individuals will only need to complete:

- The New York State Department of Labor Legal Powers and Limitations Course (comprised of a two hour video) at a local Career Center;
- FEMA IS-100.b (Intro to Incident Command System) course online; and the
- **8 Hour Annual Firearms Training Course for Armed Guards**.

The first two courses are offered free of charge, and may be completed in any order. The 8 Hour Annual Firearms Training Course for Armed Guards is available through DCJS approved training providers.

Training in the Career Center

In order for an individual to complete the NYSDOL online *Legal Powers and Limitations Course*, they must provide photo identification and a military transcript or DD-214 as proof of military course completion. Individuals will take the training on resource room computers; training time is approximately 2 hours. Instructions on the distribution of the course will be provided via email from the Human Resources Development unit to Career Center managers.

Upon completion of the NYSDOL *Legal Powers and Limitations Course*, Career Center staff should 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. 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.b training is available at https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b Individuals can take this training in the resource room at the Career Center or any other location.

Firearms Training

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

Individuals whose military training results in training credit towards firearms certification will be required to complete only the 8 Hour Annual Firearms Training Course for Armed Guards. Approval to attend the 8 Hour Annual Firearms Training Course for Armed Guards can be obtained by providing proof of qualifying military training completion to Ask.vets@labor.ny.gov. Approval can also be obtained by mailing the proof of qualifying military training completion to:

Deputy Veterans Program Administrator
New York State Department of Labor
Building 12 Room 288
W. Averell Harriman State Office Campus
Albany, NY 12240-0099

These courses are offered by DCJS approved training providers throughout the state and the cost of these courses may be covered if the individual 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.

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

Fingerprinting

Individuals must submit fingerprints to DCJS electronically via Morpho Trust. Individuals must complete the Request for NYS Fingerprinting Service – Information form available at http://www.dos.ny.gov/forms/licensing/1870-f-l-a.pdf, and schedule an appointment to be fingerprinted online at http://www.l1enrollment.com/state/?st=ny. The fingerprinting fee is $99.70 and is paid directly to Morpho Trust. If local policy allows, and the individual qualifies, this cost may be covered by supportive services funds.

Submission

Once the required training and fingerprinting has been completed a packet must be submitted for review and submission to the Department of State for licensure. The packet must include the following:

- Proof of completion of qualifying military training (DD-214 or military transcript).
- Proof of passing the Legal Powers and Limitations Course test (the exam questions and participant answer sheet).
- Proof of completion of FEMA Emergency Management Institute IS-100.b training (copy of course certificate).
- Proof of fingerprinting (vendor provided information).
- Proof of completion of firearms training (armed security guard application only).
- Completed Employee Statement and Security Guard Application http://www.dos.ny.gov/forms/licensing/en/1206-f-a.pdf.
- Application fee $36 money order or cashier's check, payable to the NYS Department of State. If local policy allows, and the individual qualifies, then this cost may be covered by supportive services funds.

The Career Center will collect the required items from the participant as they are completed. Once all of the necessary items have been compiled, the Career Center will submit them.

In order to better serve veterans, NYSDOL is expediting the Experience Counts application packages for these occupations. In order to do this, the documents outlined above must be submitted directly to NYSDOL, 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 288
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 Distribution and Proctoring Instructions