

DEPARTMENT OF MILITARY AFFAIRS STATE  
HUMAN RESOURCES PRACTICE AND PROCEDURE  
MANUAL

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SUBJECT: Weapons Qualifications for Military Affairs Security Officer/Supervisor

SECTION: Security Officer Qualifications

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**PRACTICE**

The Department of Military Affairs (DMA) Security Officers/Supervisors (MASO/S), referred to herein as employee, are high risk professionals who carry firearms during the course of their duties. They must maintain firearms qualifications standards per requirements critical to successful job performance.

**SCOPE**

The provisions of this policy are applicable to the aforementioned job titles located at Volk Combat Readiness Training Center, Truax Field, Mitchell Field Air National Guard Base, Wisconsin Joint Force Headquarters, and all other facilities serviced by the Department of Military Affairs Security Forces.

**AUTHORITY AND REFERENCE**

- Wis. Stat. § 40.02(48) (a), Definitions, Protective Occupation Participant
- Wisconsin Human Resource Handbook, Chapter 680, Protective Occupation Status for State Employees
- Master Cooperative Agreement, Appendix 3 and 23 (August 2014)
- Air Force Instruction 36-2654, Combat Arms Program (13 January 2016)
- Army Regulations 600-20, Army Command Policy (06 November 2014)
- Army Regulation 190-56, The Army Civilian Police and Security Guard Program (15 March 2013)
- Air Force Instruction 31-117, Arming and Use of Force by Air Force Personnel (01 October 2014)
- Gun Control Act, Lautenberg Amendment

**PROCEDURE**

To ensure all armed employees meet weapons qualification standards, the following procedures will apply:

- A. Employee will complete the DD Form 2760, Qualification to Possess Firearms or Ammunition, (*Lautenberg Amendment*). The employee is responsible for reporting any violations of the requirements identified in the amendment. If the employee does not report all qualifying convictions, they are in violation of the law and may be terminated.

- B. If at any time the employee reports a qualifying violation of the Lautenberg Amendment, the supervisor will inform the employee that they will not be allowed to carry a weapon or qualify until further notice. The employee in violation may be placed on unarmed alternate duty, if available but not guaranteed, during the time while the supervisor is validating the violations.
- C. The supervisor will inform his/her immediate supervisor and request to have employee placed on the do not arm list until the violation can be thoroughly investigated. The supervisor will also request guidance in moving forward.
- D. The employees who have met all requirements under the Lautenberg Amendment will have a total of four attempts to meet weapons qualifications standards.
- E. The first attempt will be their annual or initial "training session". "Training session" is defined as classroom instruction and one trip to the range to receive qualification training. If an employee fails to qualify during the training session, they may complete a "re-fire". A "re-fire" is defined as one additional attempt during a qualification training session.
- F. The second attempt is the "re-fire" during their annual or initial qualification training session. Only one re-fire is permitted at this time. If the employee fails to qualify during the re-fire, the employee will be scheduled for remedial training.
- G. The third attempt is considered a "remedial" training session. This is an in-depth training to emphasize shooting fundamentals. The remedial training session will focus on the specific needs of the employee. It will afford the employee an opportunity to improve before going to the range for this qualification attempt.
- H. The fourth attempt is the re-fire attempt during the remedial training session and only one re-fire is permitted at this time.
- I. All four attempts must be completed within 30 days of the employee's annual performance evaluation or on the day of their first time qualifying as a new employee.

**FAILURE:**

If the employee fails to qualify after the fourth attempt, the assigned firearms instructor will meet with the individual's supervisor and provide a written summary of probable causes of the failures. Based on this information, the supervisor will contact his/her immediate supervisor to discuss how to proceed, which may include separation procedures.

**FAILURE DUE TO POSSIBLE MEDICAL:**

At any time if the employee believes the probable cause of the weapons qualifications standards failure is medical, they will be responsible for arranging a medical assessment within **30** calendar days of their most recent attempt. The medical assessment must be with a qualified physician of their choice and will be at their cost. The employee must provide their physician a copy of the MASO

position description to ensure their physician fully understands the nature of the employee's job duties as it relates to the weapons qualification. The employee will deliver the results of the medical assessment within **72 hours** after the medical assessment to the DMA Risk Manager for fitness for duty determination. Documentation must include a statement from the qualified physician whether the employee is able to complete the weapons qualification without restrictions. If restrictions are identified, the statement must include a get well date for the employee.

- A. The supervisor will not allow an employee to attempt to qualify on their weapon until they have received documentation from the DMA Risk Manager clearing the employee for duty.
- B. Injury, illness, or disease that renders an employee incapable of safely performing essential job tasks may qualify for, and be designated as, protected leave under the federal and/or Wisconsin Family & Medical Leave Act.

\*\*\*Management reserves the right, at their discretion, to have an employee undergo an occupational assessment due to a suspected unreported injury, illness, or disease.



**State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS**

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**PRACTICE & PROCEDURE BULLETIN RECEIPT CERTIFICATION**

This is to certify that I have received the Practice & Procedure (P&P) Bulletin No. 8.120, Weapons Qualifications for Military Affairs Security Officer/Supervisor. I have read the above P&P and understand that I must comply with the self-reporting requirements therein. I understand that violation of this P&P may be grounds for disciplinary action, up to and including termination.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

*Please return this certification to WING-SHR, PO Box 14587, Madison, WI 53708-0587 or fax to (608) 242-3168 within 2 weeks of receipt.*