



# ONONDAGA COUNTY APPLICATION FOR VETERAN STATUS FOR CIVIL SERVICE

Onondaga County Dept of Personnel, 421 Montgomery St., 13th Fl, Syracuse NY 13202

If you wish to claim veteran status, complete this form according to the instructions. Answer every question, PRINT OR TYPE ONLY. NOT VALID UNLESS ACCOMPANIED BY APPROPRIATE DOCUMENTATION (see Section 5).

If applying for civil service examination credit, complete this form and return within two (2) months from the examination application deadline date. **DUE DATE:** \_\_\_\_\_

1) **NAME** \_\_\_\_\_ **SOCIAL SECURITY #:** \_\_\_\_\_

2) **VETERAN STATUS CLAIMED: (Check one)**

- Veteran (Non-Disabled)** Attach documentary proof of your eligibility as specified under Section 5.
- Disabled Veteran**  
Attach documentary proof of your eligibility as specified under Section 5; AND, Complete an "Authorization for Disability Record" form and forward immediately to the Regional Veteran's Administration Office where your application for disability pension is on file. The documents submitted by you must show, in addition to the three (3) factors listed under Section 5, that you have a war incurred disability of at least 10% and certified by the Veteran's Administration to be in existence at the time of application for additional credits. The Veteran's Administration will return the Authorization for Disability Record form to this Department to be processed.
- Conditional Veteran (currently on active duty, pending discharge)**  
Submit proof of military status at time of application for examination (i.e. military I.D., military orders, or other official military documentation that substantiates active military service at time of examination).  
**Note:** You will be restricted from certification at the score that includes additional credit until you provide discharge documentation as in Section 5 to the Onondaga County Department of Personnel. Once such discharge documentation is provided, you then be certified at the score including the veterans' credits. Prior to such documentation, you will only be certified at your final examination score, not including additional veterans' credits.

3) **HAVE YOU USED YOUR VETERAN'S CREDIT FOR APPOINTMENT IN THE CIVIL SERVICE OF NEW YORK STATE OR ITS CIVIL DIVISIONS?**

- NO
- YES, I used the following credit for appointment:  non-disabled  disabled

Number of Veteran Credit Used: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Civil Service Agency where appointment was made: \_\_\_\_\_

Title for which veteran credits were used: \_\_\_\_\_

4) **DECLARATION:** I declare, subject to penalties of perjury, that the statements made on this form and any attachments are, to the best of my knowledge, true and correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>DO NOT WRITE IN THIS SPACE</b>				
<b>EXAM TITLE</b> _____		<b>EXAM #</b> _____		
<small>(if applicable)</small>				
<b>DATES OF ACTIVE SERVICE:</b> From _____ To: _____				
<input type="checkbox"/> Conditional (pending discharge)	<input type="checkbox"/> Non-Disabled	<input type="checkbox"/> Disabled (did not use non-disabled)	<input type="checkbox"/> Disabled (used non disabled OC 5pts)	<input type="checkbox"/> Disabled (used non disabled Prom 2.5pts)
<input type="checkbox"/> Disapproved / On Hold	Note: _____			
Recorded in ESP on: _____	Completed By: _____			

## REQUIRED DOCUMENTATION and INSTRUCTIONS

5) **DOCUMENTARY PROOF:** To obtain additional credits, you must submit the following proofs to the Onondaga County Department of Personnel:

ELIGIBILITY REQUIREMENTS	ACCEPTABLE DOCUMENTARY PROOF
1. Citizen of the United States	Report of Military Separation
2. Resident of New York State at time of application	Onondaga Co. Application for Employment or Examination.
3. Honorable discharge or separation from the armed forces of the United States. <b>NOTE:</b> An individual who enlists in the National Guard or in a reserve component of the Armed Forces is not accorded veterans credits unless he/she has served on a <b>full-time active basis excluding the six (6) months active duty for training purposes.</b>	<b>Report of Separation and Honorable Discharge</b> and/or Certificate of Service. Acceptable military forms: NAVPERS-553; NAVMC-78 PD; WDAGO-53,55, WDAGO53, 98; DD-214 (Member-4). If your name is different from that shown on your Report of Separation and Honorable Discharge and/or Certificate of Service, include a marriage certificate or other legal document to verify the change
4. Active duty in the Armed Forces of the United States during any of the following periods of war/hostilities: A. World War II ...12/07/41 - 12/31/46 B. Korea .....06/27/50 - 01/31/55 C. Vietnam .....02/28/61 - 05/07/75 (revised 7/26/06) D. *Lebanon .....06/01/83 - 12/01/87 E. *Grenada .....10/23/83 - 11/21/83 F. *Panama .....12/20/89 - 01/31/90 G. Persian Gulf ....08/02/90 – TBD  *Credit for this period of service is limited to those <b>who received the armed forces, navy, or the marine corps expeditionary medal.</b> Form DD-214 should contain verification of possession of the aforementioned medal.  <u>Note: Service during wartime is not required to qualify for age deduction.</u>	Same as for requirement #3 above.

A photocopy of any of the documents listed above will be considered as satisfactory evidence for each requirement. Claims need only be submitted once to this Department as proof for claims on all future examinations. The Department of Personnel will maintain a permanent record of all approved veterans.

According to Civil Service Law, additional credits on examinations are granted to successful candidates who have claimed and established status as disabled veteran or non-disabled veteran. These credits are granted on the following basis:

	<u>Open Competitive Exams</u>	<u>Promotion Exams</u>
*Disabled Veteran	10.0	5.0
Non-Disabled Veteran	5.0	2.5

These additional credits, which are combined with the final passing score obtained in the examination, may only be granted at the time of the establishment of the eligible list, with the exception of conditional vet credits. Candidates who claim conditional vet credits must provide this office with proof of either veteran or disabled veterans status by time of the expiration of the eligible list. Veteran's credit may only be used once for permanent appointment or promotion.

**\*NOTE: If you have used your non-disabled credit for appointment and are now certified disabled,** such a veteran would be entitled to an additional grant of credits equal to the difference between 10 credits and the number of credits received at initial appointment.

**NOTE: If you have used your veteran's credit for appointment and are terminated or resign during your probationary period,** please notify the Onondaga County Department of Personnel Examination Unit. A veteran who receives a permanent appointment from an eligible list using veterans' credit and subsequently either is terminated during or at the end of the probationary period term or resigns during or at the end of the probationary period shall not be deemed to have used his/her veterans' credit.

**NOTE: If you do not have a copy of your DD-214,** you may obtain one by writing to: National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis MO 63132-5100; OR, order a replacement copy and view other related information on their Website at <http://www.archives.gov/veterans/military-service-records/>