

To be entitled as a veteran to receive 5 points additional credit in an open competitive examination or 2.5 points in a promotional examination, the VC-1 form (Application for Veteran's Credits) must be completed and notarized. **YOU MUST ALSO PROVIDE DOCUMENTARY PROOF (DD 214 – SEPARATION FROM SERVICE FORMS OR DISCHARGE PAPERS) AND MEET THE FOLLOWING TERMS:**

- Be a citizen of New York State at the time of application;
- Have received an honorable discharge from the Armed Services or have been released under honorable conditions;
- Service with the National Guards or Reserves is not creditable service unless you served on full-time active duty other than for training purposes;
- Have served during wartime as defined as follows:
 - **WORLD WAR II** from December 7, 1941 to December 31, 1946
 - **KOREA** from June 27, 1950 to January 31, 1955
 - **VIETNAM** from February 28, 1961 to May 7, 1975
 - ***LEBANON** from June 1, 1983 to December 1, 1987
 - ***GRENADA** from October 23, 1983 to November 21, 1983
 - ***PANAMA** from December 20, 1989 to January 31, 1990
 - **PERSIAN GULF** from August 2, 1990 to the end of such hostilities (date not yet determined)

SERVICE IN THE COMMISSIONED CORPS OF THE UNITED STATES PUBLIC HEALTH SERVICE DURING THE FOLLOWING DATES: from July 29, 1945 to December 31, 1946 and from June 27, 1950 to July 3, 1952.

*CREDIT FOR LEBANON, GRENADA AND PANAMA WILL BE LIMITED TO THOSE WHO RECEIVED THE ARMED FORCES EXPEDITIONARY MEDAL, THE NAVY EXPEDITIONARY MEDAL, OR THE MARINE CORPS EXPEDITIONARY MEDAL. PLEASE SUBMIT VERIFICATION OF MEDAL AWARDED.

NOTE: Veteran's credits may be added only to a passing score and cannot bring a failing score (below 70.0) up to a passing grade. PROOF OF ELIGIBILITY FOR VETERAN'S CREDIT MUST BE SUBMITTED WITHIN 60 DAYS FROM THE LAST DATE TO FILE INDICATED ON THE EXAMINATION ANNOUNCEMENT.

DISABLED VETERANS: Disabled veterans may receive 10 points credit on an open competitive examination and 5 points on a promotional examination. If you are claiming credit as a disabled veteran, in addition to establishing your status as a war veteran as indicated above, you must also submit proof that:

- You were disabled in the actual performance of duty during wartime;
- You are currently receiving payments from the Veteran's Administration for such disability, which is rated at 10% or more;
- Disabled veteran's must complete the VC-3 form in duplicate in addition to the VC-1 form. In as much as you must be currently disabled at the time you claim the additional credits, proof must be resubmitted if more than one year has passed since you last submitted proof to our

office. However, if you have a stabilized disability of 10% or more and have already submitted proof of this to our office, you need not submit proof unless specifically requested.

VETERANS' CREDITS MAY BE USED ONLY ONCE!! If you have been allowed Veterans' Credits on several examinations, use thereof for any appointment will cancel the credits allowed on all other tests. Veterans' Credits may be added only to a passing score and cannot bring a failing score (below 70.0) up to a passing grade. This credit may only be granted at the time of the establishment of the list.

You may claim the credits when you apply for an examination and elect to waive them at any time before appointment. This affords you the opportunity to learn how you have scored and helps you to determine whether it would be to your advantage to use or waive your credits.

If you have any questions concerning procedures for claiming veteran's credits, please contact our office at the address and phone number listed below. Be sure to include the examination title and number in any letter of inquiry or be prepared to provide this information if you contact us by phone.