

# BROOME COUNTY APPLICATION FOR VETERAN'S CREDITS

Broome County Department of Personnel, 60 Hawley St., PO Box 1766, Binghamton, NY 13902  
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

NAME

SOCIAL SECURITY NUMBER

ADDRESS

CITY

STATE ZIP CODE

## VETERANS STATUS CLAIMED (Select One)

**Wartime Veteran:** Applicants for Wartime Veteran's Credits must complete this form (VC-1) for each examination and provide a copy of their DD-214 (Member-4 form) separation papers within 30 days after exam date. Candidates who have previously submitted a copy of the DD-214 to the Broome County Department of Personnel on or after January 1, 2013 do not need to resubmit them, but a new VC-1 form must be filed for each examination. DD-214 (Member-4 form) separation papers establishes proof the veteran:

- Served on active duty in wartime, as defined in §85 of the State Civil Service Law (see page 2),
- Was honorably discharged or released under honorable circumstances from such services, and
- Is a resident of New York State at the time of the establishment of the eligible list.

**Disabled Wartime Veteran:** In addition to the proof above, applicants for Disabled Wartime Veteran's Credits must also submit a "Veterans Disability Records Release" form (VC-4), to a Veteran's Affairs office or the Broome County Veterans Services to show that they have a war-incurred disability of at least 10% which is certified to be in existence at the time of application for additional credits. This form should be forwarded in sufficient time so that the Commission will receive verification of the disability within 30 days after exam date.

**Active Duty Military (or pending discharge):** Wartime Veteran's Credits will be applied after you are discharged and provide your DD-214 (Member-4 form).

## 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's Credits Used

Date of Appointment

Civil Service Agency where appointment was made

Title for which Veteran's Credits were used

**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

By checking this box and typing or signing your name in the signature field you are agreeing to the above declaration and verifying all information is accurate.

### DO NOT WRITE IN THIS SPACE

EXAM TITLE: \_\_\_\_\_ EXAM #: \_\_\_\_\_

DATES OF ACTIVE SERVICE – From: \_\_\_\_\_ To: \_\_\_\_\_

- Conditional (pending discharge)     Non-Disabled     Disabled (did not use non-disabled)  
 Disabled (used non-disabled OC 5pts)     Disabled (used non-disabled Prom 2.5pts)     Disapproved/Hold

Note: \_\_\_\_\_

Recorded in ESP on: \_\_\_\_\_ Completed By: \_\_\_\_\_

## REQUIRED DOCUMENTATION and INSTRUCTIONS

**DOCUMENTARY PROOF:** To obtain additional credits, you must submit the following proofs to the Broome 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	Broome County 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 Broome 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/>