



VETERANS CREDITS INFORMATION & APPLICATION INSTRUCTIONS

To Apply for Veterans Credits:

- ♦ Complete the *Veterans Credit Application (Form MSD-332VC)* and submit to the Putnam County Personnel Department
 - *Veterans Credit Application form* must be notarized;
 - *DD Form 214* or other separation/discharge document must be submitted with application.
- ♦ Disabled veterans must also complete the *Veterans Disability Record Authorization (Form MSD-390)*, mail the *Veterans Disability Record Authorization form* to the appropriate V.A. office, and submit a copy of the form to the Putnam County Personnel Department with application.
- ♦ The *Veterans Credit Application form* must be submitted within sixty (60) days from the examination's last filing date.

What Are Veterans Credits?

Veterans credits are extra points that Civil Service Law §85 allows to be added to a veteran's score on a civil service examination. Veterans can have an additional five (5) points added to their examination score (two-and-one-half (2½) points on promotion examinations). Disabled veterans are granted ten (10) additional points (five (5) points on promotion examinations). Veterans credits may be added only to a passing score. Veterans credits may not be used to bring a failing score up to a passing grade (70).

Effective January 1, 2014, Article 5, §6 of the New York State Constitution was amended to entitle veterans who have used non-disabled veteran credits for a Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. For more information, please contact Putnam County Personnel Department.

Who is Eligible to Claim Veterans Credits?

1. Veterans or active duty members of the Armed Forces of the United States; *and*
2. Served on active duty for other than training purposes in time of war, or were members of the United States Public Health Service 1945 - 1946 or 1950 - 1952 (as defined below), or were awarded the Expeditionary Medal during Lebanon, Grenada, or Panama Hostilities in the 1980s (as defined below); *and*
3. Have been discharged honorably, released under honorable circumstances, or will be honorably discharged or released under honorable circumstances at the time of appointment; *and*
4. Are residents of New York State at the time of application for examination.

See DEFINITIONS, next page.

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VETERANS CREDITS DEFINITIONS:

- *Disabled Veteran*: United States Department of Veterans Affairs certification as having a disability rated at ten percent or more, incurred while serving in the United States Armed Forces in time of war. The disability must be in existence at the time of application for examination.

- *Time of War (per Title 38 of the Code of Federal Regulations)*:
World War I, from April 6, 1917 to November 11, 1918;
World War II, from December 7, 1941 to December 31, 1946;
Korean Conflict, from June 27, 1950 to January 31, 1955;
Vietnam Conflict, from February 28, 1961 to May 7, 1975;
Persian Gulf Hostilities, from August 2, 1990 to the end of such hostilities.

Also qualified -- Veterans Awarded the Expeditionary Medal during the following periods:
Lebanon Hostilities, from June 1, 1983 to December 1, 1987;
Grenada Hostilities, from October 23, 1983 to November 21, 1983;
Panama Hostilities, from December 20, 1989 to January 31, 1990.
Verification of Expeditionary Medal must be submitted with Veterans Credit Application form.

Also qualified – Members of the United States Public Health Service during the following periods:
from July 29, 1945 to December 31, 1946;
from June 27, 1950 to July 3, 1952