



OSWEGO COUNTY DEPARTMENT OF PERSONNEL
COUNTY BUILDING, 46 EAST BRIDGE STREET, OSWEGO, NY 13126
PHONE: (315) 349-8367 FAX: (315) 349-8254
WWW.OSWEGOCOUNTY.COM

INSTRUCTIONS FOR CLAIMING VETERANS' CREDITS

According to Civil Service Law, additional credit in examination may be granted to successful candidates who have claimed and established status as disabled veterans or non-disabled veterans. A candidate who is currently serving in the Armed Forces (for other than training purposes) may receive conditional veterans' credit. The following points may be granted:

	<u>Open Competitive Examinations</u>	<u>Promotional Examinations</u>
Disabled Veterans	10	5
Non-Disabled Veterans	5	2.5

Points are added to the final passing score and may only be granted at the time the eligible list is established. Veterans' credits cannot be granted after the eligible list is established.

A. INSTRUCTIONS TO VETERANS:

To be considered for additional credit as a veteran, you must submit an "Application for Veterans' Credits" with a copy of your discharge papers or certificate of service. Please give this immediate attention since veterans' credits cannot be granted after the eligible list is established.

Answer all questions on the application form; attach documentary proof of your eligibility, as specified under "B" and "C" below and mail to the above address.

To qualify for credit as a disabled veteran, the Department of Veterans Affairs needs to certify that you were disabled in the actual performance of duty in any war, that your disability is rated at 10 percent or more and your disability exists at the time of application for appointment or promotion. If you are disabled, you must request an "Authorization for Disability Record" form from this office. Complete the form in duplicate and forward both copies to the regional office of the Department of Veterans' Affairs where your disability pension is on file. Please note this is not the local County Veterans' Office. The regional Department of Veterans Affairs must verify your disability status and return the "Authorization for Disability Record" to our office.

B. ELIGIBILITY REQUIREMENTS:

1. Citizen of the United States or alien lawfully admitted for permanent residence.
2. A resident of New York State.

3. Must have served during a designated time of war.
4. Honorably discharged or separated from the Armed Forces of the United States.
5. For conditional credit, must be currently serving in the Armed Forces of the United States, for other than training purposes.
6. Although you may request veterans' credits for more than one exam, you may use the credits only once for permanent appointment or promotion. If you have used your veterans' credits for permanent appointment or promotion in New York State or its civil division, you may not claim veterans' credits again.
7. Active duty in the Armed Forces of the United States during any of the following periods:

a. World War II	December 7, 1941 to December 31, 1946
b. Korean Conflict	June 27, 1950 to January 31, 1955
c. Vietnam Conflict	February 28, 1961 to May 7, 1975
d. US Public Health Service	July 29, 1945 to December 31, 1946 or June 27, 1950 to July 3, 1952
e. Lebanon Hostilities*	June 1, 1983 to December 1, 1987
f. Grenada Hostilities*	October 23, 1983 to November 21, 1983
g. Panama Hostilities*	December 20, 1989 to January 31, 1990
h. Persian Gulf Conflict	August 2, 1990 to the end of such hostilities not yet determined

* NOTE: Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces, Navy or Marine Corps Expeditionary Medal.

C. ACCEPTABLE DOCUMENTARY PROOF:

Report of Separation and Honorable Discharge and/or Certificate of Service. Acceptable military forms NAVPERS-553; NAVMC-78; WDAGO-53, 55; WDAGO-53, 98; DD214. If your name is different from that shown on your Report of Separation and Honorable Discharge and/or Certificate of Service, include marriage certificate or other legal document to verify the change.

For a candidate currently in the Armed Forces, documentary proof may include military identification, military orders or other military documents verifying active military service at the time of examination.

NOTE: Any of the documents listed above, either the original or photocopy, will be considered as satisfactory evidence for each requirement.

