



CHEMUNG COUNTY/CITY OF ELMIRA
REGIONAL CIVIL SERVICE COMMISSION
PO BOX 588 • 203 LAKE STREET
ELMIRA, NEW YORK 14902-0588

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GENERAL INSTRUCTIONS TO VETERANS

Your application for examination states that you are claiming disabled/non-disabled veterans' credits. Additional credit in examinations is granted to successful candidates who have claimed and established status as disabled or non-disabled war-time veterans and conditionally granted to active military personnel. The additional credit, which added to the final passing score in the examination, may only be granted at the time of the establishment of the eligible list, and cannot later be granted on such eligible list. A veteran may apply for and be awarded use of veterans' credits on an unlimited number of examinations until the credit is used in gaining a permanent appointment. A veteran may withdraw his/her veterans' credits at any time up to permanent appointment. This credit is granted on the following basis: Open Competitive Exam – Disabled Veteran 10 points, Non-Disabled Veteran 5 points; Promotional Exams – Disabled Veteran 5 points, Non-Disabled Veteran 2.5 points.

ALL VETERANS

To be considered for additional credit as a veteran, the enclosed "APPLICATION FOR VETERANS CREDIT" must be completed and mailed to this Commission with a copy of your discharge (DD-214) and, if available, your certificate of service from the armed forces of the United States. See the reverse side of the application for instructions and eligibility requirements.

DISABLED VETERANS

In addition to an "Application for Veterans Credit" and a copy of your discharge, a disabled veteran must complete the enclosed "AUTHORIZATION FOR DISABILITY RECORD" in duplicate. Forward both copies of the "Authorization for Disability Record" immediately to the Regional Office of the United States Veterans Administration where your application for disability pension is on file. To qualify for credit as a disabled veteran you must have a war-incurred disability of at least 10%. The Veterans Administration must certify the disability to be in existence at the time of your application for veterans' credits.

ACTIVE MILITARY PERSONNEL

A candidate currently in the armed forces can apply for and be conditionally granted veterans' credit in examinations by submitting an "APPLICATION FOR VETERANS CREDIT" and proof of military status. Proof of military status includes; military identification, military orders or other official military documentation that substantiates active military service at the time of examination. A candidate who is granted conditional credit while in the armed forces will be restricted from eligibility for appointment using such credit until acceptable documentation is provided of receipt of an honorable discharge and that such service was in time of war.

NOTE: The "Application for Veterans Credits" and required documentation must be received by the Commission prior to the establishment of the eligible list. No credit will be awarded after the eligible list has been established.

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203-203 Lake Street
Elmira, NY 14902-0588

APPLICANT: Read and follow instructions carefully

- A. In order that your claim for additional credit as a Veteran can be processed, follow the instructions checked below. **Failure to follow these instructions completely may result in a restriction on the eligible list.** Please give this your immediate attention since Veterans Credit cannot be granted after the eligible list has been established.

- () 1. Answer all questions on the reverse side of this form, **attach documentary proof of your eligibility**, as specified under B, below, and return to the Chemung County/City of Elmira Regional Civil Service Commission.
- () 2. Complete enclosed authorization for disability record, in duplicate, and forward immediately to your Regional Veterans Administration Office.

B. **ELIGIBILITY REQUIREMENTS:**

1. Citizens of the United States.
2. Honorably discharged or separated from the Armed forces of the United States. If you are currently serving in the military and have not yet been discharged, your additional credit can be granted on a **CONDITIONAL** basis upon your presentation of a military ID card, military orders, or other official military service at the time of the examination. *
3. Active duty in the Armed Forces in the United States during any of the following periods:
 - a. December 7, 1941 to December 31, 1946
 - b. June 27, 1950 to January 31, 1955
 - c. February 28, 1961 to May 7, 1975
 - d. U.S. Public Health Service – July 29, 1945 to September 2, 1945, OR June 26, 1950 to July 3, 1952
 - e. Member of the National Guard who was activated during the U.S. Postal strike during the period of March 23, 1970 to March 30, 1970
 - f. August 2, 1990 to end of Persian Gulf hostilities
 - g. Lebanon: June 1, 1983 to December 1, 1987
 - h. Grenada: October 23, 1983 to November 21, 1983
 - i. Panama: December 20, 1989 to January 31, 1990

NOTE: For g, h, and I, credit limited to only those receiving expeditionary medals. Discharge documents must note receipt.

4. Resident of New York State at the time applying for Veterans Credit

C. **ACCEPTABLE DOCUMENTARY PROOF:**

1. Report of Military Separation.
2. Report of Separation and Honorable Discharge and /or Certificate of Service. Acceptable military forms: NAVPERS-553; NAVMC-78 PD; 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 a marriage certificate or other legal document to verify the change.
3. Same as for requirement 2 above.

This information will be secured by us from your application on file for this examination.

NOTE: If, since January 1, 1951 you used your Veterans Credit for permanent appointment or promotion in New York State or any of its civil divisions, you may not claim them again. Submittal of photocopies of the documents listed above will be considered as satisfactory evidence for each requirement.

* If successful on the examination, you will be placed on the resulting eligible list, but will only be considered for certification **WITHOUT** benefit of the additional credit being added to your score until you present appropriate documentary proof which indicates that your service was in time of war and that you received an honorable discharge or were released under honorable circumstances.

DISABILITY RECORD AUTHORIZATION

(Updated 12/26/13)

Name and address of Civil Service Agency

1. TO BE COMPLETED BY VETERAN

Type or print in ink, and send two copies of this form to the Department of Veterans Affairs where your disability claim is on file.

To Chief, Veterans Benefits and Services Division _____, N.Y.

I hereby authorize you to furnish the above Civil Service Agency with the data requested in Section 2 below pertaining to my disability status. You are released from all liability in complying with this request. It is understood that all information furnished will be treated as confidential.

Print Full Name	V.A. Claim Number	Service Number
Address	Number and Title of Examination(s) for which credit is claimed	
Social Security Number		
Veteran's Signature		Date:

2. TO BE COMPLETED BY VETERANS BENEFITS ADMINISTRATOR

Please return original to the Civil Service Agency at address indicated at top of form.

Date	Claim Number	Regional V.A. Office
a.	Does the above-named veteran now have a war-incurred disability? If Yes, please enter date disability was sustained. Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Date of VA Disability Determination:	
c.	State percentage of such disability now in existence.	%
d.	Date of last medical examination by the V.A. Medical Officer in connection with such disability. (If less than one year ago, do not answer e and f.) Date:	
e.	Does the V.A. state affirmatively that a permanent stabilized condition of disability exists to an extent of 10% or more, even though the veteran has not been examined by V.A. Medical Officer within one year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Date of next scheduled medical examination by the V.A. Date:	
g.	Remarks	

Signature of Adjudication Officer: _____

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

The information which you are providing on this application is being requested in accordance with section 85 of the Civil Service Law for the principal purpose of establishing your status as a disabled veteran and processing your application for additional credit. This information will be used in accordance with section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (c), and (f). Failure to provide this information may result in the disapproval of your application. The information will be maintained by the Municipal Civil Service Commission or Municipal Personnel Officer administering the examination. For further information relating to the Personal Privacy Protection Law, call (518) 457-9375. If you have a question regarding this information, you should contact the Municipal Civil Service Commission/Personnel Officer administering this examination.