

DEPARTMENT OF PERSONNEL

50 Sanatorium Road, Building A
Pomona, New York 10970
Phone: (845) 364-3737 Fax: (845) 364-3738
Email: rce exams@co.rockland.ny.us

Lori Gruebel
Commissioner

INFORMATION ON VETERANS CREDITS

To be entitled as a veteran to receive 5 points additional credit in an open-competitive examination and 2 ½ points in a promotion examination, or as a disabled veteran to receive 10 points credit in an open-competitive examination and 5 points in a promotion examination, you must present documentary proof (DD214 – Separation From Service Forms or Discharge Papers) to our Office prior to the establishment of the eligible list and meet all the following:

1. Be a citizen or an alien lawfully admitted for permanent residence (at the time of application for credits);
2. Served in the United States Armed Forces (see definition 3 below) as ordered by the federal government;
3. Expect to receive or have been honorably discharged or released under honorable circumstances from the Armed Forces of the United States; or received an other-than-honorable discharge or a general under honorable conditions discharge due to sexual orientation, gender identity, service-related post-traumatic stress disorder, traumatic brain injury, or mental health condition linked to military sexual trauma seeking benefits afforded through New York State law and are in possession of a letter from the Division of Veterans Services restoring access to such benefits. ARMED FORCES are defined as the Army, Navy, Air Force, Marines, Coast Guard, and all components thereof and the National Guard when in service for the United States pursuant to call as provided by law, "on a full-time duty basis other than active-duty training purposes"; and
4. Be a resident of New York State at the time of application and examination.

*A candidate who is currently in the armed forces may receive conditional veterans credit on an eligible list, however, all of the above criteria must be met prior to certification with such credit.

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

DISABLED VETERANS: If you are claiming credit as a disabled veteran, in addition to establishing your status as a veteran as indicated above, you must also meet the following criteria:

1. Be certified by the United States Department of Veterans Affairs as entitled to disability payments for a disability incurred while serving in the United States Armed Forces during the periods specified above;
2. Have your disability rated by the United States Department of Veterans Affairs at 10% or more; and
3. Have the disability at the time of application.

Inasmuch 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 permanent stabilized disability of 10% or more and have already submitted proof of this to our office, you need not re-submit proof unless specifically requested.

Forms for rating with the United States Department of Veterans Affairs are available from the Rockland County Department of Personnel and will be forwarded to you upon request.