

ULSTER COUNTY PERSONNEL DEPARTMENT

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MICHAEL P. HEIN
County Executive



BRENDA BARTHOLOMEW
Personnel Officer

JAMES FARINA
Director of Employee Relations

To: Applicant
From: Ulster County Personnel Department/Civil Service
Subject: Conditional Veterans' Credit Prior to Discharge

Your recent application for a civil service examination states that you are **currently** on active duty in the Armed Forces of the United States (other than for training purposes).

The New York State Constitution allows members of the Armed Forces who are on active duty (other than for training purposes) the right to request extra War Time Veterans' Credit on civil service examinations prior to discharge. You must apply for these credits before the eligible list resulting from the examination is established.

In order to apply for this credit you **must** complete items 1-10 on page 1, and Note 2 on page 2 of the enclosed Applications for Veterans Credit form. In addition you must submit proof of military status. Acceptable proof may include a military ID card, military orders, or other official military documents that substantiates active military service at the time of the examination. When submitting this proof, include the number and title of the examination in which you will participate.

If you receive a passing score, conditional veterans' credit will be granted on the resulting eligible list. You will be restricted from using these credits until you submit the appropriate documentary proof of your veteran's status. Upon separation from the Armed Forces, notify the Ulster County Personnel Department in writing and request another Application for Veterans' Credit.

You will be asked to provide proof that service was in time of war and you received an honorable discharge, or that you were released under honorable circumstances.