

-Instructions-

1. Employee : Please complete this form listing all past military service for which verification is requested;

To be eligible for credit, and to be considered a veteran for all purposes under the Civil Service law, an individual must:

- Be a United States citizen or alien lawfully admitted for permanent residence at the time of application; and
- Have been honorably discharged or released under honorable circumstances from the armed forces of the United States. This includes the army, navy, marine corps, air force, coast guard, including all components thereof; and the national guard when in service of the United States pursuant to call as provided by law, on a full-time duty basis, other than active duty for training purposes; and
- Have served anywhere in the US armed forces during a designated "time of war". "Time of War" includes the following wars and hostilities:

Persian Gulf Conflict**:	From August 2, 1990 to the end of hostilities (includes the Global War on Terrorism)
Hostilities in Panama*:	From December 20, 1989 to January 31, 1990
Hostilities in Grenada*:	From October 23, 1983 to November 21, 1983
Hostilities in Lebanon*:	From June 1, 1983 to December 1, 1987
Vietnam Conflict:	From February 28, 1961 to May 7, 1975
Korean Conflict:	From June 27, 1950 to January 31, 1955
World War II:	From December 7, 1941 to December 31, 1946
World War I:	From April 16, 1917 – November 11, 1918

(Civil Service Law §85, General Construction Law, Section 13-a.)

* If you rendered military service in the conflicts in Lebanon, Grenada, and/or Panama, you must have received an Expeditionary Medal from the US Armed Forces, the U.S. Navy; or the U.S. Marine Corps to be eligible to receive credit for such service.

** This includes service in Iraq, Kuwait, Saudi Arabia, Bahrain; Qatar, the United Arab Emirates, Oman, the Gulf of Aden; the Gulf of Oman, the Persian Gulf, the Red Sea, and the airspace above these locations.

- Dates of service and award of campaign medals are typically detailed on a veterans' federal Form DD-214, "Certification of Release or Discharge from Active Duty." (See below for further information on obtaining veterans documentation.)

Disabled Veterans: In order to qualify for status as a disabled veteran, an individual, in addition to meeting all of the criteria for veterans status, must:

- **Be certified by the United States Department of Veterans Affairs (DVA, formerly the Veterans Administration) as entitled to disability payments for a disability incurred while serving in the U.S. armed forces during a designated time of war as defined above;**
- **have disability rated by the Department of Veterans Affairs at 10 percent or more;**
- **Veteran must still have the qualifying disability at the time of submission of this application;**
- **Veteran must be receiving payment from the Department of Veterans Affairs at the time of application;** (NYS Constitution, Article V, Civil Service Law, §6; §85.1(b))

Subject to review of submitted documentation, credit granted is as follows:

Non-Disabled Veteran:	2 ½ years of excessing/layoff seniority credited; ♦
Disabled Veteran:	5 years of excessing/layoff seniority credited; ♦
Spouse of 100% Disabled Veteran:	5 years of excessing/layoff/ seniority credited. ♦

♦ = does not apply to longevity

2. In order to determine your eligibility, the Department of Education must receive official documentation verifying the military service periods that you are claiming along with your form (e.g., a copy of your official military discharge form-DD-244; a copy of the certificate you received for your Expeditionary Medal, if applicable; or other official, acceptable documentation verifying qualifying service). If you completed your military service, your documentation must indicate that you were honorably discharged from military service. If claiming veterans' seniority based upon marriage to 100% disabled veteran, official documentation verifying marriage to disabled veteran, and veteran's disabled status, must be provided.

You may obtain official documentation to verify your military service through the National Personnel Records Center (NPRC). Below is NPRC's contact information.

National Personnel Records Center, Military Personnel
9700 Page Boulevard, St. Louis, MO 631 62
(314) 538-4248, www.nara.gov

3. After form is completed, and official military documentation verifying service claimed has been attached, including proof of marriage to 100% disabled veteran if so claiming, please return the completed, signed and dated original copy to the Division of Human Resources, Operational Support Services. (see above address). Employee should retain a copy for personal records.

4. **DHR will review and update employee service history records in online systems accordingly. Verification on Veterans Seniority will follow.**

Veterans Credit – rev. 4-09