

**Conditions for military make-up examinations  
where the examination is prepared and rated  
by the New York State Department of Civil Service:**

Any member of the armed forces of the United States who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application. (Military Law Section 243-b(1)).

Any member of the organized militia or reserves who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam. The make-up examination is to be administered under the terms and conditions set by the State Department of Civil Service or municipal civil service agency. (Military Law Section 243-b(2))

Any member of the organized militia or reserves who, because of active military duty other than for training purposes, missed the application deadline for a scheduled examination and who returns from such duty prior to the administration of such examination be granted a waiver of the application requirement and be allowed to compete in the examination. A candidate who failed to file a timely application due to military duty is not necessarily entitled to be tested on a walk-in basis. Even if the candidate is available on the scheduled test date, he or she may be required to compete according to alternate test date procedures. (Military Law Section 243-b(3))

Individuals serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced must be permitted to file an application for examination no later than 10 business days before the scheduled examination date, or the last date to file, whichever is later. If qualified, the individual must be provided an opportunity to compete in the examination under terms and conditions deemed appropriate by the state or municipal civil service agency. (Military Law Section 243-c)

Current public employees who return to a position after termination of military duty. In the event a promotion examination is held while an employee who would be entitled to participate in the examination is on military duty, the employee may have a right to participate in a comparable examination when restored to his/her position. The employee must request a comparable examination within 60 days of being restored to his/her position. Under Section 243(5), the eligible list resulting from the original promotion examination holding need not be in existence. If the employee passes the examination his/her name may be placed on a special eligible list. (Military Law Section 243(5))

Any person who has passed one or more parts of an examination but has been prevented from completing the remaining parts of the examination because of military duty must make a request to complete the examination within 90 days of the termination of military duty, and the candidate shall be given the opportunity to take a comparable examination. Under Section 243(7-b), the eligible list resulting from the original examination holding need not be in existence. If the candidate passes such examination, his/her name may be placed on a special eligible list. Military Law Section 243(7-b)

General Information

Applicants should request a make-up examination as soon as possible after release from active duty. A candidate eligible for a military make-up test does not have to wait until discharge or release from active duty to take the test.

An applicant is not entitled to a make-up or comparable examination unless he or she has qualified to compete as of the last filing date for the missed examination.

The applicant must make full disclosure in writing of all New York State and municipal civil service examinations for which a military make-up test is being or will be requested. This information must be forwarded to the New York State Department of Civil Service by the City of White Plains Personnel Department before any written test will be provided.

The applicant must sign the Alternate Test Date/Religious Observer Examination Affirmation (MSD-392). The actual signing should take place before any written test is administered.

The applicant must submit a copy of a military order, DD-214, or other official military document to the appropriate municipal civil service agency that substantiates his/her active military service, at the time of the examination. This should be submitted before any test is administered. Legal residency is determined by the home of record at the time of entry as stated on the DD214.

Individuals are not entitled to veterans' or disabled veterans' credit on a make-up or comparable examination unless they qualified for such credit as of the last filing date for the original examination.

The information provided above is general in nature. If you have questions about an individual situation, please discuss them with the Personnel Officer.