

Frequently Asked Questions for Persons Who Have Missed a Civil Service Examination or Opportunity for Appointment Due to Military Service

If you missed a civil service examination, part of a civil service examination, or opportunity for appointment, because you were performing qualifying military service, you may be entitled to compete in a comparable examination upon returning from military service. There are a number of factors that will determine whether you qualify to compete in a comparable examination. The Frequently Asked Questions below address those factors, in general. Note that whether you qualify for veterans' or disabled veterans' credits is a separate determination. For information about veterans' and disabled veterans' credits, see the Special Circumstances Guide:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

1. What types of military service qualify?

You must have performed full-time service in the Army, Navy, Marine Corps, Air Force or Coast Guard; or active military service of the U.S., which includes full-time training service, annual training service, and attendance at a school designated as a service school. Also qualifying is active military duty in service of the state, pursuant to an order of the governor.

Note: Military service which you could have rescheduled will not likely qualify you for a make-up examination.

Military Make-up Exams Information

2. What if I was performing military service during part of the application filing period?

You may be entitled to submit a late application and compete in a make-up examination if you missed at least one-half of the application period because of qualifying military service, even if you were not performing military service when the original test was administered. However, if during more than one-half of the application period, you were not performing qualifying military service, you will not be allowed to apply late for and compete in a make-up examination.

3. If I was performing qualifying military service, can I apply for any examination that I missed?

The right to a make-up is generally limited to examinations you missed during a five-year period prior to being restored to your City position or the termination of military service.

Important: You must have been eligible or qualified to compete in the original examination when it was administered. You are responsible for determining if you meet the eligibility or qualification requirements of the exam(s) for which you apply. You may be given the make-up test before your eligibility or qualification is verified. The eligibility requirements to compete in an examination may not be the same as the requirements to be appointed to the title. Please refer to the relevant Notice of Examination for the specific requirements.

4. When must I apply for a make-up test?

If you missed an opportunity to apply for an examination or applied for an examination, and missed all or part of it due to military service, and the service could not have been rescheduled, you must request a make-up test within 60 days of being restored to your City position for a promotional exam or within 90 days after the termination of military service for an open-competitive exam.

If your name was on an eligible list and you missed an opportunity for appointment because of military service and you are not requesting a make-up exam, you must request appointment from the eligible list during the life of the list (see also answer to question 9 below).

5. If I am approved for a make-up examination, will I take the same test that was originally administered?

You will be given the test from the most recent examination for that title. If you have missed multiple examinations for the same title, a single test will be administered for all of the missed examinations. Your rank and score on the single make-up test will be used to calculate the score that you would have received and to establish your ranking on each exam for which you are approved to compete. You will have to pay the application filing fee or submit an appropriate request and supporting documentation to

have your application fee waived, for each of the missed examinations in which you wish (and have been approved) to compete.

To learn more about our fee waiver program, please review the Fee Waiver FAQ on the Online Application System (OASys) at the following link:

<https://a856-exams.nyc.gov/OASysWeb/Home/FAQ>

6. How will I be notified if my request was granted or denied?

After you have made a request for a make-up examination, you will be notified whether your request is granted or denied. This notification will be sent by email. If your request is granted, you will receive an Admission Notice containing the address, date, and time of the test. This second notification will also be sent by email.

7. When can I expect the make-up test to be administered?

You can expect to be tested three months after your request is granted for promotion examinations. For open competitive examinations, the test date may be sooner.

Special Military Lists

8. What happens if I pass the make-up examination?

If you performed qualifying military service in the Armed Forces of the United States, you were honorably discharged, and you achieved a passing score, and if based on your score you would have been considered for appointment after you entered on military service and before you were officially notified of your score, you will be added to a special military list. The special military list will remain in existence for a period of no more than two years from the date you were added to the special military list. If an agency intends to make appointments to the title, you will be considered before candidates on the original list or other subsequent promotion, open competitive, or preferred lists. If your name would not have been reached for consideration during the time that you were on military service and prior to when you were officially notified of your score, you will be added to the regular eligible list if the list is still in existence.

If you performed State military service, you will also be added to the regular eligible list, but not a special military list, if it is still in existence.

If you are appointed or promoted from a special military list, you will be entitled to retroactive seniority. This seniority is counted as experience credit necessary to meet the eligibility requirements to compete in promotion examinations. However, this seniority will not count as actual time in the lower title that the Notice of Examination states is required in order to be promoted to the higher title.

9. What if missed an opportunity for promotion or appointment while on military service and do not need to take a make-up exam?

You may request to be added to a special military list following the termination of your military service and during the life of the eligible list. If your request is approved, the special military list will remain in existence for two years from the termination of military service. If an agency intends to make appointments to the title, you will be considered before candidates on the original list or other subsequent promotion or open competitive lists. If appointed from the special military list, you will be entitled to retroactive seniority.

10. How do I request a make-up examination?

Requests for a make-up examination must be submitted in writing to the New York City Department of Citywide Administrative Services, Administration, Customer, and Exam Support – Test Administration Team, 1 Centre Street, Room 1448, New York, New York 10007. You may mail your request, deliver it in-person or email it to testingaccommodations@dcas.nyc.gov, or fax it to (212) 313-3241. Requests must include your name and the last four digits of your Social Security Number, the title of the examination you are requesting to compete in, documentation confirming the type and duration of military service, and the date of separation from military service or the date of restoration to your City position. Documentation confirming the dates of service must be on letterhead signed by a superior if separation papers (e.g., a DD Form 214) are not submitted.

11. How do I request Retro-active Seniority or to be placed on a Special Military List?

Requests for Retro-active Seniority or Special Military consideration must be submitted in writing to the New York City Department of Citywide Administrative Services, List Management and Audit, Customer Service Unit, 1 Centre Street, Room 2150, New York, New York 10007. You may mail your request, deliver it in-person or email it to specialmilitary@dcas.nyc.gov, or fax it to (212) 313-3436. Requests must include your name and the last four numbers of your Social Security Number, the title of the examination you are requesting special military review, documentation confirming the type and duration of military service, and the date of separation from military service or the date of restoration to your City position. Documentation confirming the dates of service must be on letterhead signed by a superior if separation papers (e.g., a DD Form 214) are not submitted.

For additional information, you may contact your agency's personnel office, or you may call the DCAS Civil Service Interactive Voice Response (IVR) System at (212) 669-1357.