

## Veterans Preference

Applicants claiming veterans preference **MUST** submit documentation verifying eligibility for veterans preference at time of testing or before a list of eligibles is sent to hiring agencies. If documentation is not submitted at this time, your name will NOT be sent to hiring agencies as a veterans preference eligible candidate. After CMS receives appropriate documentation and verifies your eligibility, you will be awarded veterans preference and a revised grade notice will be mailed to you. However, lists of eligibles sent to hiring agencies on or before the date that your eligibility is verified by CMS will not be revised or rescinded.

To receive veterans preference, separation from active duty must have been under **honorable** conditions and one of the following conditions must be met:

- Served a total of at least six months in federal service
- Released from active duty because of a service-connected disability
- Discharged based on hardship
- Served for the duration of hostilities regardless of the length of engagement

Effective January 1, 2000, applicants requesting veterans preference must submit the most recent certified copy of DD214/DD215 or NGB 22 that states discharge was under **honorable** conditions. See below for required documentation. Once veterans preference is established, documentation is not required unless there is a change in veteran status. Certified copies will remain the property of CMS.

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### Required Military Documentation:

- **Veteran:** Certified copy of DD214 / DD215
- **Illinois National Guard / United States Military Reserve**
  - Activated into federal service and still serving: Certified copy of DD214/DD215 and letter from unit personnel indicating **satisfactory** service.
  - Activated into federal service and discharged under **honorable** conditions: Certified copy of DD214/DD215, certified copy of NGB 22, discharge orders or DD256 certificate.
  - Never activated into federal service and currently serving: Letter from unit personnel indicating **satisfactory** service.
  - Never activated into federal service and discharged: Certified copy of NGB 22, discharge orders, or DD256 certificate.
  - Never activated into federal service and discharged with **four or more years' service:** Certified copy of the following documents:
    1. Army or Air National Guard, NGB 22 Report of Separation and Record of Service
    2. Army Reserve, DARP FM 249-2E Chronological Statement of Retirement Points.
    3. Navy Reserve, NRPC 1070-124 Annual Retirement Point Record
    4. Air Force Reserve, AF 526 Point Summary Sheet
    5. USMC Reserve, NAVMC 798 Reserve Retirement Credit Report
    6. Coast Guard, CG 4175 Coast Guard Reserve Annual or Terminal Statement of Retirement Points.
- **Disabled Veteran / Purple Heart Recipient:** Certified copy of DD214/DD215 and award letter issued within the last year from the United States Department of Veterans Affairs indicating service-connected disability. Call (800) 827-1000 to obtain a current letter. If Purple Heart recipient, certified copy of DD214/DD215, orders, or certificate awarding decoration.
- **Unremarried Spouse / Parent of Disabled or Deceased Veteran:** Certified copy of DD214/DD215 and award letter issued within the last year from the United States Department of Veterans Affairs, indicating service-connected disability or death. A death certificate or Report of Casualty for the deceased veteran is required. Request a CMS-255 form.

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### **It is a Class A misdemeanor to fraudulently represent yourself as a veteran!**

Questions regarding veterans preference may be directed to the Illinois Department of Central Management Services Veterans Outreach Program at (800) 643-8138 or the Illinois Relay Center (for hearing impaired) at (800) 526-0844. **Certified copies of DD214/DD215 may be obtained from:** Illinois Department of Veterans Affairs at (800) 437-9824 or TTY (217) 524-4645; National Personnel Records Center at [www.archives.gov/research/military/veterans](http://www.archives.gov/research/military/veterans) or the County clerk's office where you registered your military service.