

Veteran's Preference

Applicants claiming veteran's preference MUST submit documentation verifying eligibility for veteran's preference at time of testing. If documentation is not submitted at this time, your name will NOT be included on the eligible list as having veteran's preference. After CMS receives appropriate documentation and verifies your eligibility, you will be awarded veteran's 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eligibles sent to hiring agencies on or before the date that your eligibility is verified by CMS will not be revised or rescinded.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 veteran's 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 on the basis of hardship; or
- Served for the duration of hostilities regardless of the length of engagement.

Effective January 1, 2000, applicants requesting veteran's 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 veteran's preference is established, documentation is not required unless there is a change in veteran status. Certified copies will remain the property of CMS.

Listing of Required Military Documentation Stating Honorable Conditions

Veteran

Certified copy of DD214/DD215

Illinois National Guard/United States Military Reserves

Activated into federal service and still serving:

Certified copy of DD214/DD215 and letter from unit personnel indicating HONORABLE 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 HONORABLE service

Never activated into federal service and discharged:

Certified copy of NGB 22, discharge orders, or DD256 certificate

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 or 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. Ask for CMS 255 form.

It is a Class A misdemeanor to fraudulently represent yourself as a veteran.

Questions regarding veteran's preference may be directed to: 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, or the County Clerk's office where you registered your military service.