



October 13, 2017

Dear Agency Head;

Recently enacted legislation (HB 3261) has amended the veteran's employment preference section of the Illinois Personnel Code (20 ILCS 415/8b.7) to create a new category of veterans entitled to employment preference for State position titles under jurisdiction of the Governor. Employment preference is now extended to veterans who have served a minimum of four (4) years in the Illinois National Guard or in a reserve component of the armed forces of the United States regardless of whether the person was mobilized to active duty.

Veterans who may meet these stipulations must provide the necessary documentation to the Veterans Outreach Program of the Illinois Department of Central Management Services for review and verification of their service status:

**Army or Air National Guard service for a minimum of four (4) years and never activated:**

1. If honorably discharged, provide a certified copy of NGB 22 (Report of Separation and Record of Service).
2. If currently serving, provide a letter from current command on official command letterhead indicating current satisfactory service.

**U.S. Military Reserves service for a minimum of four (4) years and never activated:**

1. If honorably discharged, provide the following documents according to your branch of service:
  - a. Army Reserve: DARP FM 249-2E, Chronological statement of retirement points
  - b. Navy Reserve: NRPC 1070-124, Annual retirement points record
  - c. Air Force Reserve: AF 526, Point Summary Sheet
  - d. USMC Reserve: NAVMC 798, Reserve Retirement Credit Report
  - e. Coast Guard: CG 4175, Coast Guard Reserve Annual or Terminal Statement of Retirement Points
2. If currently serving in drill status, provide a letter from current command on official command letterhead indicating current satisfactory service.

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This new employment preference status is not being applied retroactively in hiring. Veterans who have already established their veteran's preference status with the CMS Veterans Outreach Program **must** submit the appropriate documentation to the CMS Veterans Outreach Program to receive consideration for this new veteran's employment preference category.

Questions regarding this new veteran's employment preference category can be directed to the Veterans Outreach Program via email ([Mary.Monroe@Illinois.gov](mailto:Mary.Monroe@Illinois.gov)) or by phone at (800) 643-8138.

Sincerely,

A handwritten signature in black ink, appearing to read "M. M. Hoffman", followed by a long horizontal line extending to the right.

Michael M. Hoffman  
Acting Director



October 5, 2017

Dear Veteran:

Recently enacted legislation (HB 3261) has amended the veteran's employment preference section of the Illinois Personnel Code (20 ILCS 415/8b.7) to create a new category of veterans entitled to employment preference for State position titles under jurisdiction of the Governor. Employment preference is now extended to veterans who have served a minimum of four (4) years in the Illinois National Guard or in a reserve component of the armed forces of the United States regardless of whether the person was mobilized to active duty.

If you believe you meet the stipulations of the new veteran's preference category and wish to be considered for inclusion in this new category, it is incumbent upon you to provide the necessary documentation to the Veterans Outreach Program of the Illinois Department of Central Management Services for review and verification of your service status.

**Army or Air National Guard service for a minimum of four (4) years and never activated:**

1. If honorably discharged, provide a certified copy of NGB 22 (Report of Separation and Record of Service).
2. If currently serving, provide a letter from current command on official command letterhead indicating current satisfactory service.

**U.S. Military Reserves service for a minimum of four (4) years and never activated:**

1. If honorably discharged, provide the following documents according to your branch of service:
  - a. Army Reserve: DARP FM 249-2E, Chronological statement of retirement points
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  - d. USMC Reserve: NAVMC 798, Reserve Retirement Credit Report
  - e. Coast Guard: CG 4175, Coast Guard Reserve Annual or Terminal Statement of Retirement Points
2. If currently serving in drill status, provide a letter from current command on official command letterhead indicating current satisfactory service.

**Important:** Even if you have already established your veteran's preference status with the CMS Veterans Outreach Program, you **must** submit the appropriate documentation noted above to the Veterans Outreach Program office to receive consideration for this new veteran's employment preference category.

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This documentation can be mailed or dropped off at the Veterans Outreach Program office on 130 West Mason Street (2<sup>nd</sup> Floor), Springfield, IL 62702 or faxed to (217) 557-6683 or emailed ([Mary.Monroe@Illinois.gov](mailto:Mary.Monroe@Illinois.gov)). Upon review and verification of your military service, your veteran's employment preference status will be updated to reflect your inclusion in this new category.

For more information, please contact the Veterans Outreach Program via email [Mary.Monroe@Illinois.gov](mailto:Mary.Monroe@Illinois.gov) or by phone at (800) 643-8138.

Sincerely,

A handwritten signature in black ink, appearing to read "M. M. Hoffman", followed by a long horizontal line extending to the right.

Michael M. Hoffman  
Acting Director