

NAME: _____ SSN: _____ - _____ - _____

Guide for Veteran Document Verification

1. **Did you serve in the regular ARMY, NAVY, AIR FORCE, MARINES, or COAST GUARD?**
YES: If YES, you must have the original document or a certified copy of DD214 215. If discharged after 1979, you must have the long version - page 2, 4, 5, or 6 - indicating the character of service. Page 1 is not verifiable.
NO
2. **Have you served or are currently serving in the ILLINOIS NATIONAL GUARD or U.S. MILITARY RESERVES? (circle National Guard or Military Reserves or both as applicable):**
YES: If YES, Illinois Guard members must have the original document or a certified copy of the NGB22, indicating character of service. U.S. Military Reserves must have final discharge orders or DD256. Discharge Certificate.
NO
 - A. **Was your guard or military reserve service, active or inactive? Circle one response below:**
ACTIVE INACTIVE (No documentation required)
 - B. **Still Serving?**
YES: If YES, a letter from the unit commander or personnel indicating satisfactory service is required.
NO
 - C. **Are you in the Individual Ready Reserve (IRR)?**
YES: If YES, orders or a hand written, signed statement indicating that you are not assigned to a unit, not getting paid by a unit and not required to participate in unit meetings is required.
NO
 - D. **Served 4 or more years?**
YES: If YES, you must provide a certified copy of the following documents as applicable: 1. Army or Air National Guard, NGB 22 Report of Separation and Record of Service 2. Army Reserve, DARF 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.
NO
3. **Were you activated (aside for training) as NATIONAL GUARD or MILITARY RESERVIST?**
YES: If YES, you must have the original document or a certified copy of DD214 215. If discharged after 1979 must have the long version - page 2, 4, 5, or 6 - indicating character of service. Page 1 is not verifiable
NO
4. **Do you have a SERVICE CONNECTED DISABILITY, verifiable through the U.S. Department of Veterans Affairs?**
YES: If YES, you must have a recent award letter (within the last year) from the U.S. Department of Veterans Affairs.
NO
5. **Do you have a PURPLE HEART?**
YES: If YES, the award of the Purple Heart must be stated on the original or a certified copy of the DD214 215, military orders, or decoration certificate.
NO
6. **Are you the surviving, unremarried spouse of a veteran who suffered a service-connected death or the spouse of a veteran who suffered a service connected disability that prevents the veteran from qualifying for civil service employment?**
YES: If YES, you must have the original or certified copy of DD214 215, recent award letter from the United States Department of Veterans Affairs, and Death Certificate Report of Casualty if veteran is deceased. Request a CMS 255 form.
NO
7. **Are you a parent of an unmarried veteran who suffered a service-connected death or a service-connected disability that prevents the veteran from qualifying for civil service employment?**
YES: If YES, refer to item 6 above for required documentation.
NO

SIGN THE VETERAN VERIFICATION NOTICE ON THE REVERSE SIDE OF THIS FORM

VETERAN VERIFICATION NOTICE

This is a notification that your veteran status for the state examination(s) that you take in this office will be given a tentative veteran code. A final review of the appropriate certified military documents will be administered through Central Management Services, Veterans Outreach Program in Springfield. If, it is determined that the incorrect veteran code was given and a new code is to replace the tentative code, it could change the points added to your passing grade and for those eligible, could change the preference in appointment. If there is a change to your veteran coding and grads, a revised grade notice will be mailed to you. Any questions that you may have on this notification should be referred to the Veterans Outreach Program at (800)643-8138.

Applicant Signature: _____ Date: _____



ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Director

Veterans Information for Employment with the State of Illinois

Congratulations, you have taken the first step in applying for Illinois State employment. The process will take you through application processing, counseling, and examining. This process is for future consideration involving employment with the 50 boards, agencies, and commissions that come under the jurisdiction of the Governor.

The Department of Central Management Services (CMS) offers comprehensive career counseling services for veterans in Springfield and Chicago from 8:00 am until 4:30 pm, Monday thru Friday by appointment. There are other locations for the same career services, by appointment in Rockford, Marion, and Champaign.

CMS employment assessment centers are staffed with professionally trained counselors who provide job applicants with individual attention. The counselor will review your candidate application and recommend job titles to test for which you are qualified for and have interest in.

The application process begins with completing the CMS 100 application or the on-line application. The applications can be downloaded by going to our web address, www.work.illinois.gov. Some titles require an actual automated test (AT), while others are graded on training and experience (TRAEX/TX). Getting a passing grade (A, B, or C) is necessary to be eligible for employment with the State of Illinois.

Under Illinois state law, qualified veterans are entitled to points added to passing grades and may receive appointment preference. Illinois National Guard Reservists who are not activated **and** who have **four or more years of service** now receive appointment preference as well as points added to passing grades. Non-activated Illinois National Guard Reservists serving **less** than four years only receive added points on passing grades.

All veterans are required to submit a certified copy of their most recent DD214 215 as proof of military service at the time of counseling or examination. These documents can be obtained through your County Clerk's office if you registered your military service there, or through the National Archives, web address, www.archives.gov, or the Veterans Administration. There are other military documents that may be asked for in determining a veteran's preference status. Some of these are: certified copies of the NGB 22 (National Guard Bureau form), United States Department of Veterans Affairs award letter for service connected disability, discharge orders, DD256 discharge certificate, and those documents acceptable by the Department of Central Management Services.

Good luck in your Illinois State employment search. If you have additional questions about the process, please contact the CMS Veterans Outreach Program at 130 W. Mason, Springfield, Illinois, 62702. You can reach us by phone at 800-643-8138 or 217-524-1313. Persons with disabilities (for hearing impaired) can call (TTY) 800-526-0844. Our web address is www.work.illinois.gov/vetsopgm.

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.

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.

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 or the County clerk's office where you registered your military service.