

VETERANS PREFERENCE

Applicants claiming veterans preference **MUST** submit documentation verifying eligibility for veterans preference at the 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. 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eligibles sent to hiring agencies on or before the date that your eligibility is verified by CMS will not be revised or rescinded.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 on the basis of 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 NGB22 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.

Listing of Required Military Documentation Stating Honorable Conditions

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 HONORABLE service

Activated into federal service and discharged under HONORABLE conditions:

Certified copy of DD214/DD215, certified copy of NGB22 and 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 NGB22 or 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, discharged papers must indicate this award.

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 for the deceased veteran is required.

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 Veteran Outreach at (800) 643-8138 or the Illinois Relay Center at (800) 526-0844.

Certified copies of DD214/DD215 may be obtained from:

- Illinois Department of Veterans Affairs at (800) 437-9824 (voice) or (217) 524-4645 (TTY)
- County clerk's office where you registered your military service