



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. The applications can be downloaded by going to our web address, www.work.illinois.gov, (please use Internet Explorer). Some titles require an 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 also 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. Certification of these documents can be obtained through your County Clerk's office if you registered your military service there, or the Veterans Affairs office. 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, retirement points calculation sheet and other documents deemed necessary and 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.

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 or NGB22 may be obtained from: Illinois Department of Veterans' Affairs at 800-437-9824 or TTY 217-524-4645; or the County clerk's office where you registered your military service.

Veterans Preference

Applicants claiming Veterans preference MUST submit documentation verifying eligibility for Veterans preference at time of testing or before a list of eligibility is sent to hiring agencies. If documentation is not submitted at this time, your name will NOT be sent to hiring agencies as a Veteran's 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 if the addition of your points changes your letter grade. However, lists of eligible 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
- Service 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.

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 commander/personnel on company letterhead indicating honorable service.
 - Activated into federal service and discharged under **honorable** conditions: Certified copy of DD214/DD215 for activation/deployment, certified copy of NGB22, discharge orders or retirement points sheet.
 - Never activated into federal service and discharged: Certified copy of NGB22, discharge orders or retirement points calculation sheet.
 - Never activated into federal service and currently serving: Letter from unit commander/personnel on company letterhead indicating honorable service.
 - Never activated into federal service with **four or more years' service:** Certified copy of NGB22
 - Army or Air National Guard, certified NGB22 Report of Separation and Record of Service. (Camp Lincoln – current 217-761-3936, archived 217-761-1747)
 - Army Reserve, DARP FM 249-2E / DA 5016 Chronological Statement of Retirement Points (Human Resource Command 888-276-9472)
 - Navy Reserve, NRPC 1070-124 Annual Retirement Point Record (Bureau of Naval Personnel 901-874-4885)
 - Air Force Reserve, AF 526 Point Summary Sheet (Air Force customer service 210-565-2450)
 - USMC Reserve, NAVMC 798 Reserve Retirement Credit Report (currently serving: 800-255-5082) (after 1996: 703-784-3921) (before 1998: 314-801-0800)
 - Coast Guard, CG 4175 Coast Guard Reserve Annual or Terminal Statement of Retirement Points. (202-795-6375)
 - **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 or log on www.ebenefits.va.gov to obtain a current letter. If Purple Heart recipient, certified copy of DD214/DD215, orders, or certificate awarding decoration.
 - **Unremarried Spouse / Parent of Disable 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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