

NAME: _____ SSAN: _____
(Last Name, First Name, Middle Initial) (Must indicate full name and SSN on this form)

Guide for Veteran Document Verification

Instructions:

- Read the form in its **entirety** and check all applicable options that apply to you. If a section does not apply to you, check **NO** and continue to the next section.
- This form is continued on the back of the page, please sign the verification, and provide your contact information should the Veteran's Outreach Program need to contact you for additional documentation.
- **DD214/NGB22/DD1300 requested throughout the guide must be certified by a custodian of public records at the IDVA office or County Clerk Building.**
- To have your Military document(s) **certified**, you may go to the nearest Illinois Veteran Service Office. Veteran Service Officers (VSOs) are **not** authorized to certify documents for state employment however, they are able to safely send documents electronically to staff in the Springfield IDVA Records Section who will certify your documents. You may go to the Springfield IDVA and have it certified in person (833 S. Spring St., Springfield) **OR**, you may take your original or a copy to your county courthouse/ recorder and have it put on file and withdraw a copy of the filed document.

1. Did you serve in the **regular/ active duty** (Check all that apply)

☐ ARMY, ☐ NAVY, ☐ AIR FORCE, ☐ MARINES, or ☐ COAST GUARD

Select YES or NO

- ☐ **YES** If YES, you must provide a certified copy of your last DD214/215. If discharged after 1979, you must provide the long version: page 2, 4, 5, or 6, *indicating the character of service*. Page 1 is not accepted.
- ☐ **NO** If NO, proceed to question #2.

2. Have you served or are you currently serving in the (Check all that apply)

☐ **ILLINOIS NATIONAL GUARD**, ☐ **MILITARY RESERVES** or the ☐ **INDIVIDUAL READY RESERVE***

Select YES or NO

- ☐ **YES** If still serving in the National Guard/Reserves, see question 2A.
- * If YES, but no longer serving, **Illinois National Guard** members must provide a **certified** copy of the **NGB22**, indicating character of service; **Military Reserves** must provide **Retirement Point Worksheet** (see figure 1).
- * If YES*, in the **IRR**, a handwritten, 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** If NO, proceed to question #3.

2A) Are you actively drilling/attending battle assembly?

- ☐ **YES** If YES, still serving in the **Illinois National Guard** or **Military Reserves**, a letter from your unit Commander or Personnel on Company letterhead dated within the last year indicating you are currently in good standing.
- ☐ **NO** If NO, **National Guard** members must provide a **certified** copy of the **NGB22**, indicating character of service. **Military Reserves** must provide a copy of your **Retirement Point Worksheet** (see box below on page 2).

2B) Serving or have served 4 or more years in the **ILLINOIS NATIONAL GUARD** or **MILITARY RESERVE**:

☐ **YES, ILLINOIS NATIONAL GUARD:**

If still serving, a letter from your unit Commander or Personnel on Company letterhead dated within the last year indicating you are currently in good standing and a copy of your Retirement Point Worksheet (figure 1).
If YES and **no longer serving** a certified copy of your NGB22 is required.

☐ **YES, Military Reserve:**

If still serving Commander/Personnel on Company letterhead stating, you are currently in good standing along with the proper Retirement Point Worksheet (Retirement Point Worksheet box below).
If no longer serving, provide a copy of your Retirement Point Worksheet (see figure 1).

☐ **NO**

2C) Were you activated (**NOT including Active-Duty Training - ADT**) as an Illinois NATIONAL GUARD or a MILITARY RESERVIST? (If applies circle YES or NO)

- ☐ **YES** If YES, you must provide a **certified** copy of the DD214/215 referencing the activation. 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 accepted.
- ☐ **NO**

3. Do you have a **SERVICE-CONNECTED DISABILITY**, verifiable through the United States Department of Veterans' Affairs? (Select YES or NO)

- ☐ **YES** If YES, you must provide a disability award letter dated within the last year from the United States Department of Veterans Affairs. This can be found on www.ebenefits.va.gov.
- ☐ **NO**

4. Do you have a **PURPLE HEART**? (Select YES or NO)

- ☐ **YES** If YES, it must be indicated on the **certified** copy of the last DD214/215, military orders, or decoration certificate received Stating award of the Purple Heart.
- ☐ **NO**

5. Are you the surviving, un-remarried 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? (Select YES or NO below)

- ☐ **YES** If YES, you must provide a certified copy of DD214/215, award letter, dated within the last year, from the United States Department of Veterans Affairs, Marriage Certificate and/or Death Certificate/Report of Casualty if veteran is deceased.
Ask for the CMS 255 form from CMS Veterans Outreach Staff.
- ☐ **NO**

6. 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, see #5 for required documents.
- ☐ **NO**

VETERAN VERIFICATION NOTICE

This is a notification that a review of the appropriate certified military documents will be administered through Central Management Services, Veterans Outreach Program in Springfield. Points allocated through this process will be applied to your score when applying to positions that you meet minimum qualifications for. Veterans must self-identify their veteran status on each job applied to receive veteran points.

Applicant Signature: _____ Date: _____

E-mail address: _____

Phone Number: _____

Retirement Point Worksheets

1. Army reserve, DARP FM 249-2E Chronological Statement of Retirement Points. 888-276-9472 www.hrc.army.mil
2. Navy Reserve, NRPC 1070-124 Annual Retirement Point Record. 901-874-4885 or 866-827-5672 www.npc.navy.mil
3. Air Force Reserve, AF 526 Point Summary Sheet. 210-565-2450 or 800-525-0102, option 3 www.arpc.afrc.af.mil
4. USMC Reserve, Career Retirement Credit Report/NAVMC 798 Reserve retirement Credit Report. 703-784-9306 or 703-784-9307 MARINE ONLINE [MOL Single Sign On \(usmc.mil\)](http://www.usmc.mil) (only able two use within two years of separation from reserve)
5. Coast Guard, CG 4175 Coast Guard Reserve Annual or Terminal Statement of Retirement Points. 202-795-6375 or 866-772-8724 <http://www.uscg.mil/hq/cgpc/adm/adm3.htm>

Figure 1