

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Bruce Friefeld
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resource Directors
Chair, State Universities Civil Service Advisory Committee

FROM: Lewis T. (Tom) Morelock *LM*
Executive Director

DATE: October 25, 2004

RE: **Revision #28 to the Procedures Manuals**

Enclosed are revisions to the *Examination Procedures Manual*. These changes are intended to be consistent with other state/federal regulations and legal interpretations regarding Veterans Preference guidelines for civil service testing and employment programs. Currently, our procedures provide that a qualified veteran must be separated from active duty with either an honorable discharge or a discharge under honorable conditions. These new procedures will now award points for an honorable discharge, a discharge under honorable conditions, a general (under honorable conditions) discharge, or a general discharge.

This interpretation is consistent with written guidance material published by the Illinois Attorney General's Office. Furthermore, the current United States Department of Defense Guidelines indicate that a general discharge is considered a discharge under honorable conditions. Likewise, the United State's Office of Personnel Management qualifies veterans to receive points who have been separated from active duty with an honorable or general discharge. In addition, we have changed the hostility dates for the Persian Gulf War. In support, we have obtained a CMS procedure setting forth recognized periods of hostilities, which are consistent with those established by the Illinois Department of Veteran Affairs.

Please make as many copies of these revisions as necessary to update all copies of your procedure manuals. These changes will also be reflected in the on-line version of the procedures manual that is available at our website. If you have any questions, please call our office.

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Encs.