



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#19-19**

March 28, 2019

**TO:** Agency Directors  
Deputy Directors  
Administrators

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PEER MENTOR PROGRAM FOR VETERANS

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On March 20, 2019, Governor Sisolak signed Executive Order [2019-05](#) establishing the Peer Mentor Program for veterans.

The Division of Human Resource Management is responsible for developing this program. Under the supervision of the Veterans Coordinator, the program will support mentoring, professional development, and networking opportunities for veterans, members of the Nevada National Guard, and members of the U.S. Armed Forces Reserves employed by the State of Nevada.

The Director of each State agency with veterans employed by the agency shall identify at least one employee to serve as a peer mentor for veterans and participate in the Peer Mentor Program. Large agencies are encouraged to identify additional employees as deemed appropriate. Peer mentors' responsibilities will include, but not be limited to, the following: be knowledgeable of veteran services and resources in Nevada; assist new veteran employees through their onboarding process and transition to State service; attend quarterly meetings and any special meetings as required or necessary; maintain communication with agency directors and veteran employees within their assigned agency; and assist with the planning of veteran recognition events and activities.

Prior military service is not a requirement to serve as a peer mentor, however it is essential that peer mentors are well-versed on available veteran services and resources. Identified individuals are highly encouraged to take the Nevada Department of Veteran Services (NDVS) [Veteran Advocate Course](#) or attend the [Nevada Veterans Advocate Workshop](#) on April 6, 2019, in Reno.

Please provide the name and contact information of the identified individual(s) to Doug Williams no later than April 12, 2019, at [dougwilliams@admin.nv.gov](mailto:dougwilliams@admin.nv.gov). Doug can also be reached at 702-486-8838 and will be available to answer any questions you may have.