



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#61-19**

November 25, 2019

**TO:** Directors  
Deputy Directors  
Administrators

**FROM:** Frank Richardson, Interim Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** PEER MENTOR TRAINING

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On March 20, 2019, Governor Sisolak signed Executive Order 2019-05 establishing a Peer Mentor Program for Veterans.

The Division of Human Resource Management (DHRM) is responsible for managing this program to 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. Additionally, the director of each state agency with veterans employed by the agency is required to identify at least one employee to serve as a peer mentor for other veteran employees and actively participate in the peer mentor program.

DHRM has partnered with the Nevada Department of Veterans Services (NDVS) to host a two-day training course in Las Vegas on January 22-23, 2020. This course will provide critical information on Nevada veteran services and resources. All agency-identified peer mentors are highly encouraged to attend and complete this training as part of their peer mentor duties. In accordance with NAC 284.589, employees are allowed to receive administrative leave when attending activities related directly or indirectly to the employee's job or employment with the State.

Additionally, NDVS has offered to pay transportation expenses for one identified peer mentor from each state agency in northern or rural Nevada to include round-trip airfare to Las Vegas, hotel accommodations, and daily per diem.

Peer mentors who can attend must RSVP to DHRM's Veteran's Coordinator Doug Williams at [dougwilliams@admin.nv.gov](mailto:dougwilliams@admin.nv.gov) no later than December 23, 2019. Doug can also be reached at 702-486-8838, will be available to answer any questions you may have, and will also furnish agencies with information regarding their identified peer mentors upon request.

Thank you.