

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Mandee Bowsmith
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 15-23

February 22, 2023

TO: Directors
Deputy Directors
Administrators

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
Division of Human Resource Management

SUBJECT: Veteran Peer Mentor Program & Employee Veteran of the Month Initiative

Executive Order 2019-05 was signed on March 20, 2019, establishing a Peer Mentor Program for state employees who are Veterans, and the Division of Human Resource Management (DHRM) is responsible for developing and implementing the program. Under the supervision of the Veterans Coordinator the program is 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.

Directors 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 veterans and participate in the peer mentor program. Large agencies are encouraged to identify additional employees as deemed appropriate.

Additionally, on January 1, 2021, DHRM established the Employee Veteran of the Month initiative as an extension of the Peer Mentor Program to better meet the goals of the program as specified in the executive order. The nomination and voting process is as follows:

Nominations:

- Nominations can be submitted through this [online form](#).
- Nominees must be a current employee, have served in the U.S. Armed Forces and are in good standing in their current position.
- Agency Directors, Administrators, Supervisors, and Peer Mentors may submit 1 nomination each month.
- Nominations must be received by the third Monday of each month.

- Valid nominations will be held for consideration for a 6-month time period.
- Individuals cannot be nominated if they are a previous winner.
- The online nomination form will also be linked on DHRM's intranet [webpage](#).

Voting:

- Electronic voting will commence on the fourth Monday of each month.
- Only Agency Directors or a Peer Mentor selected to be that Agency's voting representative may cast a vote.
- Each Agency will be limited to one vote.
- DHRM's Veterans Representative will share the ballots and collect and tabulate the votes.
- Votes must be cast within 72 hours of receiving the ballots.
- DHRM's Veterans Coordinator will only vote should there be a tie.

Once the winner has been determined, the Veterans Representative will inform the appropriate Director or voting representative and contact that agency's Public Information Officer. DHRM respectfully requests the assistance of Public Information Officers in vetting and approving the winner's information so those employees can be publicly recognized. Winners will also receive a certificate and will be recognized on the [Peer Mentor Webpage](#).

If you have questions, please contact Dan LaBarbera, Veterans Representative, at d.labarbera@admin.nv.gov. Dan can also be reached at 775-684-0147.

MB:bg/eh