

Joe Lombardo
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR#34-24

July 16, 2024

TO: Directors
Deputy Directors
Administrators

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

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

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

State Agency & Peer Mentor Participation Requirements:

- Directors of each State Agency with veterans are required to identify at least one employee to serve as a peer mentor and participate in the program. Larger agencies are encouraged to identify additional peer mentors as appropriate.

Peer Mentor Participation Requirements:

1. **Meeting Attendance Requirement:** Peer Mentors must attend a minimum of 3 out of 4 program meetings annually to maintain their role. Failure to meet this commitment may result in removal as a peer mentor.
2. **Training Completion:** Within six months of identification, Peer Mentors must complete mandatory training, including the Nevada Veteran Advocate Course.

- 3. Visible Liaison Role:** Peer Mentors are expected to be accessible and actively engage with veteran employees within their agencies by offering support, reaching out to new veteran employees, and acting as liaisons for veteran-related issues. Peer Mentors must also maintain regular communication with their director to keep them informed of program updates and any additional duties assigned.

Upon confirmation, identified Peer Mentors must submit a [Confirmation Letter](#) signed by the Peer Mentor, their supervisor, and Director, acknowledging their participation requirements and responsibilities

Employee Veteran of The Month Initiative:

Effective January 1, 2021, DHRM launched the Employee Veteran of the Month initiative as an extension of the Peer Mentor Program to further program goals as outlined in [Executive Order 2019-05](#).

Nomination Process:

- Nominations can be submitted via the provided [online form](#).
- Nominees must be current employees, have served in the U.S. Armed Forces, and be in good standing in their current position.
- Agency Directors, Administrators, Supervisors, and Peer Mentors may each submit one nomination per month.
- Nominations must be received by the third Monday of each month.
- Valid nominations will be considered for a period of six months.
- Previous winners are ineligible for re-nomination.
- The nomination form is also available on the internal Peer Mentor Program [webpage](#).

Voting Process:

- Electronic voting will begin on the fourth Monday of each month.
- Only Agency Directors or a designated Peer Mentor may cast a vote on behalf of their agency.
- Each agency is allowed one vote.
- DHRM's Veterans Representative will distribute ballots, collect votes, and tabulate results.
- Votes must be cast within 72 hours of receiving the ballots.
- In the event of a tie, DHRM's Veterans Coordinator will cast the deciding vote.

Once a winner is determined, the Veterans Representative will notify the respective Director or voting representative and contact the agency's Public Information Officer and agency peer mentor(s).

DHRM respectfully requests the assistance of Public Information Officers in vetting and approving the winner's information for public recognition. Winners will also receive a framed

certificate signed by the Director of the Department of Administration and the DHRM Administrator and will be recognized on the Peer Mentor webpage.

For further information or assistance, please contact Dan LaBarbera, Veterans Representative, at d.labarbera@admin.nv.gov. Dan can also be reached at 775-684-0147.

BW:bo/eh