


U.S. Department of Labor Veterans' Employment and Training Service  
Washington, D.C. 20210



JAN 16 2020

VETERANS' PROGRAM LETTER NO. 01-20

TO: ALL VETERANS' EMPLOYMENT AND TRAINING STAFF  
ALL STATE AGENCY ADMINISTRATORS  
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND TRAINING  
ADMINISTRATION (INFORMATION)

FROM: JOHN LOWRY   
Assistant Secretary

SUBJECT: Consolidated Disabled Veterans' Outreach Program (DVOP) Specialists and  
Local Veterans' Employment Representative (LVER) Staff Positions

I. **Purpose:** To clarify the process for State Workforce Agencies (SWAs) to consolidate DVOP specialists and LVER staff into full-time consolidated DVOP/LVER positions.

II. **References:**

- A. [Title 38, United States Code, Chapter 41](#), Sections 4102A, 4103A and 4104 (38 U.S.C. §§ 4102A, 4103A, and 4104), as amended;
- B. [VOW to Hire Heroes Act of 2011](#) (Public Law (P.L.) 112-56), Title II, Section 241(c);
- C. [VPL 03-14](#), Jobs for Veterans' State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans, dated April 10, 2014;
- D. [VPL 03-14, Change 1](#), Expansion and Clarification of Definition of Significant Barriers to Employment for Determining Eligibility for the Disabled Veterans' Outreach Program (DVOP), dated February 11, 2015;
- E. [VPL 03-14, Change 2](#), Expansion and Clarification of Homeless Definition as a Significant Barrier to Employment, dated October 14, 2015;
- F. [VPL 03-19](#), Designation of Additional Populations Eligible for Services from Disabled Veterans' Outreach Program Specialists, dated February 7, 2019;
- G. [VPL 04-18](#), Submission of Jobs for Veterans State Grant Interim Modification Requests, dated February 15, 2018;
- H. [VPL 06-15](#), Corrected Copy, Jobs for Veterans State Grant Annual Funding Modification Requests, dated June 8, 2015;

- I. [GO Memo 02-17](#), Jobs for Veterans State Grant (JVSG) Fiscal Year (FY) 2018 Annual Funding Planning Estimates, New Automated Submission Process; New JVSG Audit Cycle, dated April 7, 2017;
- J. [TEGL 19-13](#), Jobs for Veterans' State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans, dated April 10, 2014; and
- K. [TEGL 19-13, Change 1](#), Expansion and Clarification of Definition of Significant Barriers to Employment for Determining Eligibility for the Disabled Veterans' Outreach Program (DVOP), dated February 11, 2015.

**III. Rescission:** VPL 02-16, Requesting Consolidated Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representative (LVER) Staff Positions.

**IV. Background:** The duties of a DVOP specialist are outlined at 38 U.S.C. § 4103A and the duties of LVER staff are outlined at 38 U.S.C. § 4104. Pursuant to 38 U.S.C. §§ 4103A(d) & 4104(e), DVOP specialists and LVER staff have prescribed duties.

Section 241(c) of the VOW to Hire Heroes Act amended 38 U.S.C. § 4102A by adding subsection (h), to allow for a JVSG staff person to perform both the duties of a DVOP specialist and a LVER staff person, referred to as a consolidated DVOP/LVER position. To move forward with a consolidated DVOP/LVER position, the Governor of a state must determine, and the U.S. Secretary of Labor ("Secretary") must concur, that "such consolidation (A) promotes a more efficient administration of services to veterans with a particular emphasis on services to disabled veterans; and (B) does not hinder the provision of services to veterans and employers."

38 U.S.C. § 4102A(h) also requires, "the Governors to submit to the Secretary a proposal therefore at such time, in such manner, and containing such information as the Secretary may require." Sections V and VI of this VPL provide the approval process for consolidated DVOP/LVER position proposals.

**V. Criteria for Consolidated DVOP/LVER Position:** States should consider all employment programs and resources when developing their proposal, such as the presence of business service teams and employer outreach staff. Proposals for consolidated positions will be granted if the following criteria have been met:

- A. regardless of the requested mix of DVOP/LVER responsibilities, each consolidated position must equal one full-time equivalent;
- B. for a consolidated position, all required training for both DVOP and LVER positions must be successfully completed through the National Veterans' Training Institute within 18 months of appointment;
- C. a brief narrative explaining how the consolidated position promotes a more efficient administration of services to veterans and does not hinder the provision of services

to veterans and employers consistent with the requirements of 38 U.S.C. §§ 4103A and 4104; and

- D. on the same row of the [VETS-501 JVSG Staffing Directory](#), designate a one (1) in column g and one (1) in column i until approved by the Grant Officer as shown below.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Office Number, Name and Address	Grant Funded Staff Name (Last Name, First Name)	E-mail Address	Date Appointed to Current Position	Date Last Completed NVTI Core Training	DVOP	Consolidated DVOP/LVER	LVER	Position Vacant	Program Manager	Filled by A Non-Veteran
Enter "1" for full-time position or "0.5" for half-time position (Note: A Consolidated DVOP/LVER can only be a single full time position)										
						1		1		

**VI. Submitting Modification Requests for Approval:** The Veterans’ Employment and Training Service (VETS) will continue accepting modification requests in accordance with the procedures established by VPL 04-18 (or the most current directive regarding the submittal of Interim Modification Requests). Each modification request must meet the requirements of that VPL.

Alternatively, states may incorporate their proposals for consolidated positions as part of their annual modification requests based upon the requirements in Section 7 of VPL 06-15 or the most recent VPL on this subject.

Any approved consolidated positions must be reported as a Consolidated DVOP/LVER Activity on the [VETS-401 JVSG Budget Information Summary](#) and on the [VETS-402A or 402B Expenditure Detail Report](#) every quarter.

**VII. Actions Required:** Requests for consolidated positions will be considered for approval when received as either an interim or annual funding modification request.

**VIII. Inquiries:** Questions should be referred to the appropriate Director for Veterans Employment and Training (DVET).

**IX. Expiration Date:** This VPL will be reviewed for relevance on or before August 31, 2023. It shall remain in effect until rescinded or superseded.