

**November 26, 2002**

CHIEF OPERATING OFFICER MEMORANDUM **5-03**

FOR: ALL REGIONAL ADMINISTRATORS AND DIRECTORS FOR  
VETERANS= EMPLOYMENT AND TRAINING

FROM: GORDON J. BURKE, Jr. [**Signed**]  
Chief Operating Officer

SUBJECT: Guidance to Request Additional Local Veterans' Employment  
Representative (LVER) Staff at the State Workforce Agencies'  
(SWAs) Central Office

The Grant Officer recently approved a unilateral change to the Special Provisions to the Disabled Veterans' Outreach Program (DVOP) and Local Veterans Employment Representative (LVER) Grant as requested by the Assistant Secretary for Veterans' Employment and Training (ASVET). This change allows SWAs to request the assignment of additional LVER staff at the SWAs' Central Office. This is a new direction in the midst of significant legislative changes.

The ASVET will consider all written requests on a case-by-case basis. In doing so, we must ensure that services to veterans are not diminished in any way. At a minimum, SWAs need to address the following points in the written request:

- The SWA needs to provide present current fiscal & programmatic performance data as well as information regarding current staffing levels.
- The SWA needs to demonstrate how the additional position(s) will enhance services provided to veterans and improve performance outcomes to veterans.
- The request must show that even though a field position is being transferred to the SWAs' central office, services to veterans at the local service delivery point will be maintained.
- The costs associated with the LVER being assigned to the central office must be clearly described. The costs should not exceed the current cost for an LVER assigned to a local service delivery point within the state.

- If the assignment of an additional LVER to the central office will impact the negotiated Personnel Service (PS) and Personal Benefit (PB) rate the SWA will need to show what the impact will be.

The SWA must understand that diminished performance outcomes or significant increases in costs to the program could result in termination of the position(s) and the reassignment of staff to the local service delivery point.

Action Required:

- A SWA seeking to station additional LVER staff at its central office needs to provide a written request that responds to the above-mentioned points. This request is to be submitted to the DVET.
- DVETs are required to forward the SWAs' request with their recommendation to their RAVET within five (5) working days of receipt.
- RAVETs have ten (10) working days to review the SWAs' request, obtain any additional information, and forward the request with their recommendation to the National Office - Attention Miguel A. Hernandez.
- The request and recommendation will be presented to the ASVET for a decision.

Questions are to be addressed to either Miguel A. Hernandez (202-693-4708), or Dave Mullis (202-693-4712).