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## DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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Category: Veterans
Subject#: LVER and DVOP Duties and Responsibilities
Source: Federal
Revise/Replace: 04-15-V
Contact: Tim Amthor
Distribution: All Workforce Centers, Program and Administrative Staff
Colorado One-Stop System Policy Guidance Letter:05-14-V
Date: September 26, 2005

**I. REFERENCE(S):** U.S.C. Title 38, Public Law 107-288, and Veterans' Program Guidance Letter (VPL) 07-05.

**II. PURPOSE:** This Policy Guidance Letter (PGL) addresses the Duties and Responsibilities of assigned Disabled Veterans Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVER).

**III. BACKGROUND:** VPL 07-05 clarified the roles and responsibilities of DVOPs and LVERs and more clearly defined their required core duties.

**IV: POLICY/ACTION:**

A. **DVOP and LVER** duties and responsibilities include but are not limited to:

1. Providing the full range of employment and training and placement services to appropriate veteran customers. These services include but are not limited to:

a. **Providing appropriate Job Referrals.**

b. **Conducting Job Developments (JD).**

c. Providing Vocational Guidance (VG).

d. Providing Labor Market Information (LMI).

e. Providing appropriate referrals to Training (RT or RW) and Supportive Services (RS).

2. Taking a proactive and positive approach to integration which includes but is not limited to:
    - a. Taking part in appropriate One-Stop teams, committees, work groups etc., which work on local processes, policies and procedures that may affect veteran customers.
    - b. Assisting in training and educating One Stop staff and partners about veteran programs.
  3. Participating in local Transition Assistance Program (TAP) activities for Transitioning Service Members.
  4. Documenting in JobLink all services provided to job seekers and employers.
  5. Performing other duties assigned by the State Regional director that benefits veteran customers.
- B. DVOP roles and responsibilities also include but are not limited to:
1. Facilitating intensive services to veterans using the case management approach taught by the National Veterans Training Institute (NVTI)
  2. Targeting intensive services to appropriate veterans in the following order or precedence:
    - a. Special Disabled.
    - b. Disabled.
    - c. Economically or educationally disadvantaged.
    - d. Other barriers to employment, especially homelessness.
  3. Conducting appropriate assessments and developing a documented Employment Development Plan (EDP) for clients enrolled in veteran Intensive Services.
  4. Conducting outreach activities to any agency, organization or entity that may or could provide service to veterans. These organizations include but are not limited to:
    - a. Vocational Rehabilitation and Employment Programs (VR&E).
    - b. Homeless Veterans Reintegration Project Grantees (HVRP).
    - c. Department of Veteran Affairs Medical Centers and Vet Centers.
    - d. Homeless Shelters.
    - e. Civic Service Organizations.

- f. Community Stand Downs.
- g. Military Installations.
- h. WIA Partners.
- i. State Vocational Rehabilitation Agencies.
- J. Disabled veterans who register for work with Colorado Department of Labor and Employment (CDLE).

C. LVER duties and responsibilities also include but are not limited to:

1. Working with other service providers to promote veterans as highly skilled and experienced members of the workforce.
2. Advocating for veterans employment and training opportunities with businesses, industry, and community-based organizations.
3. Conducting outreach that includes but is not limited to:
  - a. Planning and participating in job fairs.
  - b. Promoting employment and training opportunities for veterans with business organizations, unions, and apprenticeship programs.
  - c. Promoting credentialing and training opportunities for veterans with training providers and licensing agencies.
  - d. Promoting CDLE services to all Recently Separated veterans especially those who register for work with CDLE.
4. Establishing and maintaining regular contact with employers to include federal contractors.
5. Being actively involved with the One-Stop employer or business services/relations team.
6. Promoting all One Stop services and programs to employers.
7. Coordinating the Regional Manager's Report on Services to Veterans using the format found in VPL 07-05. Reasonable attempts will be made to include best practices and success stories, special projects, and other LVER and DVOP activities. .
8. Conducting Job Search Assistance workshops for veteran job seekers.

V. **IMPLEMENTATION DATE:** Effective immediately.

VI. **INQUIRIES:** Direct inquiries to Tim Amthor at 303-318-8821.

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