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May 14, 2009

NEW MEXICO BULLETIN NO. 230-9-6

SUBJECT: EOP – VETERAN EMPHASIS PROGRAM MANAGER

TO: All Employees

ACTION REQUESTED BY: JUNE 15, 2009

Purpose. To announce the Veteran Emphasis Program Manager Collateral Duty Assignment.

Expiration Date. September 30, 2009

The Veteran Emphasis Program Manager (VEPM) collateral duty assignment will become vacant May 15, 2009. Anyone interested in this assignment should submit a written narrative not to exceed one page, stating why you are interested and how you could benefit the program.

Collateral duty appointments are assigned for a minimum of three years and may be renewed each year thereafter, not exceeding five years.

The VEPM, using State Conservationist's staff assistance spends up to 20% of his or her time on the following duties:

1. Evaluate and report the impact of recruitment, selection, placement, promotion, training, counseling, and career development policies and practices.
2. Develop and/or coordinate the development of the VEPM annual plan of operations, which is incorporated into the organizational unit's APO.
3. Analyze and evaluate statistical reports of the workforce in areas such as awards, workforce distribution, training, attrition, under representation, and under-utilization to identify barriers to the recruitment, employment, and advancement of Veterans, and recommend corrective action, if needed.
4. Participate as a team member/leader in the development and implementation of affirmative action program plans.
5. Conduct training and/or provide training resources for civil rights workshops, seminars, and meetings.
6. Participate, as directed, on task forces and in work teams that examine issues relative to employment concerns.
7. Serve as a local representative at state, regional, and national meetings concerned with Veteran issues.

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8. Serve as a communication link between employees and the National VEPM, keeping employees aware of VEP activities through memoranda, bulletins, newsletters, and other appropriate means.
9. Perform other duties related to the VEPM as identified by the DEEOO (State Conservationist), National VEPM, and VEP committees as appropriate.

The VEPM reports directly to the State Conservationist, DEEOO, on issues impacting Veteran issues. In addition, the VEPM serves as a member on the New Mexico Civil Rights Advisory Committee.

All applicants should submit their narrative applications through their respective supervisors and line managers to the State Administrative Officer by June 15, 2009.



DENNIS L. ALEXANDER
State Conservationist