**Attachment A**

DVOP Outreach Plan Template

Internal:

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| --- | --- |
| Target Audience  | *Non-JVSG Career Center Staff* |
| Partner  | *MassHire Career Center* |
| Action Items  | *Ensure non-JVSG staff are aware of Veteran referral process* |
| Frequency  | *On-going* |

|  |  |
| --- | --- |
| Target Audience  |  |
| Partner  |  |
| Action Items  |  |
| Frequency  |  |

External:

|  |  |
| --- | --- |
| Target Audience  | *VSO* |
| Partner  | *Cambridge Veteran Service Office in Cambridge*  |
| Action Items  | *Connect in-person or via email or phone to share information on MassHire Veteran Services*  |
| Frequency  | *Bi-weekly*  |

|  |  |
| --- | --- |
| Target Audience  | *Local agencies that serve Veterans with significant barriers to employment to connect SBE Veterans to career center services* |
| Partner  | *Veteran Northeast Outreach Center* |
| Action Items  | *Send emails to share information on career center program and services*  |
| Frequency  | *Monthly or 2x per month as needed*  |

DVOP Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_