



Reintegration Checklist Human Resources Professionals

This checklist is intended to assist Human Resources (HR) offices in providing information and services to a Department of Veterans Affairs (VA) employee, who is also a Servicemember and his or her supervisor as the Servicemember prepares to return to VA from military service. For more details, see the Reintegration section of the *VA Deployment Lifecycle Guide for HR Professionals* on the *VA for Vets* website (<http://www.vaforvets.va.gov>).

Directions: Complete each activity on this checklist. Place a check mark in the box provided next to the activity when completed.

1. Contact the Servicemember

- Recognize the Servicemember's service on active duty
- Verify that the Servicemember's benefits or compensation concerns have been addressed (example: any adjustments to health insurance or other benefits)