



Employment & Readiness Checklist Supervisors

This checklist suggests activities that you should complete when you are assigned to supervise a Servicemember employee. For more details, see the Employment & Readiness section of the *VA Deployment Lifecycle Guide for Supervisors* on the *VAforVets* website.

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

- 1. Complete the online USERRA training on VA's Talent Management System (TMS) website (<https://www.tms.va.gov>), Course#897931**
- 2. Sign VA for Vets Letter of Agreement.** The Letter of Agreement clarifies responsibilities and promotes effective communication between the Servicemember employee's and their supervisor. Additionally, the Letter of Agreement protects the Servicemember Employee's employment and reemployment rights while performing military duty.
 - Discuss and develop the letter the Letter of Agreement with your Servicemember employee.
 - Utilize the template on the VA for Vets website when developing the Letter of Agreement with Servicemember employee
 - Maintain a copy of the *VA for Vets* Letter of Agreement for yourself
 - Provide a copy to the Servicemember employee and provide the original to Human Resources (HR)
- 3. Develop Transition Plan.** The Transition Plan is a checklist-based list of tasks that the Servicemember employee performs in their position. The purpose of transition planning is to ensure a smooth and rapid transition when the Servicemember employee departs from their position and an interim employee assumes the position
 - Discuss and develop the Transition Plan with your Servicemember
 - Utilize the template on the VA for Vets website in developing a Transition Plan
 - Sign the Transition Plan with your Military Service Member
 - Provide a copy of the Transition Plan to your Servicemember employee
- 4. Review the VA Deployment Lifecycle Guide for Supervisors on the VA for Vets website**