



## Post-Deployment Checklist Supervisors

This checklist suggests activities that you should complete once Servicemember employee has informed you that they will be returning to civilian employment. For more details, see the Post-Deployment 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. Communicate with military service member

- Reassure the military Servicemember employee that a job is waiting when he or she returns
- Ask the Servicemember employee if they require any special accommodations
- Contact the Deployment and Reintegration (D&R) Regional Manager representing your state. Please view the listing of Regional Managers on the *VAforVets* website.

### 2. Review Transition Plan

- Work on the Transition Plan with the employee(s) who assumed the tasks of the deployed service member

### 3. Inform your staff

- Inform your staff that the Servicemember employee is returning from deployment
- Prepare to recognize the deployed Servicemember employee for their service to our country

### 4. Coordinate with Human Resources (HR)

- Notify HR that the Servicemember employee is returning to the position they would have attained had the employment not been interrupted by military duty or a position of like seniority, status, or pay
- Submit *Request for Personnel Action, SF 52* for the reintegrating Servicemember employee
- If applicable, submit request for Personnel Action, SF-52 for employee who temporarily replaced the deployed Servicemember employee
- Verify with HR whether the Servicemember employee is entitled to five days excused absence based on their deployment
- Discuss any reasonable accommodations that the Servicemember employee may require