



Pre-deployment Checklist Human Resources Professionals

This checklist is intended to assist Human Resources (HR) offices in providing information and services to Department of Veterans Affairs (VA) employee, who is also a Military Service Member and his or her supervisor as the service member prepares for military deployment. For more details, see the Pre-deployment section of the *VA Deployment Lifecycle Guide for HR Professionals* on the *VA for Vets* website (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. Review service member rights under USERRA

- Access *USERRA for HR Professionals* training on the VA Talent Management System (TMS)
 - o Review the Employment & Readiness and Pre-deployment lessons

2. Prepare for pre-deployment session with service member

- Review the *Pre-deployment Session Guide* on the *VA for Vets* website
- Set up a deployment folder for the service member
- Encourage service member to complete Pre-deployment Advisor
- Check the service member's deployment folder for a signed *VA for Vets Letter of Agreement* between the supervisor and the service member; if none exist, contact the supervisor for a copy

3. Conduct Pre-deployment session with service member

- Provide information on the protections provided by USERRA
- Use the *Pre-deployment Session Guide* to communicate key information about leave, benefits and compensation to the service member
- Sign the *Pre-deployment Session Guide* at the end of the session
- Obtain service member's signature on the *Pre-deployment Session Guide*
- Provide a photocopy to the service member and file the original in the service member's deployment folder
- Make sure the service member is aware of the services provided by *VA for Vets* coaches:
 - o Phone: 1-855-VA4VETS (1-855-824-8387)
- Provide the service member with several of your business cards and/or HR point of contact

4. Seek to obtain an agreement about communicating with the service member while he or she is on military deployment

- Agrees with continued communications while on deployment; define the type of communication; obtain contact information for the service member while he or she is deployed

OR

- Does not want to be contacted while on military deployment

5. Discuss staffing options with the service member's supervisor

- Discuss supervisor's coverage needs
- Review differences between short-term and temporary employment options

6. Process *Request for Personnel Action, SF 52*

- Process *Request for Personnel Action, SF 52*, when the service member begins leave without pay (Absent-Uniform Services)
- Ensure code 961 is entered when service member status changes to Absent-Uniform Services