



Deployment Checklist Supervisors

This checklist suggests activities that you should complete once the Department of Veterans Affairs (VA) employee, who also is a Military Service Member, has deployed. For more details, see the Deployment section of the *VA Deployment Lifecycle Guide for Supervisors* 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 Supervisors* training on VA Talent Management System (TMS)
 - o Review Deployment lesson

2. Communicate with the service member, if agreed upon in the pre-deployment phase

- Set up a reminder on your calendar to communicate with the service member
- Send the service member the types of communications you agreed to in the pre-deployment phase