



Post-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 informed you that he or she will be returning to civilian employment with VA. For more details, see the Post-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 Post-deployment lesson

2. Communicate with service member

- Reassure the service member that a job is waiting when he or she returns
- Ask the service member if he or she needs any special accommodations
- Discuss office and system requirements referencing the Transition Plan
 - o Contact appropriate parties to fulfill office and system requirements

3. Revise Transition Plan

- Work on the Transition Plan with the employee(s) who assumed the tasks of the service member while he or she was deployed

4. Inform your staff

- Tell your staff that the service member is returning and when (if known) from deployment
- Ask the team to sign a “thank you” note (available on the *VA for Vets* website) for the service member or other gesture recognizing the his or her service to our country

5. Coordinate with Human Resources (HR)

- Notify HR that the service member will be returning to his or her civilian job from military duty
- Submit *Request for Personnel Action, SF 52* for the reintegrating service member
 - o If applicable, submit *Request for Personnel Action, SF 52* for employee who temporarily replaced the deployed service member
- Ask HR if the service member is entitled to five days of excused absence based on his or her deployment
- Discuss any reasonable accommodations that the service member may need

6. Learn about Deployment Awareness

- Review *Leading the Way* training on VA TMS
- Review webcasts on effective communications from the *VA for Vets* website