



Reintegration Checklist Supervisors

This checklist suggests activities that will help you provide information and services to the Department of Veterans Affairs (VA) employee, who also is a Military Service Member, so that he or she can reintegrate smoothly when he or she returns to civilian employment with VA. For more details, see the Reintegration 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 Reintegration lesson

2. Recognize the service member's service to our country

- Give the "thank you" note signed by the team to the returning service member

3. Conduct a transition meeting with your service member

- Thank the service member for his or her service to our country
- Remind the service member to update his or her resume through the *VA for Vets* Career Center
 - o Encourage the service member to contact a *VA for Vets* coach if he or she needs career and/or resume support at 1-855-VA4VETS (1-855-824-8387)
- Use the Transition Plan to discuss how he or she will be transitioned to his or her job responsibilities
- Recommend that the service member talk to Human Resources (HR) about benefits
- Verify with HR that Absent-Uniformed Services code change from 961 to 962 upon the service member's return

4. Provide the service member with reintegration resources

- VA for Vets coaches: 1-855-VA4VETS (1-855-824-8387)
- VA Employee Assistance Program (EAP): contact HR for more information
- Military OneSource (<http://www.MilitaryOneSource.com>)
- AfterDeployment.org (<http://www.AfterDeployment.org>)
- Yellow Ribbon (<http://www.YellowRibbon.mil>)
- National Suicide Prevention Hotline: 1-800-273-8255