



Deployment Checklist Human Resources Professionals

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

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

- Set up a reminder on your calendar to communicate with the service member
- Send the employee a short “thinking of you” email that reminds the service member that you are available if he or she has any questions or concerns