



Reintegration Checklist Military Service Members

This checklist will help you return and reintegrate into civilian employment with the Department of Veterans Affairs (VA). The actions you take will depend on your personal circumstances as well as the length and location of your deployment. For more details, see the Reintegration section of the *VA Deployment Lifecycle Guide for Military Service Members* 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. Complete VA check-in with:

- Your Supervisor and Human Resources (HR) on the:
 - o Date you will return to duty at VA including whether you intend to use your 14 - 90 day USERRA return rights, if applicable
 - o Five days of authorized absence, if entitled
- HR professional
 - o Provide a copy of DD 214 to HR
 - o Discuss health insurance issues, e.g., reinstatement of health insurance, electing health insurance once TRICARE ends
 - o Update Veteran status and preference if necessary

2. Review your rights under USERRA (optional)

- Access *USERRA for Military Service Members* training on VA Talent Management System (TMS)
 - o Review the Reintegration lesson

3. Seek reintegration support (optional)

- 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