



Employment & Readiness Checklist Supervisors

This checklist suggests activities that you should complete when you are assigned to supervise a Department of Veterans Affairs (VA) employee who also is a Military Service Member. For more details, see the Employment & Readiness 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)
 - Review Employment & Readiness lesson

2. Sign *VA for Vets* Letter of Agreement

- Discuss the *VA for Vets* Letter of Agreement with your service member
- Obtain signatures on the *VA for Vets* Letter of Agreement
- Maintain a copy of the *VA for Vets* Letter of Agreement for yourself
- Provide a photocopy to the service member; send the original to Human Resources (HR)

3. Draft Transition Plan

- Work on the Transition Plan available on the *VA for Vets* website with your service member