



## Pre-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 has received deployment orders or has been notified that he or she will be deploying. For more details, see the Pre-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 Pre-deployment lesson

**2. Contact Human Resources (HR)**

- Notify HR that a service member has an upcoming deployment/extended military duty
- Submit *Request for Personnel Action*, SF 52 to HR as soon as the service member notifies you of his or her deployment date to transition into Active Duty Leave Without Pay (Absent-Uniform Services) status
- Verify the deployment data has been entered in the Case Management System (CMS)  
<https://mycase.VAforVets.VA.gov>

**3. Learn about deployment awareness**

- Review *Leading the Way* training on VA TMS

**4. Inform service member**

- Request your service member to set up a meeting, i.e., pre-deployment session, with an HR professional
- Advise the service member that HR will cover all aspects of leave, compensation, benefits and any entitlements regarding his or her deployment
- Let the service member know that, if desired, a spouse or other family member may be present at the pre-deployment session

**5. Complete Transition Plan**

- Complete the transition plan available on the VA for Vets website with your service member

**6. Discuss staffing options with an HR professional**

- Discuss your coverage needs in the service member's absence
- Determine if you will use short-term, temporary, or other team members

**7. Conduct a transition meeting with your service member**

- Ask if he or she will need to use leave before deployment
- Use the Transition Plan to discuss how his or her job responsibilities will be transitioned to another individual
  - o Ensure the plan addresses the storage and back up of any office equipment and electronic files or media that will be needed in the reintegration phase
- Reassure the service member that his or her job (or a commensurate with current job) will be available when he or she returns
- Ask the service member to provide you with an updated resume if he or she is interested in being considered for advancement opportunities while deployed
- Refer the service member to VA for Vets program for pre-deployment services

**8. Obtain an agreement on communicating with service member while on military deployment**

- Agrees with receiving communications from you while he or she is on deployment; define the type of communication; obtain contact information for the service member while he or she is deployed

**OR**

- Does not want to be contacted while on military deployment