



## Post-deployment Checklist Military Service Members

This checklist will help you prepare for your return to civilian employment at 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 Post-deployment section of the *VA Deployment Lifecycle Guide for Military Service Members* on the *VA for Vets* website ([VAforVets.VA.gov](http://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. Notify your supervisor**

- Of your anticipated date of return to employment
- When you have a firm date for your return to employment
- If you need any special accommodations

**2. Review your rights under USERRA (optional)**

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

**3. Get post-deployment support from HR (optional)**

- Discuss any questions with your HR professional that you may have about returning to VA

**4. Update Resume (optional)**

- Add new skills to your resume that you may have acquired while deployed using the *VA for Vets* Career Center or contact a *VA for Vets* Coach for career and resume support at 1-855-VA4VETS (1-855-824-8387)