



Post-deployment Checklist Human Resources Professionals

This checklist suggests activities that you should complete once you have been notified that a deployed Department of Veterans Affairs (VA) employee, who is also a Military Service Member, is in the process of returning to VA. These activities are recommended to ease the service member's transition from active duty to civilian employment at VA. For more details, see the Post-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 Post-deployment lesson

2. Discuss staffing options with the service member's supervisor

- Discuss supervisor's coverage needs to determine if the service member is returning to same position

3. Confirm and process personnel action

- Confirm that five days of excused absence have been scheduled (if entitled)

4. Communicate with service member

- Send the service member a short email that:
 - o Reminds the service member that you are available if he or she has any questions or concerns
 - o Reiterates the anticipated date of his or her return to VA