Human Resources (HR) Professional – Deployment Lifecycle Toolkit

July 2014

HR Professional – Deployment Lifecycle Toolkit

This toolkit contains checklists and other helpful information to support you working with VA Servicemember employees, here afterword referred to as servicemembers (SM), throughout the deployment lifecycle.

The toolkit contains:

- **Pre-deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Pre-deployment Session Guide**
  A guide that provides an outline of the topics you should discuss with servicemembers who are getting ready to deploy for extended military service of 30 days or more

- **Deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Post-deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Reintegration Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Welcome Back letter Template**
  A welcome back template for returning Servicemembers

- **Roles Matrix**
  A matrix that defines when the servicemember, his or her supervisor, and the Human Resources (HR) professional should be involved to ensure a standardized approach throughout the deployment lifecycle

- **Deployment & Reintegration (D&R) Regional Manager's Map**
  A statewide map of D&R Regional Managers area of responsibility.