



Supervisor – Deployment Lifecycle Toolkit



U.S. Department
of Veterans Affairs

Supervisor – 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:

- **Employment & Readiness Checklist**
A checklist of job-related actions you need to complete during this phase of the deployment lifecycle
- **Letter of Agreement**
An agreement that promotes effective communication between you and your servicemember
- **Transition Plan**
A worksheet to help you organize the tasks and activities performed by your servicemember
- **Pre-deployment Checklist**
A checklist of job-related actions you need to complete during this phase of the deployment lifecycle.
- **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
- **Welcome Back letter Template**
A welcome back template for returning Servicemembers.
- **Reintegration Checklist**
A checklist of job-related actions you need to complete during this phase of the deployment lifecycle
- **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.

