Pre-deployment Checklist
Human Resources Professionals

This checklist is intended to assist Human Resources (HR) offices in providing information and services to Servicemember employee and their supervisor. For more details, see the Pre-deployment section of the *VA Deployment Lifecycle Guide for HR Professionals* on the *VA for Vets* website (http://www.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. **Prepare for pre-deployment session with servicemember**
    - ☐ Review the *Pre-deployment Session Guide*
    - ☐ Review VA Handbook 5005/66 Part III Chapter 6 Reemployment Procedures (USERRA) of 1994
    - ☐ Schedule a Pre-deployment session with the Servicemember employee
    - ☐ Contact your local Deployment & Reintegration Regional Manager for Deployment Support
    - ☐ Check the servicemember's deployment folder for a signed *VA for Vets Letter of Agreement* between the supervisor and the service member; if none exist, contact the supervisor for a copy

2. **Conduct Pre-deployment session with servicemember**
    - ☐ Provide information on the protections provided by USERRA
    - ☐ Use the *Pre-deployment Session Guide* to communicate key information about leave, benefits and compensation to the service member
    - ☐ Sign the *Pre-deployment Session Guide* at the end of the session
    - ☐ Obtain servicemember's signature on the *Pre-deployment Session Guide*
    - ☐ Provide a photocopy to the servicemember and file the original in the servicemember's deployment folder
        - ☐ Make sure the Servicemember employee is aware of the services provided by the Regional Managers
            Provide the servicemember with several of your business cards and/or HR point of contact

3. **Seek to obtain an agreement about communicating with the servicemember their on military deployment**
    - ☐ Agrees with continued communications while on deployment; define the type of communication; obtain contact information for the Servicemember employee while he or she is deployed
    - **OR**
    - ☐ Does not want to be contacted while on military deployment

4. **Discuss staffing options with the servicemember's supervisor**
    - ☐ Discuss supervisor's coverage needs
    - ☐ Review differences between short-term and temporary employment options

5. **Process *Request for Personnel Action*, SF 52**
    - ☐ Process *Request for Personnel Action*, SF 52, when the servicemember begins leave without pay (Absent-Uniform Services)
    - ☐ Ensure code 473 is entered when servicemember's status changes to Absent-Uniform Services