



Employment & Readiness Checklist Military Service Members

This checklist suggests activities that you should complete each time you are assigned to a new supervisor at the Department of Veterans Affairs (VA). For additional details, please review the Employment & Readiness section of the *VA Deployment Lifecycle Guide for Military Service Members* on the [VA for Vets](#) website.

Directions: Complete each activity on this checklist. Place a check mark in the box provided next to the activity when completed.

1. Register for an account on the *VA for Vets* website.

2. Contact the Deployment and Reintegration (D&R) Regional Manager representing your state. Please review the listing of Regional Managers on the *VA for Vets* website for your Regional Manager.

3. Complete the online USERRA training on VA's Talent Management System (TMS) website (<https://www.tms.va.gov>), Course#897931.

4. Develop a Letter of Agreement.

The Letter of Agreement clarifies responsibilities and promotes effective communication between the Military Service Member and his or her supervisor that protects the Military Service Member's employment and reemployment rights while performing military duty.

- Establish a time with your supervisor to discuss and develop the Letter of Agreement
- Utilize the template on the [VA for Vets](#) website in developing the Letter of Agreement with your supervisor
- Sign the Letter of Agreement with your supervisor
- Obtain a photocopy of the signed Agreement from your supervisor

5. Develop a Transition Plan.

The Transition Plan is a checklist-based list of tasks that the Military Service Member performs in his or her position with VA. The purpose of transition planning is to ensure a smooth and rapid transition when the Military Service Member departs from his or her position in VA and an interim employee takes over the position.

- Establish a time with your supervisor to discuss and develop the Transition Plan
- Utilize the template on the [VA for Vets](#) website in developing a Transition Plan
- Sign the Transition Plan with your supervisor
- Obtain a photocopy of the signed Plan from your supervisor

6. Review the *VA Deployment Lifecycle Guide for Military Service Members* on the *VA for Vets* website.