



Pre-Deployment Checklist Military Service Members

This checklist will help you prepare for deployment as a VA Military Service Member employee of the Department of Veterans Affairs (VA). For additional details, please review the Pre-Deployment section of the *VA Deployment Lifecycle Guide for Military Service Members* on the [VA for Vets](http://www.va.gov) website.

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

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

2. Notify your Supervisor.

- Notify your supervisor as soon as possible if:
 - o You anticipate receiving deployment orders
 - o You have received military deployment notification
- Provide your supervisor with a written copy of your deployment orders. If orders are not available, ensure you send a copy when the orders become available
(This will assist in coding your personnel actions prior to deployment)
- Discuss any HR-related needs with your supervisor prior to deployment i.e. leave, medical, etc.
(Specify the type of leave you intend to take)

3. 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.

4. Meet with your Human Resources Practitioner.

- Schedule a meeting with your HR Practitioner to discuss leave, compensation and benefit options
- Use the *Pre-Deployment Advisor* on the [VA for Vets](http://www.va.gov) website to review your benefit options
- Bring the results from the *Pre-Deployment Advisor* to your meeting with your HR Practitioner to discuss leave, compensation and benefit options

5. Review your Transition Plan.

- Assist your supervisor with the Transition Plan
- Utilize the template on the [VA for Vets](http://www.va.gov) website in developing a Transition Plan
- Sign the Transition Plan with your supervisor
- Obtain a photocopy of the signed Plan from your supervisor

6. Update your resume.

- Provide your supervisor with your resume for consideration of advancement opportunities that may present themselves while you are deployed



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7. Determine the type of communication from VA you want to receive while deployed.

- Discuss with your supervisor and HR Practitioner the type of communication you want to receive from VA; if you want to be contacted while deployed, provide your contact information i.e. personal and or military email address, etc.

- Note:** You may inform your supervisor and/or HR Practitioner that you do not want to be contacted while you are deployed

8. Review additional Pre-Deployment information on the [VA for Vets](#) website.