This checklist suggests activities that will help you provide information and services to returning Servicemember employees, so that they can reintegrate smoothly upon their return to civilian employment. For more details, see the Reintegration section of the *VA Deployment Lifecycle Guide for Supervisors* on the *VAforVets* website.

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

1. **Recognize the service member's service to our country**
   - ☐ Example: Give a "thank you" note signed by the team to the returning service member
2. **Conduct a transition meeting with your service member**
   - ☐ Thank the service member for his or her service to our country
   - ☐ Remind the service member to update his or her resume through the *VA for Vets* Career Center
   - ☐ Encourage the Servicemember employee to contact their local Deployment & Reintegration (D&R) Regional Manager. Please view the listing of Regional Managers on the VAforVets website:
   - ☐ Use the Transition Plan to discuss how returning Servicemember employee will be transitioned into their job responsibilities
   - ☐ Recommend that the Servicemember employee talk to Human Resources (HR) about benefits
   - ☐ Verify with HR that Absent-Uniformed Services code change from 473 to 292 upon the Service-member employee's return