

Role Matrix: This roles matrix defines the key stakeholders action required to ensure a consistent standardized process throughout the Deployment Lifecycle. D&R Regional Managers have oversight responsibilities for the role matrix activities.

Employment & Readiness Key Activities	Service Member	Supervisor	HR	Staffing	RVEC
Initiate and Complete <i>VA for Vets Letter of Agreement</i>	●	●	●		
Initiate and Complete <i>Transition Plan</i>	●	●			
Pre-deployment Key Activities					
Inform VA supervisor, preferably in writing, of upcoming deployment	●				
Initiate <i>Request for Personnel Action, SF 52</i>		●			
Participate in HR pre-deployment session	●		●		
Update medical, dental, life and long-term care insurance information	●				
Meet to discuss staffing needs		●	●	●	
Process <i>Request for Personnel Action, SF 52</i>			●		
Ensure correct Notice of Action (NOA) codes is entered into the PAID system			●		
Deployment Key Activities					
Communicate with deployed service member as agreed upon		●	●		
Inform Service Member of available employment opportunities					●
Process promotion and within grade increase as if SM has not deployed		●	●		
Post-deployment Key Activities					
Inform VA of upcoming return to employment	●				
Ensure HRO has all deployment Documentation (LES's, Orders, etc.)	●				
Revise <i>Transition Plan as needed</i>		●			
Initiate <i>Request for Personnel Action, SF 52</i>		●			
Process <i>Request for Personnel Action, SF 52</i>			●		
Re-ensure correct Notice of Action (NOA) codes are entered in the PAID system			●		
Reintegration Key Activities					
Recognize the service member's service to our country		●	●		
Use <i>VA for Vets</i> tools to update resume, if needed consult w/RVEC	★				●
Reinstate leave and benefits			●		
Update medical, dental, life and long-term care insurance information	●				
VA Annual Training					
Take Annual required USERRA Training on TMS course # 897931.	●	●	●		

- Required
 - ★ Optional activity but recommended
- RVEC-Regional Veteran Employment Coordinator**