Human Resources (HR) Professional – Deployment Lifecycle Toolkit

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This toolkit contains checklists and other helpful information to support you working with VA Servicemember employees, here afterword referred to as servicemembers (SM), throughout the deployment lifecycle.

The toolkit contains:

- **Pre-deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Pre-deployment Session Guide**
  A guide that provides an outline of the topics you should discuss with servicemembers who are getting ready to deploy for extended military service of 30 days or more

- **Deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Post-deployment Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Reintegration Checklist**
  A checklist of job-related actions you need to complete during this phase of the deployment lifecycle

- **Welcome Back letter Template**
  A welcome back template for returning Servicemembers

- **Roles Matrix**
  A matrix that defines when the servicemember, his or her supervisor, and the Human Resources (HR) professional should be involved to ensure a standardized approach throughout the deployment lifecycle

- **Deployment & Reintegration (D&R) Regional Manager’s Map**
  A statewide map of D&R Regional Managers area of responsibility.