



VA for Vets Letter of Agreement (LOA)

The purpose of this agreement is to clarify responsibilities and to promote 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.

I, *[insert supervisor name]* located at *[insert work site location]* agree to:

- Keep the Military Service Member informed of changes and/or updates during his or her deployment as agreed upon by the Military Service Member
- Provide necessary training to the Military Service Member to ensure successful reintegration into VA
- Consider reasonable workplace accommodations, if needed by the Military Service Member, upon return from military service
- Promptly reemploy the Military Service Member based on general eligibility requirements under USERRA

I, *[insert Military Service Member name]* located at *[insert work site location]* agree to:

- Adhere to time constraints regarding applying for reemployment or returning to work
- Provide a copy of military orders on a timely basis to ensure proper coding
- Participate in training or retraining to refresh or upgrade skills to help qualify for reemployment
- Keep my supervisor and D&R Regional Manager informed of estimated dates of deployment, return from deployment, and post-deployment absence
- Understand that a temporary replacement may be hired while I am deployed
- Understand that serious injury may cause an unreasonable expectation of reemployment or retraining

We agree to the following:

- Changes to this document will be made by mutual agreement in writing
- A D&R Regional Manager may act as a liaison between the workplace and the Military Service Member at our request
- We acknowledge that we will actively abide by this agreement

Supervisor

[insert name] Date
[insert job title, organization]

**Military
Service
Member**

[insert name] Date
[insert job title, organization]