



# Transition Plan

<b>Military Service Member</b>	Insert Military Service Member Name	<b>Last Updated</b>	Insert Date
<b>Position</b>	Insert Position	<b>Supervisor</b>	Insert Supervisor Name
<b>Deployment Date</b>		<b>Redeployment Date</b>	

**Position Description:**

List your primary responsibilities and any employees who report to you. Also, list the primary responsibilities of those employees.

**Position Qualifications:**

List job-specific qualifications such as college degrees, certifications, and additional training received while employed.

**Current Work Schedule:**

Enter your work schedule, i.e., Monday through Friday 8:00 a.m. to 5:00 p.m. Ensure you include any special agreements, i.e. telework, compressed schedule, etc.

**Position Responsibilities**

**Tasks:**

Describe your tasks, how often you complete the tasks, who are involved in the tasks, the steps involved in the tasks, and the expected outcome of the tasks.

Include any reports, summaries, etc. completed (include who receives the report, what is the report, when is the report due, how is the report submitted).

**Recurring Meetings You Attend:**

List all meetings you attend to include the titles of the meetings, day/time, meeting point of contact, your role in the meetings, and any requirements you must complete before the meetings.

**Automated Computer Systems Documentation**

List all VA-specific computer systems you use on a daily, weekly, and monthly basis, to work on and complete job-related tasks.



# Transition Plan

## Business Contacts

List all business contacts i.e. name, office, contact number, email, etc. with whom you interact and the purpose of the relationship. Note: you may want to export your Microsoft outlook contacts to an excel spreadsheet and give to a trusted coworker or employee, to ensure you maintain your contacts if any system redesign or implementation affects share drive storage ability.

Transition Activities for Deployment (Overseen by supervisor)	Completion Date	Comments
Information provided on relevant business issues.		
Capture information relative to anticipated grade or step increases regarding the Military Service Member.		
Information provided on projects, initiatives and tasks.		
Information provided on direct reports, if applicable.		
Location of documents and records disclosed.		
Key contact information provided.		
Current colleagues notified.		
Tasks discussed between the Military Service Member and the supervisor.		
Support role of incumbent during transition period finalized, if applicable.		
Training requirements for position discussed and executed/in progress. Also, discuss any certification(s) that will expire during the deployment and plans to recertify that allows the Military Service Member to qualify for the position.		
Staff notified of position being temporarily filled by [insert name].		



## Transition Plan

IT/Facilities notified of access changes.		
Provide supervisor with most recent or updated federal resume.		



# Transition Plan

Transition Activities for Reintegration (Overseen by supervisor)	Completion Date	Comments
<i>Request for Personnel Action, SF 52</i> submitted to HR.		
Physical relocation carried out, if applicable.		
Information provided on relevant issues.		
Information provided on projects, initiatives and tasks.		
Information provided on new direct reports, if applicable.		
Location of documents and records disclosed.		
Key contact information provided.		
Relevant system IDs and passwords provided to supervisor.		
Meeting held with staff.		
Tasks discussed between the Military Service Member and the supervisor.		
Training requirements for position discussed and executed/in progress.		

## Transition Plan Agreement

\_\_\_\_\_

Military Service Member Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date