This checklist will help you prepare for deployment as a VA Military Service Member employee of the Department of Veterans Affairs (VA). For additional details, please review the Pre-Deployment section of the VA Deployment Lifecycle Guide for Military Service Members on the VA for Vets website.

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

1. **Complete the online USERRA training on VA’s Talent Management System (TMS) website** ([https://www.tms.va.gov](https://www.tms.va.gov), Course#897931).

2. **Notify your Supervisor.**
   - Notify your supervisor as soon as possible if:
     - You anticipate receiving deployment orders
     - You have received military deployment notification
   - Provide your supervisor with a written copy of your deployment orders. If orders are not available, ensure you send a copy when the orders become available
     (This will assist in coding your personnel actions prior to deployment)
   - Discuss any HR-related needs with your supervisor prior to deployment i.e. leave, medical, etc.
     (Specify the type of leave you intend to take)

3. **Contact the Deployment and Reintegration (D&R) Regional Manager representing your state. Please review the listing of Regional Managers on the VA for Vets website for your Regional Manager.**

4. **Meet with your Human Resources Practitioner.**
   - Schedule a meeting with your HR Practitioner to discuss leave, compensation and benefit options
   - Use the Pre-Deployment Advisor on the VA for Vets website to review your benefit options
   - Bring the results from the Pre-Deployment Advisor to your meeting with your HR Practitioner to discuss leave, compensation and benefit options

5. **Review your Transition Plan.**
   - Assist your supervisor with the Transition Plan
   - Utilize the template on the VA for Vets website in developing a Transition Plan
   - Sign the Transition Plan with your supervisor
   - Obtain a photocopy of the signed Plan from your supervisor

6. **Update your resume.**
   - Provide your supervisor with your resume for consideration of advancement opportunities that may present themselves while you are deployed

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7. Determine the type of communication from VA you want to receive while deployed.

☐ Discuss with your supervisor and HR Practitioner the type of communication you want to receive from VA; if you want to be contacted while deployed, provide your contact information i.e. personal and or military email address, etc.

☐ Note: You may inform your supervisor and/or HR Practitioner that you do not want to be contacted while you are deployed

8. Review additional Pre-Deployment information on the VA for Vets website.