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) 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

May 2014
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.