Reintegration Checklist
Human Resources Professionals

This checklist is intended to assist Human Resources (HR) offices in providing information and services to a Department of Veterans Affairs (VA) employee, who is also a Servicemember and his or her supervisor as the Servicemember prepares to return to VA from military service. For more details, see the Reintegration section of the VA Deployment Lifecycle Guide for HR Professionals on the VA for Vets website (http://www.vaforvets.va.gov).

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

1. **Contact the Servicemember**
   - [ ] Recognize the Servicemember’s service on active duty
   - [ ] Verify that the Servicemember’s benefits or compensation concerns have been addressed (example: any adjustments to health insurance or other benefits)