



## Deployment Checklist Supervisors

This checklist suggests activities that you should complete once your Servicemember employee has deployed. For more details, see the Deployment section of the *VA Deployment Lifecycle Guide for Supervisors* on the *VAforVets* website.

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

### **Communicate with the Servicemember employee as agreed upon in the Letter of Agreement**

- If agreed, set up a reminder on your calendar to communicate with the Servicemember
- Send the Servicemember the types of communications you agreed to in the pre-deployment phase
- If agreed, communicate all office open positions to the Servicemember employee
- Periodically navigate the *VA for Vets* Deployment & Reintegration website to understanding what to expect during the deployment phase by reviewing the Employer Support Resources for Supervisors.