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.