This checklist suggests activities that you should complete once Servicemember employee has informed you that they will be returning to civilian employment. For more details, see the Post-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.

1. **Communicate with military service member**
   - Reassure the military Servicemember employee that a job is waiting when he or she returns
   - Ask the Servicemember employee if they require any special accommodations
   - Contact the Deployment and Reintegration (D&R) Regional Manager representing your state. Please view the listing of Regional Managers on the VAforVets website.

2. **Review Transition Plan**
   - Work on the Transition Plan with the employee(s) who assumed the tasks of the deployed service member

3. **Inform your staff**
   - Inform your staff that the Servicemember employee is returning from deployment
   - Prepare to recognize the deployed Servicemember employee for their service to our country

4. **Coordinate with Human Resources (HR)**
   - Notify HR that the Servicemember employee is returning to the position they would have attained had the employment not been interrupted by military duty or a position of like seniority, status, or pay
   - Submit Request for Personnel Action, SF 52 for the reintegrating Servicemember employee
   - If applicable, submit request for Personnel Action, SF-52 for employee who temporarily replaced the deployed Servicemember employee
   - Verify with HR whether the Servicemember employee is entitled to five days excused absence based on their deployment
   - Discuss any reasonable accommodations that the Servicemember employee may require

November 2011