

Employer Support Tip Sheet for HR Professionals

How to Prepare Your Military Service Member, Your Team and Yourself

VA's Military Service Members make great sacrifices to serve our country. Being called to and returning home from military duty comes with wide-ranging concerns and fears—especially related to job and financial security. Your role as an HR professional is vital to ensuring smooth transitions between civilian and military roles for these valuable employees.

Follow these steps to ensure Military Service Members are properly cared for throughout the deployment cycle:

PRE-DEPLOYMENT

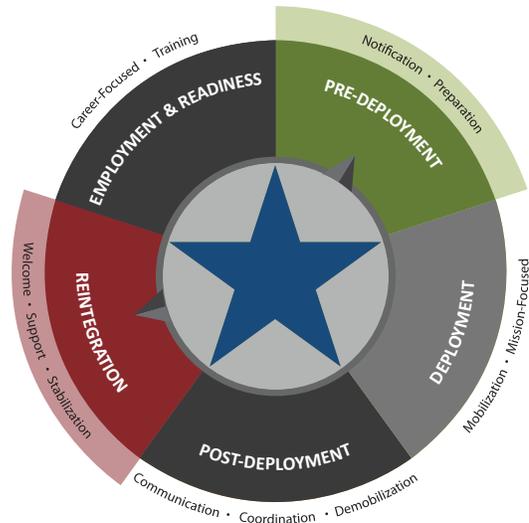
Meet with the Employee

Once you have been notified that an employee has received orders for military service, schedule a pre-deployment meeting with the employee and their supervisor. Access detailed deployment checklists and job aids on the [VA for Vets website](#).

Discuss Benefits

Review benefits, leave usage and health care options.

- Make sure the employee understands he or she will be enrolled in TriCare, but can also continue their Federal Employees Health Benefits (FEHB).
- Review [Standard Form 52 \(SF-52\)](#) with the employee to ensure it accurately reflects the employee's selections.
- Process the SF-52 on the employee's first day of Leave Without Pay (LWOP-US).



Educate on USERRA

Inform the employee, supervisor and coworkers about the Uniformed Services Employment and Re-employment Rights Act (USERRA), which protects the rights of the employee in returning to work. Visit [USERRA Frequently Asked Questions and Resources](#).

Offer Support

Confirm that the deploying employee has your contact information and encourage the supervisor to stay in touch with and offer support to the employee.

Access VA for Vets

Find online resources to help you support the deploying employee. Contact a coach if you require additional support or have any questions.

REINTEGRATION

Welcome Home

Welcome the employee back and thank him or her for serving. Suggest that the supervisor and coworkers show their appreciation using the ideas in the [VA for Vets Welcome Home Tip Sheet](#).

Meet With the Employee

Schedule a reintegration meeting when the employee returns to work. Use the [VA for Vets Reintegration Checklist](#).

Review and Update Benefits

Discuss entitlements and any changes the employee may need to make to his or her benefits. Re-enroll the employee in FEHB, if he or she chose to disenroll during military service. Refer to the Office of Personnel Management's (OPM) [Guidance on the Return to Civilian Employment for Activated Military Members](#).

Offer Training

Point supervisors and Military Service Members to [applicable training](#) such as USERRA and [Military Cultural Awareness Training](#).

Use VA for Vets Program Tools

Explore [VA for Vets](#) online resources to help you support the reintegrating employee. Connect with a coach if you have concerns or questions.

Have Questions? Need Help?

Visit [VA for Vets](#) to access personalized, 24/7 support resources:

- **Coaches** – Contact a [trained coach](#) to discuss your deployment and reintegration questions one-on-one.
- **Virtual Collaboration Tool** – Interact with a coach, the Military Service Member and supervisor in a personalized virtual workspace.
- **Training** – Attend online training programs through VA's Talent Management System to learn about deployment roles and service member rights under USERRA.
- **Resources** – Use deployment and reintegration checklists, toolkits, guides, tip sheets, resource directories, contact lists and other [VA for Vets](#) resources to plan for success.
- **Videos and Events** – View videos and online webinars about the [VA for Vets](#) program and the role of HR professionals in supporting Military Service Members.

What is "VA for Vets?"

VA for Vets is a comprehensive program designed to attract, retain and support Veteran employees at the Department of Veterans Affairs (VA). We are dedicated to helping Veterans find jobs that maximize their military skills, while offering them effective career management tools to develop professionally. Come see how *VA for Vets* is connecting Veterans to the information, resources and tools they need to succeed at VA.

