



## VA for Vets Letter of Agreement (LOA)

The purpose of this agreement is to promote effective communication between the Military Service Member and his or her supervisor for supporting their rights and responsibilities under Uniformed Services Employment and Reemployment Rights Act (USERRA).

I, \_\_\_\_\_ located at \_\_\_\_\_ agree to:

- Keep the service member informed of changes and/or updates during his or her deployment as agreed upon by service member.
- Provide necessary training to the service member to ensure successful reintegration into the workforce.
- Consider reasonable workplace accommodations, if needed by the service member, upon return from military service.
- Understand that the service member is entitled to return to VA after deployment.

I, \_\_\_\_\_ located at \_\_\_\_\_ agree to:

- Adhere to time constraints regarding applying for reemployment or returning to work.
- Participate in retraining if necessary in order to prepare for reemployment.
- Keep my supervisor informed of estimated dates of deployment, return from deployment, and post-deployment absence.
- Understand that a temporary replacement may be hired while I am deployed.
- Understand that serious injury may cause an unreasonable expectation of reemployment or retraining and a VA for Vets coach, along with other organizations, will provide guidance if this occurs.

We agree to the following:

- Changes to this document will be made by mutual agreement in writing.
- A coach from the VA for Vets program may act as a liaison between the workplace and the service member at the request of

\_\_\_\_\_

We acknowledge that we will actively abide by this agreement.

**Supervisor** \_\_\_\_\_

**Service  
Member** \_\_\_\_\_