



Reintegration Checklist Human Resources Professionals

This checklist is intended to assist Human Resources (HR) offices in providing information and services to Department of Veterans Affairs (VA) employee, who is also a Military Service Member and his or her supervisor as the service member prepares to return to VA from military deployment. For more details, see the Reintegration section of the *VA Deployment Lifecycle Guide for HR Professionals* on the *VA for Vets* website (VAforVets.VA.gov).

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

1. Review service member rights under USERRA

- Access *USERRA for HR Professionals* training on VA Talent Management System (TMS)
 - o Review Reintegration lesson

2. Contact the service member

- Welcome the service member back and say “thank you” for his or her service
- Verify that service member benefits or compensation concerns have been addressed (example: any adjustments to health insurance or other benefits)
- Ensure Absent-Uniform Services code change from 961 to 962 generating a time card for pay upon service member reinstatement to VA service
- Encourage the service member to update his or her resume using the *VA for Vets* Career Center
- Provide the top 10 resources from the *VA for Vets* website
- Provide the *VA for Vets* coach’s information:
 - o Phone: 1-855-VA4VETS (1-855-824-8387)