

This roles matrix defines when the Military Service Member (SM), his or her supervisor, and the Human Resources (HR) professional should be involved to ensure a standardized approach throughout the deployment lifecycle.

<b>Employment &amp; Readiness Key Activities</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Sign VA for Vets Letter of Agreement	●	●	
Create or revise Transition Plan	●	●	
Take Employment & Readiness lesson of USERRA Web-based Training (WBT)	★	●	●
<b>Pre-deployment Key Activities</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Inform VA supervisor, preferably in writing, of upcoming deployment	●		
Enter deployment date in the Case Management System (CMS)	●		
Verify deployment date has been entered in the CMS		●	
Initiate Request for Personnel Action, SF 52		●	
Use Pre-deployment Advisor	●		
Participate in HR pre-deployment session (using results from Pre-deployment Advisor)	●		●
Update medical, dental, life and long-term care insurance information	●		
Complete Transition Plan	●	●	
Meet to discuss staffing		●	●
Process Request for Personnel Action, SF 52			●
Take Leading the Way WBT		●	
Take Pre-deployment lesson of USERRA WBT	★	●	●
<b>Deployment Key Activities</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Communicate with deployed service member as agreed upon		●	●
Take Deployment lesson of USERRA WBT		●	●
<b>Post-deployment Key Activities</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Inform VA of upcoming return to employment	●		
Revise Transition Plan		●	
Initiate Request for Personnel Action, SF 52		●	
Process Request for Personnel Action, SF 52			●
Meet to discuss staffing		●	●
Revisit Leading the Way WBT and webcasts on effective communications		★	
Take Post-deployment lesson of USERRA WBT	★	●	●
<b>Reintegration Key Activities</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Recognize the service member's service to our country		●	●
Use VA for Vets Career Center to update resume	★		
Provide information on leave and benefits options			●
Update medical, dental, life and long-term care insurance information	●		
Take Reintegration lesson of USERRA WBT	★	●	●
<b>VA for Vets Annual Training</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Take Introduction to USERRA WBT	●	●	●
Take Supervising throughout the Deployment Lifecycle WBT		★	
<b>VA for Vets On-boarding Training</b>	<b>Military SM</b>	<b>Supervisor</b>	<b>HR</b>
Take Effective Communications with Military Service Members instructor-led training		●	

★ Optional activity but recommended