



Employment & Readiness Checklist Military Service Members

This checklist suggests activities that you should complete each time you are assigned to a new supervisor at the Department of Veterans Affairs (VA). For more details, see the Employment & Readiness section of the *VA Deployment Lifecycle Guide for Military Service Members* 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 your rights and responsibilities under USERRA (strongly encouraged)

- Access *USERRA for Military Service Members* training on VA Talent Management System (TMS)
 - Review Employment & Readiness lesson

2. Discuss *VA for Vets Letter of Agreement*

- Sign the *VA for Vets Letter of Agreement* with your supervisor
- Obtain a photocopy of the signed *VA for Vets Letter of Agreement* from your supervisor

3. Draft Transition Plan

- Coordinate with your supervisor on completing the Transition Plan available on the *VA for Vets* website