



# Pre-deployment Checklist Military Service Members

This checklist will help you prepare for deployment as an employee of the Department of Veterans Affairs (VA). The actions you take will depend on your personal circumstances as well as the length and location of your deployment. For more details, see the Pre-deployment 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 under USERRA (optional)**

- Access *USERRA for Military Service Members* training on the VA Talent Management System (TMS)
  - o Review the Pre-deployment lesson

**2. Notify your supervisor**

- Inform your supervisor as soon as possible:
  - o You are anticipating receiving deployment orders
  - o You have received military deployment notification
- You may, but are not required, to provide your supervisor with a written copy of your deployment orders
- Let your supervisor know what you need to prepare for deployment, such as use of leave, medical, etc.

**3. Enter deployment date in the Case Management System (CMS)**

- Log on to the CMS (<https://mycase.VAforVets.VA.gov>) to enter your deployment date

**4. Get pre-deployment support from Human Resources (HR)**

- Schedule a meeting with your HR professional to discuss leave, compensation and benefit options
- Use the *Pre-deployment Advisor* to review your benefit options
- Bring the results from the *Pre-deployment Advisor* to your meeting with your HR professional to discuss leave, compensation and benefit options

**5. Complete Transition Plan**

- Assist your supervisor with the Transition Plan

**6. Update your resume**

- Provide your supervisor with your resume for consideration of advancement opportunities that may present themselves while you are deployed

**7. Determine the type of communication from VA you want to receive while deployed**

- Discuss with your supervisor and HR professional the type of communication you want to receive from VA; if you want to be contacted while deployed, provide your contact information

**Note:** You can inform your supervisor and/or HR professional that you do not want to be contacted while you are deployed.

**8. Seek other pre-deployment support (optional)**

- VA for Vets coaches: 1-855-VA4VETS (1-855-824-8387)
- Military OneSource (<http://www.MilitaryOneSource.com>)
- Military HOMEFRONT Program (<http://www.MilitaryHomeFront.dod.mil>)
- National Resource Directory (<http://www.NationalResourceDirectory.gov>)
- Yellow Ribbon (<http://www.YellowRibbon.mil>)