

Employer Support Tip Sheet for Supervisors

How to Prepare Your Military Service Member, Your Team and Yourself

VA's Military Service Members make great sacrifices to serve our country. How can you adequately support a deploying employee and ensure the continued success of your team? *VA for Vets* has centralized tools and resources to help you assist Military Service Members through the deployment lifecycle, while keeping your organization and team on track.

Your role as a supervisor is vital to your employee's successful deployment and return to VA. Follow these simple steps to smoothly guide you and your staff through deployment and reintegration:

PRE-DEPLOYMENT

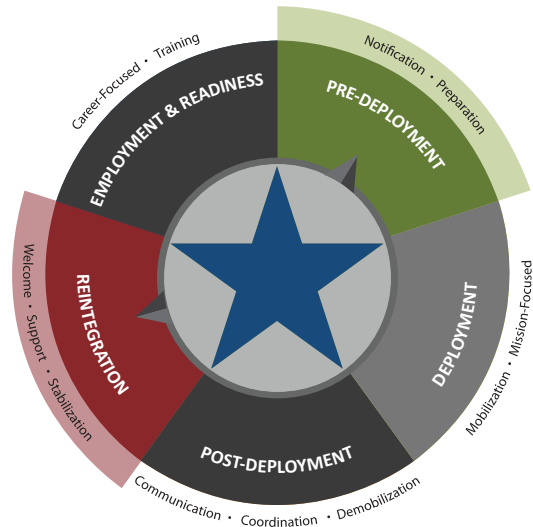
Receive Employee Notification and Contact Human Resources (HR)

An employee should notify you when he or she has received deployment orders (either by verbal or written notification). Help him or her locate the appropriate HR professional and ensure a pre-deployment meeting is scheduled. Offer your support and encouragement through all steps of the process.

You may also need to schedule a separate meeting with HR to assign and transition an employee to temporarily perform the duties of the deploying Military Service Member.

Initiate the SF-52

Download and complete relevant sections of the [Standard Form 52 \(SF-52\)](#). Submit the SF-52 to the designated HR professional to review with the employee and to process.



Know USERRA

Review the Uniformed Services Employment and Re-employment Rights Act (USERRA) guidelines relating to retaining a deployed employee's position. Find helpful [FAQs](#) and additional [USERRA support resources](#).

Coming soon: *VA for Vets* USERRA training through VA's Talent Management System.

Access *VA for Vets*

Reach out to a [coach](#) if you have concerns or questions about the Military Service Member or the mobilization process. Check out the *VA for Vets* website for [targeted deployment guidance](#).

Stay Connected

Obtain the employee's email address (DoD or other), prior to deployment, and forward useful office communications to help him or her stay connected to their VA career.



REINTEGRATION

Welcome and Recognize

Welcome your employee back and thank him or her for serving. See the [VA for Vets Welcome Home Tip Sheet](#) for recognition templates

Reconnect with HR

Advise your employee to schedule a reintegration meeting with the same HR professional who assisted with his or her deployment. If that HR contact is no longer available, help the employee locate another HR professional for assistance.

Offer Employee Training

USERRA guidelines require employers to make training available if needed to update the employee's skills. To review training options, go to the [VA for Vets Training Overview Page](#).

Be Supportive

Be aware of sensitivities that are often present in returning Military Service Members and encourage your team to show support. Consider [VA for Vets](#) training programs for peers, such as sensitivity and awareness training. [Review training options](#).

Use *VA for Vets* Program Tools

Explore [VA for Vets](#) online resources to help you support the reintegrating employee. Connect with a coach if you have concerns or questions.

Have Questions? Need Help?

Visit [VA for Vets](#) to access personalized, 24/7 support resources:

- **Coaches** – [Contact a trained coach](#) to discuss your deployment and reintegration questions one-on-one.
- **Virtual Collaboration Tool** – Interact with a coach, your Military Service Member and HR professional in a personalized virtual workspace.
- **Training** – Attend online training programs through VA's Talent Management System to learn about deployment roles and service member rights under USERRA.
- **Resources** – Use checklists, deployment and reintegration toolkits, guides, tip sheets, resource directories, contact lists and other [VA for Vets](#) resources to plan for success.
- **Videos and Events** – View videos and online webinars about the [VA for Vets](#) program and advanced communications methods for supervisors.

What is "*VA for Vets*?"

VA for Vets is a comprehensive program designed to attract, retain and support Veteran employees at the Department of Veterans Affairs (VA). We are dedicated to helping Veterans find jobs that maximize their military skills, while offering them effective career management tools to develop professionally. Come see how *VA for Vets* is connecting Veterans to the information, resources and tools they need to succeed at VA.

