

SAMPLE Checklist for Supervisors

This checklist suggests activities Supervisors can utilize to prepare for the Guard/Reservist member in the event of Activation and has received deployment orders or has been notified that he or she will be deploying.

Date: _____

Name of Supervisor: _____

Name of Employee: _____

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

Pre-deployment

- Encourage employee to review his/her rights under Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Complete USERRA training
- Review the U.S. Office of Personnel Management Guidance on ensuring USERRA Protection
- Ensure a continuity plan has been developed and up-to-date
- Establish and sign Letter of Agreement as appropriate
- Ensure employee emergency contact information up-to-date

Deployment

- Review and implement items in written agreement
- Support deployed employee as needed

Post Deployment

- Review employee return rights under USERRA
- Offer and schedule "Welcome Back" celebrations and acknowledgements as appropriate
- Prepare "Thank You" letter to recognize the employee's service to our country
- Reintroduce the employee to the work portfolio and team
- Discuss how job responsibilities will be transitioned back to employee as appropriate
- Communicate performance expectations within 30 days as appropriate
- Follow-up with employee within six months of reintegration