Employer Support of the Guard and Reserve (ESGR) & Yellow Ribbon Reintegration Program (YRRP)

Uniformed Services Employment and Reemployment Rights Act (USERRA) Overview Video User’s Guide

Version 1.0 (March 10, 2017)
Purpose

This guide is meant to help users understand:

- The purpose of YRRP’s pre- and post-deployment USERRA overview videos
- The appropriate use of the overview videos
- The importance of coordination between YRRP event planners and ESGR volunteers

Background

Since 2008, YRRP has served more than 1.8 million Service members and family members by promoting the well-being of National Guard and Reserve Service members, their families, and communities by connecting them with resources throughout and beyond the deployment cycle. The program has accomplished its mission through more than 14,500 events where Service members and families are connected with military and civilian resource providers in their communities.

One of YRRP’s most important partners in its mission has been ESGR. ESGR volunteers from all 54 State/Territory Committees have given thousands of hours in service to inform Reserve Component members and their families of USERRA’s rights and responsibilities, as well as the assistance ESGR offers.

The volume and geographic dispersion of YRRP events has, sometimes, led to challenges in ensuring ESGR volunteers are available to cover every event. This presents situations where YRRP event planners cannot comply with Department of Defense (DoD) policy requiring them to provide information regarding both USERRA and ESGR.

To cover these gaps, YRRP and ESGR worked together to create two brief videos covering the basics of ESGR’s mission and USERRA’s rights and responsibilities. One video is tailored to address subjects of concern to Service members and families preparing for deployment, while the other is targeted for post-deployment subjects.

Responsibilities

YRRP Event Planners

- Engage your local ESGR volunteers on a regular basis to build a positive working relationship and notify them of upcoming events.
- Contact your local ESGR volunteers as soon as the event location is known, even if the venue selection is not finalized.
- Work closely with local ESGR volunteers to decide the best way to provide an overview of USERRA at YRRP events [i.e., traditional briefing by volunteer, volunteer presentation of video, video presented without volunteer (if unavailable)].
  - ESGR volunteer participation in whatever method chosen is always preferred.
- Download the video prior to the YRRP event and conduct a test run.
- If using the video, allow time for ESGR volunteers to introduce themselves for any further information or questions.
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• Provide a table for the ESGR volunteers in a prominent location at the event.
• Ensure YRRP attendees receive an ESGR wallet card upon registration.
  o ESGR wallet cards are available through your local ESGR volunteers or Service YRRP Reserve Component Coordinator.

ESGR Volunteers

• Engage your local YRRP event planners on a regular basis to build a positive working relationship and stay aware of upcoming events.
• When notified of a pending YRRP event, identify ESGR volunteers to support and put them in contact with the YRRP event planners.
• Work closely with YRRP event planners to decide the best way to provide an overview of USERRA at YRRP events [i.e., traditional briefing by volunteer, volunteer presentation of video, video presented without volunteer (if unavailable)].
  o ESGR volunteer participation in whatever method chosen is always preferred.
• If using the video, highlight key points and address any updates or state-specific information required.
• Explain briefly the support ESGR volunteers can offer and ensure attendees know how to contact ESGR (both at the event and following) should they have follow-up questions or concerns.
  o In any presentation method used, address the event attendees within the timeframe allotted.
• Properly staff and supply the ESGR exhibit table to provide more detailed information to YRRP event attendees.

ESGR/YRRP Strategic Communication and Public Affairs Staff

• Develop and update video products to support program requirements as required.
• Gather feedback and apply lessons learned to future and updated video products.
• Provide guidance to YRRP event planners and ESGR volunteers regarding the appropriate use of video products.

Questions & Answers

Q1: Are these videos meant to replace presentations by ESGR volunteers?

A1: No. The USERRA overview videos are provided to ensure compliance with DoD policy no matter the availability of ESGR volunteers. YRRP event planners should coordinate with ESGR volunteers to determine availability well in advance of their events and plan USERRA presentations accordingly. The videos can be used as a standalone presentation or in tandem with ESGR volunteers in attendance. If the video is used as part of a volunteer’s presentation, they should avoid rehashing the contents of the video and focus on highlights, local contact information, and specific questions from Service members and families.
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Q2: Can these videos be used at venues other than YRRP events?

A2: Yes. The USERRA overview videos are well suited for unit briefings, family day events, “hip-pocket” training, etc. They can be shown together or separately depending on where the audience is in the deployment cycle. A comprehensive USERRA overview video tailored specifically for ESGR’s annual USERRA training requirement is currently in development.

Q3: Where can I find the videos?

A3: The videos are hosted on two web platforms; the YRRP YouTube channel (https://www.youtube.com/user/DoDYellowRibbon) and the YRRP website (http://www.yellowribbon.mil/vrrp/userra.html).

Point of Contact

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