Talking with Your Employer About Deployment Checklist

Handout available for download on the YRRP website at:
www.yellowribbon.mil/cms/event-handout

The following is a checklist of suggested items to do or check **pre-deployment**:

- ☐ Review Uniformed Services Employment and Reemployment Rights Act (USERRA).
- ☐ Notify your employer, in person if possible, of your activation. ESGR has sample letters that you may use as a template when notifying your employer of your service obligation.
- ☐ IAW DoDI 1205.12, provide your employer with at least 30 days of advanced notice, whenever possible.
- ☐ If orders become available, you may present a copy to the appropriate supervisor and Human Resources (HR) representative.
- ☐ Review military and company policy with supervisor and HR personnel.
- ☐ Determine whether you would like to use leave prior to or during your mobilization. Share this plan with your employer.
- ☐ Update beneficiaries and family information.
- ☐ Resolve pay and compensation issues.
- ☐ Determine if you are going to continue or suspend any employer sponsored health care plans, including health, dental, and vision plans. Notify your employer of your intentions.
- ☐ Provide employer with your forwarding address, telephone numbers, and e-mail address.
- ☐ Clear all employer-owned supplies and equipment in compliance with employer's policy for extended leaves of absence.
- ☐ Share with your employer your projected return-to-work date.
- ☐ Keep a record of names, dates, and a summary of your conversations with your employer and HR representatives.
- ☐ Thank your employer and supervisor for their support and cooperation - nominate them for a "Patriot Award" at www.esgr.mil; select "Award Your Employer," and
- ☐ Fill out the form.

The following is a checklist of suggested items to do or check **post-deployment**:

- ☐ Accumulation of seniority.
- ☐ Reinstatement of health insurance, dental and vision plans without waiting periods or exclusions for you and any dependents.
- ☐ Update beneficiaries and family information.
- ☐ Resolve pay and compensation issues.
- ☐ Review 401k or other pension plans, and determine if and how make-up contributions will be made. Share your plans with your employer.
- ☐ Review retirement and life insurance benefits.
- ☐ Determine if training or retraining of job skills is necessary and share this with your employer.
- ☐ Update personal data - address, telephone numbers, and email address.
- ☐ Keep a record of names, dates, and a brief summary of your conversations with your employer.
- ☐ Expect protection against discrimination and harassment.
- ☐ Thank your employer and supervisor for their support and cooperation, nominate them for a “Patriot Award” at www.esgr.mil; select “Award Your Employer,” and fill out the form.

This handout was adapted from the following source: ESGR. (n.d.). *Deployment tips and checklist*. ESGR. www.esgr.mil/Service-Members-Family/Deployment-Tips-and-Checklist. This checklist contains suggested actions; all actions are not required to gain or maintain USERRA protections.

Tips to Share with Your Employer

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Before deployment you may want to encourage your employer to do the following:

- ☐ Review their employer's military leave policy, and discuss it with you.
- ☐ Review the projected deployment timeline with you.
- ☐ Discuss changes in your benefits and compensation and provide a summary of changes in writing.
- ☐ Discuss the promotion process within your organization with you.
- ☐ Update the emergency contact list with you and your family and loved ones.
- ☐ Discuss the work place expectations for return to work and reintegration, including licensing and qualification issues.
- ☐ Learn about your military obligations for pre-deployment and post-deployment commitments; some employers offer deploying employee's flextime so he or she can spend more time with his or her family and loved ones before he or she leaves.
- ☐ Designate a point of contact with your family and loved ones.

During deployment you may want to encourage your employer to do the following:

- ☐ Stay in touch with the deployed employee with regular communication. If possible, send newsletters, company publications, and policy changes via e-mail or with care packages.
- ☐ Stay in touch with your family and loved ones and offer help if needed, especially child care breaks or home repairs, if possible.
- ☐ Offer continuing education opportunities, refresher courses, and other education during the deployment via correspondence and online learning, if available.
- ☐ Send you holiday cards, pictures, and photos of new employees to keep you in the loop.

After deployment you may want to encourage your employer to do the following:

- ☐ Remember that you are readjusting to family, work, and friends.
- ☐ Allow you reasonable access to time off after returning to work from deployment.
- ☐ Welcome you home with a celebration to thank you for your service.
- ☐ Sit down with you and discuss any new skills you may have acquired during the deployment that can be used in the workplace.
- ☐ Adhere to stated military leave policy and expectations discussed before the deployment.
- ☐ Discuss transition timing with you and tailor a reintegration program to the individual.
- ☐ Schedule a physical for you, if required, before your return to work.
- ☐ Update you on department changes, new standard operating procedures, and new resources that were implemented during your deployment.
- ☐ Assist you with any licensing issues that may require attention prior to you returning to your job responsibilities.
- ☐ Encourage thoughtful feedback from support system personnel so early intervention can mitigate potential problems.
- ☐ Allow time to ensure treatment and healing for any injuries (emotional and/or physical) sustained during your deployment.
- ☐ Transition time depends on many factors, including time of deployment, duties during deployment, and any injuries sustained during the deployment. Remember you are an individual and different timelines may be needed for successful reintegration.

Resources:

- ESGR wesite at www.esgr.mil
  - ESGR phone number: 1-800-336-4590
- USERRA website at www.dol.gov/agencies/vets/programs/userra
- ESGR USERRA for Service Members website at www.esgr.mil/USERRA/USERRA-for-Service-Members
- ESGR Frequently Asked Questions website at www.esgr.mil/USERRA/Frequently- Asked-Questions.aspx
- ESGR Mobilization Checklists website at www.esgr.mil/Service-Members-Family/Deployment-Tips-and-Checklist
- Military Reservists Economic Injury Disaster Loan (MREIDL) website at www.sba.gov/offices/headquarters/ovbd/resources/14807
- USERRA Factsheet on the DOL website at www.dol.gov/vets/programs/userra/userra_fs.htm

This handout was adapted from the following source: NAEMT (n.d.) *Employers guide: Support your EMS practitioner deploying for combat*. NAEMT. www.naemt.org/docs/default-source/about-ems/military-resources/URL_Employers_Guide_for_Supporting_Combat_Veterans.pdf?sfvrsn=0