

SAMPLE Checklist for Employees

Pre and Post Deployment Checklist for Guard/Reserve Employees

This checklist suggests activities for the Guard/Reserve member who has received deployment orders or has been notified that he or she will be deploying.

Date: _____

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

Pre-deployment

- Complete Uniformed Services Employment and Reemployment Rights Act (USERRA) training
- Review "Your Rights under USERRA" poster
- Notify supervisor and HR of pending military activation
- Provide supervisor with a written copy of deployment orders (optional)
- Notify Supervisor of programs and projects currently working
- Sign letter of agreement
 - Communication while deployed (yes/no)
 - Type and method of communication
 - Discuss location of personal items
- Other _____

Post Deployment

- Notify supervisor of return date
- Request for reasonable accommodations, if appropriate
- Complete Uniformed Services Employment and Reemployment Rights Act (USERRA) training
- Review "Your Rights under USERRA" poster

Report back to work or apply for reemployment following USERRA guidelines if served:

- 1 – 30 days of service: report next scheduled work day
- 31 – 180 days of service: apply within 14 days completion of service
- 181 + days of service: apply for restoration with 90 days after completion of service