



Yellow Ribbon Reintegration Program

For Those Who Serve and Those Who SupportSM

Talking with your Employer about Deployment

Following is a checklist of suggested items to do or check into **prior to your departure**:

- 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.
- The Department of Defense Instruction (DoDI) strongly suggests that you 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 forwarding address, telephone numbers, and e-mail address.
- Clear all employer's 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.
- 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.

Following is a checklist of suggested items to do or check into **upon your return**:

- 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.
- To 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 checklist contains suggested actions to do or consider doing prior to service and upon return; all actions are not required to gain or maintain USERRA protections.

<http://www.esgr.mil/Service-Members-Family/Deployment-Tips-and-Checklist.aspx>



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Tips to Share with Your Employer

Before Deployment your employer can:

- Review the Uniformed Services Employment and Reemployment Rights (USERRA)
- Review your department's military leave policy and discuss it with your deploying employee.
- Review the projected deployment timeline with your employee.
- Discuss changes in your employee's benefits and compensation and provide a summary of changes in writing.
- Discuss the promotion process within your organization with your deploying employee.
- Update the emergency contact list with the employee and his/her family.
- Discuss the department's expectations for return to work and reintegration, including licensing and qualification issues.
- Learn about your deploying employee's military obligations for pre-deployment and post deployment commitments; some departments offer deploying employee's flextime so he/she can spend more time with his/her family before he/she leaves.
- Designate a point of contact for the deploying employee's family.
- Encourage the employee and assure him or her that your organization will look out for his or her family and offer support during deployment.

During Deployment your employer can:

- 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 the employee's family 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, if available.
- Send your employee holiday cards, pictures, and photos of new employees to keep him/her in the loop and make him/her feel like part of the department.
- Encourage your employee and assure him/her that he/she will have a place there after returning home.

After Deployment your employer can:

- Remember that your veteran is readjusting to family, work, and friends; YOU are readjusting to having him/her back at work.
- Allow your veteran reasonable access to time off after returning to work from deployment.
- Welcome the veteran home with a breakfast or lunch celebration to thank the veteran for his/her service on behalf of a grateful nation.
- Sit down and talk with your veteran before he/she returns to work to discuss any new skills he/she may have acquired during the deployment; maximize the use of those skills in department training, if appropriate.
- Adhere to stated military leave policy and expectations discussed before the deployment.
- Discuss transition timing with your veteran and tailor a reintegration program to the individual; it is integral for success.



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- Schedule a physical for your veteran, if required, before his/her return to duty.
- Update the veteran on department changes, new SOPs/SOGs and new resources that were implemented during his/her deployment.
- Assist your veteran with any licensing issues that may require attention prior to his/her returning to full duty.
- Encourage thoughtful feedback from support system personnel so early intervention can mitigate problems.
- Allow time to ensure treatment and healing for any injuries sustained during your veteran's deployment; this includes Traumatic Brain Injury (TBI), Post Traumatic Stress Disorder (PTSD), and wounds that can't be seen by others.
- Transition time depends on many factors including time of deployment, duties during deployment, and any injuries sustained during the deployment; remember that each veteran is an individual and different timelines may be needed for successful reintegration.

Adapted from:

<http://www.naemt.org/Libraries/NAEMT%20Documents/URL%20Employers%20Guide%20for%20Supporting%20Combat%20Veterans.sflb>

Resources:

ESGR Website -<http://www.esgr.mil/>

ESGR phone number: 1-800-336-4590

USERRA - dol.gov/vets/programs/userra

ESGR USERRA for Service Members - <http://www.esgr.mil/USERRA/USERRA-for-Service-Members.aspx>

ESGR Frequently Asked Questions <http://www.esgr.mil/USERRA/Frequently-Asked-Questions.aspx>

ESGR Mobilization Checklists - <http://www.esgr.mil/Service-Members-Family/Deployment-Tips-and-Checklist.aspx>

Disability Information: http://www.dol.gov/vets/programs/userra/userra_fs.htm