

SAMPLE Letter of Agreement

The purpose of this agreement is to promote effective communication between the Guard/Reserve Member and his/her supervisor to ensure smooth transition from the time of deployment through return to civilian workforce as part of the Veteran Reintegration Framework.

We acknowledge that we will actively abide by this agreement and any changes to this document will be made by mutual consent.

The undersigned agree to:

- Keep current emergency contact information
- Discuss and agree on disposition of personal items while he/she on deployment. Employee's personal items will be (stored, maintained, locked) at _____
- Determine if communication during deployment is appropriate. If so, communications to be exchanged by: () email; () phone; () other at least () times per week/per month
- Assess any new training skill sets acquired during deployment and determine application to agency mission objectives upon return
- Other: _____

Supervisor

Supervisor Name, Title and Organization

Supervisor Signature Date

Employee

Employee Name, Title and Organization

Employee Signature Date