ATTACHMENT 14

Reemployed Annuitant Office – Post Deployment Checklist

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After you return from your deployment location, please ensure the following has been done.

- Immediately following return from deployment, email the HQ RAO Office (don.binder@usace.army.mil). This action is to inform the PM that you are finished with your deployment. You may also use this opportunity to let them know when you will be available for future deployment.

  Date completed: _____

- Ensure final travel voucher and all travel receipts have been **faxed** or **emailed** to the RAO support staff. FAX: 202-761-5611 Email: maryjane.brown@usace.army.mil

  Date Completed _____

- Please check all travel voucher settlements for mistakes so that all corrections can be made by the RAO support staff. (If a copy of a detailed travel settlement has not been received, please contact the RAO support staff).

  Date Completed _____

- Please insure that all changes made to Time and Attendance are submitted to the Timekeeper.

  Date Completed _____

- Provide an updated resume to the HQ RAO Office documenting your recent deployment experience and training.

  Date Completed _____

Name:
Mission:
Tasker Number:

Please retain this page for your records.