

Defense Logistics Agency Reentry Checklist for Employees

Transportation	Plan and make arrangements for your commute (e.g., reload transit cards, check transit routes/schedules, etc.).
	Enroll in Mass Transit Benefit Program if applicable. <i>(DLA CAC-protected link)</i>
	Register for parking pass/carpool if applicable.
	Make sure vehicle registered/inspection are up-to-date (required for entry onto military installations/compounds).
Home Care	Plan for and make care arrangements (e.g., childcare, elder care, pet care, etc.).
	Talk with supervisor about childcare or other family care issues/concerns.
Work Attire	Review and update work attire as needed.
	Wash clothing left in the workplace before wearing.
Wellness	Contact Employee Assistance Program if experiencing stress or other mental health issues.
	Update COVID vaccination status in the DLA Vaccination Documentation System . <i>(DLA CAC-protected link)</i>
	Determine status of onsite facilities and plan for meal periods, to include packing lunch if necessary.
IT Equipment	Review tips/suggestions provided by DLA Information Operations (J6) in Reentry IT Information article . <i>(DLA CAC-protected link)</i>
	Inform supervisor if equipment is not fully functioning and submit appropriate DLA Service Portal tickets. <i>(DLA CAC-protected link)</i>
	Turn in obsolete/excess IT equipment.
Security	Make sure CAC is up-to-date.
	Check access badge expirations and arrange renewal if needed.
	Update emergency contact information in Fourth Estate Personnel Accountability and Assessment System (FEPAAS) .
	Update personal contact info in the DLA AtHoc mass notification system . <i>(DLA CAC-protected link)</i>
Work schedules	Talk with supervisor about work schedule. Be aware this may change based on pandemic conditions.
Facilities	Dispose of expired food or beverages left in workplace.
	Flush water through coffee machines.
	Replace stagnant water/ice, clean, and replace filters in small appliances.
Pay	If you moved during the pandemic, update home address at https://mypay.dfas.mil/ .