

Sample Return to Duty (NOA 292)

Used for the following types of actions that return an employee to pay or duty status after a documented period of nonpay or nonduty status:

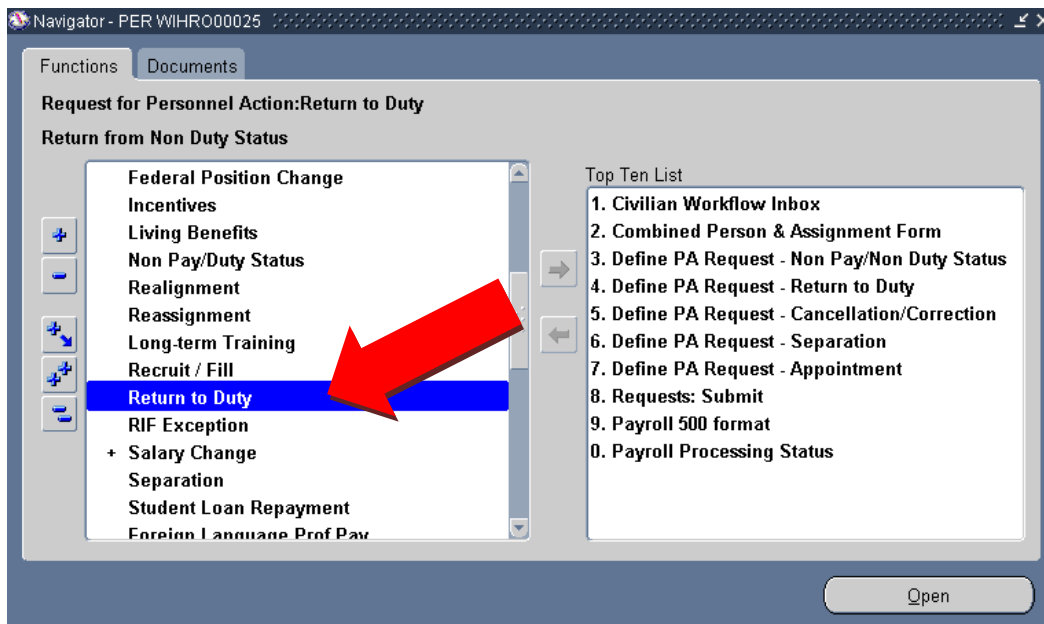
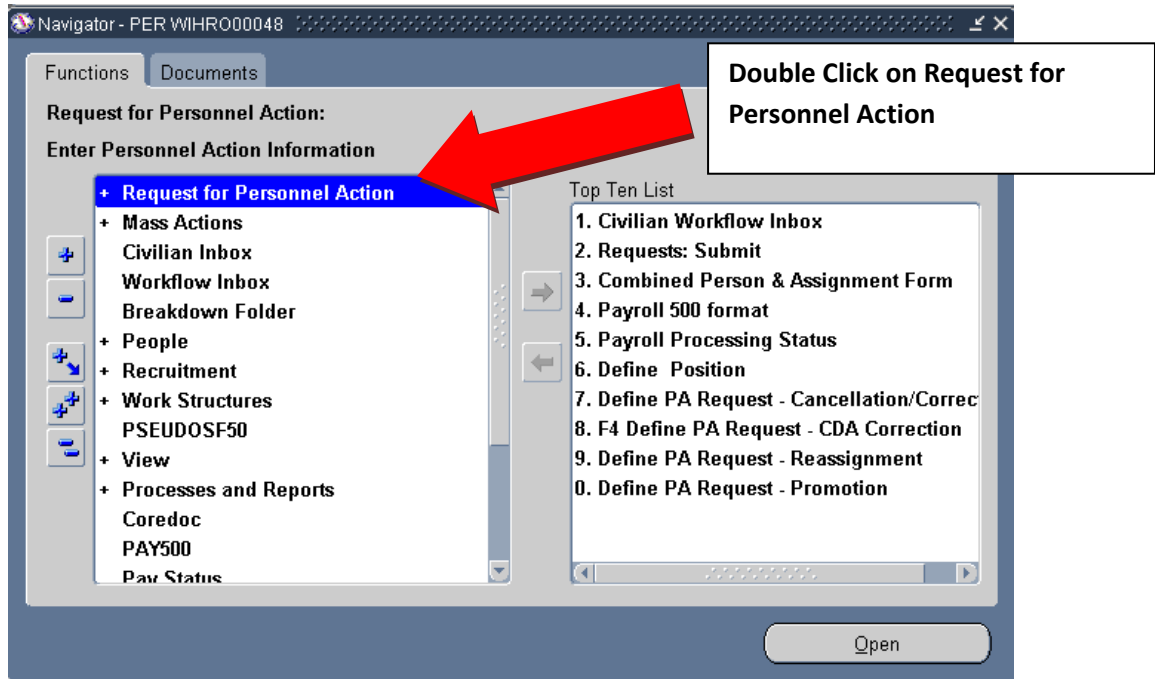
- Return to Duty (RTD) (from LWOP, LWOP-US, or suspension) (NOA 292)

Do not use for:

- Putting an employee on nonpay or nonduty status.
- Extending a period of nonpay or nonduty status.

Include on the RPA (always complete Part A):

- Employee name in Part B.
- In Block 5-A enter the NOAC 292
-



Request for Personnel Action (Return to Duty, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Em

PART A - Requesting Office

1 Actions Requested

Return to Duty

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

Telephone Number

DSN 724-3712

4 Prop. Eff. Date

06-APR-2011

Request Date

21-MAR-2011

Title

ASSISTANT HUMAN RESOU

Concurrence Date

21-MAR-2011

ASAP

First Name

2 Social Security Number

FIRST ACTION

5-A Code

292

5-B Nature of Action

RTD (Return To Duty)

5-C Code

5-D Legal Authority

5-E Code

SECOND ACTION

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

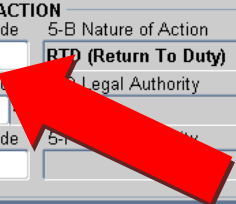
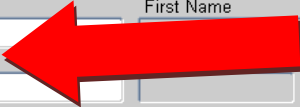
6-F Legal Authority

History Extra Information Person Position (E) Others... (D)

Fill Part A –Requesting Office.



Fill Part B – For Preparation of SF 50



Type in your Nature of Action. Use the LOV button if NOA is unknown.

Request for Personnel Action (Return to Duty, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

Return to Duty

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

2 Request Number

Telephone Number

DSN 724-3712

4 Prop. Eff. Date

06-APR-2011

Request Date

21-MAR-2011

Title

ASSISTANT HUMAN RESOU

Concurrence Date

21-MAR-2011

ASAP

First Name

2 Social Security Number

3 Date of Birth

4 Effective Date

FIRST ACTION

5-A Code

292

5-B Nature of Action

RTD (Return To Duty)

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

SECOND ACTION

6-A Code

6-B Nature of Action

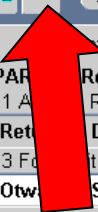
6-C Code

6-D Legal Authority

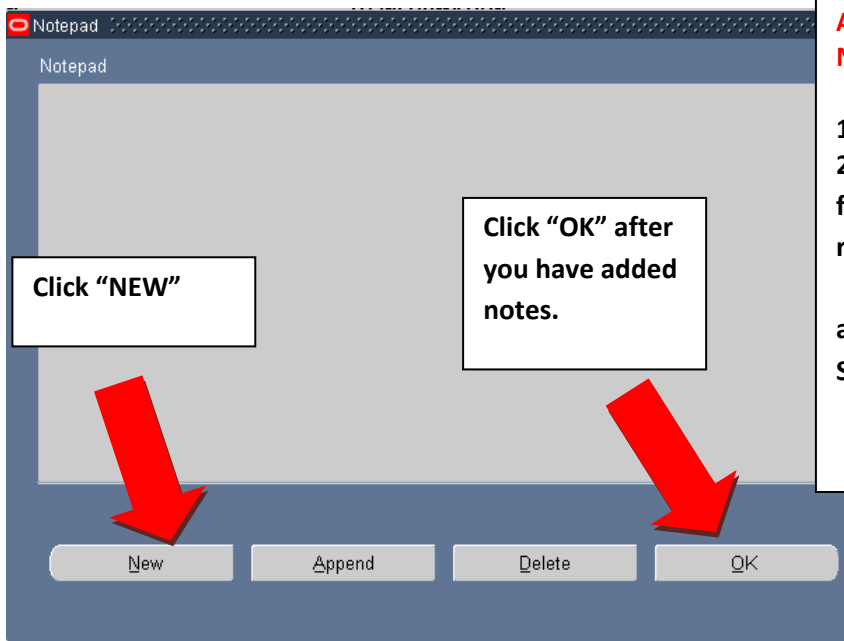
6-E Code

6-F Legal Authority

History Extra Information Person Position (E) Others... (D)



Click on the yellow Notepad icon.



Add the following information into the Notepad:

- 1) DD 214 or order (amended orders)*
- 2) Checklist for returned to duty has been filled out by employee & submitted with this request*

*Can be emailed to Services section if attachment does not work

Supervisor Contact Information:

Email Address:

Phone Number:

Request for Personnel Action (Return to Duty, Routing Group:NG_ROUTING_GP)

Click on the "SAVE" Icon

PART A - Return to Duty

1 Actions Requested

2 Request Number

3 For Additional Information Call (Full Name)
Otwaska, Stacy L

Telephone Number
DSN 724-3712

4 Prop. Eff. Date
06-APR-2011

5 Action Requested By (Full Name)
DYKSTRA, JUNE A.

Title
ASSISTANT HUMAN RESOUR

Request Date
21-MAR-2011

6 Action Authorized By (Full Name)
Kappus, Ricky N

Title
DIRECTOR OF MANPOWER

Concurrence Date
21-MAR-2011

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code
292

5-B Nature of Action
RTD (Return To Duty)

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

SECOND ACTION

6-A Code

6-B Nature of Action

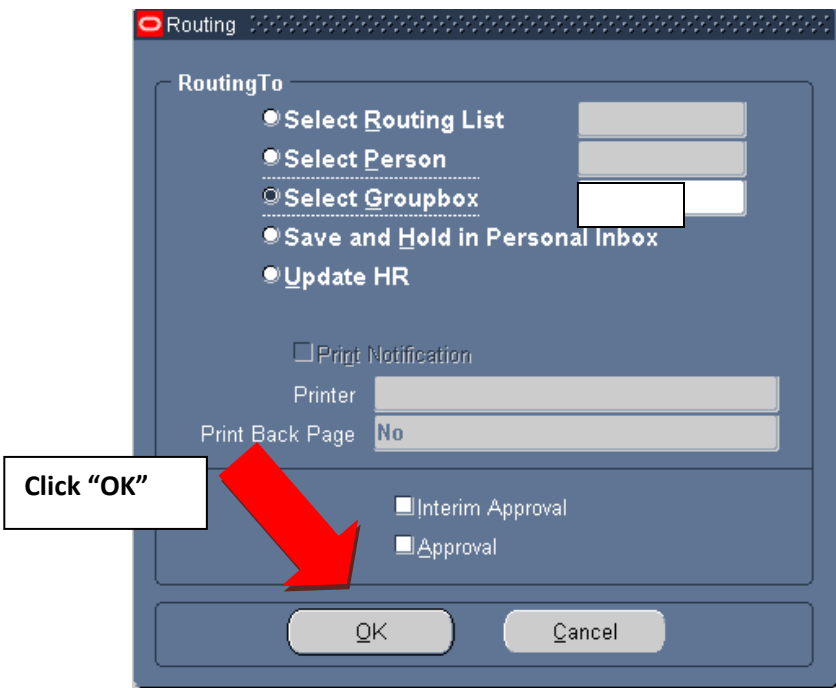
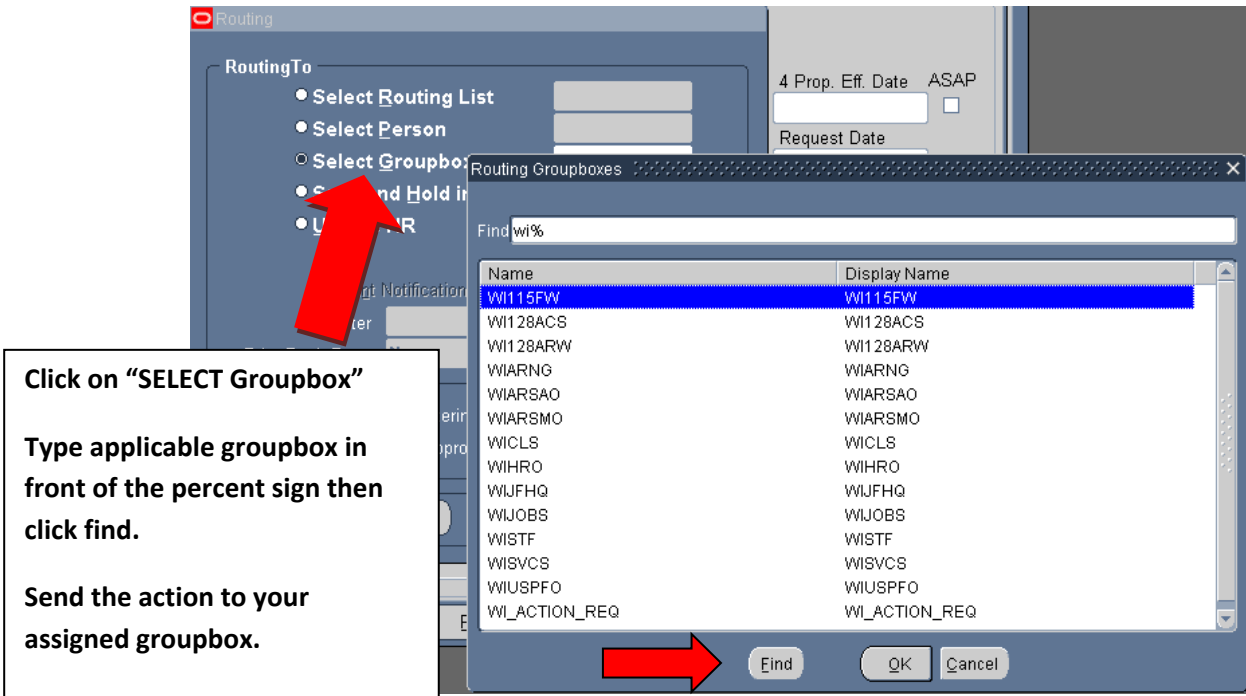
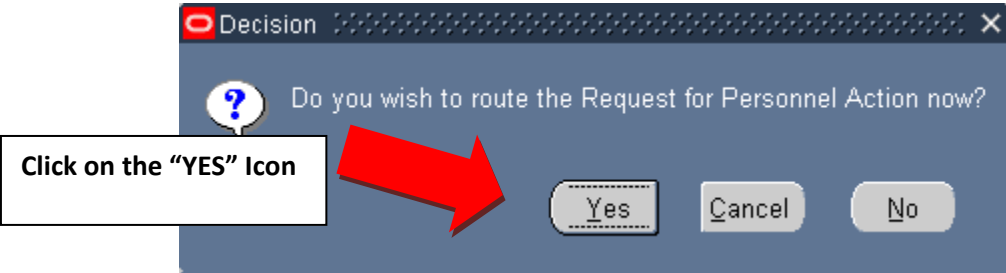
6-C Code

6-D Legal Authority

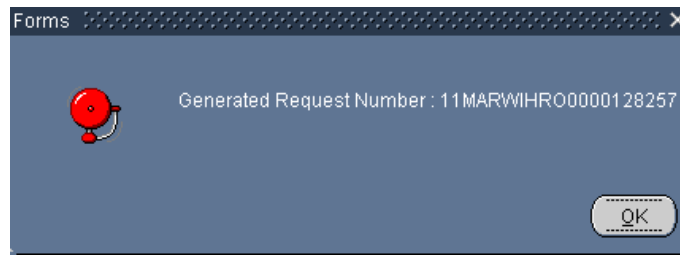
6-E Code

6-F Legal Authority

History Extra Information Person Position (B) Others... (D)



Just click "ok" again.



Add/edit your "Routing/Comments" in your inbox/groupbox.

Notifications Summary

WI-SAD Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	, . . .
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	, . . .
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

A red arrow points to the "Routing / Comments" column header in the table.

Click the "Gold Disc" Save Icon

You must also submit a the checklist. No action will be completed on this ERPA without the necessary documents.

****Note**** If you have any questions on this Electronic Request call DSN: 724-3712/3705/3709 or COM: 608-242-3712/3705/3709.