

# NOA 292 – RTD



**Note:** Prior to processing a 292 Return to Duty, recompute the following (to include non-pay time):

- SCD-Leave
- SCD-Civilian
- SCD-RIF
- SCD-TSP
- SCD-Length of Service

After Updating HR on a 292 Return to Duty, manually update SCD information (except SCD-Leave) through **People->Enter and Maintain.**

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions –&gt; Return to Duty</b> or open the existing 292 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>292</b></li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>EMPLOYEE AND POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Block 31 - Service Comp. Date (Leave) - if appropriate</li> </ul>
4	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS: <p><b>US FED AGENCY DATA</b></p> <p style="padding-left: 40px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p>➤ Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b></p>
7	Close <b>&lt;Extra Information&gt;</b> window and return to the RPA.
8	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.