

Return to Duty Request – 292

Required Documents – **Military Orders**, [Return to Duty Checklist](#)

On the Navigator, select “Request for Personnel Action” and then select “Return to Duty”

The screenshot shows the 'Request for Personnel Action (Return to Duty, Routing Group: NG_ROUTING_GP)' form. The 'PART A - Requesting Office' section includes fields for '1 Actions Requested' (Return to Duty), '2 Request Number', '3 For Additional Information Call (Full Name)' (Skinner, Kristin J), 'Telephone Number' ((603) 227-5122), '4 Prop. Eff. Date' (05-JAN-2016), '5 Action Requested By (Full Name)' (Symington, John W), 'Title' (HUMAN RESOURCES SPE), 'Request Date' (15-DEC-2015), '6 Action Authorized By (Full Name)' (Symington, John W), 'Title' (HUMAN RESOURCES SPE), and 'Concurrence Date' (15-DEC-2015). The 'PART B - For Preparation of SF 50' section includes fields for '1 Last Name', 'First Name', 'Middle Name', '2 Social Security Number' (000-00-0000), '3 Date of Birth', and '4 Effective Date'. Below this are sections for 'FIRST ACTION' and 'SECOND ACTION' with codes and nature of action.

Complete all of PART A. Blocks 5 and 6 can only be completed by the person who has the request.

For Part B, Start by entering the effective date in block 4 and the SSAN in block 2. Information for blocks 1 and 3 will auto-populate. Next Enter 292 in block 5-A .

The screenshot shows the 'Position Data' section of the form. It is divided into 'FROM INFORMATION' and 'TO INFORMATION'. 'FROM INFORMATION' includes fields for '7 Position Title' (MATERIALS HANDLER), 'Number' (D09030), 'Seq No' (386477), '8 Pay Plan' (WG), '9 Occ. Code' (6907), '10 Grade or Level' (06), '11 Step or Rate' (05), '12 Total Salary' (21.70), '12A Basic Pay' (21.70), '12B Locality Adj.' (0), '12C Adj. Basic Pay' (21.70), '12D Other Pay', '13 Pay Basis' (Per Hour), and '14 Name and Location of Position's Organization' (THE ADJUTANT GENERAL - NH, JOINT FORCE HQ - NH, USPFO - NH, USPFO SS DIV STRG AND DISTR BR, CONCORD, NH). 'TO INFORMATION' includes fields for '15 Position Title', 'Number', 'Seq No', '16 Pay Plan', '17 Occ. Code', '18 Grade or Level', '19 Step or Rate', '20 Total Salary', 'Award', 'UoM', '20A Basic Pay', '20B Locality Adj.', '20C Adj. Basic Pay', '20D Other Pay', and '21 Pay Basis'. '22 Name and Location of Position's Organization' is also present.

For this request, position information will auto-populate.

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

EMPLOYEE DATA

23 Veterans Preference 24 Tenure 26 Veterans Preference for RIF

27 FEGLI 28 Annuitant Indicator 29 Pay Rate Determinant

30 Retirement Plan 31 Service Comp. Date (Leave)

32 Work Schedule 33 Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34 Position Occupied 35 FLSA Category 36 Appropriation Code
 1. 2.

37 Bargaining Unit Status 38 Duty Station Code 39 Duty Station (City-County-State / Overseas Location)

45 Educational Level 46 Year Deg. Att. 47 Academic Discipline 48 Functional Class

49 Citizenship 50 Veterans Status 51 Supervisory Status

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

Leave this page blank

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

PART D - Remarks by Requesting Office
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
 Yes No
 Enter any remarks that you would like to make here...

PART E - Employee Resignation/Retirement
 Reasons for Resignation/Retirement

Forwarding Address City State

Zip Code Country

PART F - Remarks for SF 50

| Code | Description | Required |
|----------------------|-------------------|--------------------------|
| <input type="text"/> | Leave this blank. | <input type="checkbox"/> |
| <input type="text"/> | | <input type="checkbox"/> |
| <input type="text"/> | | <input type="checkbox"/> |
| <input type="text"/> | | <input type="checkbox"/> |

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

Enter any notes you would like in Part D, however this information should be covered in the Request that you will attach later.

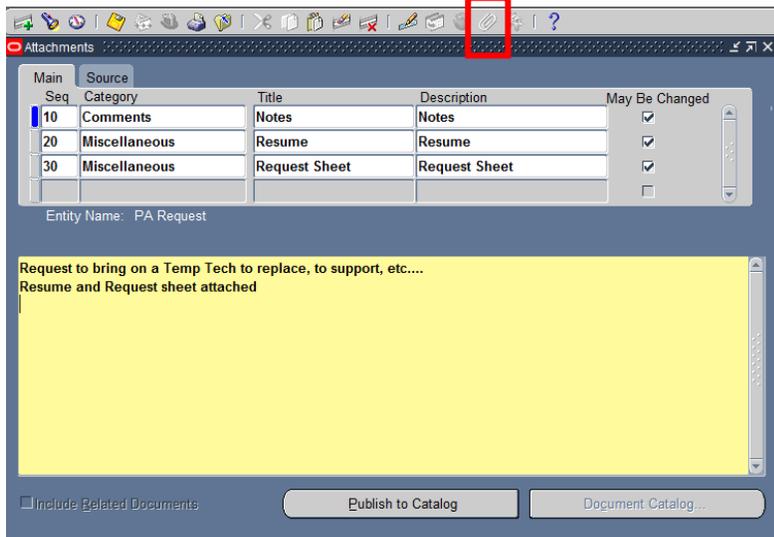
You'll also leave Part F, blank

Next click on the disk on the top row of symbols and select "No" when asked about Routing the request.

Attaching document(s) to the Request

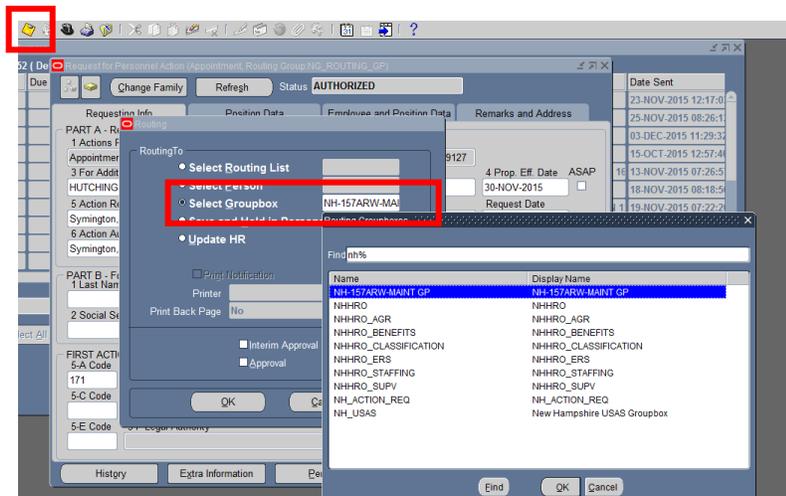
For Return to Duty Requests, please attach the member's military orders

Click on the paperclip on the top row of icons

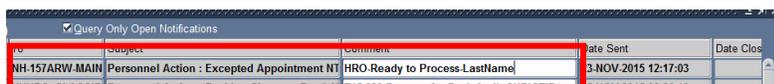


Click in the Category Box on the first row (10) and enter Comments, next type "Notes" and "Notes" again. Next, enter the comments you wish to make. To attach the required documents, click in the Category box in the next row down.

Type Misc, put in the title and description. The Data type will be "File" which will prompt you to insert a document on a separate page. Browse for the file, Click "Submit" and then Close Window. From there, select "Yes" for the pop-up "Has the file been uploaded successfully?"



To **Save** the action for HRO to process, first click on the **Disk** on the top row of icons, answer **Yes** to Routing the Personnel Action. Click in the "**Select Groupbox**" button, type **NH**, and select your appropriate GroupBox, and click "**OK**".



Go into the GroupBox and enter "HRO-Ready to Process-LastName"

The action has now been requested for HRO processing.