ON|DEMAND
PERSONAL NAVIGATOR

Return to Duty

1.	Click the **Administer Workforce** link. ⊙ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊙ Administer Workforce (USF)
3.	Click the **Use** link. ⊙ Use
4.	Click the **HR Processing** link. HR Processing
5.	Enter the appropriate variable in the field. (for example, **Last Name**) Click in the **Last Name** field.
6.	Select the appropriate employee. Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**ROMANO**".
7.	Click the **Search** button. Search
8.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button. +
9.	Enter the **Actual Effective Date** of the employee's return to duty. Triple-click the **Actual Effective Date** object.
10.	Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/12/2003**".
11.	Click in the ***Action** field.
12.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**REC**".
13.	Click in the ***Reason Code** field.
14.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**REC**".
15.	Click in the **NOA Code** field.
16.	Enter the **NOA Code** of "292." Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**292**".
17.	Click in the **NOA Ext** field.
18.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".

19.	If there is an NTE date for the previous LOA action, delete the NTE date in the **Not to Exceed Date** field. NOTE: You will also need to delete the NTE date from the Employment Data 1 page, by accessing the **Exp Date** hyperlink on that page.
20.	In the **Authority (1)** field, enter the legal authority. Click in the **Authority (1)** field.
21.	Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**DAM**".
22.	If applicable, enter **Authority (2)**. Click in the **PAR Request#** field.
23.	NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**0000082095**".
24.	Click the **PAR Remarks** link. PAR Remarks
25.	Enter the applicable **Remark CD** (Code) and tab out of the field to see the text of the remark. Enter the desired information into the **Remark CD** field. Enter a valid value, e.g. "**A15**".
26.	Press **[Tab]**.
27.	Click the **Ok** button. OK
28.	Click the **Tracking Data** link. Tracking Data
29.	Enter any necessary **Comment**. NOTE: There is a 30 character limit in the **Comment** field. Insert additional rows to add comments beyond 30 characters. Click the **Ok** button. OK
30.	Click the **Employment 1** tab. Employment 1
31.	If there is an NTE date from the prior LOA action, click on the **Exp Dates** hyperlink. Click the **Exp Dates** link. Exp Dates
32.	Delete the date from the **LWOP/Furlough** field. Click the **Ok** button. OK
33.	- Due to the lapse in service, modify the employee's **Service Computation Dates**, if necessary. - If the LWOP affected the **Service Conversion Dates**, modify them as applicable. - If necessary, modify the **Within-Grade Increase Data**.
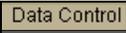
34.	Click the **Employment 2** tab. Employment 2
35.	Confirm or enter the appropriate **Reports To Position** for the employee.
36.	Click the **Tenure** list. Permanent
37.	In the **Tenure** field, modify the appropriate type of tenure, if applicable. Permanent
38.	As applicable, enter or modify the employee's compensation area and level in the **Comp/Area Level** field. NOTE: In IMPACT this variable is a 4 digit code. In EHRP, the first 2 digits would be entered in Area and the second 2 digits are entered in Level.
39.	Due to the lapse in service, update the employee's **Probation Date**, if necessary.
40.	Return to the **Data Control** tab and change the PAR Status according to your role. Click the **Data Control** tab. Data Control
41.	Click the **Save** button. Save
42.	The information is saved. **End of Procedure.**