
Chapter 29. Bonuses, Awards and Other Incentives (Natures of Action 815, 816, 817, 825, 827, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 878, 879, 885, 886, 887, and 889)

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Chapter 29. Bonuses, Awards and Other Incentives

1. Coverage.

a. Actions covered. This chapter covers the following time off and cash payment actions that do not affect an employee's rate of basic pay:

815/Recruitment Incentive,
 816/Relocation Incentive,
 817/Student Loan Repayment,
 825/Separation Incentive,
 827/Retention Incentive,
 840/Individual Cash Award RB,
 841/Group Award – Ch 45,
 842/Individual Suggestion/Invention Award (only those recognized with cash),
 843/Group Suggestion/Invention Award (only those recognized with cash),
 844/Foreign Language Award (always given to individuals as cash; only approved for law enforcement positions),
 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs),
 846/Individual Time Off Award,
 847/Group Time Off Award,
 848/Referral Bonus,
 849/Individual Cash Award NRB
 878/Presidential Rank Award,
 879/SES Performance Award.
 885/Lump Sum Performance Payment RB-ILPA
 886/Lump Sum Performance Payment RB-NILPA
 887/Lump Sum Performance Payment NRB
 889/Group Award - Other

b. Central Personnel Data File. All actions described in this chapter must be reported to the Central Personnel Data File (CPDF). Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to the Central Personnel Data File. Refer to the operating manual, **The Guide to Central Personnel**

Data File (CPDF) Reporting

Requirements, for specific instructions.

2. Separation Incentive.

a. Effective Date. Separation Incentives are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.

b. Standard Form 52. Use of the Standard Form 52, Request for Personnel Action, to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. These actions may be documented as the second nature of action on Standard Form 50, Notification of Personnel Action, documenting the separation or may be documented as a separate action. In either case, a Standard Form 50 documenting a Separation Incentive should be prepared and a copy should be filed on the right side of the Official Personnel Folder.

3. Presidential Rank Awards.

a. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

b. Standard Form 50. A Standard Form 50 should be prepared to document Presidential Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

a. Effective Date. The agency sets the effective date of awards and bonuses.

b. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. Use of the Standard Form 50 for all other awards and bonuses is **not** required. Documentation of awards and bonuses other than Separation Incentives, and Presidential Rank Awards is **not** authorized for long-term Official Personnel Folder retention. Agencies **may not** file documentation of the following award and bonus actions on the **right** side of the Official Personnel Folder:

- Recruitment Incentive,
- Relocation Incentive,
- Retention Incentive,
- Student Loan Repayment,
- Individual Cash Award RB
- Individual Cash Award NRB
- Group Award – Ch 45,
- Group Award – Other,
- Individual Suggestion/Invention Award,
- Group Suggestion/Invention Award,
- Foreign Language Award,
- Travel Savings Incentive,

- Individual Time Off Award,
- Group Time Off Award,
- Referral Bonus,
- Senior Executive Service Performance Award,
- Lump Sum Performance Payment RB-ILPA
- Lump Sum Performance Payment RB-NILPA
- Lump Sum Performance Payment NRB

d. Employee Notification. Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this **Guide**. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, no legal authority code is required, and the SF-50 may **not be filed** on the right side of the Official Personnel Folder.

Table 29. Bonuses, Awards, and Other Incentives

<i>R U L E</i>	<i>If Basis for Action is</i>		<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions	Made under chapter 45	841	Group Award – Ch 45
2			Other than chapter 45	889	Group Award – Other
3		Award is based on a group suggestion/invention		843	Group Suggestion/ Invention Award
4		A group of employees will receive time off as a reward for a specific achievement		847	Group Time Off Award
5	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job			844	Foreign Language Award
6	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place		845	Travel Savings Incentive
7	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses		848	Referral Bonus
8	Given to employee to repay student loan			817	Student Loan Repayment

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
9	Presidential Rank Award (Meritorious)	Employee is a member of the SES	878	Presidential Rank Award	V7G	5 U.S.C. 4507(e)(1)
10		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9N	5 U.S.C. 4507a(c)
11	Presidential Rank Award (Distinguished)	Employee is a member of the SES			V8G	5 U.S.C. 4507(e)(2)
12		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9P	5 U.S.C. 4507a(c)
13	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	Reg. 575.311

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
22	Establishment of retention incentive when a service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	Reg. 575.311
25	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 9902(i)
26		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
27		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>	
28	Made to an individual employee	Payment is based on rating of record or contribution	Made under chapter 45	Is rating-based		840	Individual Cash Award RB (See Note 3 of this table)			
29				Is not rating-based		849	Individual Cash Award NRB (See Note 3 of this table)			
30			Other than chapter 45	Is a rating-based lump-sum payment	In lieu of pay adjustment due to range maximum or control point		885	Lump Sum Performance Payment RB-ILPA (See Note 3 of this table)	V3A	(Cite law, E.O., or regulation that authorizes the action)
31					In lieu of pay adjustment – other reason				V3B	(Cite law, E.O., or regulation that authorizes the action)
32					Not in lieu of pay adjustment; separately administered	886	Lump Sum Performance Payment RB-NILPA (See Note 3 of this table)			
33				Is performance-related lump-sum payment that is not rating-based		887	Lump Sum Performance Payment NRB (See Note 3 of this table)			
34			Cash award is based on suggestion/invention				842	Individual Suggestion/Invention Award		
35			Employee will receive time off as a reward for a specific achievement				846	Individual Time Off Award		

NOTES:

1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.
3. The following are translations for the abbreviations shown in rules 28-33 above: “RB” means Rating Based; “NRB” means Not Rating Based; “RB-ILPA” means Rating Based - in Lieu of Pay Adjustment; and “RB-NILPA” means Rating Based - Not in Lieu of Pay Adjustment.