

**Chapter 29. Bonuses and Awards (Natures of Action 815, 816, 825, 840, 841, 842, 843, 844, 845, 846, 847, >848,< 878, and 879)**

**Contents**

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	<b>Page</b>
1. Coverage .....	29-3
2. Separation Incentives .....	29-3
3. Senior Executive Rank Awards .....	29-3
4. All Other Awards and Bonuses .....	29-3

**Tables**

29 Bonuses and Awards .....	29-5
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## Chapter 29. Bonuses and Awards

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### 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 Bonus,
- 816/Relocation Bonus,
- 825/Separation Incentive,
- 840/Individual Cash,
- 841/Group Cash,
- 842/Individual Suggestion/Invention (only those recognized with cash),
- 843/Group Suggestion/Invention (only those recognized with cash),
- 844/Foreign Language Awards (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,
- 847/Group Time Off,
- >848/Referral Bonus,<
- 878/SES Rank Award, and
- 879/SES Performance Award.

**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 the Central Personnel Data File](#), 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. Senior Executive Service Rank Award.

**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 a Senior Executive Service Rank Award. 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 Senior Executive Service 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 Bonus,  
Relocation Bonus,  
Individual Cash,  
Group Cash,  
Individual Suggestion/Invention,  
Group Suggestion/Invention,

Foreign Language Awards,  
Travel Savings Incentive,  
Individual Time Off,  
Group Time Off,  
>Referral Bonus< and  
Senior Executive Service Performance Award.

**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 and Awards**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to an individual employee	Cash Award is based on contribution/performance	840	Individual Cash Award
2		Cash Award is based on suggestion/invention	842	Individual Suggestion/ Invention Award
3		Employee will receive time off as a result of achievement	846	Individual Time Off Award
4	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions.	841	Group Cash Award
5		Award is based on a group suggestion/invention	843	Group Suggestion/ Invention Award
6		A group of employees will receive time off as a result of achievements	847	Group Time Off Award
7	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job		844	Foreign Language Award
8	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place	845	Travel Savings Incentive
>9	Given to employees who refer applicant(s) who are successful in being hired by the agency	Agency has established criteria to determine eligibility	848	Referral Bonus<

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<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award 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>
> 10<	Senior Executive Service Rank Award for Meritorious Executive		878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
> 11<	Senior Executive Service Award for Distinguished Executive				V8G	5 U.S.C. 4507(e)(2)
> 12<	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

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<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award 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>
13	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
14	A relocation bonus not described in Rule >15<		816	Relocation Bonus		
15	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay		ZTY	P.L. 101-509, Sec. 407		
16	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. 5597
17		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
18		Not Rule >16 or 17<			ZAA	(Enter Agency Authority) (See Note 2)

**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.

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