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THE GUIDE TO PERSONNEL DATA STANDARDS

AWARD AMOUNT

- Definition:**
- (1) The gross dollar amount of availability pay, an award given as cash, a bonus, or a separation incentive.
 - (2) The number of hours given as a time-off award.
 - (3) The percent of BASIC PAY authorized on an annual basis as premium pay for administratively uncontrollable overtime (AUO).
 - (4) The student loan repayment amount authorized to be paid during the fiscal (not calendar) year.
 - (5) The redesignation bonus payment amount authorized to be paid during the fiscal (not calendar) year. The bonus payment amount is for use by the National Aeronautics and Space Administration only.
 - (6) Authorized amount of a recruitment incentive or relocation incentive over the entire life of the service agreement.
- Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.
- Applicability:** Mandatory (Central Personnel Data File, Personnel Actions).
- Cross-Reference:** [BASIC PAY](#)
- Format:** 6N

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Note:

Award amount is rounded to the nearest dollar, hour (for a time-off award), or percent (for administratively uncontrollable overtime). For a group award, this is the gross amount (in dollars or hours) given to the individual, not to the group. Senior Executive Service (SES) rank awards and senior career employee rank awards are the only awards and bonuses that must be documented on the Standard Form 50. Agencies are not required to document other awards and bonuses on the Standard Form 50. Agencies should not use the Standard Form 50 to document a student loan repayment.

The award amount is right justified with leading zeros. For example:

- (1) An award amount of \$8,000 is shown as 008000.
- (2) A time-off award of 8 hours is shown as 000008.
- (3) Administratively uncontrollable overtime (AUO) of 10 percent is shown as 000010.
- (4) A student loan repayment of \$3000 is shown as 003000.
- (5) A redesignation bonus payment amount of \$8000 is shown as 008000.
- (6) A relocation incentive of \$10,000 over the life of the service agreement is shown as 010000. Note that, if the authorized amount is over \$99,999 and the agency has not yet expanded the award amount field to six positions, submit two actions with the same date so that the sum of the award amount equals the authorized amount.