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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-6, Nature of Action Code 848, Referral Bonus Award

Date: August 5, 2003

To: Holders of the Payroll/Personnel Manual

This bulletin announces the availability of a new nature of action code (NOAC), NOAC 848, Referral Bonus Award, effective with the processing of Pay Period 16, 2003. A referral bonus is a monetary award that provides an incentive to an employee who brings new talent to the agency by referring persons who are subsequently selected and successfully employed. The criteria used to determine if an employee is eligible to receive a referral bonus and the amount of the bonus are established at the agency level in accordance with Office of Personnel Management (OPM) criteria.

Referral bonuses are processed using NOAC 848 with no authority. The awards remark code to be used is C003, Referral Bonus. OPM does permit agencies to use time off awards in lieu of cash for referral bonuses. If the agency includes the use of time off awards in its agency policy on referral bonuses, the bonus must be processed using NOAC 846, Individual Time Off Award.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about referral bonuses to the Payroll Operations Branch at **504-255-4630** . Please refer questions about system access to Customer Support at **504-255-5230** or *customer.support@usda.gov*. Refer questions about this bulletin to **504-255-5322** or *nfc.pvct@usda.gov*.

PENNY W. FORBES, Acting Director
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