

## Award/One-Time Payment–846

Use for individual awards for employees (monetary or time off). Do not use for: Quality Step Increase (QSI) – use *Salary Change: regular Performance Pay*

Required Documents – **None, however justification is required in the remarks section**

On the Navigator, select “Request for Personnel Action” and then select “**Award/One-Time Payment**”

Use the notepad if you have additional comments about the action (see *Attaching a Note to your RPA*).

Request for Personnel Action (Award/One-Time Payment, Routing Group: NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested  
Award/One-Time Payment

2 Request Number

3 For Additional Information Call (Full Name)  
Symington, John W

Telephone Number  
684-9348

4 Prop. Eff. Date ASAP  
15-DEC-2015

5 Action Requested By (Full Name)  
Symington, John W

Title  
HUMAN RESOURCES SPE

Request Date  
15-DEC-2015

6 Action Authorized By (Full Name)  
Symington, John W

Title  
HUMAN RESOURCES SPE

Concurrence Date  
15-DEC-2015

**PART B - For Preparation of SF 50**

1 Last Name  
First Name  
Middle Name

2 Social Security Number  
000-00-0000

3 Date of Birth  
4 Effective Date

**FIRST ACTION**

5-A Code  
846

5-B Nature of Action  
Individual Time Off Award

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Complete all of PART A. Blocks 5 and 6 can only be completed by the person who has the request.

For Part B, Start by entering the effective date in block 4 and the SSAN in block 2. Information for blocks 1 and 3 will auto-populate. Next Enter 846 in block 5-A .

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title  
HUMAN RESOURCES ASSISTANT

Number  
D16240

Seq No  
632306

8 Pay Plan  
GS

9 Occ. Code  
0203

10 Grade or Level  
06

11 Step or Rate  
01

12 Total Salary  
38,928.00

12A Basic Pay  
31,192.00

12B Locality Adj.  
7,736

12C Adj. Basic Pay  
38,928.00

12D Other Pay

13 Pay Basis  
Per Annum

14 Name and Location of Position's Organization  
THE ADJUTANT GENERAL - NH  
157 FRS SQ  
MILITARY PERS FLT  
PEASE AFB, NH

**TO INFORMATION**

15 Position Title  
HUMAN RESOURCES ASSISTANT

Number  
D16240

Seq No  
632306

16 Pay Plan

17 Occ. Code

18 Grade or Level

19 Step or Rate

20 Total Salary  
Award  
27

UoM  
H

20A Basic Pay

20B Locality Adj.

20C Adj. Basic Pay

20D Other Pay

21 Pay Basis

22 Name and Location of Position's Organization  
THE ADJUTANT GENERAL - NH  
157 FRS SQ  
MILITARY PERS FLT  
PEASE AFB, NH

History Extra Information Person Position (B) Others... (D)

For this request, position information will auto-populate. You will enter the **number of hours** requested in the **Award box** indicating “**H**” for the unit of measure UoM.

Refer to TPR451 for the number of hours authorized for approval at each level of supervision.

Request for Personnel Action (Appointment, Routing Group:NG\_ROUTING\_GP) Employee SSN Nature of Action  
**Excepted Appointment**

Requesting Info Position Data Employee and Position Data Remarks and Address

**EMPLOYEE DATA**

23 Veterans Preference  24 Tenure  26 Veterans Preference for RIF

27 FEGLI  28 Annuitant Indicator  29 Pay Rate Determinant

30 Retirement Plan  31 Service Comp. Date (Leave)

32 Work Schedule  33 Part-Time Hours Per Biweekly Pay Period

**POSITION DATA**

34 Position Occupied  35 FLSA Category  36 Appropriation Code  1  2

37 Bargaining Unit Status  38 Duty Station Code  39 Duty Station (City-County-State / Overseas Location)

45 Educational Level  46 Year Deg. Att.  47 Academic Discipline  48 Functional Class

49 Citizenship  50 Veterans Status  51 Supervisory Status

History Extra Information Person Position (E) Others... (Q)

Leave this page blank

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No

Member did an excellent job at fill in the blank. Their efforts showed the dedication to the team and were a direct result in accomplishing the mission....

**PART E - Employee Resignation/Retirement**  
 Reasons for Resignation/Retirement

Forwarding Address  City  State

Zip Code  Country  [ ]

**PART F - Remarks for SF 50**

Code	Description	Required
<input type="text"/>	Leave Blank.	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>

History Extra Information Person Position (E) Others... (Q)

Enter the justification for giving the member a Time Off Award in Part D. You'll also leave Part F, blank

Next click on the disk on the top row of symbols and select "Yes" when asked about Routing the request.