

NOA 810 – RETENTION ALLOWANCE

Definition: Retention Allowance is the annual total dollar amount (up to 25 percent of basic pay) paid to an employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Other Pay or open the existing 810 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = 810 • Authority Code (use LOV or type it in) = VPG
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 20D Other Pay Retention Allowance Amount - (i.e., \$3,847.00, input as 3847) Retention Allowance Percentage – (i.e., 6%, input as 6.0)
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50: 4YJ Retention allowance of __% of basic pay authorized. P70 Salary in block 20 includes retention allowance of \$_____.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS: <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p>➤ Click <OK> and <Save></p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.