

**Bureau of Land Management
Recruitment Incentive Service Agreement**

Name of Employee _____ Duty Station _____

Position Title/Series/Grade/Step _____

Percentage of Incentive _____ % Gross Amount of Incentive _____

Timing and Method of Payment:

___ Lump sum payment at the beginning of the service period in the amount of _____

___ Equal installment payments throughout the service period in the amount of _____

___ Lump sum payment at the end of the service period in the amount of _____

___ Other (specify) _____

___ Service Period Beginning Date (a recruitment incentive may not be paid before an employee can enter on duty) _____

___ Expiration of Service Period Date _____

In accepting the recruitment incentive, I understand and agree to the following conditions:

- I will remain in this position for at least (specify period of service) beginning on the date that I commence service with the Bureau of Land Management.
- Actual payment of the incentive will not occur until I begin employment with the Bureau of Land Management.
- This service agreement will be terminated if I am demoted or separated for cause; receive a rating of record lower than a Fully Successful or if I otherwise fail to fulfill the terms of the service agreement. If my service agreement is terminated under the conditions described above, I may keep any recruitment incentive payments received from completed service, but must repay any portion of the incentive received for uncompleted service.
- BLM may terminate the recruitment incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and BLM will pay any incentive payments due me for completed service.

Local Human Resources Representative Date/Signature

Approving Official Signature/Date

Applicant/Employee Signature/Date