

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

Name of Employee \_\_\_\_\_ Duty Station \_\_\_\_\_

Position Title/Series/Grade/Step \_\_\_\_\_

Percentage of Incentive \_\_\_\_\_ % Gross Amount of Incentive \_\_\_\_\_

**Timing of Payments:**

- \_\_\_ Lump sum payment at the beginning of the service period in the amount of \_\_\_\_\_
- \_\_\_ Equal installment payments throughout the service period (specify the timing and the amount of payment) \_\_\_\_\_
- \_\_\_ Lump sum payment at the end of the service period in the amount of \_\_\_\_\_
- \_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_ Service Period Beginning Date (an employee must establish a residence in the new geographic area prior to payment of the incentive) \_\_\_\_\_
- \_\_\_ Expiration of Service Agreement Date \_\_\_\_\_

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

- I will remain in this position for at least (specify period of service).
- Actual payment of the incentive will not occur until I report to the new duty location
- The relocation must be without a break in service
- 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 services are terminated under the conditions described above, I may keep any relocation incentive payments received from completed service, but must repay any portion of the incentive received for uncompleted service.
- BLM may terminate the relocation 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 for completed service.

\_\_\_\_\_  
Local Human Resources Representative Date/Signature

\_\_\_\_\_  
Approving Official Signature/Date

\_\_\_\_\_  
Applicant/Employee Signature/Date