

**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 enters 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Human Resources Representative

\_\_\_\_\_  
Date

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State/Center or WO Assistant Director

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Date

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Chief, Human Capital Management Directorate

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Date

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Approving Official

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Date