

**BUREAU OF LAND MANAGEMENT RETENTION INCENTIVE SERVICE  
AGREEMENT**

I (employee name) will extend my stay with the Bureau of Land Management for a period of (specify time frame).

I will receive a (percent of retention incentive) in the gross amount of (dollar amount). This amount is based on (percentage) of the (GS-grade/step). This retention incentive will be paid:

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 \_\_\_\_\_

BLM may terminate this retention incentive service agreement based on the needs of BLM. If BLM terminates this service agreement based on management's needs, the Bureau must pay any retention incentive payments attributable to completed service.

The BLM must terminate this agreement if I am demoted or separated for cause, i.e., performance or conduct; I receive a rating of record lower than a Fully Successful during the period of the service agreement; or if I otherwise fail to fulfill the terms of the service agreement.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
State/Center or WO Assistant Director

\_\_\_\_\_  
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

**\*Use of this Agreement is only required when approval of a higher retention incentive is approved by the Office of Personnel Management (OPM).**