

**Bureau of Land Management
Retention 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 retention incentive, I understand and agree to the following conditions:

- 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.

Local Human Resources Representative Signature/Date

Approving Official Signature/Date

Applicant/Employee Signature/Date

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