



**United States Department of the Interior
BUREAU OF INDIAN AFFAIRS**

Central Human Resources Office
Post Office Box 1487
Anadarko, Oklahoma 73005

IN REPLY REFER TO:

This Memorandum of Understanding is written to confirm the conditions of employment agreed to between the Bureau of Indian Affairs and the applicant named below:

Name of Applicant: _____
Position Title/Series/Grade: _____
Location: _____

Employment Tenure: _____

The Bureau desires to employ the applicant and the applicant desires to accept employment under the following conditions:

1. As a condition of employment, your employment will be full-time and subject to an established tour of duty of 40 hours per week when actually employed. Your services will not be required at certain times due to lack of work, lack of funds, weather conditions, ceiling limitations, or other circumstances. During these periods, you will be placed in a non-work status and non-pay status.
2. Within the period as designed during the year, furlough period will be a minimum of two (2) weeks and a maximum of twelve (12) weeks, during which time incumbent will be placed in a non-work pay status.
3. As provided by regulations, employee will be eligible for normal Federal career benefits, including health insurance, life insurance, retirement, annual and sick leave, and within-grade salary increases. While in duty status, employee will also be entitled to coverage under the Office of Federal Employees Compensation.
4. The employee's tour of duty will be 8 hours per day, 5 days per week when in pay status.

By signatures below, the employee applicant and the employer have indicated their understanding of, and agreement to, the above conditions.

Employee Date

Employer Date

cc: Employee
Installation Copy
Official Personnel Folder