

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
1400-451 (HR-220) P

October 8, 2002

EMS TRANSMISSION

Instruction Memorandum No. 2003-002, Change 1
Expires: 09/30/2004

To: All Field Offices
From: Director National Human Resources Management Center
Subject: Cancellation of Bureau Form 1400-70a, Quality Increase Award

Program Area: Awards and Recognition

Purpose: To inform all Bureau of Land Management (BLM) Field Offices that Form 1400-70a, Quality Increase Award is obsolete and will no longer be used.

Policy/Action: Effective immediately, Form 1400-70a is cancelled as a BLM document. All Field Offices should destroy any remaining inventory of this form.

Timeframe: This Instruction Memorandum is effective upon receipt.

Budget Impact: None

Background: Form 1400-70a was initiated to recognize employees who demonstrated exceptional performance throughout the year, and in turn were rewarded by receiving a Quality Step Increase. This form is no longer being utilized, as many Field Offices have an individual recognition plan in use.

Manual/Handbook Sections Affected: None

Coordination: This document was coordinated with the National Human Resources Management Center, HR-220, and the National Business Center, Bureau Forms Manager, BC-652.

Contact: If you have any questions, please contact Holly Boyd, HR-220, at (303) 236-0698, or Karen Wrenn, BC-652 at (303) 236-0233.

Signed by:
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