

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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EMS TRANSMISSION
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To: Servicing Personnel Offices

From: Director, National Human Resources Management Center

Subject: Cancellation of Forms: Quality Step Increase Award, Form 1400-70a, and
Incentive Award Certificate, Form 1400-95

This is official notification that Form 1400-70a, the Quality Step Increase Award Form, and Form 1400-95, the Incentive Award Certificate Form, will no longer be used for the purpose of giving awards. The Form DI-451 (February 1996), United States Department of the Interior Award Certification, is the current form and the only form which will be used to process a Quality Step Increase.

Should offices wish to recognize their employees with some form of a certificate, they may do so.

If you have any questions, please contact Marilyn Ladd, Personnel Assistant, at (303) 236-8267.

Signed by:
Linda Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

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