



# Federal Aviation Administration

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## Memorandum

Date: 5/12/16

To: Al Spence, Directive Program Manager, Information & Technology Service, Strategy and Performance

From: James Hansen, Acting Manager, Planning and Program Management Division, AIR-500

Prepared by: Richard Allen, Aircraft Certification Service, AIR-510

Subject: Cancellation of Order 3450.40 Aircraft Certification Service New Employee Referral Bonus Program

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This Memorandum requests the cancellation of Oder 3450.40, Aircraft Certification Service New Employee Referral Bonus Program. The Office of Human Resource Management cancelled all policy and reference materials associated with the Employee Referral Bonus Program and Employee Referral Bonus Program Form on September 8, 2015. The cancellation of this program was due to limited use and financial constraints resulting from reduced agency appropriations. Therefore all associated supplemental guidance initiated by the LOB/SO as Orders, policy, or standard operating procedure is null and void.