

MWI 1380.3

REVISION A

EFFECTIVE DATE: April 8, 2004

EXPIRATION DATE: April 8, 2009

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# **MARSHALL WORK INSTRUCTION**

**CD01**

## **CENTER MEMENTOS**

CHECK THE MASTER LIST at  
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<b>Marshall Work Instruction CD01</b>		
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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/20/99	
Revision	A	4/8/2004	Update new memento list. Updated applicable document numbers and paragraph formatting (per MPG 1410.2). Added CD02-OWI-007 to applicable documents. 6.1 Removed references to cost. 6.2.3 Changed CD01-OWI-02 to CD02-OWI-007. Changed "task order" to "work request" throughout the document. Added note to paragraph 8 concerning Mementos purchased for presentation to non-NASA visitors.

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## **1. PURPOSE**

This Marshall Work Instruction (MWI) provides instructions for requesting official Marshall Space Flight Center (MSFC) mementos. The Media Relations Department (CD70) has been tasked to maintain the Center's official inventory and record of mementos given to visiting VIPs and retiring employees. It has become policy that when one of these mementos is given on behalf of the Center Director, it is the ONLY memento given on behalf of MSFC.

This MWI will also explain MSFC memento category descriptions and procedures for determining which category is appropriate.

## **2. APPLICABILITY**

This MWI applies to all Marshall employees requesting mementos presented on behalf of MSFC or by the MSFC Center Director to visiting VIPs or high-level NASA or industry retirements.

This MWI does not apply to people requesting mementos given on behalf of organizations at levels lower than the Center Director and is not intended to prohibit lower-level offices, programs, and projects from giving appropriate mementos.

## **3. APPLICABLE DOCUMENTS**

- 3.1 NPR 1000.3, "The NASA Organization"
- 3.2 NPR 4310.1, "Identification and Disposition of NASA Artifacts"
- 3.3 CD02-OWI-007, "Mission Services Contract Management"

## **4. REFERENCES**

None

## **5. DEFINITIONS**

- 5.1 CaER - Customer and Employee Relations Directorate
- 5.2 COTR - Contracting Officer Technical Representative
- 5.3 DEO1 - Office of the Associate Center Director
- 5.4 Memento - An object awarded by the Center Director
- 5.5 MSFC - Marshall Space Flight Center
- 5.6 VIP - Very Important Person

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## 6. INSTRUCTIONS

### 6.1 Memento Categories

Mementos, their categories and presentation policies are subject to change at the discretion of the Center Director. A list of current mementos is provided in the Appendix.

6.1.1 Historically, Category 1's are given to high-level MSFC employees who are retiring, executive staff departing from other centers or NASA Headquarters, or visiting high-level VIPs. The CaER contractor will engrave brass plates with already approved words for retirements or words provided by the requester/program office.

6.1.2 Category 2's are given to retirees who are lower on the organizational chart or those who depart the center prior to retirement who are deemed to have been outstanding achievers. They also are given to visiting representatives, senators, governors or other government dignitaries. They are normally engraved with words provided by the requester/program office.

6.1.3 Category 3's are given to visiting astronaut crews, the highest ranking member of groups who visit the center or less high-ranking individuals. They are normally engraved.

6.1.4 Category 4's are designed to be given to visitors who may have an office call with the Center Director or one of his associate directors and serves as a memento of their visit. They can be given to visitors or employees who may have done a great job in a project, but not to the level of a cash award. They are not normally engraved, but an engraved plate could be affixed to them.

6.1.5 Special Category "Footprint" obelisks are reserved for inductees in the Footprints Walk in the Building 4200 courtyard.

6.1.6 If DE01 determines that a space artifact or space-related hardware should be given with or in lieu of one of the official Center mementos, the presentation must be in accordance with NPR 4310.1.

### 6.2 Procedure for Requesting Mementos

6.2.1 If a Marshall Center organization has a retiree or visitor to whom they want to give a Center memento, a representative from that organization should contact DE01. A telephone inquiry or e-mail is sufficient to determine if the recipient qualifies to receive a Center memento.

6.2.2 DE01 will decide if it is appropriate to give a Center memento to that individual.

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6.2.3 If approved, DE01 will e-mail or phone in a requirement to the CaER support contract program manager designating the appropriate category level and indicating the name of the person to receive the memento, the dates of service, and words to be engraved. The requirement is drafted in accordance with procedures for creating work requests outlined in CD02-OWI-007.

6.2.4 The CaER support contractor will then engrave the plate.

6.2.4.1 Pre-approved Wording for Retirement Inscriptions

The first set of words is for those people who have spent their career with NASA, while the second is for those who have been with the agency for less than a full career.

Presented to Joan Doe  
Associate Director  
Marshall Space Flight Center  
In recognition of your distinguished career at NASA  
July 1974 - December 1997

Presented to Joan Doe  
Office of Aeronautics and Space Transportation Technology  
In recognition of your dedicated service to NASA  
April 1989 - December 1997

6.2.4.2 Engraved plates cannot accommodate a sixth line of text.

6.2.5 Normally, the CaER support contractor requires two to three days advance notice to prepare these mementos. After the memento is completed, either the CaER contract COTR or the CD70 technical monitor reviews the finished product for quality control. The memento can then be delivered or the program office may pick it up at the Media Relations Department.

6.2.6 Any memento not presented to a VIP is returned to the support contractor for refurbishment and reuse.

6.2.7 Contractor reports to CaER COTR when Marshall Center memento inventory is low and mementos need to be reordered.

## 8. NOTES

8.1 The Center Director, under authority given to him through NPR 1000.3, has determined that the Customer and Employee Relations Directorate (CaER) is responsible for the purchase, storage, preparation, coordination, and tracking of mementos given to visitors and retiring employees on behalf of the Center Director.

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8.2 Mementos purchased for presentation to non-NASA visitors must be funded out of NASA's Official Representational Fund (see NPR 9050.1, paragraph 2.3.5). This does not apply to mementos given to guest speakers at NASA-sponsored programs (see Comptroller General Decision B-223608 (Dec. 19, 1988)). Mementos given to NASA personnel (or retirees) must be in recognition of their Government service.

## **9. SAFETY PRECAUTIONS AND WARNING NOTES**

None

## **10. RECORDS**

A copy of the work request and related e-mail notes are retained by the contractor for two years or until the end of the contract period. The CaER support contractor maintains a list of past memento recipients so the Center is assured a recipient is never given the same memento in honor of a second or third visit.

## **11. PERSONNEL TRAINING AND CERTIFICATION**

The CaER support contractor maintains two qualified employees to operate a GFE engraving machine located in Building 4471. The equipment requires minimal training. A user manual is available through the support contractor's multimedia group. Otherwise, an hour of on-the-job practice is all that is required.

## **12. FLOW DIAGRAM**

See Figure 1: Process for Obtaining a Center Memento

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### 13. CANCELLATION

MWI 1380.1 dated December 20, 1999

Original signed by  
Axel Roth for

David A. King  
Director

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## APPENDIX

### Memento Categories

#### CATEGORIES MEMENTO

- 1 \*3D Crystal Cube w/Shuttle on Black Base,  
Size 4 3/8" x 3 1/8" x 3 1/8"
- 1 \*1:100 Scale Full Stack Space Shuttle Model
- 1&2 \*Pen Set w/Shuttle & MSC Medallion
- 2 \*3D Crystal Cube w/Shuttle on Black Base,  
Size 3 1/8" x 2 1/2" x 2 1/2"
- 2&3 Salzberg Crystal Canister w/Meatball
- 3 \*1:200 Scale Full Stack Space Shuttle Model
- 3 \*Pen Set w/MSFC Medallion Only
- 3 \*Light Alder Wood Plaque w/Laser Engraved MSFC Logo
- 4 MSFC Medallion Embedded in Acrylic Block
- 4 Acrylic Triangle with Meatball Embedment & Words  
"Marshall Space Flight Center, Huntsville, AL"
- 4 MSFC Medallion in Gift Box

\*Denotes personalized engraving option

Category 1 Given to high-level MSFC retiree or executive staff departing from other Centers or Headquarters, or visiting high-level VIPs. They are engraved with already approved words for retirements or words provided by the requestor/program office.

Category 2 Given to lower-level retirees or those who depart the Center prior to retirement who are deemed to have been "a cut above." Also given to visiting representatives, senators, governors, or other Government dignitaries.

Category 3 Given to visiting astronaut crews, highest ranking member of groups who visit the Center, or less high-ranking individuals. They are normally engraved.

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Category 4 Given to visitors that may just have an office call with the Director as a memento of their visit. Designed for the Director, Deputy Director, or Associate Director to give to visitors or employees who may have done a great job on a project, but not quite deserving of a cash award. They are not normally engraved.

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**Figure 1**

**Process for Obtaining a Center Memento**

