

National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL 35812



May 18, 2005

DE01

Reply to Attn of:

TO: Distribution

FROM: DE01/Robin N. Henderson

SUBJECT: Change to Procedure, Marshall Work Instructions (MWI) 1380.3, Center  
Mementos (MWI 1380.3-DEV01)\*

The procedure for requesting a Center memento for a retiree or visitor outlined in Marshall Work Instructions MWI 1380.3 has recently changed. Requests should now be submitted via telephone (544-8704) or e-mail to Ms. Sandra Turner in the Office of Strategic Communications (CS01) for evaluation and subsequent approval by the Director of the Office of Strategic Communications. These requests were previously approved by the Office of the Associate Director (DE01).

Requests will be evaluated for approval upon receipt, and the requestor will be notified of the decision. Generally, Category 1 mementos are given to high-level Marshall Space Flight Center employees who are retiring, executive staff departing from other Centers or Headquarters, or visiting high-level VIPs. Category 2 mementos are given to other retirees or those departing before retirement who are deemed outstanding achievers. Category 3 mementos are given to visiting groups or individuals. Category 4 mementos are generally small tokens given after official visits to the Center.

The MWI 1380.3 is being revised to reflect this change. Thank you for your cooperation.

A handwritten signature in cursive script that reads "Robin N. Henderson".

Robin N. Henderson  
Associate Director

\* Deviation number added by the Directives Manager. (5-24-2005)