

Retirement Memento Information

These guidelines contain the following:

1. Retirement Memento Information
2. Retirement Book Instructions
3. Information from the C-826 Form
4. Signature Guide Sheet
 - Please print out as many as you need to use with the signature sheets.
 - NASA Glenn Retirement Books take a standard three-hole punch.
 - Please use bond, laser, or regular copier paper as signature sheets.

Please review all four pages of information, decide what you would like to order, and then notify Mary Eitel-Kim at 3-5803. When calling in an order, please supply your name, phone number, mail stop, retiree's name, and the date that the materials are needed.

- Retirement Book - There is no charge for the retirement book.
- Retirement Plaque - There is no charge for the plaque.

Please note, the Personnel Department will send Mary Eitel-Kim and the area supervisor a copy of the retiree's official C-826 retirement form after the retiree has signed the final retirement papers. Mary must have a copy of this C-826 form before the retirement mementos can be ordered. If you have a copy of this C-826, you may need to fax a copy to Mary if she doesn't have hers yet (fax 3-5783).

Retirement Book Instructions

Graphics will compile the retirement book contents in this order:

1. Color scroll sheet
2. Director's letter
(This may not be available upon completion of the Retirement Book, therefore you would mail it to the Retiree separately.)
3. Standard thirteen photo pages
4. Ten sheet protectors

The coordinator will add:

5. The 8- by 10-in. photos (place two prints into each sheet protector)
You may also add other items such as articles, letters, etc.
6. The signature pages (these do not go into sheet protectors)
Please use regular bond or laser paper that is three hole punched.
Open the screw end of the post from the back of the retirement book,
insert all the signature sheets, then replace the screw end.*

* Please note, if all the signature sheets have not come in, please feel free to present the retirement book to the retiree without them; the signature sheets can always be added at a later date.

The retirement books and plaques can be ordered with a single NASA C-709 Work Request. This C-709 can either be sent electronically using eForms, or can be sent to "Publishing Services/Graphics MS 21-8, Attention: Mary Eitel-Kim."

*Mary Eitel-Kim, LTID Retirement Book Office, 3-5803
LTID, Publishing Services/Graphics, Bldg. 21, Room 14, Cube 9*

Information From the C-826 Form

A. Eligibility

Glenn employees are eligible to receive the **NASA Retirement Book** with at least 5 years of creditable NASA service upon which retirement is based and the **NASA Service Plaque** with at least 10 years of such service.

B. Mementos

The **NASA Retirement Book** is a blue metallic post binder with padded hard covers displaying a gold embossed NASA Insignia on the front. The contents can include standard and optional inserts.

The **NASA Service Plaque** displays a 5-3/4-in. diameter NASA Insignia mounted on a 9- by 12-in. solid walnut board. The plaque includes a black brass/gold trim plate imprinted with the retiree's name and length of service.

Currently, the Center offers these retirement mementos at no charge.

C. Coordinator Procedure

If you have been designated as retirement coordinator for a retiree in your area, please read and follow these instructions:

- (1) Immediately notify the Logistics and Technical Information Division's (LTID's) Retirement Memento point of contact (POC) at 3-5803 of your designation as coordinator.
- (2) Complete a NASA C-709 Work Request for the retirement book and/or service plaque. (NASA C-709 Work Request is available online from the Glenn Electronic Forms web page at <http://forms.grc.nasa.gov/Forms/PublicUser/index.cfm> Send the work request to the Retirement Memento POC at mail stop 21-8 or by e-mail to Mary.M.Eitel-Kim@grc.nasa.gov. Allow at least 1 week from your initial call to the POC to complete the order.

LTID maintains a supply of books and contents, which include standard, print inserts and sheet protectors. Signature guide sheets (room for 34 names per sheet when placed under regular paper) to circulate among the retiree's work acquaintances can be printed from the web site at URL <http://publishing.grc.nasa.gov/graphics/graphics.cfm>. LTID also procures the customized service plaque.

- (3) For retirement book photos, complete a NASA C-709 Work Request (be sure to include the retiree's name on the Work Request form) to LTID's Imaging Technology Center (ITC) at mail stop 5-2 (fax 3-3139) or contact a customer service representative at 3-5976 to request the following:
 - A maximum of 8 file career photographs of the retiree. C-numbers of requested photographs must be provided. If C-numbers are not known, the ITC will provide the resources for you to locate them. (Photos will be sent directly to you.)
 - A camera with 1 roll of film to photograph the retirement party. One set of photographs will be printed from the film.
- (4) When notified, pick up the mementos from the LTID Retirement Memento POC in building 21 Annex, room 14 C9 (3-5803). Make sure you review the items for accuracy. Assemble any career photographs and signature sheets and insert them at the end of the book.

