

**AMES CONTRACTOR COUNCIL
NASA TEAM**

Contractor Retirement Plaque Request Form

Date: _____

To: Gift Shop Manager
NASA Ames Exchange, MS 19-1

From: _____
Name Title

Company Telephone

Subject: Request for Retirement Plaque

We request a retirement plaque be provided for presentation to
_____ upon his/her retirement
from NASA Ames Research Center on _____ (date).

The retiree has worked at NASA Ames for ten (10) or more years, as outlined below:

<i>Organization/Company</i>	<i>Dates of NASA Employment</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dates certified by: _____
Printed Name Title

We understand that engraving of the plaque is our responsibility. We will acknowledge that this plaque was provided by the NASA Ames Exchange Council.

The bearer of this letter is authorized to pick up the retirement plaque for our company. Should you have any questions, please contact _____ (name) at
_____ (telephone).

COTR Concurrence: _____
Printed Name Signature