Objectives:
- To provide instruction on the Shuttle Case Study Collection document review process
- To ensure case study materials added to this collection meet SCSC basic requirements
- To ensure material contains accurate information, is of good quality and suitable for educational purposes
- To provide direction for record-keeping measures
- To ensure compliance with NPR 2200.2C, NASA Procedural Requirements for Documentation, Approval, and Dissemination of Scientific and Technical Information

SCSC Manager

START

Upon receipt of an electronically submitted case study package, send reply to author acknowledging receipt

Fill out Part I of the Submittal Log (See Note 1)

Conduct Level 1 Review
1. Verify contributor eligibility
2. Verify the Shuttle lessons learned requirement is met
3. Verify package is complete (See Submission Checklist and Note 2)
4. Review case study documents and determine appropriate discipline area(s) and academic level(s)
5. Copy content into meatball templates
6. Correct spelling, grammar, and format as needed (See Style Guide)
7. Fill out Part II of Submittal Log (See Note 3)

Forward case documents and SME Review Form to 2-3 subject matter experts (SMEs)

Review SME comments and recommendations and revise content as needed

Forward case documents and LLSC Review Form to Lessons Learned Program Manager

Review LLSC comments and recommendations and revise content as needed

Subject Matter Expert (SME)

Email comments and recommendations to SCSC Manager using the SME Review Form or review feature within the Word documents

Notes:
Note 1: The Submittal Log is used as a records management tool. Part I includes case study title, lessons learned document number, and author name, affiliation, and contact information.

Note 2: If package is complete, proceed with review. If package is incomplete, correspond with author to request and receive additional required materials.

Note 3: Part II of the Submittal Log includes discipline module(s), and academic level(s).

Lessons Learned Steering Committee

Conduct Level 2 Review
1. Review case study documents for technical accuracy
2. Validate event(s) details discussed
3. Verify sufficient and accurate systems and process descriptions
4. Check for accuracy of terminology, acronyms, symbols, equations, units, etc.
5. Provide recommendations for enhancement of case material

Conduct Level 3 Review
1. Review case study documents to evaluate alignment with LLSC goals and objectives
2. Provide concurrence to proceed or recommendations to bring rejected case material to desired standards

Email comments and recommendations to SCSC Manager using the LLSC Review Form or in another consolidated format
From Page 1

Additional info or rework required of case author?

Yes

If material cannot be revised, provide author a written statement explaining the publication denial (See Note 4)

No

Correspond with case author until all additions and modifications are complete

Complete Level 4 Review
1. Approve and document recommended academic level in Teaching Notes
2. Assign and add document numbers to Case Study Report, Epilogue, and Teaching Notes
3. Complete final spelling, grammar, and formatting check
4. Convert documents to PDF files

Complete NASA Form 1676 for each document to initiate approval process for public dissemination (See Note 5)

Yes

Fill out Part III of the Submittal Log (See Note 6)

END

No

Revise case study documents as required

If material cannot be revised, provide author a written statement explaining the publication denial (See Note 4)

Note 4:
Authors whose case studies have been denied inclusion in the SCSC may continue to develop the rejected materials or create new materials and re-submit at any time.

Note 5:
All case study materials must be approved for public dissemination through the NASA Scientific and Technical Information (STI) review process. Those cases contributed by NASA civil servants and contractors from NASA centers/facilities other than KSC will only need to undergo the KSC STI review process if significant changes have been made during this review process. Cases originating at other NASA centers should have been approved through their respective center-specific STI review process prior to submission. See SCSC Submission Process

Note 6:
Part III of the Submittal Log includes document numbers and approved STI DAA document number.