

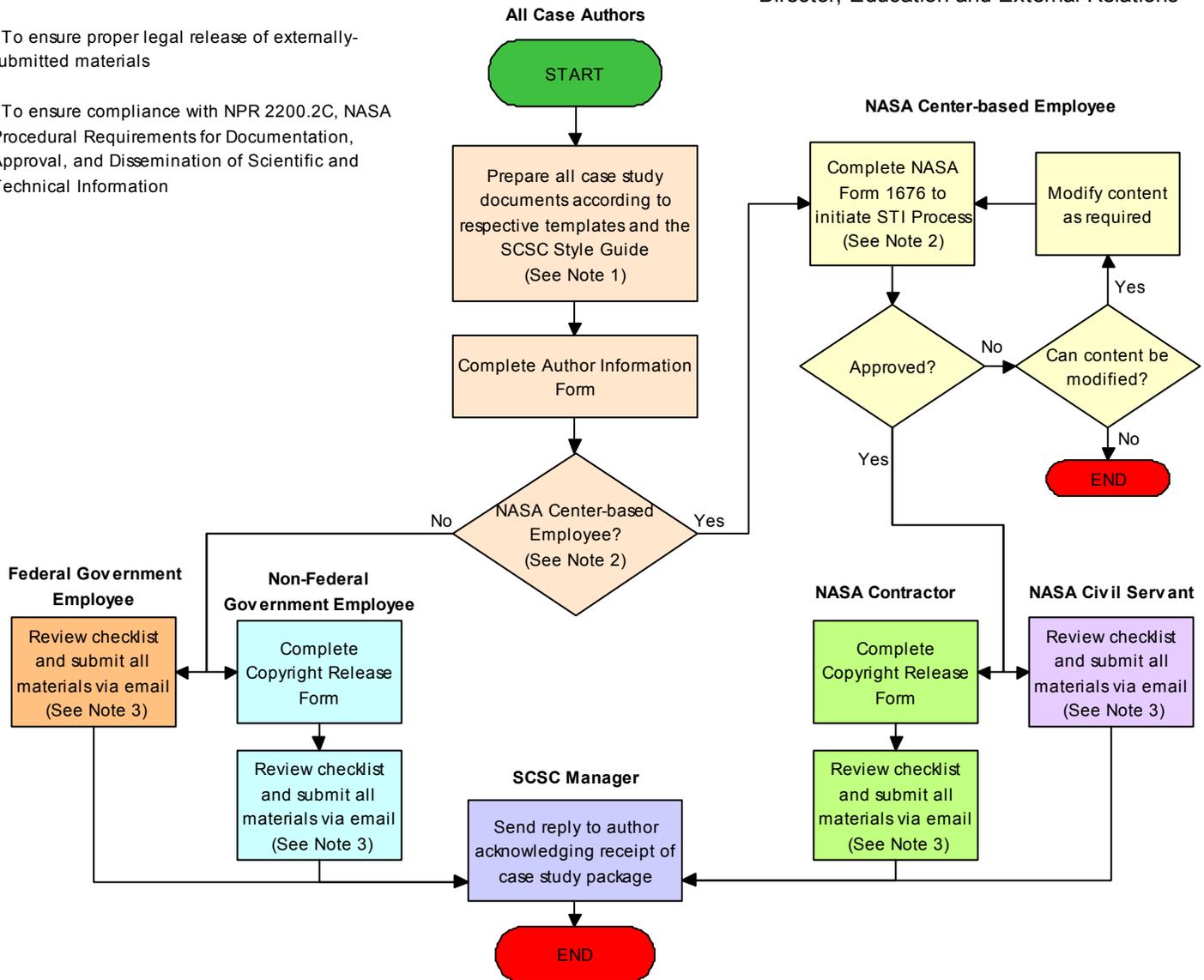
## Submission Process Shuttle Case Study Collection

**KDP-P-XXXX**  
**Rev: Basic**

**Objectives:**

- To provide guidance to those interested in contributing to the Shuttle Case Study Collection
- To ensure proper legal release of externally-submitted materials
- To ensure compliance with NPR 2200.2C, NASA Procedural Requirements for Documentation, Approval, and Dissemination of Scientific and Technical Information

Approval: \_\_\_\_\_  
Director, Education and External Relations



**Note 1:**

Detailed information on submission requirements is available on the SCSC website at <http://www.nasa.gov/shuttlecasesstudies>. A complete case study includes the *Case Study Report*, *Epilogue*, and *Teaching Notes*. Case studies should adhere to the respective templates. A *Style Guide* has been developed to detail formatting requirements and enforce efforts to establish uniformity within the collection.

**Note 2:**

NASA Center-based employees include civil servants and contractors. Contributions are subjected to the employee's respective center Scientific and Technical Information (STI) review process. NASA Form 1676, STI Document Availability Authorization (DAA), must be completed and submitted with case study materials. Each case study document requires a separate NF-1676. All publicly released materials must comply with NPR 2202.2.

**Note 3:**

A submission checklist is also available on the SCSC website. Please review it completely prior to submitting your case study package. The submission package can be emailed to [KSC-ShuttleCases@mail.nasa.gov](mailto:KSC-ShuttleCases@mail.nasa.gov) at any time. The call is open continuously, but may be re-released to include new and/or updated information.