

U.S. Department of Transportation
Federal Aviation Administration
Office of Commercial Space Transportation, AST
800 Independence Ave., S.W. #331
Washington, DC 20591
Phone: (202) 493-5440 Fax: (202) 267-5463
Website: http://www.faa.gov/about/office_org/headquarters_offices/ast/

**INFORMATION TO AID IN COMPLETING THE PUBLIC LESSONS LEARNED
SUBMITTAL FORM**

This form requires the completion of the following fields:

AUTHOR / POINT OF CONTACT: Provide the complete name, telephone number, email address, and company/organization of the author or point of contact (if different from the author). Please note that AST uses contact information in the event we need additional information to clarify the lesson learned. Although we will accept and make every attempt to validate anonymous submittals, the lessons learned submittals that we are unable to validate will be discarded. Unless granted permission otherwise, AST will not publically display your contact information.

TITLE OF LESSON LEARNED: The title should accurately reflect and summarize the subject of the lesson learned.

ABSTRACT: The abstract should be a concise summary of the lesson learned, preferably no more than a short paragraph or two in length.

TRIGGERING EVENT: Include a brief description of the event or problem which resulted in the lesson being learned.

LESSON LEARNED: Lessons learned are the knowledge or understanding gained through experience, which if shared, would benefit the work of others. Lessons may be positive, as in a successful mission or test. Lessons may also be negative, as in a mishap or failure. Sharing lessons learned promotes the recurrence of successful outcomes and precludes the recurrence of unsuccessful outcomes. Simply asking, "What worked well or what didn't work so well?" is often the first step in identifying a lesson learned.

RECOMMENDATION(S): A recommendation is an endorsement, approval, or suggested course of action for implementing your lesson learned. A recommendation may include a procedural or regulatory change, corrective actions, etc.

TYPE OF ACTIVITY: Please select the type of operation to which this lesson applies. Note, this is a top level list and is not all inclusive. Please add any additional activities to the key word box.

ADDITIONAL AREA(S): Select the functional area(s) to which this lesson applies. Note, this is a top level list and is not all inclusive. Please include additional areas in the key word box.

KEY WORDS / PHRASES: Please include any key words or phrases for futures searches. Examples may include events leading to the discovery of the lesson such as pre-flight, launch, validation and verification, evaluation, etc.

COMMENTS & SUGGESTIONS: Please include any additional comments and suggestions.

INTENTIONALLY LEFT BLANK

PUBLIC LESSON LEARNED SUBMITTAL		Form Approved OMB No. 2120-0748 Exp. Date: 8/31/2014	
FOR FAA USE ONLY			
Date Received:		Lesson Learned Entry No.	EXT-
1. Author Information - Please note AST uses contact information in the event that we need to clarify your submittal. Unless granted permission otherwise, AST will not publically display your contact information.			
Author:		Date:(mm/dd/yyyy)	
Phone Number:		Email Address:	
Company / Organization:			
Point of Contact (if different from the author)			
First Name:		Last Name:	
Phone Number:		Email Address:	
Company / Organization:			
2. Title of Lesson Learned:			
3. Abstract:			
4. Triggering Event:			
5. Lesson Learned:			
6. Recommendation(s):			

Paperwork Reduction Act Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0748. Public reporting for this collection of information is estimated to be approximately 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

7. Type of Activity: <i>Select the Activity to which this lesson applies. (Check all that apply)</i>			
<input type="checkbox"/>	Amateur Rocket	<input type="checkbox"/>	Reentry Site
<input type="checkbox"/>	Expendable Launch Vehicle (ELV)	<input type="checkbox"/>	Reusable Launch Vehicle (RLV)
<input type="checkbox"/>	Launch Site	<input type="checkbox"/>	Safety Approval Element
<input type="checkbox"/>	Reentry Vehicle (RV)	<input type="checkbox"/>	Other:
8. Additional Areas: <i>Select the Additional Area(s) to which this Lesson Learned applies. (Check all that apply)</i>			
Operations			
<input type="checkbox"/>	Flight Safety	<input type="checkbox"/>	Pre-Launch
<input type="checkbox"/>	Ground Safety	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Ground Testing (Tether, static firing, etc.)	<input type="checkbox"/>	Quality / Product Assurance
<input type="checkbox"/>	Launch	<input type="checkbox"/>	Weather (Crosswinds, lightning)
<input type="checkbox"/>	Post-Launch	<input type="checkbox"/>	Other:
Systems			
<input type="checkbox"/>	Electrical Systems	<input type="checkbox"/>	Recovery Hardware
<input type="checkbox"/>	Environmental Control / Life Support	<input type="checkbox"/>	Safety-Critical Hardware
<input type="checkbox"/>	Flight Controls (Electrical/Mechanical)	<input type="checkbox"/>	Safety-Critical Procedures
<input type="checkbox"/>	Guidance, Navigation, and Control Systems	<input type="checkbox"/>	Safety-Critical Software
<input type="checkbox"/>	Hydraulics and Pneumatics	<input type="checkbox"/>	Structures
<input type="checkbox"/>	Operational Ordnance	<input type="checkbox"/>	Thermal Protection Systems
<input type="checkbox"/>	Propulsion	<input type="checkbox"/>	Other:
Regulatory / Legal			
<input type="checkbox"/>	Environmental Assessments	<input type="checkbox"/>	Other FAA (Airports, Air Traffic)
<input type="checkbox"/>	Experimental Permit	<input type="checkbox"/>	Pre-Application Consultation
<input type="checkbox"/>	Financial Responsibility	<input type="checkbox"/>	Safety Review and Approval
<input type="checkbox"/>	License	<input type="checkbox"/>	State and Local Agencies
<input type="checkbox"/>	Mishap Investigation	<input type="checkbox"/>	Waiver
<input type="checkbox"/>	Other Gov. Agencies (NASA, DOD, EPA)	<input type="checkbox"/>	Other:
9. Key Words / Phrases: <i>Please include key words or phrases to aid in future searches. Examples include the phase of operation when the lesson was discovered, such as pre-flight, launch, etc.</i>			
10. Comments & Suggestions: <i>Please provide any additional comments or suggestions.</i>			

