

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Lessons Learned	11/2003	05	9-BJ4-V50-04-01P
4. Use (Define need for, intended use of, and/or anticipated results of data) Obtains Lessons learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS) ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office			
5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes.

Frequency of submission. 30 days after triggering event or 30 days after mishap investigation or hazard analysis / evaluation is completed.

Distribution.

NS2/Occupational Safety Branch (1 electronic copy including photographs, drawings, etc., in web-ready format such as HTML or JPG)
Contracting Officer's Technical Representative (COTR) (1 copy)

Content:

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative of what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation - as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> for definitions of terms used.