**Flight Opportunities Program (FOP)**

**Payload Management**

**Requirements for Preliminary Reports and the Publicly Releasable Statement**

**due after Flight Campaigns or Launches**

**Getting Started:**

* Preliminary Reports and a Publicly Releasable Statement are due to the [nasa-flightopportunities@mail.nasa.gov](mailto:nasa-flightopportunities@mail.nasa.gov) mailbox 1 week after your final flight or launch on any given Campaign.
* The length of the Preliminary Report should be 1-2 pages, not including photos.
* The length of the Publicly Releasable Statement should be no longer than 2 pages.
* The purpose of the Preliminary Report is to provide FOP with insight into your operational experience and results.
* The purpose of the Publicly Releasable Statement is to provide the General Public, NASA management and Congress with insight into the results of flying your research within the Flight Opportunities Program.

**Preliminary Report Topics:**

Please address topics in the order presented below. If a topic does not pertain to you, please respond with “N/A“.

1. Describe test configurations and/or conditions that were accomplished.
2. Describe test results and/or payload operation anomalies.
3. Describe test configuration changes during ground and/or flight operations.
4. Was this a successful flight campaign as compared to your planned objectives?
5. What changes need to be made to the payload design and/or the underlying technology or model?
6. What worked well or better than expected?
7. Any other “lessons learned”?
8. Present preliminary arguments for requesting recycling, if needed.

**Publicly Releasable Statement:**

Please provide as a separate document in MS Word for posting on the FOP website or in NASA press releases. Also, please address topics in the order presented below. And, lastly, please

enhance the readability by the general public by limiting and/or defining acronyms.

1. Summarize your technology’s / payload performance during the Flight Campaign (200 word maximum);

2. Summarize the progress along your proposed Technology Maturation Plan (200 word maximum); and

3. Provide a statement about the value FOP has added to your technology maturation activities (100 word maximum).