



Federal Aviation Administration

Office of Dispute Resolution for Acquisition (ODRA)

CONTACTS

LOCATION: The Office of Dispute Resolution for Acquisition (the ODRA) is located in Room 323 of the FAA Headquarters Building at 800 Independence Avenue, S.W., in Washington, D.C. You can contact us as shown below:

BY MAIL: You can reach the ODRA by mail at the following address:

Federal Aviation Administration,
Office of Dispute Resolution for Acquisition, Room 323,
800 Independence Avenue, S.W.,
Washington, D.C. 20591.

Please recognize that regular mail delivery may be delayed for a variety of reasons and allow sufficient time when mailing items to the ODRA Offices.

BY TELEPHONE: You can call Maisha Kingsberry, Assistant to the Director, at the Office of Dispute Resolution for Acquisition during working hours at **(202) 267-3290**. ODRA working hours are between 9:00 a.m. and 5:00 p.m. Eastern Standard or Daylight Time. Please be patient. The ODRA receives many calls during the day, and you may get a message. If you get a message, please leave your name, the name of your company, a short summary of your inquiry and a number where we may reply.

BY FACSIMILE: The facsimile numbers for the Office of Dispute Resolution for Acquisition are **(202) 267-3720** or **(202) 493-5564**. Please note that, if your facsimile contains a document that must be received at the ODRA by a certain date, **that document must be received at the ODRA facsimile no later than 5:00 p.m. Eastern Time**. The volume of information received at the ODRA can be very high, so please allow time for busy signals.

BY HAND: The ODRA office is located in Room 323 of the FAA Headquarters Building at 800 Independence Avenue, S.W., in Washington,

D.C., diagonally across from the National Air and Space Museum, and may be reached by Metrorail on either the Blue/Orange or the Green/Yellow Lines at the L'Enfant Plaza Station (7th Street and Maryland Avenue Exit). To deliver a package to the ODRA Office, you may go to the entrance of the FAA Headquarters Building and call the office at Ext. 73290. The ODRA Office is located on the third floor on the East Side of the FAA Headquarters Building around the corner from the Office of the Associate Administrator for Civil Aviation Security. All non-Government employee visitors must be escorted to the ODRA Office.

BY E-MAIL: The ODRA may be reached via e-mail at the following address: Maisha.Kingsberry@faa.gov. As permitted by **ODRA Standing Order 2013-3**, initial filings may be submitted to the following address: 9-AGC-ODRA-@faa.gov.