



Federal Aviation Administration

Office of Dispute Resolution for Acquisition (ODRA)

FILING INFORMATION

All filings with the ODRA relating to protests or contract disputes must be addressed as follows:

Office of Dispute Resolution for Acquisition, AGC-70
Federal Aviation Administration
800 Independence Avenue, S.W., Room 323
Washington, DC 20591

Initial filings of protests or contract disputes may be filed by regular mail, overnight delivery, hand delivery, by facsimile, or if permitted by Order of the ODRA, by electronic filing. 14 C.F.R. §17.7(a). The ODRA's telephone and facsimile numbers (as indicated previously) are:

Telephone: (202) 267-3290
Facsimile: (202) 267-3720 or (202) 493-5564

A copy of the initial ODRA filing must be served concurrently on the Contracting Officer. 14 C.F.R. §15(e) and 14 C.F.R. §27(d).

Because of the tight timeframes for dispute resolution before the ODRA, all filings after those initial filings may be accomplished only by overnight delivery, hand delivery or by facsimile. 14 C.F.R. §17.7. In certain cases designated by the ODRA in advance, filings after the initial filing may be made electronically. Copies of all submissions after the initial filing must be served on the opposing party or parties so that they are received at the same time as the ODRA. 14 C.F.R. §15(e) and 14 C.F.R. §27(d).

Filing by regular mail is not preferred since it may delay receipt and possibly cause the filing to be untimely. **Timeliness of all filings will be measured by the time received at the ODRA offices.**

Filings must be received at the ODRA during its normal business hours (8 A.M. to 5 P.M. -- Eastern Time) on the date required. The risk of assuring timely receipt by the ODRA will be borne by the filer. This is particularly important to keep in mind for initial protest or contract dispute filings, since failure to meet filing deadlines may be the basis for a dismissal.