



## Filing Information

*Revised October 28, 2020*

Initial filings of protests or contract disputes may be filed by regular mail, overnight delivery, hand delivery, by facsimile, or by electronic filing. 14 C.F.R. §17.7(a). All filings with the ODRA relating must be addressed as follows:

<b>For fax, hand delivery, courier, FedEx, UPS, or other form of in-person delivery:</b>	Office of Dispute Resolution for Acquisition, AGC-70 Federal Aviation Administration 600 Independence Avenue SW, Room 2W100 Washington, DC 20597 Fax: 202-267-3720
<b>For U.S. Mail only:</b>	Office of Dispute Resolution for Acquisition, AGC-70 Federal Aviation Administration 800 Independence Avenue SW Washington, DC 20591 Attention: AGC-70, Wilber Wright Bldg., RM 2W100
<b>For electronic submission as permitted by ODRA Standing Order 2013-3:</b>	9-AGC-ODRA@faa.gov

The ODRA's telephone and facsimile numbers are:

**Telephone:** (202) 267-3290  
**Facsimile:** (202) 267-3720

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, facsimile or by email. 14 C.F.R. §17.7. 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.