

General Guidelines for Public Statements

Interested persons are invited to submit written statements on Service Acquisition topics being addressed by the Acquisition Advisory Panel (AAP). Federal Register Notices will identify specific opportunities for the public to provide oral statements during public meetings. ***The public is strongly encouraged to address the questions for sellers or buyers, as appropriate, in either written or oral statements as these represent topics of particular interest to the Panel.*** These questions may be updated from time-to-time. They will be posted under the Panel's web site on the home page as well as under the link for "Submit Public Statements to the Panel."

Written public statements should be submitted, electronically if possible, to the AAP's Designated Federal Officer (DFO), Ms. Laura Auletta:

1. Electronically via E-Mail: To DFO at: laura.auletta@gsa.gov
2. Electronically via AAP webpage: <http://www.acqnet.gov/aap/>
3. Facsimile: (202) 501-3341, Attention: Ms. Laura Auletta (DFO), Room 4006
4. Mail: Ms. Laura Auletta, DFO, C/O General Services Administration, 1800 F Street, Room 4006, Washington, D.C. 20405

General Guidelines:

1. Written Statements:
 - a. Electronic Format: The AAP prefers public statements be submitted in electronic format. Acceptable formats include Adobe Acrobat, Microsoft Word, and Rich Text files in IBM-PC/Windows 98/2000/XP format.
 - b. Submission Deadlines: Although the Panel accepts written statements at any time, in order for the Panel to adequately consider statements for an upcoming public meeting, statements must be received by the DFO at least 5 (five) business days prior to a meeting. Written statements received within this timeframe will be made available at the AAP meeting. If submitted after this cutoff date, statements will be made available at the next meeting. All statements will be posted to the AAP website.
 - c. Statement Format: No specific statement format is required; however, you must include your name, affiliation or organization. To assist in the categorization of statements, it is requested that the topic be identified in the subject line of the e-mail or letter.
2. Oral Statements: The Panel will announce opportunities for oral public statements in the Federal Register Notices announcing the meetings. **You are strongly encouraged to address the questions for sellers or buyers, as appropriate, posted at this site.**
3. Releaseability of Public Statements: In accordance with the Federal Advisory Committee Act (FACA), all public statements will be made available to the public. **Therefore, you should not include proprietary information or information of a personal nature not appropriate for public release.**