



PROCEDURES FOR FILING AND HANDLING GAO PROTESTS WITH CLASSIFIED MATERIALS

DO NOT FILE CLASSIFIED MATERIALS IN THE ELECTRONIC PROTEST DOCKETING SYSTEM (EPDS).

Protesters and Intervenors

- To file a protest involving classified materials (at any classification level), contact the procuring agency for filing instructions and file the protest with the agency, **NOT in EPDS**. After filing with the agency, immediately notify GAO's Procurement Law Control Group of the classified protest that was filed with the agency. Notification to GAO should be made at (202) 512-5436 or protests@gao.gov.
- Once notification is made to GAO that the protester has filed (or intends to file) a classified protest with the agency, PLCG will obtain the necessary information to complete an unclassified notification form. That notification form--completed by GAO--will be provided to the protester, and the protester will submit that form as the protest document that is filed in EPDS. **IMPORTANT: Do NOT attempt to complete and file the notification form in EPDS before contacting GAO. GAO will provide the protester with the completed notification form in order to ensure all procedures have been properly followed before anything is submitted in EPDS. Submission of the notification form in EPDS without prior coordination with GAO is prohibited.**
- Once the notification form has been filed and the protest is docketed in EPDS, the assigned GAO attorney will provide additional instructions concerning subsequent filings and submissions. Never file any classified material in EPDS.
- For any other filings potentially involving classified material, or where directed by the GAO attorney, parties must submit documents first to the agency for security review, unless prior approval from GAO for physical delivery to GAO has been obtained. Where documents have been filed with the agency for security review, no party other than the agency may file an unclassified version of those document(s) in EPDS, unless prior approval from GAO has been obtained.
- The date a classified protest (or other classified filing) is filed with the agency will be deemed the date filed with GAO, for timeliness purposes.

Agency Counsel

- Agency counsel should notify the Procurement Law Control Group immediately upon receipt of a GAO protest containing classified material. Counsel must

coordinate with the assigned GAO attorney concerning the manner in which classified materials will be made available to GAO. Where hand delivery of classified materials to GAO is requested, agency counsel should coordinate with GAO's Security Office at 202-512-4700.

- When appropriate and upon direction from the assigned GAO attorney, agency counsel will, following the security review of a filing, submit an unclassified version of that filing in EPDS.
- Where a party files a classified protest or other classified submission with the agency for security review, the date on which it is filed with the agency will be deemed the date filed with GAO, for timeliness purposes.