

Thank you for your request for information on the National EMS Advisory Council (NEMSAC).

To ensure that all comments and/or nominations submitted regarding NEMSAC are received and documented, we are providing some general guidelines to follow for submission.

Any interested party may submit a comment or nomination for NEMSAC, provided they comply with nomination procedures. These procedures are described in a Notice of Establishment posted in the Federal Register (NHTSA-2006-26143, December 18, 2006). Comments and applications for nominations for membership on NEMSAC must be received by February 16, 2007.

Each nomination must include the following:

- A brief resume or letter (no more than one page)
- Name of applicant or nominee & which interests/components of the EMS community he or she would represent (see list in attached Notice)
- Evidence that applicant or nominee represent those interests or components.
- A written commitment that applicant or nominee would participate in good faith.

How to Submit Applications and/or Comments:

Applications or comments may be submitted by one of the following methods:

1. By mail to the Docket Management Facility, US Department of Transportation, 400 Seventh Street SW., Nassif Building, Room PL-401, Washington, DC 20590-0001;
2. By hand delivery to room PL-401 on the Plaza level of the Nassif Building, 400 Seventh Street SW., Washington, DC between 9 a.m. & 5 p.m., Monday through Friday, *except Federal holidays*;
3. By fax to the Docket Management Facility at 202-493-2251; or
4. By *Electronic Submission (SEE BELOW)*

How to Submit Application and/or Comments Via Electronic Submission: Click on the following link to enter the Department of Transportations (DOT) Docket Management System (DMS):

<http://dms.dot.gov/submit>

You may submit as an unregistered user or become a registered user. Click on continue to begin the submission process and you will be taken to the document submission screen.

Document Submission Screen

Docket ID:	<u>NHTSA-2006-26143</u>
Operating Administration:	<u>NHTSA</u>
Click on the drop down arrow and mark	NHTSA - National Highway Traffic Safety Administration
Docket Type:	<u>(Ignore- not applicable)</u>
Docket Existence:	<u>Does Exist</u>
Document Title:	<u>Notice of Establishment of an Advisory Committee</u>
Confidential :	<u>No</u>

Submission Method: You have the option of submitting either a comment or a file.

Enter a comment *This option will take you to a screen where you will be able to type in a brief comment if desired.*

Attach a file *This option will take you to a screen where you will be able to upload a previously completed document from your own computer. You may also enter abstract (short summary) of that document if desired.*

*When you have entered the necessary information click on **Continue** Button at the bottom of the page to go to the next step or **Cancel** to end the process. You will then be asked to enter comments or attach file. Once done, click on **Submit** button.*

If your document was received successfully, you will receive a Confirmation Page with a message at the top of the page acknowledging that your submission was received.

If this message does not appear, then your document was not received and you should resubmit it. Click on the Acknowledge button to indicate that you have been notified that the document was received and you will be returned to the DMS Web Main Menu.

Once we have formally accepted & processed your document it will appear on the [DMS Web](#) for public viewing & may be accessed by searching on the docket number, document title, or other criteria.

Attaching a File

Files received by DMS Web are checked for viruses. If your file contains a virus the submission will be rejected.

Your file may be rejected if it is excessively large. (10 MB or larger)

If you upload a file it must be in one of the following file format types:

- MS Word (Versions 95-97)
- MS Word for Mac (Versions 6-8)
- Rich Text File (RTF)
- American Standard Code Information Interchange (ASCII)(TXT)
- Portable Document Format (PDF)
- Word Perfect (WPD) (Versions 7-8)

If you have any further questions, please contact: Drew Dawson at drew.dawson@dot.gov .