# Federal Priorities and Allocations Systems Officer (FPAS) Appointment

The following person is designated as a FPAS Officer.

|  |  |
| --- | --- |
| **Name** |  |
| **DHS Component** |  |
| **Title** |  |
| **Office** |  |
| **Telephone Number** |  |
| **E-mail Address** |  |

**Designating Official** (Delegated Senior Official or Authorized Component Official):

**Name**:

**Title**:

# Signature:

*Comments:*

# FPAS Officer Acknowledgment of Responsibilities

I, **[insert** **FPAS Officer Name]**, have been formally designated as a **[insert Name of Organization]** FPAS Officer. As a FPAS Officer, I understand my duties encompass the facilitation of six key activities: 1) monitoring the use of rated orders, 2) providing special priorities assistance, 3) supporting resource adjudication, 4) conducting education and training, 5) ensuring compliance, and 6) maintaining required records and submitting reports. Summarized below is a description of each requirement, this list is not all inclusive.

# Reference

U.S. Department of Homeland Security - Federal Emergency Management Agency, Office of Policy and Program Analysis (OPPA), DHS FPAS Officer’s Manual.

# Use of Rated Orders

* Being familiar with the Defense Production Act (DPA) and Executive Order (E.O.) 13603
* Knowing the requirements and limitations of each of the FPAS regulations
* Being prepared to inform, advise, and assist contracting officers/contracting specialists (CO/CSs) in their use of the FPAS
* Assisting CO/CSs in determining which activities can be associated with a Department of Homeland Security (DHS) Approved Program
* Conducting random reviews of FPAS implementation by all CO/CSs who receive or are authorized to place rated orders
* Reporting any alleged violations of the priorities and allocations provisions of the DPA and the FPAS to the Authorized Component Official (ACO) and DHS Lead FPAS Officer
* Ensuring CO/CSs are thoroughly familiar with the provisions of the FPAS and any FPAS delegations to DHS by Resource Departments
* Communicating with ACOs and CO/CSs involved with FPAS implementation to determine if they are appropriately executing their responsibilities
* Conducting periodic “how is it going” meetings with CO/CSs

# Special Priorities Assistance (SPA)

* Knowing when and how to prepare and submit SPA requests
* Understanding the purpose of FPAS and the limitations on its use
* Knowing the process for conflict resolution and my role in performing it
* Being able to explain FPAS benefits to others in the organizations
* Being able to advise the ACO and CO/CSs on the proper FPAS program identification symbol to assign to rated orders; and
* Being able to assist with the development of remedies to issues affecting the contractor’s ability to comply with rated order delivery schedules

# Supporting Resource Adjudication

* Being prepared to participate as a member of the Homeland Security Priorities Adjudication Board (HSPAB), when requested by the Chair, and/or when their Component is impacted by the specific conflict being adjudicated
* Coordinating the development of requirements priorities by working with personnel in the Component who can make assessments of operational urgency
* Developing resource requirements priorities
* Assisting in the preparation of conflict resolution referral packages
* Forwarding any unresolvable priority rating conflict involving more than a single Delegated Senior Officials (DSO) to the DHS FPAS Coordinator

# Education and Training

* FPAS Officers are responsible for supporting and training the contracting officers who support their ACO
* Completing FEMA’s EMI on-line courses: 1) [IS-245.B: Introduction to the Federal](https://training.fema.gov/is/courseoverview.aspx?code=IS-245.b)  [Priorities and Allocations System](https://training.fema.gov/is/courseoverview.aspx?code=IS-245.b); and 2) [IS-246.21: Implementing the Federal Priorities and](https://training.fema.gov/is/courseoverview.aspx?code=IS-246.21) [Allocations System (FPAS)](https://training.fema.gov/is/courseoverview.aspx?code=IS-246.21) within 30 days of appointment
* Completing the EMI on-line courses annually
* Providing a copy of your FPAS course completion certificate(s) to the DHS Lead FPAS Officer via the [FEMA-DPA@fema.dhs.gov](mailto:FEMA-DPA@fema.dhs.gov) global mailbox

# Compliance

* Ensuring PD is in full compliance with FPAS regulations, FPAS delegations to the DHS Secretary, and FEMA’s DPA Program Division, Office of Policy and Program Analysis (OPPA’s) FPAS implementing guidance
* Advising CO/CSs on the use of FPAS rated orders and ensuring that such use complies with the DPAS regulation and delegations
* In every instance of a violation, contacting the offender and reviewing the FPAS requirement to ensure they acknowledge their error, take corrective action to eliminate the error, and establish a procedure to avoid repeating it

# Records and Reports

* Reminding CO/CSs that they must maintain an accurate and complete record of all transactions covered by FPAS and preserve those records for at least three years in the Electronic Contracts Filing System (ECFS)
* Completing and submitting a quarterly status report to the DHS Lead FPAS Officer in OPPA via the [FEMA-DPA@fema.dhs.gov](mailto:FEMA-DPA@fema.dhs.gov) global mailbox

This appointment is effective until rescinded in writing.

**DHS Component/Office:**

**Telephone Number:**

**[DATE]**

X

# Signature: