# FPAS Violation Notification Template

MEMORANDUM TO: DHS Lead FPAS Officer

Office of Policy and Program Analysis

Federal Emergency Management Agency

FROM: NAME

DHS FPAS OFFICER

DHS, [INSERT COMPONENT/SUBCOMPONENT NAME]

SUBJECT: FPAS Violation Notification

Violation pertains to: \_\_\_ DPAS, \_\_\_APAS, \_\_\_ Other FPAS Regulation, \_\_\_DHS FPAS Guidance (check all that apply)

Violation committed by: \_\_\_ AOC, \_\_\_ Contracting Officer, \_\_\_ Contractor, \_\_\_ FPAS Officer

Name, Title, Organization, and Contact information of person(s) making the violation

Description of violation (include pertinent regulation/guidance citations)

Impact/consequence of violation, if any

Actions taken to correct violation

[To file this report electronically, please email to the DHS Lead FPAS Officer, OPPA, at [FEMA-DPA@fema.dhs.gov](mailto:FEMA-DPA@fema.dhs.gov).]