

**Template for Authorization to Use Priority Ratings
Under the Defense Priorities and Allocations System (DPAS)**

MEMORANDUM FOR: [Contracting Officer/Specialist]

FROM: [Name of Program Official]
[Title]
[Organization]

SUBJECT: Authorization to Use Priority Ratings on Contracts or Orders
Under the Defense Priorities and Allocations System (DPAS)

1. **AUTHORIZATION:** You are directed to place a **DO-N1 priority rating** on Federal Emergency Management Agency (FEMA) contracts or orders placed in support of **[identify program to be supported by the contracts or orders]**, subject to the following limitations.
2. **LIMITATIONS:** This authority may not be used to support the acquisition of:
 - Any items that: (1) are commonly available in commercial markets for general consumption; (2) do not require major modification when purchased for approved program use; and (3) are readily available in sufficient quantity so as to cause no delay in meeting program requirements, *unless* the contracts or orders are placed in support of an emergency response program or activity.
 - Contracts of employment;
 - Any items to be used primarily for administrative purposes, such as for personnel or financial management;
 - All forms of energy;
 - Health resources;
 - All forms of civil transportation; or
 - Water resources.
3. **COMPLIANCE:** Any use of a priority rating or placement of a rated order must comply with the DPAS regulation (15 CFR 700), FEMA DPAS Directive FD 211-1, and FEMA DPAS Manual 211-1-1. You are required to submit a report every fiscal quarter from the date of this rating authorization to the **[name of organization]** DPAS Officer **[identity name and contact information]**. The report will list the program name, all rated contract and order numbers placed pursuant to this authorization, the contract performance period, the dollar amount of the contracts or orders, and the title/purpose of the contracts or orders. A report template can be obtained at <http://www.fema.gov/about/programs/dpa/dpas.shtm>.
4. **COORDINATION:** Any questions regarding this authorization should be addressed to the organization DPAS Officer, to William Watrel, FEMA DPAS Officer, OPPA, at 202-646-3153 or william.watrel@dhs.gov, or to Larry Hall, DPA Director, OPPA, at 202-646-3520 or larry.hall@dhs.gov.
5. **FURTHER INFORMATION:** For further information on DPAS authority, guidance, procedures and on line training visit FEMA's DPAS web page at <http://www.fema.gov/about/programs/dpa/dpas.shtm>.