



IS-246.20: Implementing the Federal Priorities and Allocations System (FPAS)

Course Dates:

Course is available online.

Course Length:

IS-0246.20 takes approximately 3 hours to complete.

Course Description:

This course describes specific procedures for using Federal Priorities and Allocations System (FPAS) priority ratings for contracts and orders that support FEMA programs. The course emphasizes the critical role FPAS plays in support of FEMA's mission. It describes FPAS priority ratings, the placement of rated orders, the roles of FEMA employees in the FPAS process, and how to address FPAS challenges.

Course Goal:

Upon completing this course, the participant will be able to describe:

- The roles and interactions between key parties involved in implementing FPAS.
- The FPAS process and procedures at a FEMA program level, including how to place rated orders, address problems if they arise, and comply with FPAS reporting requirements.

Continuing Education Units (CEU's):

EMI awards 0.3 CEUs for completion of this course.

Target Audience:

This course is **mandatory** for FPAS Officers—FEMA personnel who are designated by FEMA management to fulfill FPAS Officer functions.

The course is also **strongly recommended** for Program officials responsible for directing FPAS-rated orders and policy decisions and Contracting Officers/Specialists who will be working with prime contractors on FPAS issues.

Prerequisites:

Successful completion of IS-0245.a, Introduction to

the Federal Priorities and Allocations System.

To Apply:

The [IS-246.20: Implementing the Federal Priorities and Allocations System \(FPAS\)](https://training.fema.gov/courseoverview.aspx?code=IS-246.20)

(<https://training.fema.gov/courseoverview.aspx?code=IS-246.20>) course is available on the FEMA Internet.

When you have completed the course, you may take the online test, fill out the student information and submit the test for scoring.

FEMA's EMI Independent Study (IS) office will notify you via email of the results. If you successfully complete the test, a link will be included in the email for you to access and print your course certificate.

Independent Study Exams now require a FEMA Student Identification (SID) Number.

How do I obtain my FEMA SID number?

Step 1. [Register](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>)

Step 2. Click on the "Register for a FEMA SID" button on screen.

Step 3. Follow the instructions and provide the necessary information to create your account.

Step 4. You will receive an email with your SID number. You should save this number in a secure location.

The Independent Study program office is unable to assist with FEMA SID requests.

You may contact the IS office via email Independent.Study@fema.dhs.gov or contact the call center at (301) 447-1200 or toll free at 1-800-238-3358, extension 1200. IS office hours are **8:00am-6:00pm (ET) Monday-Friday, except Federal holidays.**

TRAINING OPPORTUNITY