



Department of Commerce (DOC) Step-by-Step Guide: Processing Defense Priorities and Allocation System (DPAS) Rated Orders



Contract/Order is Received

STEP 1:
Identify Required
Elements of DPAS
Rated Order
(15 CFR § 700.12)

DPAS rated orders **must** contain all four required elements outlined in the DPAS regulation (15 CFR § 700.12) and listed below:

1. **Priority Rating** – Rating Symbol (“DO” or “DX”) + Program Identification Symbol (see Schedule I of the DPAS regulation).
2. **Required Delivery Date(s)** – Must specify a date(s) to meet requirements (not required to be the quoted delivery date).
3. **Authorized Written Signature, or Digital Signature or Name.**
4. **A Certification Statement** that reads in substance: “This is a rated order certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System regulation (15 CFR part 700).”

If any element is missing, this is an unrated order. A person is not protected against claims if an unrated order is treated as DPAS-rated, as protection requires compliance with the DPAS regulation (15 CFR § 700.90).

NOTE: A “person” is any individual, corporation, partnership, association, or any other organized group of persons, or legal successor or representative thereof (see 15 CFR 700.8).

STEP 2:
Accept or Reject the
Rated Order
(15 CFR § 700.13)

Once a person confirms that a DPAS rated order is received, the person has 10 working days after receipt of a DX rated order, or 15 working days after receipt of a DO rated order, to accept or reject, in writing (hard copy or electronically), the DPAS rated order in accordance with the DPAS regulation:

1. **Mandatory Acceptance** – Any person physically located in the United States shall accept and fill a DPAS rated order received regardless of any other rated or unrated orders previously accepted.
2. **Mandatory Rejection** – A person shall not accept a DPAS rated order for delivery on a date if it is unable to meet that date. However, the person shall inform the customer in writing of the earliest date on which delivery can be made and offer to accept the DPAS rated order on that date. Scheduling conflicts with previously accepted unrated or lower rated orders are not sufficient reason for this type of rejection.
3. **Optional Rejection** – A person may reject a DPAS rated order for reasons outlined in 15 CFR § 700.13(c), as long as the person does not discriminate among customers. These reasons include a customer being unwilling or unable to meet regularly established terms of sale or payment or the DPAS rated order being for an item not supplied or a service not performed. The person must provide the reason for the rejection in writing (hard copy or electronically).

STEP 3:
Preferential
Scheduling
(15 CFR § 700.14)

Once a DPAS rated order is accepted per “mandatory acceptance” or “mandatory rejection,” a person must schedule operations, including procurement of production items, to satisfy delivery requirements.

A person must reschedule: Unrated orders if delivery or performance conflicts with a DPAS rated order; and DO rated orders if delivery or performance conflicts with a DX rated order. Protection against claims applies if in compliance.

STEP 4:
Extension of Priority
Ratings
(15 CFR § 700.15)

If a person requires industrial resources from suppliers in the United States to fill the DPAS rated order, the person must place DPAS rated orders with those suppliers using the applicable DPAS priority rating on the DPAS rated order received, or as provided in the DPAS regulation per 15 CFR § 700.17. The person must include all the required elements of a DPAS rated order on these orders.

Limitations on placing DPAS rated orders: The DPAS regulation has no authority outside of the United States. Further, DPAS rated orders may not be extended by persons outside of the United States without authorization from the U.S. Department of Commerce. Additional limitations are outlined in 15 CFR § 700.10(c) and 15 CFR § 700.18.

**Delivery/
Performance**

Deliver/perform per the requirements of the DPAS rated order. If delivery/performance will be delayed, notify the customer immediately, provide reason for the delay, and advise of a new delivery/performance date. If notice is verbal, written notification must be provided within one working day of the verbal notice.

For additional information regarding processing DPAS rated orders, see the “Introduction to the Defense Priorities and Allocations System” training found here:

<https://www.bis.gov/media/documents/intro-dpas-11042024.pdf>