

UNITED STATES OF AMERICA  
WAR PRODUCTION BOARD

INSTRUCTIONS FOR PREPARING AND SUBMITTING APPLICATION FORM PD-408 UNDER  
THE GOVERNMENTAL REQUIREMENTS PLAN (FEDERAL, STATE, AND LOCAL)  
(AS REVISED 2-20-43)

**THE PLAN (GRP)**

The Governmental Requirements Plan provides governmental units (Federal, State, Local) with an application form for priority assistance on their estimated equipment, maintenance, repair, and operating supply requirements for a three months' period.

The application consists of Sections A and B.

Governmental units using this form may not use Form PD-1A. Construction projects will continue to be submitted on Form PD-200. Governmental production units operating under PRP will continue to do so.

**How To APPLY**

Prepare five (5) copies of Form PD-408 and retain one copy. Sign original and one copy. Forms must be submitted to the Governmental Division, War Production Board by March 1, 1943.

**SECTION A: GENERAL**

Applicant must enter on Section A all equipment, and operating supplies costing more than \$100 per unit except that rolled or milled products and raw materials in any amount must be shown on Section B-2. A separate Section A form (five copies) must be submitted for requirements falling within each division as indicated on Appendix Number 1, "List of WPB Divisions for Use in Preparing Section A, Form PD-408". Description of all items must be complete as to type, model, and size. Items rationed by OPA should not be shown. If a special form is required by WPB order such special form should be prepared and submitted with Section A.

**SECTION A: SUPPORTING INFORMATION**

A statement on attached sheets giving the following detailed information must support and justify each item shown on Section A:

- (1) Use and essentiality of the item of equipment to the Governmental unit.
- (2) Essential civilian or war activity of the Governmental unit requiring the item.

(3) Quantity of work to be done or size of activity.

(4) Items or equipment of the same type on hand and the extent of its use (hours used per week).

(5) Efforts made to rent or procure used equipment or to transfer equipment from other facilities.

(6) Any other special or pertinent information.

**SECTION B: OPERATING SUPPLIES, MAINTENANCE AND REPAIR PARTS, AND MATERIALS**

Section B is designed to cover (a) operating supplies costing \$100 or less per unit, (b) all maintenance and repair parts, and (c) all rolled or milled materials and raw materials. Requirements for which adequate rating is automatically assigned by existing WPB orders (such as P-46) should not be shown.

Operating supplies should be grouped according to Appendix Number 2, "List of Classes of Operating Supplies for Use in Preparing Section B-1, PD-408". Classes of items not appearing on this list may be added as needed. Maintenance and repair parts should be shown by dollar value for each type of equipment or machinery.

Rolled or milled products and raw materials, in any amount, must be shown on Section B-2 and should be described sufficiently, as to size, shape, and composition to identify the material.

Any substantial increase of requirements over previous quarterly expenditures should be explained on an attached sheet.

**SUPPLEMENTAL APPLICATIONS**

Requirements that cannot be anticipated and submitted on the regular quarterly application may be submitted on a supplemental Section A or Section B form, whichever is appropriate. Every effort should be made to anticipate all requirements and submit them on the regular quarterly application. Such applications should be marked "Supplemental" on the top margin of the form.

**EMERGENCY REQUIREMENTS**

In the event that a bona-fide emergency repair need arises such as a breakdown or imminent breakdown and priority ratings issued on regular quarterly applications are not adequate, assistance can be obtained for repair parts and materials in the following manner: If the cost of repair parts or materials is under \$500. telephone or wire nearest WPB field office giving complete details (description of item, cost, supplier, rating desired and statement establishing emergency); if amount is \$500 or over, write, wire or telephone complete details to Governmental Division, War Production Board, Washington, D. C.

**APPEALS**

If ratings issued or quantities approved are inadequate, reconsideration may be applied for by submitting a new form PD-408, either Section A or B, setting forth the particular items involved, the basis of appeal and the serial number of the application on which appeal is made.

**EXTENSION OF RATINGS**

Priority ratings issued on Form PD-408 will be extended by applicant in accordance with Priorities Regulation Number 3 and by placing the following endorsement on the contract, purchase order or requisition:

The undersigned purchaser hereby represents to the seller and to the War Production Board, that he is entitled to apply or extend the preference ratings indicated opposite the items shown on this purchase order, and that such application or extension is in accordance with Priorities Regulation No. 3, as Amended, with the terms of which the undersigned is familiar.

Date

Name of purchaser

Address

By \_\_\_\_\_  
(Signature and title of duly authorized officer)