

Priorities-Liaison Officer, Fiscal Branch, Special Service Division, Headquarters, Army Service Forces.

e. On purchases involving more than \$500 the PD-3A Certificate will be accomplished in quintuplicate and all copies will be forwarded to the Priorities-Liaison Officer, Fiscal Branch, Special Service Division, Headquarters, Army Service Forces, accompanied by the statements referred to in c(1) and (2) above for further consideration. Preference Rating Certificates, War Production Board Form PD-3A, should be procured from the local War Production Board Office.

3. Accomplishing the PD-3A Certificates and assigning the applicable rating.--The issuing officer will be responsible for the proper accomplishment of all PD-3A Certificates. The issuing officer will--

a. Place the contract number, purchase, order number, or requisition number in the space provided for on the form.

b. Insert the name of the supplier in the space "Issued to."

c. Insert address of the office of this supplier where the original copy of PD-3A Certificate will be filed.

d. Insert "War Department" and station in section headed "Government agency placing contract."

e. Insert actual required delivery date in applicable column; such terms as "30 days," "60 days," "at once," etc., are not sufficient.

f. Insert quantity and dollar value (which may be an estimated amount if actual value is not known) and description in applicable spaces provided for on form.

g. For purchases amounting to less than \$500, manually countersign the PD-3A Certificate and insert thereunder the name of the post or station and the date the certificate was actually issued. On purchases amounting to more than \$500, the certificate will not be countersigned in the field.

h. Insert Preference Rating AA-3 in space provided for. In no instance may a rating higher than AA-3 be assigned on Preference Rating Certificate, War Production Board Form PD-3A, by field issuing officers.

i. Insert in A.N.M.B. Code No. or Authority, "1st Ind. A.N.M.B. 3-30-43, JSL."

4. Out-of-line rating.--Any request for a rating higher than AA-3 required to effect delivery for purchases from unit or similar funds must be processed as follows:

a. The certificate will be accomplished as set forth in paragraph 3a through i and (after countersignature as prescribed) will be actually tendered to the supplier. Should the supplier state he cannot make delivery on the assigned rating, this statement will be confirmed by the complete accomplishment of Form SR-1, in triplicate.

b. Form SR-1, in triplicate, obtainable from the local office of the War Production Board, should be forwarded by the issuing officer to the Special Ratings Section, Production Service Branch, Production Division, Headquarters, Army Service Forces. The information copy should be forwarded simultaneously to Priorities-Liaison Officer, Fiscal Branch, Special Service Division, Headquarters, Army Service Forces.