

*Pls. Allen*

(W210-26-43)

WAR DEPARTMENT  
The Adjutant General's Office  
Washington 25, D. C.

MEMORANDUM )  
No W210-26-43)

14 September 1943.

PROCEDURE FOR ASSIGNING PREFERENCE RATINGS FOR ITEMS BEING  
PROCURED FROM UNIT OR SIMILAR FUNDS

1. Memorandums, this office, No. W210-7-43, 8 April 1943, subject, "Priority Ratings," including Changes No. 1, 17 April 1943; No. W350-184-43, 7 July 1943, subject, "Wearing Apparel for Physical Training Activities, Army Specialized Training Program"; and Circular Letter Number 63, Office of the Quartermaster General, 3 April 1943, subject, "Priorities: Organizational Funds," are rescinded.

2. Authority has been granted to the Special Service Division, Headquarters, Army Service Forces, to administer, control, and redelegate to field officers authority to issue Preference Rating Certificates, War Production Board Form PD-3A, and assign thereon the applicable rating for the procurement of items being purchased with unit or similar funds.

a. Unit or similar funds are defined in AR 210-50, 29 December 1942.

b. Preference Rating Certificates, War Production Board Form PD-3A, may be issued by field purchasing and contracting officers or special service officers for purchases totaling \$500 or less without prior approval. Purchases must not be split to avoid prior approval.

c. Before issuance of Preference Rating Certificates, War Production Board Form PD-3A, the following must be clearly established:

(1) The commanding officer will state in writing that the items sought are immediately necessary.

(2) The post quartermaster will certify that the items are not available from Quartermaster depots or supply stocks.

d. The statements referred to in c(1) and (2) above will be attached to the issuing officers' copy of Preference Rating Certificates, War Production Board Form PD-3A, and remain on file for a period of not less than 6 months after completion of the transaction (see Cir. 134, WD, 1943.)

(1) In instances where an item is covered by a War Production Board Limitation Order which specifically states that a form other than the PD-3A will be used, the appropriate War Production Board form must be completed and forwarded to Priorities-Liaison Officer, Fiscal Branch, Special Service Division, Headquarters, Army Service Forces, which officer in turn will analyze the application and expedite its consideration by the War Production Board.

(2) The duplicate copy of all Preference Rating Certificates issued under the above authority will be forwarded to the

24-49858

