

ATTACHMENT 4 - GENERAL REQUIREMENTS FOR PREPARATION OF 39-3 INVENTORY ADJUSTMENT REQUEST/VOUCHER

See chapter 6, paragraph D1

1. Inventory Adjustment/Request Voucher, DRMS Form 39-3, is used as the source document for all quantity adjustments to the accountable record **not** supported by DD Form 200 (FLIPL).. It is used for approval by the DRMO or DRMS-O as specified in attachment 1, this chapter. DRMS-O will approve the adjustment transaction as soon as the preliminary investigation is completed and DRMS Form 39-3 is processed by the DRMO or forwarded to DRMS-O.
 2. DRMS Form 39-3 may be prepared by handwriting the pertinent data legibly. Typing should be done only on an exception basis when deemed necessary by DRMS-O. When one set of circumstances requires multiple adjustments, e.g., inventory losses or gains following a wall-to-wall inventory, one adjustment will be entered on DRMS Form 39-3 with the explanatory statement, and the remaining adjustments will be entered on DRMS Form 12a, General Purpose Worksheet.
 3. Part A of DRMS Form 39-3 is for adjustments to usable property records. Part B is for a receipt for the originator for adjustments to usable property records. Part C is for adjustments to scrap records. Part D is a receipt for the originator for adjustments to scrap records. Do not use the same form for an adjustment to usable and an adjustment to scrap.
 4. Preparation of DRMS Form 39-3.
 - a. The DRMO RPO or DRMO staff member discovering the discrepancy will initiate the form within 3 working days of the date of discovery of the discrepancy. The completed form will be submitted to the DRMO Chief within 10 calendar days of discovery of the discrepancy.
 - b. Number of Copies: Original and one copy.
 - c. Detailed instructions for completing DRMS Form 39-3 are provided in this attachment.
 5. DRMO Personnel: Identify the need for an adjustment of usable property or scrap for one of the following reasons:
 - a. Paperwork/bookkeeping error involving quantity regardless of dollar value.
 - b. All quantity gains.
 - c. Quantity loss/damage adjustments where there is no evidence of fraud, theft, negligence, deliberate unauthorized use, or willful misconduct and the acquisition value (usable) or fair market value (scrap) meets the guidelines in attachment 1, this chapter.
- NOTE: Step 5c is not applicable to the loss of sensitive material or DEMIL required property, which must be documented with a DD Form 200.**
6. Report inventory discrepancies to the accountable record or establish loss in suspense adjustment to accountable record. See paragraph C7, this chapter, for data entries.
 7. Advise RPO or APO or alternates of the finding.
 8. RPO: Advise the individual identifying the discrepancy of the need to prepare a DRMS Form 39-3.

ATTACHMENT 3 (Continued)

9. DRMO Personnel: Prepare DRMS Form 39-3, Inventory Adjustment Request/Voucher in original and one copy.

Part A - Usable Property

Block 1 - Enter property location RIC, adjustment code, discovery date, adjustment quantity, DTID number, and NSN.

Block 2 - Enter noun.

Block 3 - Enter extended dollar value of quantity adjustment.

Block 4 - Check appropriate approval level according to attachment 1, this chapter.

Block 5 - Enter circumstances of adjustment.

Block 6 - Sign and date (individual discovering discrepancy or RPO).

Block 7 – *Sign and date (individual reviewing the document, DRMO Chief or designee).*

Blocks 8-9 – Complete only when approval is required.

Part B - Receipt for Originator

Part C - Scrap Property

Block 1 - Enter property location RIC, adjustment code, discovery date, new quantity, and the SCL/SCT being adjusted.

Block 2 - Enter appropriate adjustment code, or explanatory statement if circumstances do not meet criteria of any adjustment code and nomenclature if this is an upgrade action.

Block 3 – Enter the dollar value of the adjustment. If the amount exceeds \$50,000, use DD Form 200 to report the loss instead of DRMS Form 39-3.

Block 4 - Check appropriate approval level according to attachment 1, this chapter.

Block 5 - Sign and date (individual discovering discrepancy or RPO).

10. Forward document to APO/alternate APO.

11. APO/alternate APO: Review for validity of adjustment. Compare to record quantity.

a. If correct, sign and date

(1) Part A (Usable property): Block 7 (leave blank if APO/alternate APO signed block 6), or

(2) Part C (Scrap property): Block 6 (leave blank if APO/alternate APO signed block 5). If incorrect, return to

RPO with instructions for further research or instructions to complete DD Form 200 if needed.

12. Forward the original to the DRMO Chief/designee for approval or for review. Retain one copy in suspense until the signed original is returned.

ATTACHMENT 3 (Continued)

13. DRMO Chief/Designee: Review.

a. If approved, sign and date block 8 (Part A) or block 7 (Part C). Return to APO/alternate APO. Go to step 15.

b. If disapproved, return to APO/alternate APO for further research and action. Go to step 14.

14. APO/alternate APO: Receive disapproved DRMS Form 39-3. Based upon DRMO Chief/designee's comments, perform required research and action. Go to step 12.

15. Remove suspense copy from file.

a. If all approvals are complete, destroy suspense copy. Gain adjustment is complete. Go to step 16 for finalizing loss adjustment.

b. If Forward Support Team approval is required, send facsimile to the appropriate office. Action officer will then go to step 16 and send facsimile of completed documentation to the DRMO.

16. Complete step two of the loss adjustment in DAISY. See paragraph D, this chapter.

17. Property Disposal Clerk: Record adjustment on DLA Form 1151, Control Register, for submission of quarterly report on number of IAVs prepared, by category (usable or scrap), and dollar value for each category. See attachment 5, this chapter.

18. Property Disposal Clerk: File or forward DRMS Form 39-3 as follows:

a. For DRMO Approval. Approving official, enter codes for losses in shaded area. File DRMS Form 39-3 in the source document file.

b. For Forward Support Team.

(1) File copy of DRMS Form 39-3 in the suspense file, pending receipt of approval.

(2) Send facsimile of DRMS Form 39-3 to Forward Support Team .

19. Approving official enter codes for losses in shaded area and approve or disapprove. Return processed copy to DRMO.

NOTE: The Forward Support Team signature goes in Block 9 for usable and Block 8 for scrap.

20. Property Disposal Clerk: Receive response from Forward Support Team. . If approved, remove suspense copy from file and destroy. File signed DRMS Form 39-3 in source document file. If disapproved, take necessary corrective action and resubmit for approval.

NOTE: If approved form is not received from the Forward Support Team within 30 days, initiate follow-up.

Part D - Receipt to Originator

21. When processing is finished, complete the receipt (PART B or PART D) and provide a receipt copy to the originator.

INVENTORY ADJUSTMENT REQUEST/VOUCHER

(Prescribing Authority: DRMS-M 4160.14 Vol IV)

PART A - USABLE PROPERTY

1. PROP LOC RIC	ADJ CODE (G or L)	DISCOVERY DATE	ADJ QTY	FOR APPROVING OFFICIAL FOR LOSSES ENTER: <table style="width: 100%; text-align: center;"> <tr> <td style="font-size: small;">TYPE PROPERTY CODE</td> <td style="font-size: small;">LOSS REASON CODE</td> <td style="font-size: small;">LOSS DUE TO NEGLECT?</td> <td style="font-size: small;">RESOLUTION OFFICE CODE</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	TYPE PROPERTY CODE	LOSS REASON CODE	LOSS DUE TO NEGLECT?	RESOLUTION OFFICE CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TYPE PROPERTY CODE	LOSS REASON CODE	LOSS DUE TO NEGLECT?	RESOLUTION OFFICE CODE									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
DTID			NSN									
<input type="text"/>			<input type="text"/>									

2. NOUN	3. EXTENDED \$ VALUE OF QUANTITY ADJUSTMENT	4. APPROVAL REQUIREMENTS/RESOLUTION OFFICE CODE <input type="checkbox"/> DRMO/Designee approval / O <input type="checkbox"/> DRMS-DE/DW or Designee DRMR/Designee approval /R
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5. CIRCUMSTANCES FOR ADJUSTMENT

6. ORIGINATED BY (Signature & Date)	(This portion completed only when approval of adjustments is required)	
7. REVIEWED BY (Signature & Date)	8. DRMO/DESIGNEE APPROVAL (Signature & Date)	9. DRMS-DE/DW or DRMR APPROVAL (Signature & Date)

PART B - RECEIPT (To be detached and returned to originator)

1. FOR DTID OR SCL/SCT CORRECTION COMPLETED CORRECTIONS COULD NOT BE COMPLETED FOR REASONS BELOW

2. REASON CORRECTION COULD NOT BE ACCOMPLISHED

3. APO/CORRECTOR (Signature & Date)	4. APPROVER (Signature & Date) If required
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PART C - SCRAP PROPERTY

1. PROP LOC RIC	(G or L)	DISCOVERY DATE	ADJ QTY	FOR APPROVING OFFICIAL FOR LOSSES ENTER: <table style="width: 100%; text-align: center;"> <tr> <td style="font-size: small;">TYPE PROPERTY CODE</td> <td style="font-size: small;">LOSS REASON CODE</td> <td style="font-size: small;">LOSS DUE TO NEGLECT?</td> <td style="font-size: small;">RESOLUTION OFFICE CODE</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	TYPE PROPERTY CODE	LOSS REASON CODE	LOSS DUE TO NEGLECT?	RESOLUTION OFFICE CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TYPE PROPERTY CODE	LOSS REASON CODE	LOSS DUE TO NEGLECT?	RESOLUTION OFFICE CODE									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
SCL/SCT			MM DD YY									
<input type="text"/>			<input type="text"/>									

2. CIRCUMSTANCES FOR ADJUSTMENT

ADJ CODE _____ **DRMS-M 4160.14, VOL IV NOMENCLATURE** _____ **FOR UPGRADE ACTION**

3. LOSS COMPUTATION	6. REVIEWED BY (Signature & Date)						
<table style="width: 100%;"> <tr> <td style="width: 33%;">MARKET VALUE (1) PER UNIT</td> <td style="width: 33%;">QUANTITY OF LOSS (2)</td> <td style="width: 33%;">COMPUTED VALUE OF LOSS (1X2)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	MARKET VALUE (1) PER UNIT	QUANTITY OF LOSS (2)	COMPUTED VALUE OF LOSS (1X2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
MARKET VALUE (1) PER UNIT	QUANTITY OF LOSS (2)	COMPUTED VALUE OF LOSS (1X2)					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

4. APPROVAL REQUIREMENTS/RESOLUTIONS OFFICE CODE <input type="checkbox"/> DRMO/Designee Approval/O <input type="checkbox"/> DRMS-DE/DW or Designee or DRMR/Designee Approval/R	7. DRMO/DESIGNEE (Signature & Date)
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5. ORIGINATED BY (Signature & Date)	8. DRMS-DE/DW or DRMR APPROVAL (Signature & Date)
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PART D - RECEIPT (To be detached and returned to originator)

1. FOR DTID OR SCL/SCT Correction Completed Correction could not be accomplished for the reason(s) below

2. REASON CORRECTION COULD NOT BE ACCOMPLISHED

3. APO/CORRECTOR (Signature & Date)	4. APPROVER (Signature & Date)
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