

**BY ORDER OF THE COMMANDER  
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION  
23-203**



**7 MAY 2013**

*Incorporating Change 1, 25 September 2014*

***Materiel Management***

***PRECIOUS METAL RECOVERY PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Edward R. Brown)

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This instruction applies to any activity managing, receiving, handling, storing, issuing, using, requisitioning, purchasing, shipping, or contracting when precious metals are involved. A series of precious metal indicators have been established which applies to items of supply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

***SUMMARY OF CHANGES***

This interim change revise responsibilities of Precious Metal Recovery Program (PMRP) manager in paragraph 1. Updated referenced publication. Updated office symbols throughout this revision. A margin bar (|) indicates newly revised material.

**1. Responsibilities.**

- 1.1. Upon change of the 374th Logistics Readiness Squadron Commander (374 LRS/CC) or Precious Metal Recovery Program (PMRP) manager, PMRP manager will forward a signed copy of appointment letter to HQ PACAF/A4RM.

1.1.1. Upon change of the 374 LRS/CC or PMRP manager, PMRP manager will forward a signed copy of appointment letter to HQ PACAF/A4RM.

1.2. All activities involved in the PMRP are required to maintain a current copy of applicable publications AFI 23-101, Chap 6, Section 6C, *Disposal, Demilitarization and PMRP*, and 374 AWI 23-203.

1.3. The installation PMRP Manager (PMRPM) will:

1.3.1. Ensure all activities using, processing, replacing, or disposing of precious metal bearing material are identified and that a Precious Metal (PM) monitor and alternate are appointed in each squadron on activity.

1.3.2. Prepare a schedule for and visit each participating activity at least annually. These assessments will:

1.3.2.1. Ensure all appointment memorandums are available and up to date to include PMRP monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

1.3.2.2. Review records maintained by each activity monitor to account for the accumulation and turn-in of precious metal bearing residue to Defense Logistics Agency (DLA) Disposition Services.

1.3.2.3. Document discrepancies noted in the assessment report and forward through to the specific squadron/activity commander for appropriate action.

1.3.2.4. Ensure all squadron activities maintain ledgers or similar type accounting books to control turn-in documentation. Entries in these ledgers will be backed by a hand scribed or typed DD Form 1348-1A, *Issue Release/Receipt Document*. Mandatory entries are unit of issue, quantity, nomenclature, and document number. Precious metal bearing scrap, waste, and excess will be turned into DLA Disposition Services after it is accumulated. The frequency of turn-in is as required or at least annually.

1.3.2.5. Issue off-line DLA Disposition Services document numbers to PM monitors and maintain a log with document number, unit of issue, quantity, and PM monitor's name and squadron.

1.3.2.6. Issue off-line DRMO document numbers to PM monitors and maintain a log with document number, unit of issue, quantity, and PM monitor's name and squadron.

1.3.2.7. Assign an issue exception (IEX) code of "S" for National Stock Number (NSN) containing precious metals.

1.4. The PM monitor will:

1.4.1. Review bench stock listings for Precious Metals Indicator Code (PMIC) of C, G, P, S, and U. If items are found with those indicators, all bin labels and shadow boards, if used, will be clearly marked in blue to identify precious metal items.

1.4.2. Train shop personnel on precious metal procedures and guidelines.

1.4.3. The bench stock area will have a container clearly marked "Precious Metals" for storage and collection of unserviceable items. This container will be maintained in a controlled or secured area.

1.4.4. Unserviceable property will be processed for turn-in to the PMRPM by the activity monitor. Unserviceable property will be turned in as scrap, unless they qualify for turn-in as items. The precious metal scrap will be turned in to DLA Disposition Services with six copies of DD Form 1348-1A. Four copies will be retained by DLA Disposition Services, one copy kept by the PMRPM, and one copy forwarded to the generating activity monitor.

1.4.5. Excess serviceable expendable items will be turned in to base supply under current turn-in procedures as outlined in AFI 23-101, Chapter 6, Section 6B, *Returns*.

1.4.6. The assignment of PMIC "U" will be controlled at the activity monitor's discretion.

1.4.7. Perform a Self Inspection on the PMRP every 12 months.

1.4.8. Ensure their Flight Chief or Flight Superintendent has appointed, in writing, a PM monitor, alternate and a monitor to receipt for fine precious metals with CIC "R" for their squadron. Copies of the appointment memorandum will be forwarded to the PMRPM.

1.4.9. Assist the PMRPM during assessments.

1.4.10. Ensure written replies to discrepancies found during assessments are forwarded to the installation PMRPM by the suspense date.

1.4.11. Brief their commander or director as to the effectiveness of their program after each assessment.

MARK R. AUGUST, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN23-110, *USAF Supply Manual*, 1 April 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

DD Form 1348-1A, *Issue Release/Receipt Document*

***Abbreviations and Acronyms***

**CIC**—Controlled Item Code

**IEX**—Issue Exception

**NSN**—National Stock Number

**PM**—Precious Metal

**PMIC**—Precious Metals Indicator code

**PMRP**—Precious Metal Recovery Program

**PMRPM**—Precious Metal Recovery Program Manager