

**BY ORDER OF THE COMMANDER
433D AIRLIFT WING**

433 AIRLIFT WING INSTRUCTION 23-501

11 DECEMBER 2013

Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAM***



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col James Hearn)

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*. This instruction extends the guidance of Department of Defense (DoD) Manual 4160.21-M, *Defense Materiel Disposition Manual, Chapter 11 Precious Metal Recovery Program*, and Air Force Instruction (AFI) 23-101, Chapter 6, *Materiel Returns*. It provides guidance and procedures for outlining the responsibilities for recovery, storage, accountability and disposal of precious metals. It applies to all 433D Airlift Wing (AW) organizations processing, utilizing property containing or performing tasks that result in the production of waste containing precious metals. This instruction will be reviewed and approved annually by both host base and 433D AW Precious Metals Recovery Program (PMRP), Office of Primary Responsibility (OPR)s and updated annually as required by the 433D AW OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. OPR has determined that no waivers may be granted for any part of the publication.

SUMMARY OF CHANGES

This publication has been revised to reflect current publications and guidance; and to change 433D Airlift Wing OPR ownership of the Precious Metals Recovery Program.

1. Responsibilities.

1.1. The Installation Commander appoints the 802nd Logistics Readiness Squadron (LRS) Operations Officer to be the PMRP manager for the host base, responsible for overall program management. The 433D Wing Commander appoints the Decentralized Materiel Support as the PMRP manager for the wing.

1.2. The 433D PMRP monitor will maintain a list of organizations using or generating items in the program for all Wing organizations. The monitor will ensure program management to conform to AFI 23-101, Chapter 6 Section 6C. The host PMRP manager is responsible for surveillance visits to applicable organizations and the 433D PMRP monitor will perform inspections during scheduled staff assistance visits.

1.3. The 433D PMRP monitor will act as liaison with the host base PMRP manager and the servicing Defense Logistics Agency (DLA) Disposition Services for program administration, supplies, and equipment necessary for program management, training, information or other contractual requirements.

1.4. The 433D PMRP monitor will administer the program and act as the Wing focal point for program matters. Unit monitors will process turn-ins for their organizations only when economically beneficial and will submit all turn-in documentation to the 433D Wing PMRP manager.

1.5. Commanders of 433D organizations responsible for storage, generation or use of items containing precious metals must appoint a unit monitor and alternate, one of which must be an Air Reserve Technician (ART). This information must be provided to the host base PMRP manager and 433D PMRP monitor in writing upon appointment, when changes occur, and updated annually. Appointment letters will include the primary and alternate unit monitor names, office symbol, building number, phone number, type of metals collected, and all other applicable requirements specified in AFI 23-101, Chapter 6, Section 6C.

1.6. Commanders ensure that unit monitors comply with the duties identified in [paragraph 2](#) below, PMRP Unit Monitor Responsibilities, and applicable directives.

1.7. Commanders ensure work center personnel fully understand and comply with their responsibilities in the identification, recovery and control of materiel containing precious metal residue (i.e., silver nitrate contained in microfiche files, photographic developing solutions, non-destructive inspection solutions/materiels, etc.).

1.8. Commanders of activities receiving, issuing, and using fine precious metals which are assigned Controlled Item Code (CIC) "R" must appoint an individual in writing to receipt for and issue these materiels. Appointment letters will include the unit monitor name, office symbol, building number, and phone number.

2. PMRP Unit Monitor:

2.1. Establish in writing and maintain current operating procedures giving specific guidance for precious metals recovery with their activity. Procedures will include, but are not limited to: security requirements, key controls, required documentation, silver harvesting procedures if applicable, and methods of controlling issue, receipt and turn-in of precious metal and precious metal bearing materiels. Ensure all workcenter personnel are familiar with these

procedures and comply with them. Provide a copy of operating procedures to the 433D PMRP monitor for inclusion in the activity file.

2.2. The unit monitor will maintain all current publications addressing PMRP procedures, specifically AFI 23-101, Chapter 5, Materiel Returns and Chapter 6, Delivery of Materiel, along with all applicable supplements.

2.3. Unit monitors maintain a file that consists of, but is not limited to, the following: letters of appointment, unit procedures, both Host Base and 433D PMRP surveys of unit operations, corrective actions, checklists, and turn-in documentation. The file will also identify all known precious metals and precious metal bearing materiel used by the unit.

2.4. Initiate corrective actions for any deficiencies documented by the host base PMRP manager or 433D PMRP monitor during inspections or staff assistance visits.

2.5. Initiate and maintain a self-inspection program to ensure all requirements of the PMRP are being accomplished. The PMRP should be reviewed during the semiannual core task self-inspections.

2.6. Attend PMRP training sessions as scheduled by the 433D PMRP monitor.

2.7. Perform all required day-to-day preventative maintenance and cleaning of silver recovery units in their custody. All systems malfunctions or recovery problems will be reported to the 433D PMRP monitor immediately. If loss of silver residue is occurring, discontinue recovery processing until problems are corrected.

2.8. Segregate precious metal bearing materiel and waste materiel prior to turn-in.

2.9. Unit monitors will placard collection point containers with "Precious Metals" and ensure a locking mechanism is in use.

2.10. All exposed, unexposed, expired or no longer required scrap film and negatives will be salvaged and boxed for transfer to the DLA Disposition Services along with DLA Form 1880 posted outside of the boxes if Personally Identifiable Information (PII) is present. Each generating activity will process scrap film for turn-in to host base supply for transfer to the DLA Disposition Services.

2.11. Unit monitors submit all requirements for supplies and equipment required in the recovery of precious metals to the host base supply. Ensure that requested items are received within a reasonable time frame or submit follow-ups, if necessary. Elevate problems to the 433D Logistics Support Manager for assistance.

2.12. Unit monitors will ensure that any new items containing precious metals are identified and placed in unit monitor file.

2.13. Prepare DD Form 1348-1a, *Turn-In Documentation*, and deliver paperwork and property to the servicing DLA Disposition Services.

2.14. Refer all problems and/or questions concerning PMRP to the 433D PMRP monitor.

3. Additional Requirements Include.

3.1. Wing personnel appointed as monitors/managers will attend workshops and training sessions conducted by host base personnel.

3.2. Any specific state mandated controls for handling, transportation or disposal of precious metals having any hazardous characteristics are identified by the host base bioenvironmental coordinator and the transportation office.

JEFFREY T. PENNINGTON, Colonel, USAFR
Commander, 433D Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-101, *Air Force Materiel Management*, 8 August 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 23-1, *Materiel Management*, 15 February 2011
DoD M 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

Adopted Forms

AF 847, *Recommendation for Change of Publication*
DD 1348-1a, *Turn-In Documentation*
DLA 1880, *Privacy Act Cover Sheet*

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
ART—Air Reserve Technician
AW—Airlift Wing
CC—Commander
CIC—Controlled Item Code
DoD—Department of Defense
DLA—Defense Logistics Agency
LRS—Logistics Readiness Squadron
OPR—Office of Primary Responsibility
PII—Personally Identifiable Information
PMRP—Precious Metals Recovery Program
RDS—Records Disposition Schedule
USAFR—United States Air Force Reserve