

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTION 23-101**

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Materiel Management

PRECIOUS METALS RECOVERY PROGRAM (PMRP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Instruction (DAFI) 23-101, *Materiel Management Policy*, DAFI 23-101 Air Force Materiel Command Supplement (AFMCSUP), *Materiel Management Policy*, and Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*. It outlines roles, responsibilities, and procedures for the identification, requisition, control, accumulation, and turn-in of all precious metal (PM) and PM-bearing scrap/waste materials generated within Oklahoma City Air Logistics Complex (OC-ALC). This instruction applies to all OC-ALC military and civilian personnel. Ensure that all records adhere to AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the Commander or Civilian Director of the maintenance group or staff office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to DAFI 90-160, *Publications and Forms Management*. See Attachment 1 for the glossary of references and supporting information.

1. Responsibilities.

1.1. The OC-ALC Commander has designated the OC-ALC Business Office (OC-ALC /OB) as the OPR for this program. OC-ALC/OB will appoint, in writing, a Complex primary/alternate manager for PMRP.

1.2. The Complex managers will:

1.2.1. Revise this instruction, when necessary.

1.2.2. Maintain an electronic continuity book, to be accessible by all levels within the Complex, to include, at a minimum, the following: Current copy of Complex, Group, and Squadron PMRP Operating Instructions (OIs)/Guidance Memorandums (GMs), if applicable. **Note:** Electronic continuity book is located in the *OC-ALC PMRP Program* folder on the OC-ALC [SharePoint](#) site.

1.2.2.1. Maintain copies of dated appointment letters for OC-ALC Complex, Group, and Squadron PMRP primary/alternate managers, monitors, custodians, expeditors, witnesses, and harvesters.

1.2.3. Provide 72d Logistics Readiness Squadron (LRS) PMRP manager copies of all appointment letters.

1.2.4. Advise 72 LRS PMRP manager of Complex program changes as they occur.

1.2.5. Coordinate and disseminate information on PMRP to OC-ALC activities that generate or store PMs, PM-bearing scrap and waste, and items that contain PM.

1.2.6. Participate in process reviews/inspections scheduled by 72 LRS PMRP manager.

1.2.6.1. Conduct inspections of each Groups' PMRP at least once every 24 months using the OC-ALC Form 175, *PMRP Group Monitor Checklist* and the OC-ALC Form 174, *PMRP Squadron Monitor Checklist*.

1.2.7. Follow up on all write-ups to ensure timely corrections. Advise Complex Group, and Squadron Commanders/Directors, as needed.

1.2.8. Act as coordinator for all Inspector General, Defense Audit Service, General Accounting Office, and Air Force Audit Agency inspections on PMRP within the Complex.

1.3. The Group Commander/Director will appoint, in writing, primary and alternate Group monitors, Squadron monitors/custodians, expeditors, witnesses, and harvesters for each Group using PM or generating scrap/waste material bearing PM.

1.4. Group monitors will:

1.4.1. Provide Complex manager:

1.4.1.1. Copies of dated appointment letters for primary and alternate PMRP Group monitors and PMRP Squadron monitors/custodians, expeditors, witnesses, and harvesters.

1.4.1.2. Conduct and document a semi-annual self-inspection using the OC-ALC Form 175 and the OC-ALC Form 174 scheduled by the Group/Squadron PMRP monitors. Inspections must occur 6 months apart within a fiscal year. Document any deficiencies found.

1.4.2. Ensure Group OIs/GMs are published, as necessary, to cover procedures peculiar to the Group. Coordinate with and furnish copies to Complex PMRP manager for inclusion in the electronic continuity folder.

1.4.3. Accompany personnel conducting inspections related to PMRP within the Group.

1.4.4. Coordinate on all correspondence concerning PMRP entering or leaving the Group. Information copies of all PMRP-related correspondence leaving the Group will be provided to the Complex PMRP manager.

1.4.5. Maintain a signed copy of the Department of Defense (DD) Form 1348-1A, *Issue Release/Receipt Document*, for all PM turn-ins to Defense Logistics Agency Disposition Services (DLADS). Turn-in documents will be kept in a logbook for a minimum of 24 months. This may be delegated to the Squadron monitor.

1.4.6. Ensure all Controlled Inventory Item Code (CIIC)/Security code "J" and "R" items with every Precious Metal Indicator Code (PMIC) other than "U" and "A" are turned into DLADS, IAW Department of Defense (DoD) Manual 4160.21 Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation* and AFSCMAN 21-102, *Depot Maintenance Management*. All other CIICs/Security Codes do not contain enough precious metals to be considered economically attractive.

1.4.7. Ensure all items being turned in are tagged and contain the proper documentation IAW AFSCMAN 21-102.

1.4.7.1. Ensure all items being turned in as scrap have "Contains Precious Metals" written on all DD Form 1577, *Unserviceable (Condemned) Tag - Materiel* red tags and all copies of the DD form 1348-1A

1.4.8. Ensure all recovered Precious Metals are turned in to DLADS at least every 6 months and documentation is maintained for a minimum of 24 months. **Note:** If no precious metals have been accumulated during the 6-month period, annotate this on the OC-ALC Form 173, *Precious Metal Inventory Form* as such.

1.4.9. Ensure all CIIC/Security Code “J” and “R” items with every PMIC other than “U” and “A” are stored in a locked container/storage area. Only individuals on an appointment letter will have access to this container/storage area. A minimum of two individuals per shift are required and no more than four per shift.

1.4.10. Stay current on information posted in the PMRP folder on the [Complex SharePoint](#) site.

1.4.11. Ensure all refined PMs are weighed and logged in ink when received.

1.4.12. Ensure the receipt and turn-in of PMs (e.g., gold leaf, silver flake, platinum voltage regulator) are performed under the two-person concept. Two people will witness weighing and total transaction.

1.4.13. Ensure squadrons are separating all PM turn in material by metals.

1.4.14. Accomplish a monthly 100-percent physical inventory for CIIC/Security Code “J” and “R” type PM stored within the Group. The OC-ALC Form 173 will be signed by the PMRP Group monitor and the Squadron monitor/custodian and will be maintained in the storage area for 24 months. In the case there is no Squadron monitor/custodian, the log will be signed by the group PMRP monitor and the PMRP witness.

1.4.15. Coordinate at the beginning of each fiscal year with the Resource Advisor (RA) located in the Group office to obtain/verify the current Transportation Account Code (TAC). This code will be placed on DD Form 1348-1A prior to turn-in to DLA DDOO.

1.4.16. Ensure issues of Precious Metals with a CIIC of “J” or “R” are a one-for-one exchange where applicable.

1.4.17. Use the OC-ALC Form 173 to ensure the unserviceable assets are returned and placed in the PMRP scrap collection point. Also ensure scrap is safeguarded in a manner that reduces the risk of pilferage and the chance of co-mingling with other shop scrap. **Note:** If no return asset is available, annotate OC-ALC Form 173 as such.

1.4.18. Validate that all PMRP positions are assigned and that PMRP training has been completed and logged for each assigned individual.

1.4.19. In cases where Squadron monitors/custodians are not assigned, perform all Squadron monitor/custodian duties.

1.5. Squadron monitors/custodians (or Group monitor, if no Squadron monitor/custodian assigned) will:

- 1.5.1. Ensure Squadron OIs/GMs are published, as necessary, to cover procedures peculiar to the Squadron. Coordinate with and furnish copies to Group and Complex PMRP managers for inclusion in the electronic continuity folder.
- 1.5.2. Accompany personnel conducting inspections related to the PMRP within the Squadron.
- 1.5.3. Coordinate on all correspondence concerning PMRP either entering or leaving the Squadron. Information copies of all PMRP-related correspondence leaving the Squadron will be furnished to the Group monitor.
- 1.5.4. Ensure all CIIC/Security Code “J” and “R” items with every PMIC other than “U” and “A” are turned into DLADS IAW DoD 4160.21 Vol. 2 and AFSCMAN 21-102. All other CIICs/Security Codes do not contain enough precious metals to be considered economically attractive.
- 1.5.5. Ensure all PM turn in material is separated by metals.
- 1.5.6. Ensure all items being turned in contain the proper documentation IAW AFSCMAN 21-102.
 - 1.5.6.1. Ensure all items being turned in as scrap have “Contains Precious Metals” written on all DD Form 1577 red tags and all copies of the DD form 1348-1A.
- 1.5.7. Stay current on information posted in the PMRP folder on the [Complex SharePoint](#) site.
- 1.5.8. Ensure containers/storage areas used for storage of PM-bearing scrap/material that are CIIC/Security Code “J” and “R” and with every PMIC other than “U” and “A” are locked and secure in a container/storage area. Only individuals on an appointment letter will have access to this container/storage area. A minimum of two individuals per shift are required and no more than four per shift.
- 1.5.9. Turn in recovered material at least every 6 months to DLADS, regardless of the amount.
 - 1.5.9.1. Items being turned in will be submitted on the [DLADS Electronic Turn-In Document \(ETID\)](#) site.
 - 1.5.9.2. After DLADS has approved the turn in, the DLADS property inspector located at Tinker AFB (DRMSOklahomaCityDSR@dla.mil) will be contacted to set up an appointment for an inspection.

1.5.9.3. Once the property inspector has stamped off on the material, DDOO Customer Service (DDOOCustomerService@dla.mil) will be contacted for an appointment to drop off material for shipment.

1.5.9.4. The TAC must be listed on the DD Form 1348-1A prior to contacting DDOO Customer Service.

1.5.9.5. A signed copy of the DD Form 1348-1A must be maintained for records for a minimum of 24 months.

1.5.10. Accompany all PM-bearing scrap/material for turn-in to DLADS in the absence of an expediter.

1.5.11. Ensure the receipt and turn-in of PM (e.g., gold leaf, silver flake, platinum voltage regulator) are performed under the two-person concept. Two people will witness weighing and total transaction.

1.5.12. Upon receipt of PMs, weigh and record the receipt in ink in the refined PM record book. A separate tab for each type of metal will be kept within the book.

1.5.13. Conduct and document semi-annual self-inspections using the OC-ALC Form 174. Inspections must occur 6 months apart within a fiscal year. Document any deficiencies found.

1.5.14. Validate that all PMRP positions are assigned and that PMRP training has been completed and logged for each assigned individual.

1.5.15. Accomplish a 100-percent physical inventory monthly for CIIC/Security Code “J” and “R” fine PM stored within the Squadron. The OC-ALC Form 173 will be signed by the group PMRP monitor and the squadron monitor/custodian and will be maintained in the storage area for 24 months.

1.5.16. Ensure issues of Precious Metals with a CIIC of “J” or “R” are a one-for-one exchange where applicable.

1.5.17. Use the OC-ALC Form 173 to ensure the unserviceable assets are returned and placed in the PMRP scrap collection point. Also ensure scrap is safeguarded in a manner that reduces the risk of pilferage and the chance of co-mingling with other shop scrap. **Note:** If no return asset is available, annotate on the OC-ALC Form 173 as such.

1.5.18. Perform the duties of the expediter in their absence.

1.6. Expediters will:

1.6.1. Receive PM-bearing scrap/material from group/squadron monitor.

1.6.2. Personally accompany all PM-bearing scrap/material to the DLADS property inspector and DDOO Customer Service.

1.6.3. Witness the inspection and weighing by the DLADS property inspector. Once material has been inspected, weighed, and stamped off by the DLADS property inspector, an appointment with DDOO Customer Service will be made to drop off the material.

1.6.4. All copies of the DD Form 1348-1A will be signed by the DDOO customer service representative, the group or squadron PMRP monitor, and the PMRP expediter or the PMRP witness at time of drop off.

1.6.5. Provide signed "Proof of Delivery" copy of the DD Form 1348-1A to the group/squadron monitor.

1.7. Witness will:

1.7.1. Be a disinterested party witnessing the harvest of PM. The assigned witness will not be appointed to any additional PMRP roles.

1.7.2. Witness the inspection by DLADS property inspector and by the DDOO customer service representative.

1.7.3. Once material has been inspected by the DDOO customer service representative, the witness, the expediter or group/squadron monitor, and the DDOO customer service representative will sign all copies of the DD Form 1348-1A.

1.8. Harvester will:

1.8.1. Remove and replace silver recovery cartridges in the recovery unit with the appointed witness present and witnessing the operation.

1.8.2. Collect and secure film scrap or exposed/expended X-ray film.

1.8.2.1. Film scrap and exposed/expended X-ray film will be tagged with "Contains Precious Metals" written on all DD form 1577 red tags. It will then be turned-in to the group/squadron monitor for turn-in to DLADS.

1.8.2.2. Keep film scrap or exposed/expended X-ray film in a locked container/storage area. Only individuals on an appointment letter will have access to this container/storage area. A minimum of two individuals per shift are required and no more than four per shift.

2. Procedures.

2.1. Harvesting PM scrap.

2.1.1. All maintenance areas that use National Stock Numbers (NSNs) during production work that are CIIC/Security Code “J” and “R” with every PMIC except “U” and “A”, will take action to identify the type of material being removed and ensure it is placed in lockable PM container/storage area in each building.

2.1.2. Placards will be developed and displayed in each area containing PM and/or perform tear-down or strip actions that generate PM scrap. Placards will contain instructions highlighting the need to ensure used material accumulated from repair or tear-down actions containing PM are placed in PM containers. It is recommended that the placards and PM scrap containers be co-located wherever scrap is generated. Each placard will list, at a minimum, the following information for each item with a PM code:

2.1.2.1. NSN

2.1.2.2. Part number

2.1.2.3. Nomenclature

2.1.2.4. PM code

2.1.2.5. CIIC/Security Code

2.1.3. If used items are known to contain PM and have a CIIC/Security Code “J” and “R”, but it is not possible or feasible to isolate and identify the used items, the shop will place the material in a designated lockable container based on the PM code. (Example: silver shavings with a PMIC of “S” is placed in a lockable scrap container marked “Unknown NSN, PMIC S only”)

2.1.4. If items have been purchased using a Government Purchase Card (GPC) and are known to contain PM, they will be treated and follow the same procedures under this PMRP regulation. This is IAW DAFMAN 23-122 AFMCSUP.

2.1.5. PM containers will be secured with locks to prevent unauthorized removal of materials and will be of sufficient size to support shop workloads. PMRP monitors will make quarterly observations, or more often, if necessary, of the collection process in each building assigned, ensuring mechanics and technicians are aware of the need to save items containing PM. Each observation will need to be documented. PMRP monitors will ensure the containers are available, secured, and that contents are disposed of at least every 6 months, regardless of the amount, for turn-in to DLADS as PM-bearing scrap.

2.1.6. A copy of all PM turn-in documents will be maintained by each Group/Squadron PMRP monitor and a copy will be forwarded to the Complex PMRP managers. Turn-in documents will be kept in the logbooks for a minimum of 24 months. All scrap PM turn-ins to DLADS will contain, at a minimum, the following information:

2.1.6.1. Complete document number using the Department of Defense Activity Address Code (DODAAC) (FB2039 for OC-ALC), Julian date, and designated Shop Serial Number (Table 2.1) (example: FB20393236TZ01).

2.1.6.2. Date of turn-in.

2.1.6.3. PM code.

2.1.6.4. CIIC/Security Code

2.1.6.5. Nomenclature specifying “Precious Metals Bearing Scrap”.

2.1.6.6. Actual verified weight in pounds.

Table 2.1. Shop Serial Numbers.

PRECIOUS METAL SHOP	ASSIGNED NUMBERS
AMXG	Z00-Z09
CMXG 552	Z10-Z19
CMXG 553	Z20-Z29
PMXG NDI	Z30-Z39
PMXG WELDING	Z40-Z49
Not assigned	Z50-Z59
Not assigned	Z60-Z69
Not assigned	Z70-Z79
Not assigned	Z80-Z89
Not assigned	Z90-Z99

2.2. Preventive maintenance on PM recovery equipment will be accomplished by the using activity according to the manufacturer's operating and maintenance instructions.

2.3. Material issued from Federal Stock Class (FSC) 9660 will be signed by the PMRP Group/Squadron monitor and witnessed by a disinterested party after confirmation of exact amount (quantity or weight). A copy of the issue document will be kept on file for 24 months by the Group/Squadron PMRP monitor and forwarded to the Complex Manager.

2.4. Storage and control.

2.4.1. CIIC/Security code “J” and “R” type material requires the appointment of an individual, in writing, to receipt for and issue these materials.

2.4.1.1. A current inventory by type of PM and total quantity will be maintained at all times.

2.4.1.2. Issues from the storage areas require verification of the work or a letter of authorization and the signature of both the receiving and issuing individual. Quantities greater than authorized to complete the job will not be issued.

2.4.1.3. A 100-percent physical inventory will be accomplished monthly by the Group and Squadron PMRP monitor/custodian. The OC-ALC Form 173 will be signed by the group PMRP monitor and the squadron monitor/custodian and will be maintained in the storage area for 24 months. In the case there is no squadron monitor/custodian, the inventory will be accomplished, and the OC-ALC Form 173 will be signed by the group PMRP monitor and the PMRP witness.

2.4.2. CIIC/Security code “J” and “R” type material will be stored in a secure container/storage area that requires 2-person access.

2.5. Silver recovery units. Group/Squadron PMRP monitors will ensure the following is accomplished for the activities that use the silver recovery units:

2.5.1. Equipment is monitored according to the manufacturer’s instructions.

2.5.2. Silver is removed from equipment using the two-person concept.

2.5.3. Harvested silver is kept in a secure area that requires 2-person access while it awaits the preparation of necessary documents and turn-in to DLADS.

2.5.4. The document control register is kept along with all backup documents.

2.5.5. A silver recovery unit solution testing log is maintained.

2.5.6. All recovered silver is delivered to DLADS through the DLA ETIDs system. After approval, an appointment will be made with DLADS property inspector.

2.6. Film new, scrap, or exposed/expended x-ray film. Group/Squadron PMRP monitors will ensure the following is accomplished for the activities that use the film:

2.6.1. The turn-in of exposed/expended film and film scrap to DLADS is controlled and documented.

2.6.2. The document control register is kept along with all backup documents.

2.6.3. Film new, scrap, or exposed/expended x-ray film is kept in a secure area that requires 2-person access.

2.7. Group/Squadron PMRP monitors will retain copies of DD Forms 1348-1A for a minimum of 24 months.

BRIAN R. MOORE
Brigadier General, USAF
Commander

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 23-101, *Materiel Management Policy*, 22 October 2020

DAFI 23-101_AFMCSUP, *Materiel Management Policy*, 10 December 2021

DAFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

DAFMAN 23-122_AFMCSUP, *Materiel Management Procedures*, 10 December 2021

DoD 4160.21-M-1 Volume 4, *Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel*, 22 October 2015

Prescribed Forms

OC-ALC Form 173, *Precious Metal Inventory Form*

OC-ALC Form 174, *PMRP Squadron Monitor Checklist*

OC-ALC Form 175, *PMRP Group Monitor Checklist*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFI—Air Force Instruction

CIIC—Controlled Item Inventory Code

DAFI—Department of the Air Force Instruction

DDOO—Defense Logistics Agency Distribution Oklahoma City Oklahoma

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

ETID—Electronic Turn-In Document

FSC—Federal Stock Class

GM—Guidance Memorandum

IAW—In Accordance With

LRS—Logistics Readiness Squadron

NSN—National Stock Number

OC-ALC—Oklahoma City Air Logistics Complex

OI—Operating Instruction

OPR—Office of Primary Responsibility

PMIC—Precious Metal Indicator Code

PMRP—Precious Metals Recovery Program

PM—Precious Metals

TAC—Transportation Account Code

TAFB—Tinker Air Force Base

WCD—Work Control Document

Terms

Complex Manager—Individual appointed to represent the Complex in PMRP matters and to perform other duties outlined herein.

Expeditors—Individuals designated to transport PM-bearing material from the monitor to DLADS.

Group Monitors—Individuals appointed to control PM and PM-bearing material in the generating activity within the group.

Harvesters — Individuals appointed to remove and replace silver recovery cartridges in the recovery unit.

Squadron Monitors/Custodians—Individuals appointed (as needed) to control PM and PM-bearing material in the generating activity within the squadron.

Silver Recovery Cartridge (Metallic Replacement Recovery Cartridge)—Equipment designed to efficiently remove silver from overflow streams of automatically replenished processing systems, batch replenishment, or hand processing systems.

Witnesses—Individuals that witness the harvesting process and perform other duties outlined herein.