

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 23-103**



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Materiel Management

***PRECIOUS METAL RECOVERY
PROGRAM***

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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), Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*, and AFMAN 23-122_AFMCSUP. 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 the Ogden Air Logistics Complex (OO-ALC). It applies to the OO-ALC Business Office (OO-ALC/OB), 309th Aircraft Maintenance Group (309 AMXG), 309th Commodities Maintenance Group (309 CMXG), 309th Electronics Maintenance Group (309 EMXG), 309th Maintenance Support Group (309 MXSG), 309th Missile Maintenance Group (309 MMXG) and 309th Software Engineering Group (309 SWEG). Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force (AF) Records Disposition Schedule which is located in the AF 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*. Route DAF Forms 847 from the field through the functional chain of command. 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. See **Attachment 1** for glossary of references and supporting information.

1.	Responsibilities.....	3
2.	Procedures.....	5
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		8
Attachment 2—PRECIOUS METALS RECOVERY PROGRAM CONTINUITY BOOK		10
Attachment 3—PRECIOUS METALS SELF-INSPECTION CHECKLIST		11
Attachment 4—PRECIOUS METALS INDICATOR CODES		12

1. Responsibilities.

1.1. The OO-ALC Commander will appoint, in writing, a complex primary/alternate manager for Precious Metal Recovery Program (PMRP). The OO-ALC Managers will:

1.1.1. Revise the instruction, when necessary.

1.1.2. Maintain an electronic file folder, 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 (OI)/guidance memorandums (GM), if applicable. Note: Electronic file folder is in the PMPR folder at https://usaf.dps.mil/sites/OOALC/OBWC_Prod_Support/OutsideCollab/Forms/AllItems.aspx?newTargetListUrl=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab&viewpath=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FOutside%20Collaboration%2FMateriel&viewid=cede0d2a%2Ddbd2f%2D43c5%2Db9cd%2D1cab58a32443

1.1.2.1. Copies of dated appointment letters for OO-ALC, group, and squadron PMRP primary/alternate monitors.

1.1.3. Provide Hill Air Force Base (HAFB) PMRP manager copies of all appointment letters.

1.1.4. Advise HAFB PMRP manager of OO-ALC Program changes as they occur.

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

1.1.6. Participate in process reviews/inspections scheduled by HAFB PMRP manager.

1.1.6.1. Conduct annual inspection of each group's PMRP.

1.1.7. Follow up on all write-ups to ensure timely corrections. Advise OO-ALC, group, and squadron commanders/directors, as needed.

1.1.8. Act as coordinator for all Inspector General Defense Audit Service, General Accounting Office, and AF Audit Agency inspections in PMRP within the complex.

1.2. The group commander/director will appoint, in writing, primary and alternate group (and squadron, if needed) monitors.

1.3. Group monitors will:

1.3.1. Provide the complex manager:

1.3.1.1. Copies of dated appointment letters for primary and alternate group/squadron PMRP monitors.

1.3.1.2. Documentation of a semiannual self-inspection scheduled by the group/squadron PMRP monitors. One inspection is to be held in the winter and one in the summer (see [Attachment 3](#), Precious Metals Self-Inspection Checklist).

1.3.2. Ensure group OIs/GMs are published, as necessary, to cover procedures particular to the group. Coordinate with and furnish copies to complex PMRP manager for inclusion in the electronic continuity folder.

1.3.3. Accompany personnel conduction inspections related to PMRP with the group.

1.3.4. 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.

1.3.5. Maintain a copy of Department of Defense (DD) Form 1348-1A, *Issue Release/Receipt Document*, for all PM turn-ins to Defense Logistics Agency (DLA) Disposition Services (DLADS). This may be delegated to the squadron monitor.

1.3.6. Stay current on information posted in the PMRP folder on the complex SharePoint site:

https://usaf.dps.mil/sites/OOALC/OBWC_Prod_Support/OutsideCollab/Forms/AllItems.aspx?newTargetListUrl=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab&viewpath=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FOutside%20Collaboration%2FMateriel&viewid=cede0d2a%2Dbd2f%2D43c5%2Db9cd%2D1cab58a32443

1.3.7. Ensure all refined PMs are weighed when received.

1.3.8. Ensure turn-in of recovered 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.

1.3.9. Accomplish a monthly 100-percent physical inventory for any fine PM stored in the group/squadron.

1.3.10. In cases where squadron monitors are not assigned, perform all squadron monitor duties.

1.4. Squadron monitors (or group monitor if no squadron monitor assigned) will:

1.4.1. Will create a PMRP Continuity Book see **Attachment 2, PMRP Continuity Book**.

1.4.2. 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.

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

1.4.4. 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 applicable group monitor.

1.4.5. Initiate and maintain a copy of DD Form 1348-1A for all PM turn-ins to DLA Disposition Services.

1.4.6. Stay current on information posted in the PMRP folder on the complex SharePoint site:

https://usaf.dps.mil/sites/OOALC/OBWC_Prod_Support/OutsideCollab/Forms/AllItems.aspx?newTargetListUrl=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab&viewpath=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FOOALC%2FOBWC%5FProd%5FSupport%2FOutsideCollab%2FOutside%20Collaboration%2FMaterial&viewid=cede0d2a%2Dbd2f%2D43c5%2Db9cd%2D1cab58a32443.

1.4.7. Ensure containers/storage areas used for temporary storage of PM-bearing scrap/material are adequate and secure.

1.4.8. Turn in recovered material semi-annually, or more often, if necessary, to DLADS.

1.4.9. Accompany all PM-bearing scrap/material for turn-in to DLADS or appoint someone to do this.

1.4.10. Ensure turn-ins of recovered 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 (if applicable to the organization).

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

1.4.12. Conduct and document semi-annual self-inspections. One inspection is to be held in the winter and one in the summer (see [Attachment 3](#)). Document any deficiencies found. Validate that all PMRP positions are assigned and that PMRP training has been completed.

1.4.13. Accomplish a 100-percent physical inventory monthly for any fine PM stored in the squadron.

2. Procedures.

2.1. All maintenance areas that use National Stock Numbers (NSN) during production work that are coded as containing PM will take action to identify the item being removed and ensure it is placed in PM containers in each building. In general, used metal fasteners should be saved as either PM or non-PM scrap to ensure scrap can be properly recycled through DLADS.

2.2. Placards will be developed and displayed in each area that has bench stock 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 near the maintenance bench stock bins or wherever scrap is generated. The Automated Ordering and Tracking System can be used to produce a list of all bench stock bins that contain PM. Each placard will list, at a minimum, the following information for each item with a PM code (see [Attachment 4, Precious Metals Indicator Codes](#)):

2.2.1. NSN.

2.2.1.1. Part Number.

- 2.2.1.2. Nomenclature.
 - 2.2.1.3. PM code.
 - 2.2.1.4. Bench stock location.
 - 2.2.1.5. Bin number.
- 2.2.2. If it is not possible or feasible to isolate and identify used items containing PM, the shop will save all used material as “mixed” PM scrap. This may require a larger storage container based on shop workload.
- 2.2.3. 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 periodic observations of the collection process in each building assigned, ensuring mechanics and technicians are aware of need to save items containing PM. PMRP monitors will ensure the containers are available, secured, and that contents are removed when full for turn-in to DLADS as PM-bearing scrap.
- 2.2.4. A copy of all PM turn-in documents will be maintained by each squadron/group PMRP monitor and a copy will be forwarded to the complex PMRP managers. Turn-in documents will be kept in the continuity books for a minimum of 24 months. All scrap PM turn-ins to DLADS will contain, at a minimum, the following information:
- 2.2.4.1. Complete document number using the Department of Defense Activity Address Code FBXXXX, Julian date, and serial number.
 - 2.2.4.2. Date of turn-in.
 - 2.2.4.3. PM code.
 - 2.2.4.4. Nomenclature specifying “Precious Metals Bearing Scrap.”
 - 2.2.4.5. Actual verified weight in pounds.
 - 2.2.4.6. Group fund cite provided by the complex PMRP managers.
- 2.3. Preventive maintenance on PM recovery equipment will be accomplished by the using activity according to the manufacturer's operating and maintenance instructions.
- 2.4. PM reclaimed identified by stock class 9660 will be processed by the PMRP group/squadron monitor and witnessed by a disinterested party after confirmation of exact amount (quantity or weight). A copy of the turn-in document will be kept on file for 2 years by the group/squadron PMRP monitor.
- 2.5. Storage and control.
- 2.5.1. Material in stock class 9660 will be stored in a secure container or secure area prior to turn in to DLADS.
 - 2.5.2. Security code “R” type material requires the appointment of an individual, in writing, to receipt for and issue these materials.
 - 2.5.2.1. A current inventory by type of PM and total quantity will be maintained at all times.

- 2.5.2.2. Issues from the storage areas require the signature of both the receiving and issuing individual. Quantities greater than authorized by the work control document will not be issued.
- 2.5.2.3. A 100-percent physical inventory will be accomplished monthly by the group/squadron PMRP monitor. The inventory will be signed by group/squadron PMRP monitor and the area monitor and will be maintained in the storage area for 1 year.
- 2.6. Silver recovery units (if applicable). Group/squadron PMRP monitors will ensure the following is accomplished for the activities that use the silver recovery units:
- 2.6.1. Equipment is monitored according to manufacturer's instructions.
 - 2.6.2. Silver is removed from equipment using the two-person concept.
 - 2.6.3. Harvested silver is kept in a secure area awaiting the preparation of necessary documents and turn-in to DLADS.
 - 2.6.4. Document control register is kept along with all backup documents.
 - 2.6.5. A silver recovery unit solution testing log is maintained.
 - 2.6.6. All recovered silver is delivered to DLADS.
- 2.7. Film scrap or exposed/expended x-ray film. Group/squadron PMRP monitors will ensure the following is accomplished for the activities that use the film:
- 2.7.1. The turn in of exposed/expended film and film scrap to DLADS is controlled and documented.
 - 2.7.2. Document control register is kept along with all backup documents.
 - 2.7.3. Film scrap or exposed/expended x-ray film is kept in a secure area.
- 2.8. Group/squadron PMRP monitors will retain copies of DD Forms 1348-1A, signed by DLADS, in continuity book/file for 2 years.

RICHARD W. GIBBS
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Commander, Ogden Air Logistics Complex

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

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

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

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

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

AFI 23-101_AFMCSUP, *Air Force Materiel Management*, 10 December 2021

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

HILLAFBI 23-101, *Precious Metals Recovery Program (PMRP)*, 27 July 2022

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

AFMAN—Air Force Manual

AFMCSUP—Air Force Materiel Command Supplement

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

GM—Guidance Memorandum

HILLAFBI—Hill Air Force Base Instruction

NSN—National Stock Number

OI—Operating Instruction

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

PM—Precious Metals

HAFB—Hill Air Force Base

OO-ALC—Ogden Air Logistics Complex

309 AMXG—309th Aircraft Maintenance Group

309 CMXG—309th Commodities Maintenance Group

309 EMXG—309th Electronics Maintenance Group

309 MMXG—309th Missile Maintenance Group

309 MXSG—309th Maintenance Support Group

309 SWEG—309th Software Engineering Group

Terms

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

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

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

Attachment 2**PRECIOUS METALS RECOVERY PROGRAM CONTINUITY BOOK****A2.1. TAB A: APPOINTMENT LETTERS.**

A2.1.1. Copy of letter appointing the unit PMRP monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, ORG/SHOP CODE and TYPE OF PRECIOUS METALS.

A2.1.2. Copy of appointment letter naming all individual(s) other than the primary or alternate authorized to receipt for, issue and turn-in fine precious metals (not scrap). This only applies to pure precious metals, not assets containing a precious metal.

A2.1.3. Copy of letter authorizing individual(s) to harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges (as applicable).

A2.1.4. Copy of letter appointing an individual(s) not involved in the PMRP to witness the harvesting and the cartridge removal and to certify weight (as applicable).

A2.2. TAB B: PUBLICATIONS.

A2.2.1. Current copy of AFI 23-101, Chapter 6, Section 6.3.3, AFMAN 23-122, Chapter 6, Section 6.3.5 and Hill Air Force Base Instruction (HILLAFBI) 23-101, *Precious Metals Recovery Program*.

A2.3. TAB C: DD FORM 1348-1A.

A2.3.1. Organizations are responsible for preparing a DD Form 1348-1 or DD Form 1348-1A, "Single Line-Item Release/Receipt Document" when turning in precious metals or precious metals bearing material to DRMS. All turn-in transactions will be off-line (not processed through the ILS-S) using a DD Form 1348-1 or DD Form 1348-1A. These forms will be hand scribed or typed (preferably typed). Distribution of DD Forms 1348-1 or DD Form 1348-1A will be: Copy 1 is turned in with the property, copy 2 is retained by the PMRP monitor and filed in TAB "C" and maintained for a 2-year period for audit purposes.

A2.4. TAB D: REPORTS/SELF-INSPECTION CHECKLIST.

A2.4.1. Copies of completed self-inspection checklist retained for 2 years. A2.4.2. Copy of the most recent PMRP Visit Report surveillance.

A2.5. TAB E: MISCELLANEOUS INFORMATION.**A2.6. TAB F: EQUIPMENT/MONTHLY TESTING (if applicable).**

A2.6.1. List all types of precious metals recovery equipment assigned; include serial number(s) of equipment and the kind of high precious metals scrap generated.

A2.6.2. Documentation of the monthly testing of the hypo/solution discharge from the silver recovery units.

Attachment 4

PRECIOUS METALS INDICATOR CODES

Figure A4.1. Precious Metals Indicator Codes.

PMIC	Type Of Precious Metal
U	Precious metal type is unknown.
V	Precious metal type varies between manufacturers.
S	Item contains silver.
G	Item contains gold.
P	Item contains platinum family metal. The platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium
C	Item contains combination silver and/or gold and/or platinum.