

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE (AMC)**

**TRAVIS AIR FORCE BASE
INSTRUCTION**



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Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAM (PMRP)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of Air Force Instruction (DAFI) 23-101, *Materiel Management*, in conjunction with Department of Air Force Manual (DAFMAN) 23-122, *Materiel Management Policy*, and facilitates the implementation of Department of Defense (DoD) guidance from Department of Defense Manual (DoDM) 4160.21, Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation* and Technical Order (TO) 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*. The Precious Metals Recovery Program (PMRP) is established to ensure that precious metal (PM)-bearing materiel are conserved and recovered for authorized internal use or as Government-Furnished Material (GFM) for repair and production contracts. The program includes gold, silver, and the platinum family of metals: platinum, palladium, iridium, rhodium, osmium, and ruthenium. This publication applies to all units assigned and/or associated with Travis Air Force Base.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command. Ensure all records generated because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication is revised to reflect the renaming of the materiel management references governing the Precious Metals Recovery Program (PMRP).

1. Travis AFB Precious Metals Recovery Program (PMRP) Responsibilities:

1.1. The Materiel Management Flight Chief Inspector will be the Installation PMRP Manager/focal point for all matters concerning PMRP whose position resides in the 60th Logistics Readiness Squadron (LRS)/LGRMI for all PMRP matters at Travis AFB.

1.2. Unit Commanders will appoint a PMRP monitor within each activity that uses precious metals (PM) in any form, generates PM bearing scrap or waste, or uses silver recovery equipment.

1.3. All levels of supervision will ensure there is a clear line of communication and response to recommendations of the Installation PMRP manager and unit monitors.

2. Installation PMRP Manager (60 LRS/LGRMI) will:

2.1. Represent the base in the day-to-day planning, organizing, directing, and controlling of the PMRP and perform or ensure performance of the duties listed in DAFI 23-101, Chapter 6, and Paragraphs 6.3.3.1.4.1 through 6.3.3.1.4.3.

2.2. Keep a current list of PMRP monitors and PM generating/using activities.

2.2.1. This list will include:

2.2.1.1. Site (building number).

2.2.1.2. Organization/shop code of the activity.

2.2.1.3. Type of recovery equipment used.

2.2.1.4. Kinds of PM bearing scrap or waste generated, and other forms of PM used.

2.3. Prepare a schedule for and visit each generating/using activity every 24 months for review of operations, documentation, and adherence to overall program policies and conduct program management training for unit monitors.

2.3.1. Prepare and maintain a report of findings.

2.3.2. Send copies of the report of findings to the 60th Air Mobility Wing (AMW)/Commander (CC), Group Commander, and Unit Commander.

2.4. Review Operating Instructions (OIs) from PM generating/using activities in accordance with (IAW) Department of Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*. This will ensure the adequacy of methods used by the base activities to comply with DoD, Headquarters (HQ) United States Air Force (USAF), HQ Air Mobility Command (AMC), and base directives on the PMRP.

2.5. Maintain a record of refined PM that are GFM.

2.6. Check the adequacy of identification, safeguarding, and disposal of PM in the base inventory.

2.7. Contact the Local Disposition Services relative to any guidance on scrap segregation.

2.8. Maintain liaison with the Defense Logistics Agency (DLA) PMs Area Representative and the Local Disposition Services to keep abreast of silver recovery techniques and to obtain or give assistance on the overall PMRP.

3. All Precious Metal (PM) Generating/Using Organizations will:

3.1. Initiate and maintain a self-inspection program to include items such as security requirements, testing hypo fluids, receipt, issue, and turn-in procedural requirements. Ensure checklists show the peculiarities of each PM generating/using activity. Update checklists to show the results of the findings and recommendations of annual inspections.

3.2. Provide the Integrated Materiel Managers (IMMs) with results of laboratory tests (positive or negative) conducted on items to determine presence of PM. This will ensure assignment of the correct Precious Metals Indicator Code (PMIC) of the Federal Cataloging System as defined by Department of Defense Manual (DoDM) 4100.39, *Federal Logistics Information System (FLIS) Procedures*.

4. Unit Commanders will:

4.1. Appoint in writing unit PMRP monitors (primary and alternate) to receipt, issue, and store PM. Units are required to provide a copy of the appointment letter containing the names, ranks, office symbols, phone numbers, and location to 60 LRS/LGRMI.

4.2. Appoint in writing a disinterested person (one who does not operate the equipment or harvest the precious metal) to witness the harvesting of PM and to certify weight annotated on the disposal turn-in document, DD Form 1348-1A, *Issue Release/Receipt Document*.

4.3. Manage controlled areas in accordance with IAW Department of Air Force Instruction (DAFI) 31-101, *Integrated Defense*, additional assistance can be obtained through the Resource Protection Program Manager (60th Security Forces Squadron (SFS)/S5SR).

5. Unit Monitors will:

5.1. Primary or alternate will accompany the Installation PMRP Manager on the 24-month surveys.

5.2. Maintain an accountable record of PM.

5.3. Maintain a record of PM items generated and turned in to the Local Disposition Services.

5.3.1. Notify Local Disposition Services in advance of date/time to turn in PM.

5.4. Issue Operational Instruction (OI) IAW DAFI 90-160, *Publications and Forms Management*. OIs will be base DoD, HQ USAF, and HQ AMC guidance, and from the Installation PRMP Manager. Formally coordinate initial/revised OI with Installation PRMP (60 LRS/LGRMI) and 60th Civil Engineer Squadron (CES) Environmental office. As a minimum OIs will:

5.4.1. List the specific duties required to handle and account for PM in their inventory.

5.4.2. Have examples of PM used by the unit, known stock numbers, and type of scrap generated.

5.4.3. Have a plan to:

5.4.3.1. Find, segregate, and sort items with PM.

5.4.3.2. Safeguard all PM scrap/silver flake and sludge or residue in their account from pilferage.

5.4.3.3. Turn-in accumulation of PM (scrap, film harvested silver, etc.) and items containing PM at least twice a year or whenever a reasonable amount has been collected.

6. Unit Monitor Responsibilities for Using Chemical Silver Recovery Cartridges will:

6.1. Maintain a record of silver recovery cartridges obtained, by serial number, and those turned in to the Local Disposition Services.

6.1.1. Account for all silver recovery cartridges under a debit/credit system of accounting. Most recovery cartridges have serial numbers. Use this number on all transaction documents when receiving and/or transferring these cartridges from activity to activity.

6.1.2. When a cartridge does not have a serial number at the time of receipt, the number assigned will consist of the activity's functional code, followed by the Julian date, and will be sequenced starting with 0001 for the first cartridge.

6.2. Ensure adequate ways for checking cartridge off-flow. This is to ensure no fixer with silver will flow through the cartridge into drains, due to steel wool deterioration or oxidation. Accomplish a silver estimating test at least monthly, using Silver Test Kit, NSN 6760-01- 355-4635. Document the monthly test with date, result, and initials of the tester.

6.3. Fill exhausted cartridges with spent hypo or water to prevent oxidation and fire hazard while enroute to their destination before turn in.

6.4. Soak leaking cartridges in water to prevent oxidation, then place in a heavy plastic bag. Soak cartridge with water by removing screw-on caps; DO NOT remove metal ring around cartridge. Turn in dry cartridges to the Local Disposition Services as soon as possible. If silver cartridges are Peterson Cell cartridges, Local Disposition Services cannot accept them. Wet Silver recovery units are classified as "hazardous waste." Contact 60 CES Environmental office for guidance on proper turn-in/disposal procedures.

6.5. Secure recovery cartridges (in-use or expended) from pilferage at all times.

6.6. Under no circumstances attempt to recover silver with bleach using the cartridge recovery system, as bleach is not compatible with cartridges.

6.7. Do not change existing procedures including OIs, inspection schedules, and volume treated logs without review by 60 CES Environmental office.

7. Unit Monitor Responsibilities for Using the Electrolytic Silver Recovery Units will:

7.1. Secure units from pilferage.

7.2. Empty units at frequent intervals and turn-in silver flake to the Local Disposition Services.

7.2.1. If possible, turn in silver flake/sludge (wet weight) in package not to exceed 2,000 grams each.

7.2.2. Contact Local Disposition Services for procedures on how to turn in packages exceeding 2,000 grams.

- 7.3. Accomplish a silver estimating test at least weekly, using Silver Test Kit, NSN 6760-01-355-4635. Document the monthly test with date, result, and the initials of the tester.
- 7.4. Ensure the user performs minor repairs, such as day-to-day adjustments, replacement of fuses and gaskets, and cleaning/reconditioning.
- 7.5. Ensure proper controls to prevent possible electrical hazards.
- 7.6. Institute controls to prevent possible ground and water pollution from spent photographic solution.
- 7.7. Do not change existing procedures including OIs, inspection schedules, and volume treated logs without review by 60 CES Environmental office.

8. Activity Turn-In Procedures.

- 8.1. Turn in PM bearing scrap/waste and excess refined PM to the Local Disposition Services.
- 8.2. Classify excess and condemned items bearing PM as turn-in items unless they qualify for turn-in as scrap.
- 8.3. At least twice a year or whenever a reasonable amount has been collected, all materials will be turned in to the Defense Logistics Agency Disposition Services (DLADS).
- 8.4. All turn in material will be documented on DD Form 1348-1A, *Issue Release/Receipt Document*.
 - 8.4.1. Specific guidance for completing DD Form 1348-1A are in Air Force Handbook (AFH) 23-123, Volume 2, Part1, **Chapter 6, Paragraph 6.3.2.**, *Integrated Logistics System-Supply (ILS-S), Materiel Management Operations*, known as a transfer to Defense Logistics Agency Disposition Services (DLADS) Transaction (TRM).
 - 8.4.2. Maintain a suspense copy of the turn-in document until you receive a receipt copy from the Local Disposition Services.

9. Requisitioning and Use of Refined Precious Metal (PM).

- 9.1. PM recovered by this program are refined, stored, and managed by Defense Supply Center Philadelphia (DSCP). They are available for use on approved internal AF programs for use as GFM on production and maintenance contractors. They are available for just the cost of recovery plus an authorized administrative surcharge and transportation charge. These combined costs are much less than the open market price of the metal.
- 9.2. Activities initiating purchase requests for PM or for repair of items, where PM can be furnished as GFM, will contact the Installation PMRP Manager located in 60 LRS/LGRMI. The Installation PMRP Manager will coordinate with DSCP to determine availability.

10. Recovery Equipment (including DLADS furnished):

- 10.1. The inspection and maintenance requirements for recovery equipment will be determined by applicable technical data or per manufacturer's instructions. Technical data will be obtained in accordance with Technical Order (TO) 00-5-1, *AF Technical Order System*.
 - 10.1.1. Recurring inspection and maintenance requirements will be documented on the Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, in accordance with TO 34-1-3, *Inspection and Maintenance - Machinery and Shop*

Equipment. When the capability exists to schedule and document inspection and maintenance actions in Maintenance Information Systems (MIS), an AFTO Form 244 is not required.

10.1.2. The recovery equipment will be appropriately tagged with a DD Form 1574, *Serviceable Tag-Materiel*, or DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*, in accordance with TO 00-20-3, *Maintenance Processing of Repairable Property and The Repair Cycle Asset Control System*.

DEREKMSALMI, Brig Gen, USAF
Commander, 60th Air Mobility Wing

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

DAFI 23-101, *Materiel Management*, 2 August 2022

DAFMAN 23-122, *Materiel Management Policy*, 2 August 2022

DoDM 4160.21, Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation*, 22 October 2015

TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, 15 September 2013

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

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

DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*, 8 March 2017

DAFI 31-101, *Integrated Defense*, 10 April 2023

AFH 23-123, Volume 2, Part 1, *Integrated Logistics System-Supply (ILS-S), Materiel Management Operations*, 8 August 2013

TO 00-5-1, *AF Technical Order System*, 30 August 2022

TO 00-20-3, *Maintenance Processing of Reparable Property and The Repair Cycle Asset Control System*, 17 December 2021

TO 34-1-3, *Inspection and Maintenance: Machinery and Shop Equipment*, 23 August 2019

Adopted Forms:

DAF Form 847, *Recommendation for Change of Publication*

AFTO Form 244, *Industrial/Support Equipment Record*

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

DD Form 1574, *Serviceable Tag-Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

CES—Civil Engineer Squadron

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DoD—Department of Defense
DoDM—Department of Defense Manual
DSCP—Defense Supply Center Philadelphia
GFM—Government-Furnished Material
HQ—Headquarters
IMM—Integrated Materiel Manager
LRS—Logistics Readiness Squadron
MIS—Maintenance Information Systems
OI—Operating Instruction
OPR—Office of Primary Responsibility
PM—Precious Metal
PMIC—Precious Metals Indicator Code
PMRP—Precious Metals Recovery Program
TO—Technical Order
TRM—Transfer To DLADS Transaction
USAF—United States Air Force