

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS
COMPLEX**



**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 23-103**

8 OCTOBER 2024

Materiel Management

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFI 23-101_AFMSUP, *Materiel Management Policy*, DAFMAN23-122_DAFGM2023-01, *Materiel Management Procedures*, AFSCMAN 21-102 *Depot Maintenance Management* and Robins Air Force Base Instruction (RAFBI) 23-101, *Precious Metals Recovery Program (PMRP)*. 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 Warner Robins Air Logistics Complex (WR-ALC). It applies to the Business Office (WR-ALC/OB), 402d Aircraft Maintenance Group (402 AMXG), 402d Commodities Maintenance Group (402 CMXG), 402d Electronics Maintenance Group (402 EMXG), and 402d Maintenance Support Group (402 MXSG). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of 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 will be submitted using DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic email or memorandum if the form is unavailable. This publication is exempt from tiering pursuant to Department of the Air Force Instruction DAFI 90-160 *Publications and Forms Management*, and DAFMAN90-161, *Publishing Processes and Procedures*. 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 in

accordance with (IAW) the AF (Air Force) Records Information Management System Records Disposition Schedule, located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This revision removes statement regarding 402 EMXG being exempt from following regular precious metal (PM) procedures. All PM containers will be secure including 402 EMXG locations. Wording secure area has been removed from 2.7.1, for clear guidance on secure locations. Scrap material classified as PM will be managed IAW this instruction. In instances where material is assigned both a PM and demilitarization (DEMIL) code, the DEMIL disposition process is the primary action. The Software Engineering Group has been removed from the local instruction.

1. Responsibilities.

1.1. The WR-ALC Commander has designated WR-ALC/OB as the OPR for this program. WR-ALC/OB will appoint, in writing, a Complex primary/alternate manager for PMRP. The Complex managers will:

1.1.1. Revise this instruction, when necessary.

1.1.2. Maintain an electronic continuity book, IAW RAFBI 23-101, *Precious Metals Recovery Program (PMRP)* 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 continuity book is located in the PMPR folder at <https://usaf.dps.mil/sites/21617/PMRP>.

1.1.2.1. Copies of dated appointment letters for RAFB, Complex, Group, and Squadron PMRP primary/alternate monitors, expeditors, harvesters, and witnesses.

1.1.2.2. DAFI23-101_AFMCSUP, *Materiel Management Policy*.

1.1.3. Provide RAFB PMRP manager copies of all appointment letters.

1.1.4. Advise RAFB PMRP manager of Complex program changes as they occur.

1.1.5. Coordinate and disseminate information on PMRP to WR-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 RAFB PMRP manager.

1.1.6.1. Conduct annual inspection of each group's PMRP and document in continuity book.

1.1.7. Follow up on all write-ups to ensure timely corrections. Advise complex, 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 on PMRP within the Complex.

1.1.9. Coordinate at the beginning of each fiscal year with WR-ALC/FM to obtain fund sites for all groups that process PM turn-ins (currently 402 AMXG, 402 CMXG, and 402 EMXG) and provide the fund cites to the group monitors.

1.2. The group commander/director will appoint, in writing, primary and alternate group (and squadron, if needed) monitors, expeditors, witnesses, and harvesters for each group using PM or generating scrap/waste material bearing PM.

1.3. Group monitors will:

1.3.1. Provide Complex manager:

1.3.2. Copies of dated appointment letters for primary and alternate group/squadron PMRP monitors. Appointment letters will be provided to the Complex manager. The Complex Manager will upload letters to the PMRP electronic continuity book on the SharePoint site.

1.3.3. Documentation of a semi-annual self-inspection scheduled by the group/squadron PMRP monitors. Group/squadron monitors will add inspection to group/squadron PMRP continuity book. Semi-annual self-inspections will be provided to the Complex manager. Complex manager will add self-inspection to PMRP electronic continuity SharePoint. One inspection is to be held in the winter and one in the summer.

1.3.4. Ensure group instructions/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.

1.3.5. Accompany personnel conducting inspections related to PMRP within the group.

1.3.6. 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.

1.3.7. 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. This may be delegated to the squadron monitor.

1.3.8. Stay current on information posted in the PMRP folder on the Complex SharePoint site at <https://usaf.dps.mil/sites/21617/PMRP>.

1.3.9. Review the Schedule of Items (SOI) and/or Automated Ordering Tracking System (AOTS) PM Report to ascertain that all bins and bin labels that contain PMs are clearly color-coded with “blue” markings.

1.3.10. Ensure all refined PMs are weighed when received.

1.3.11. 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.

1.3.12. Accomplish a monthly 100-percent physical inventory for any Security Code “R” type fine PM stored in the group.

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

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

1.4.1. Ensure squadron instructions/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.

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

1.4.3. 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 applicable group monitor.

1.4.4. Initiate and maintain a copy of DD Form 1348-1A for all PM turn-ins to DLA Disposition Services. In areas where LDMS is utilized, mechanic/technician will maintain one copy of the DD Form 1348-1A.

1.4.5. Stay current on information posted in the PMRP folder on the Complex SharePoint site at <https://usaf.dps.mil/sites/21617/PMRP>.

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

1.4.7. Turn in recovered material semi-annually, or more often, if necessary, to DLA Disposition Services.

1.4.8. Review the SOI and/or AOTS PM report to ascertain that all bins and bin labels that contain precious metals are clearly color-coded with "blue" markings.

1.4.9. Accompany all PM-bearing scrap/material for turn-in to DLA Disposition Services in the absence of an expediter.

1.4.10. Scrap material classified as PM will be managed IAW this instruction. In instances where material is assigned both a PM and DEMIL code, the DEMIL disposition procedures outlined within AFSCMAN21-102_WR-ALCSUP will take precedence.

1.4.11. 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.

1.4.12. 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.

1.4.13. Conduct and document semi-annual self-inspections in continuity book, RAFBI 23-101, Attachment 3. One inspection is to be held in the winter and one in the summer. Document any deficiencies found. Validate that all PMRP positions are assigned and that PMRP training has been completed.

1.4.14. Accomplish a 100-percent physical inventory monthly for any Security Code "R" type fine PM stored in the squadron.

1.5. Expediters will:

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

1.5.2. Observe the weighing of PM and sign the DLA Disposition Services turn-in register to show receipt of the material upon turn-in of items.

1.5.3. Personally accompany all PM-bearing scrap/material to DLA Disposition Services. A turn-in appointment must be made with DLA Disposition Services.

1.5.4. Witness the weighing at DLA Disposition Services and sign the DD Form 1348-1A.

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

1.6. Witness will:

1.6.1. Be a disinterested party witnessing the harvest of PM.

1.6.2. Witness the weighing at DLA Disposition Services and sign the DD Form 1348-1A, if applicable.

1.7. Harvester will:

1.7.1. Remove and replace silver recovery cartridges in the recovery unit.

1.7.2. Collect and secure film scrap or exposed/expended x-ray film.

1.7.2.1. Film scrap and exposed/expended x-ray film will be turned into DLA Disposition Services.

1.7.2.2. Keep film scrap or exposed/expended x-ray film in a secure area.

2. Procedures.

2.1. Harvesting PM scrap.

2.1.1. All maintenance areas that use national stock numbers (NSNs) 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 DLA Disposition Services.

2.1.2. 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 AOTS 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:

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. Bench stock location.

2.1.2.6. Bin number.

2.1.3. 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 DLA Disposition Services as PM-bearing scrap.

2.1.4. 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 DLA Disposition Services will contain, at a minimum, the following information:

- 2.1.4.1. Complete document number using the Department of Defense Activity Address Code FB2065, Julian date, and serial number.
 - 2.1.4.2. Date of turn-in.
 - 2.1.4.3. PM code.
 - 2.1.4.4. Nomenclature specifying "PM Bearing Scrap."
 - 2.1.4.5. Actual verified weight in pounds.
 - 2.1.4.6. Group fund cite provided by the Complex PMRP managers.
- 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 stock class 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 two years by the group/squadron PMRP monitor.
- 2.4. Storage and control.
- 2.4.1. Material containing PM will be clearly color coded with "blue" markings.
 - 2.4.2. Material in stock class 9660 will be stored in a secure container.
 - 2.4.3. Security Item Inventory Code (SIIC) "R" type material requires the appointment of an individual, in writing, to receipt for and issue these materials.
 - 2.4.4. A current inventory by type PM and total quantity will be maintained at all times.
 - 2.4.5. SIIC R 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.
 - 2.4.6. 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 one year for SIIC R items.
 - 2.4.7. Material in stock class 9660 will be issued to the user after verification of work control document or letter of authorization.
- 2.5. Silver recovery units.
- 2.5.1. Group/squadron PMRP monitors will ensure DEMIL processes is followed before scrapping is accomplished for the activities that use the silver recovery units:
 - 2.5.2. Equipment is monitored according to manufacturer's instructions.
 - 2.5.3. Silver is removed from equipment using the two-person concept.
 - 2.5.4. Harvested silver is kept in a secure area awaiting the preparation of necessary documents and turn-in to DLA Disposition Services.
 - 2.5.5. Document control register is kept along with all backup documents.
 - 2.5.6. A silver recovery unit solution testing log is maintained.

- 2.5.7. All recovered silver is delivered to DLA Disposition Services.
- 2.6. Film scrap or exposed/expended x-ray film.
 - 2.6.1. Group/squadron PMRP monitors will ensure the following is accomplished for the activities that use the film:
 - 2.6.2. The turn-in of exposed/expended film and film scrap to DLA Disposition Services is controlled and documented.
 - 2.6.3. Document control register is kept along with all backup documents.
 - 2.6.4. Film scrap or exposed/expended x-ray film is kept in a secure area.
 - 2.6.5. Group/squadron PMRP monitors will retain copies of DD Forms 1348-1A, signed by DLA Disposition Services, in continuity book/file for two years.
- 2.7. Maintenance Acquisition Program Office (MAPO) will:
 - 2.7.1. MAPO will address contractor activities involving PM usage and/or recovery to be addressed in the Performance Work Statement IAW DAFI23-101_AFMCSUP.

JON A. EBERLAN
Brigadier General
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 23-101_AFMCSUP_AFMCGM2024-01, *Materiel Management Policy*, 13 March 24
AFMAN 23-122, *Materiel Management Procedures*, 08 August 2023
AFSCMAN 21-102_AFSCGM2024-01, *Depot Maintenance Management*, 23 February 2024
DAFI 90-160, *Publications and Forms Management*, 14 April 2022
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
DoD 4160.21-M-1 Appendix 4, *Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel*, 22 October 2015, *Incorporating Change 3*, 30 September 2019
RAFBI 23-101, *Precious Metals Recovery Program (PMRP)*, 21 September 2021

Adopted Forms

Department of the Air Force Form 847, *Recommendation for Change of Publication*
DD Form 1348-1A, *Issue Release/Receipt Document*

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AMXG—Aircraft Maintenance Group
CMXG—Commodities Maintenance Group
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DD—Department of Defense
DEMIL—Demilitarization
DLA—Defense Logistics Agency
EMXG—Electronics Maintenance Group
GM—Guidance Memorandum
IAW—In Accordance With
MXSG—Maintenance Support Group
NSN—National Stock Number
OI—Operating Instruction

OPR—Office of Primary Responsibility

PM—Precious Metal

PMRP—Precious Metals Recovery Program

RAFB—Robins Air Force Base

SIIC—Security Item Inventory Code

WR-ALC—Warner Robins Air Logistics Complex

Terms

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

Expeditors—Individuals designated to transport PM-bearing materiel from the monitor to DLA Disposition Services.

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

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

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.

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

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