



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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IN REPLY REFER TO
BUMEDINST 6600.22
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BUMED INSTRUCTION 6600.22

From: Chief, Bureau of Medicine and Surgery

Subj: PRECIOUS AND SPECIAL DENTAL METALS AUDIT AND MANAGEMENT

Ref: (a) NAVMED P-117
(b) DoD Manual 4160.21, Volume 1, Defense Material Disposition: Disposal Guidance and Procedures, 22 October 2015
(c) DoD 7000.14-R, Volume 5, Financial Management Regulation, July 2018
(d) NAVSUPINST 6710.1B
(e) DoD Manual 4100.39, Federal Logistics Information System (FLIS) of 8 March 2017
(f) DoD Manual 4140.01 Volume 11, DoD Supply Chain Material Management Procedures: Inventory Accountability and Special Management and Handling of 8 March 2017
(g) SECNAV M-5210.1, January 2012

Encl: (1) Precious and Special Dental Metals Guidance

1. Purpose. This instruction provides policy and guidance for personnel tasked with supervising, managing, tracking, and auditing precious and special dental metals. Guidance in enclosure (1) is a guide for each command for the proper storage, handling, and auditing of precious and special dental metals.
2. Scope and Applicability. This instruction applies to all personnel handling and accounting for precious metals at medical treatment facilities, ships and stations, and Marine battalions. All those involved are required to understand, apply, and comply with the applicable sections of this instruction.
3. Background. Previous guidance on this subject was provided in former versions of reference (a), Manual of the Medical Department (MANMED), chapter 6, article 6-43, and reference (b). Reference (a), MANMED, chapter 6, no longer provides guidance on this subject. This instruction will be the primary reference for all commands responsible for handling and accounting for precious and special dental metals per Navy and Department of Defense (DoD) requirements as outlined in references (a) through (g).
4. Policy. This instruction is a lawful general order, and non-compliance with this instruction may subject the individual to disciplinary action under the Uniform Code of Military Justice and adverse administrative action.

5. Action

a. Medical and dental department commanding officers (CO), and officers in charge of facilities or activities having custody of precious and special dental metals will:

(1) Assume responsibility for all material assigned or received and ensure that inspections and appropriate records are maintained on such property. This includes ensuring that the storage containers for the command's precious and special dental metals comply with specifications outlined in reference (c), chapter 3, section 03034.

(2) Appoint, in writing, personnel to administer the precious and special dental metals program. All appointed personnel must be familiar with all forms listed in subparagraph 6 of this instruction. They must adhere to the policies set herein and fully understand they are held to a high moral and ethical standard. Any possible violations of this instruction must be reported to his or her chain of command without delay.

b. The dental laboratory officer will be responsible for the local day-to-day supervision of ordering, issuing, tracking, and recording usage of precious and special dental metals for dental prostheses. The dental laboratory officer maintains one safe combination and ensures the security of its contents.

c. The command dental officer precious metals custodian will be responsible for all precious and special dental metals inventories within the command regardless of the number of clinics within the command.

d. The clinic dental officer precious metals custodian will be responsible for direct oversight during the review of routine audits scheduled as necessary. The clinic dental officer precious metals custodian will coordinate with the Working Safe Precious Metals Custodian and Audit Board in performing his or her oversight responsibilities. The clinic dental officer precious metals custodian is responsible for gathering and reviewing all inventory reports for submission to the commanding officer. The clinic dental officer precious metals custodian will not be responsible for the authentication of the inventory presented unless process, procedural questions, or guidance is needed. The clinic dental officer precious metals custodian will submit his or her report to the command dental officer precious metals custodian when complete.

e. The Leading Chief Petty Officer (LCPO) or Leading Petty Officer (LPO) of the dental laboratory will supervise the program in the absence of the dental laboratory officer.

f. The Working Safe Custodian will maintain one safe combination and ensure the security of its contents.

g. The Audit Board will consist of three members and is required to complete audits of the precious and special dental metals program. These members must be either commissioned officers or in the rank of E7 and above for enlisted personnel. To ensure impartiality of the audits, the Audit Board may not include the dental laboratory officer or any of the aforementioned precious metals custodians.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Forms and Information Management Control

a. Forms. These forms are available electronically at: <http://www.dtic.mil/whs/directives/forms/>

(1) DD Form 1149 Requisition and Invoice/Shipping Document.

(2) DD Form 1348-1A Issue Release/Receipt Document.

(3) DD Form 2322 Dental Laboratory Work Authorization.

b. The following NAVMED forms are available electronically at <https://navalforms.documentservices.dla.mil/web/public/forms>.

(1) NAVMED 6630/2 Precious Metal Issue Record.

(2) NAVMED 6630/3 Statement and Inventory of Precious and Special Dental Metals.

(3) NAVMED 6630/14 Precious Metals Custodian Receipt and Transfer of Dental Precious Metals and Alloys.

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c. Information Management Control. Report control symbol NAVMED 6630-1 is assigned to the reports required in paragraphs 2(c) and 2(d), of this instruction, and is valid for 3 years.



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Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.

PRECIOUS AND SPECIAL DENTAL METALS GUIDANCE

1. Purpose. This enclosure is provided for all personnel involved with the handling and accounting of precious and special dental metals. The keeping of records, inventory, and audit procedures, including a step-by-step description for performing an audit, is given. Personnel handling precious and special dental metals are required to know and comply with the basic instruction.

2. Storage and Security for Precious and Special Dental Metals

a. Based on the volume of material, it may be necessary to maintain two independent safes: one for bulk material and one for working issue material. Precious and special dental metals are best managed when there are distinctly separate ways to access bulk and working metal sources. The separation of metal resources maintains integrity and eliminates one person from having uncontrolled access to supply. Unless there is mal-intent or poor accounting processes among those entrusted with the precious and special dental metals, the integrity of the supply will persist. Neither the precious metals custodian nor the laboratory officers will possess both combinations. All safes must be permanently secured, in all situations, to either:

(1) Floors or decks.

(2) Walls or bulkheads.

b. Commands or departments, including sea-based commands, with limited supply or space may employ smaller safes with two additional lockable internal compartments. The external door must be secure, but accessible to both parties. Each of the two internal doors must be independently assigned to the precious metals custodian and Laboratory Officer.

3. Forms. The forms that are required to request, issue, and track precious and special dental metals for fabrication of dental prostheses maybe acquired from Web sites listed in paragraph 6 (Records Management) of the basic instruction.

4. Step-by-Step Guide

a. How to Order Precious Metals

(1) Authorization to purchase precious and special dental metals through a command and applicable unit identification code requires a formal request to Defense Logistics Agency (DLA) from the command, per reference (d). Intended purchase of precious and special dental metals and risk of maintaining such items classify them as a controlled substance similar to narcotics and define precious and special dental metals as a source of abuse and accountability, per references (e) and 07281942(f).

(2) Recent system upgrades at DLA Troop Support mandate all activities comply with federal regulations for monitoring controlled substance item requisitions. Authorization requests and endorsements must be on command letterhead and signed by the commanding officer.

(3) The acceptance of the order via the DLA site <https://www.dla.mil/> is defined by the customer (command) Master Department of Defense Activity Address Code (DoDAAC). The DoDAAC is used for all purchases in DLA for payment authorization attributes. The authorization to order controlled items is a set of address codes used in all purchases in DLA to allow payment authorization linked to the specific authorization codes approved by the specific service.

(4) Select the appropriate coding authorization based on needed items only. These codes establish purchasing authority on initial request and authorize official approval for purchases. They are the DLA assigned codes used on applications to indicate the schedule combinations being requested. The following is a list of DLA “authorized to receive codes:”

- (a) Z4 –Schedule I through V items.
 - (b) Z5 –Potential for Abuse (PA) items.
 - (c) Z6 –Precious Metal items.
 - (d) Z7 –Schedule I or II, PA, and Precious and Special Metal items.
 - (e) Z8 –Schedule III, IV, and V, PA, and Precious and Special Metal items.
 - (f) Z9 –Schedule I through V, PA, and Precious and Special Metal items.
 - (g) ZA –PA and Precious and Special Metal items.
 - (h) ZB –Schedule I or II, and PA items.
 - (i) ZC –Schedule III through V, and PA items.
 - (j) ZD –Schedule I through V, and PA items.
 - (k) ZE –Schedule I or II, and Precious and Special Metal items.
 - (l) ZF –Schedule III through V, and Precious and Special Metal items.
 - (m) ZG –Schedule I through V, and Precious and Special Metal items.
- (5) Log on to Defense Medical Logistics Standard Support (DMLSS).

- (6) Manually replenish identification numbers.
- (7) Build order in “Bill, Process, Submit” system.
- (8) Contact DMLSS and request removal of all exceptions from this order.
- (9) Place order. National Stock Numbers:

Yellow Gold, Type 3 Casting (Firmilay)	6520-00-145-0176
Crown and Bridge Gold (Olympia)	6520-01-154-1733
Brazing Alloy, 730 Fine Pennyweight (dwt)	6520-00-580-5650
Brazing Alloy, Gold dwt	6520-00-580-5450
Gold Alloy, Casting, Type 2 Soft dwt	6520-00-145-0350
Platinum Foil dwt	6520-00-580-2550

- (10) DMLSS builds the order.
- (11) Document number is assigned. This number consists of the DoD account number, the Julian date, and an assigned number by the command.
- (12) To check the status of an order, call DMLSS. DMLSS will need the relevant name, DoD account number, and document number in order to track an order or shipment.

(13) Delivery of precious and special dental metals arrives by mail courier. The supply technician will sign for it, but should not open the package. If anyone other than the supply technician receives the package, the supply technician should be contacted. If the supply technician is unavailable, the precious and special dental metals should be delivered directly to the precious and special dental metals precious metals custodian. There should be verification that the package was neither damaged nor opened and the signature of the individual who received the package is identifiable. The package should be brought immediately to the precious and special dental metals precious metals custodian. The precious and special dental metals precious metals custodian will open the package and verify the quantity and contents. The supply technician should make two copies of the DD Form 1348-1A and maintain the original DD Form 1348-1A for his or her records. The supply technician will maintain a log of precious and special dental metals transfer using form NAVMED 6630/14 Precious Metals Custodian Receipt and Transfer of Dental Precious Metals and Alloys.

b. Transfer of Precious and Special Dental Metals from Bulk Safe to Working Safe

(1) The precious metals custodian will complete a DD Form 1348-1A for the type of precious and special dental metals needed and submit the form to the dental laboratory officer. The amount requested is secured in the bulk safe until the dental laboratory officer confirms quantity received.

(2) The dental laboratory officer will issue the alloy. Both the dental laboratory officer and the Precious Metals Custodian will sign and date the DD Form 1348-1A.

(3) The dental laboratory officer will retain the top copy of the DD Form 1348-1A. The Precious Metals Custodian will retain the other copies and deposit them with that month's inventory.

c. Obtain and Issue Precious and Special Dental Metals for a Case. The DD Form 2322 'Dental Laboratory Work Authorization' must be completed and forwarded with any case processed in the dental prosthetic facility. One copy of each completed request must be retained in the dental activity in an alphabetical file, by first letter of the patient's last name, until the patient retires.

(1) NAVMED 6630/2 Precious Metal Issue Record entries must be made in ink.

(a) Enter laboratory case number in the block provided.

(b) Enter the name of the requesting activity.

(c) Enter patient's last name and first initial in the "Issued To" block. Include the beneficiary code, grade, or rate. Above the "Issued To" block, enter requesting technician's name.

(d) Enter type of precious and special dental metals requested (under the "Stock Number" section).

(e) Submit NAVMED 6630/2 and two copies of the DD Form 2322 to the working safe precious metals custodian.

(2) The total quantity of "Used," as computed from the NAVMED 6630/2, must balance with column 7, "Cases Delivered," on the NAVMED 6630/3 Statement and Inventory of Precious and Special Dental Metals and the DD Form 2322.

(3) The NAVMED 6630/2 when completed and audited, must be filed in the same alphabetical manner as the DD Form 2322. The NAVMED 6630/2 must be available for inspection at any time until 2 years old, along with the corresponding DD Form 2322.

d. Precious and Special Dental Metals Issue and Accounting Procedures for the Precious Metals Custodian

(1) The precious metals custodian must be familiar with the basic instruction.

(2) The precious metals custodian is not permitted to issue precious and special dental metals to his or her own cases.

(3) The safe will be locked at all times if unattended.

(4) If the precious metals custodian is unable to balance the NAVMED 6630/3, it will be immediately brought to the attention of the dental laboratory supervisor or dental laboratory officer. Never start the next day with an unbalanced inventory.

e. Weight Conversions

(1) In metallurgy, weight is normally measured in Troy ounces (t oz). All current gold packaging also contains weights in grams, as it is a universally accepted and accurate measurement based on the decimal system. This is a mathematical system known as a "Base 10" system. All numbers have 10 individual "1's" to move from 1.0 to 2.0 (i.e., 1.0, 1.1, 1.2...2.0). The Troy system is a "Base 24" system. It takes 24 grains (gr) to make 1.0 penny weight (dwt). Thus, 24 gr is equivalent to 1.0 dwt, 25 gr is equivalent to 1.01 dwt, and so on. This is critical to remember when adding and subtracting weights which contain 0.1-0.23 gr. No numbers are carried to the left of the decimal until 24 gr is reached. You also have to convert any number to grains to allow for subtracting a larger grain number from a smaller number.

Examples:

$$1 \text{ t oz} = 20 \text{ dwt}$$

$$1 \text{ dwt} = 24 \text{ gr}$$

(2) The laboratory measures and reports noble metals in dwt to either the tenth of a dwt or to the grain depending on the type of scale used. If needed, the following conversions between tenths of dwt and grain will be used:

<u>dwt</u>	=	<u>gr</u>	<u>dwt</u>	=	<u>gr</u>
0.1	=	2.4	0.6	=	14.4
0.2	=	4.8	0.7	=	16.8
0.3	=	7.2	0.8	=	19.2
0.4	=	9.6	0.9	=	21.6
0.5	=	12	1.0	=	24

(3) Always round up.

(4) Conversion between dwt and grams is unacceptable on the gold report. It will be done only in the event of a broken scale and with the approval of the dental laboratory officer.

(5) The use of grams is not authorized. The current precious and special dental metals industry operates in the penny weight or dwt system. It is understood that the mathematical aspect would be simplified for one aspect of issuing and accounting, but will cause a significant potential for error in reconciliation during monthly audit and review. Conversion to grams is not at the discretion of individual commands or dental clinics.

f. Issue or Receive Precious and Special Dental Metals to or from a Technician

(1) The NAVMED 6630/2 will be completed by the technician requesting the alloy as described in paragraph 3 of this enclosure.

(2) Number the NAVMED 6630/2 and both copies of the DD Form 2322. Numbering will start with a "1" at the beginning of each month. The number will correspond to the number of transactions for the month. The Precious Metals Custodian will sign the "Issued By" block and enter the date.

(3) The following must be completed on NAVMED 6630/2:

(a) "Issue To:" Name of laboratory technician receiving the metal and the patient's name.

(b) "Case Number:" Laboratory case number from the DD Form 2322, block 1 or 3.

(c) "Issued:" Enter the amount of precious and special dental metals issued in dwt to the tenth or to the gr. Note on the back whether the metal was new, used, or both.

(4) On DD Form 2322, enter the total amount issued only.

(5) The Precious Metals Custodian may issue enough precious and special dental metals for multiple cases. For example:

(a) The Precious Metals Custodian is given four NAVMED 6630/2 and four sets of DD Form 2322.

(b) The Precious Metals Custodian issues enough metal for four cases (e.g., 16 dwt) and issues it to the first NAVMED 6630/2, signing and dating the "Issued By" block. The name of the receiving technician is entered in the "Issued To" block.

(c) The first case is processed by the requesting technician. Weight of wax pattern will determine portion of total dispensed alloy required for first casting.

(d) The Precious Metals custodian instructs the technician to separate the crown for the first case from the leftover, unused portion of the precious and special dental metals (herein referred to as the "button"). The button is then weighed and the loss is noted (e.g., if button weighs 12.1 dwt, the remaining 3.9 dwt was used for the first crown).

(e) The Precious Metals Custodian now issues the 12.1 dwt to the next case and additional required precious and special dental metals for the second casting. This total alloy

amount is recorded on the second NAVMED 6630/2. The process continues until the last case is cast, and only the final button remains.

(f) The precious metals custodian then weighs the remaining button, seals it in a radiograph envelope, and returns it to the safe.

(g) After all transactions are done, the precious metals custodian keeps the NAVMED 6630/2 and one copy of the DD Form 2322 on file. A copy of the DD Form 2322 is returned to the requesting technician.

(6) The button is returned to the inventory after weighing is completed. The total metal used (weight of metal in the prosthesis plus weight of total metal lost) is entered in the "Used" columns of both the NAVMED 6630/2 and DD Form 2322. The precious metals custodian will sign and date the "Returned To" block of NAVMED 6630/2 to complete the transaction.

g. Track Daily Transactions

(1) NAVMED 6630/3 must be prepared monthly by activities having prosthetic laboratories or custody of precious and special dental metals. Entries may be typewritten or made with black ink. Electronic copies must be saved in a portable document format or digitally signed as follows:

(a) Front Page of NAVMED 6630/3:

1. "Activity:" Name of ship or dental activity listed in capitals at the left, followed by city, state, or country in capitals and small letters, as may be indicated for shore stations, or post office address for ships and foreign shore stations.

2. The sum of column 3 and column 4 will be the entry for column 5.

3. Column 6, "Miscellaneous:" Enter quantities used for technique practice or metals lost due to miscasts, etc. Explain circumstances on reverse side of the form under "Explanation of expenditures of precious and special dental metals from column 6 on other side."

4. Column 7, "Cases Delivered:" Enter quantities used for cases that have been forwarded to the requesting dental office, as indicated on DD Form 2322, and are no longer available for physical inventory by the Audit Board.

5. The sum of column 6 and column 7 is subtracted from column 5. This will be the entry for column 8.

6. The sum of columns 9, 10, 11, and 12 is the entry for column 13. The entries under columns 8 and 13 must match.

7. The dental officer precious metals custodian for precious and special dental metals must indicate the month and year, sign, and date the statement for block 14.

8. Audit Board members must verify the inventory then date and sign the "Inventory and Audit" completed section in block 15.

(b) Back Page of NAVMED 6630/3:

1. "Explanation of expenditures of precious and special dental metals from Column 6 on other side." Explain in detail the entries under column 6.

2. "Comment and recommendation by Audit Board." It is the responsibility of the Audit Board to make recommendations or comments pertinent to the audit or accounting.

(c) Administrative Requirements

1. The original NAVMED 6630/3 must be filed in monthly sequence in the dental activity record file. They must be available for inspection at any time.

2. The total quantity of precious and special dental metals "Used," as computed from the NAVMED 6630/2, should balance with the totals of column 7, "Cases Delivered," in NAVMED 6630/3.

3. A signed and dated original of NAVMED 6630/3 must be submitted monthly to the CO within 5 days following the precious and special dental metals audit.

(2) Issuing and weighing of precious and special dental metals can be time consuming, especially with multiple transactions a month. Balancing the NAVMED 6630/3 daily in pencil from separate tally sheets is an efficient way to identify and correct potential errors before they compound at the end of the month.

(3) A tally sheet is simply a piece of paper used to track the daily use of specific precious and special dental metals.

(a) Example of running Daily Gold Tally, "the first 10 entries."

0176	0350	Olympia 1733
Card #1 3.2	#5 0.5	#7 2.5
#2 +1.1	#6 +1.4	#8 +1.2
4.3	1.9	3.7
#3 +1.9	#9 +2.6	
6.2	4.5	
#4 +1.1	#10 +1.6	
7.3	6.1	

(b) Each type of metal will require its own sheet.

(c) Add the amounts for each transaction.

(d) In pencil, record the final daily tally of used metal in column 7 of the NAVMED 6630/3, then subtract it from column 5. Enter the difference in column 8. In column 10, enter the amount in the working safe. If columns 8 and 10 do not match, recheck your math. They must balance. This is not the procedure to balance a NAVMED 6630/3 for the month, but it serves the purpose for daily use.

(e) Balance the NAVMED 6630/3 in pencil every day when there is a transaction in the working alloy inventory. Change the date on the NAVMED 6630/3 after the sheet is balanced.

h. Spot Checks. The Precious Metals Custodian will perform spot checks to determine the amount of precious and special dental metals lost for at least one-tenth of all cases.

(1) Steps in the spot check:

(a) Weigh the prosthesis and note the weight on the back of the NAVMED 6630/2.

(b) The difference between the weight of the metal issued and the total weight of the button plus the prosthesis is the amount of metal lost in the casting and sectioning procedures.

(c) This amount (the amount of metal lost) is entered on the back of the NAVMED 6630/2 and circled for the attention of the Audit Board.

(2) The maximum allowable loss of precious and special metal during casting and sectioning is 0.2 dwt (or 5 gr) plus 0.1 dwt (or 2 gr) per sprue.

(3) If the loss is more than allowed, it should be reported immediately to the dental laboratory officer or LCPO for further investigation. If they are unavailable, the button and all debris (sweepings) should be placed in a sealed envelope with the case number, dated with weight noted, and locked in the working safe by the Precious Metals Custodian until the investigation can be completed. Upon completion of the investigation, a column 6 entry on the NAVMED 6630/3 will be required. The back of the NAVMED 6630/2 should be signed by the dental laboratory officer, LCPO, or LPO to verify the investigation was completed. When completed, the NAVMED 6630/3 should be filed in sequence by case number and stored in the working safe until after the monthly audit.

i. Miscasts

(1) In the event of a miscast (including sparks or spray from the crucible) all action will stop, and either the dental laboratory officer, LCPO, or LPO will be called to witness the

cleanup. Documentation will be made on the back of the NAVMED 6630/2 similar to the spot check. Note the following:

- (a) Precious and special dental metals issued.
- (b) Precious and special dental metals recovered.
- (c) Debris (sweepings) recovered.

(2) Steps in balancing the miscast

(a) After weighing, the dental laboratory officer, LCPO, or LPO will decide if this material should be cleaned and returned to stock or transferred to scrap as unusable. If cleaned for reuse, the resulting button will be reweighed and any additional loss noted.

(b) Use the following formula to determine lost metal:

$$\text{Loss} = \text{Metal Issued} - (\text{Metal Recovered} + \text{Debris Recovered})$$

(c) If loss is greater than allowed, an entry will be made in column 6 of NAVMED 6630/3.

(d) The dental laboratory officer, LCPO, or LPO must sign the back of NAVMED 6630/2.

j. Monthly Audit. Audits will be conducted monthly. The following sequence is recommended for completing the audit:

(1) The working safe precious metals custodian should assemble the required documents:

- (a) NAVMED 6630/3 for current month.
- (b) NAVMED 6630/3 for previous month.
- (c) NAVMED 6630/2 for current month.
- (d) DD Form 2322 for current month.
- (e) Blank NAVMED 6630/3.

(2) The Audit Board for the NAVMED 6630/3 must consist of three members. They must be appointed by the CO from among those on duty in the activity or facility. The members must include at least one commissioned officer (a dental officer, whenever possible) and two other members who may be commissioned officers, chief petty officers (E-7 to E-9), or general

schedule dental officers. The dental officer charged with custody of the precious and special dental metals must not be a member of the Audit Board.

(3) The dental officer charged with custody of precious and special dental metals must prepare the "Statement" (columns 1 through 8), "Inventory" (columns 9 through 13), and "Explanation of expenditures of precious and special dental metals from Column 6 on other side" (reverse of form) portion of the NAVMED 6630/3 in advance of the meeting of the Audit Board.

(a) Duties of the Audit Board:

1. Audit all records related to procurement, receipt, use, and disposition of precious and special dental metals.
2. Make a physical inventory of all precious and special dental metals in the dental prosthetic facility or activity having custody of precious metals.
3. Reconcile the audit of the records and the inventory with the NAVMED 6630/3 submitted by the Precious Metals Custodian.
4. Make any pertinent comment or recommendation on the reverse of the NAVMED 6630/3.
5. Date, sign, and submit the NAVMED 6630/3 to the CO for approval.

(b) The members of the Audit Board should complete the following tasks:

1. Total DD Form 2322 and NAVMED 6630/2 to complete columns 7, 11, 12, and 6 (if required). At this time, the Audit Board should have available all NAVMED 6630/2 and DD Form 2322.
2. The NAVMED 6630/2 should be divided into three groups:
 - a. Cases delivered. All entries should be complete, and a case delivered date noted on the DD Form 2322. These are entered in column 7.
 - b. Cases being processed. These uncompleted cases are still in the laboratory. There should be no case delivered date entry on the DD Form 2322. Enter cases being processed under column 11.
 - c. Cases completed but not delivered. These are kept in the working safe. Enter cases completed, but not delivered into column 12.

(c) Inventory working and bulk stocks (columns 9 and 10).

(d) Bulk safe inventory: Check for receipts of new metal (column 4).

(e) Complete computations on NAVMED 6630/3 and compare to report submitted by Precious Metals Custodian.

(f) Verify the accuracy of the "Scrap Precious Metals Log" and make an entry noting an audit was performed.

(g) Verify spot checks were done (on the back of NAVMED 6630/2).

(h) Verify any investigations of miscasts.

k. After the Audit

(1) Working Safe Precious Metals Custodian

(a) On a new NAVMED 6630/3, either type or print in ink, the NAVMED 6630/3.

(b) Take the new NAVMED 6630/3, the pencil copy, and the last month's NAVMED 6630/3 to the dental laboratory officer. The dental laboratory officer signs block 14.

(c) Present the signed NAVMED 6630/3, the pencil copy, and last month's NAVMED 6630/3 to each member of the Audit Board. Audit Board members sign block 15.

(d) The senior member will present the signed 6630/3 to the CO for final review. CO will sign block 16.

(e) The audit should be completed and NAVMED 6630/3 signed by each Audit Board member and routed to the CO for final review and signature within 5 working days from the first work day of the month.

(2) Routing of Administrative Forms

(a) Bind all NAVMED 6630/2 and DD Form 2322 using a rubber band.

(b) Remove the envelope with the precious metal audit from 24 months prior, and shred documents, per reference (g).

(c) Update the month and year on the envelope. Place current NAVMED 6630/3 and DD Form 2322 into the envelope and maintain for 24 months. One signed copy goes to the dental laboratory officer, one copy is maintained by the Precious Metals Custodian, and the original is routed through the chain of command.

l. Hours of Metal Issue and Return

(1) To efficiently manage the distribution of precious and special dental metals, the Precious Metals Custodian will issue and receive metal once a day (larger area dental laboratory may require twice a day). The dental laboratory officer or the delegated laboratory issuing officer responsible for the working safe will collect metal requests on DD form 2322 and returned buttons the beginning of each morning. The requests and buttons will be delivered to the Precious Metals Custodian, who will issue requested metal and inventory the returned buttons. Any requests for metal outside of these hours will be limited to special exceptions, such as miscasts, lead technician or supervisor changing alloy type, cast posts, and cores.

(2) Sprue buttons are to be returned clean and free of debris.

(3) Monthly metal inventory will commence in a time determined to be appropriate to allow the gold audit to be completed immediately following.

m. Recovery of Precious and Special Dental Metals for Reclamation or Refining. Per reference (b), entering into a contract for utilization of local or regional precious metal refinements of mixed dental scrap into directly usable dental alloy is acceptable as long as an accepted contract agreement is established and all documentation is used per standard business practices. The precious and special dental metals is returned back to the issuing dental laboratory based on equity, processing costs, equitable value, and in a form ready for immediate use.

n. Disposition

(1) All precious and special dental metals scraps, bench grindings, and sweepings of silver, gold, and platinum group must be collected and turned over to the officer designated by the CO for disposition following the procedures contained in reference (b).

(2) Any precious and special dental metals taken from a patient's mouth should be given to the patient. If the patient declines to accept the precious metal, it must be handled and disposed of following reference (b). An entry of the action taken must be made in the dental record.

o. Transfer of Custody

(1) An inventory of precious and special dental metals must be held on the occasion of transfer of custody from one individual to another. This ensures the individual assuming custody that the material is available for use and there is continuity of responsibility for the Navy.

(2) The officer receiving custody must make a complete inventory at the earliest practical date and, in any event, within 20 days after taking charge. In the event of any shortage, the officer must submit a request to the CO for a property survey to balance the records and be relieved of responsibility for the shortage.

(3) The officer receiving custody must not be relieved of responsibility for custody of precious and special dental metals unless discrepancies have been resolved by the CO.

p. Transfer between Activities. Precious and special dental metals transferred to other activities must be expended and receipted utilizing a properly prepared DD Form 1149 Requisition and Invoice/Shipping Document which is capable of being audited.

q. Custody of Precious and Special Dental Metals

(1) Custodial responsibility for bulk supplies of precious and special dental metals must be vested in a commissioned officer, and all stores of these items must be maintained in locked storage. Senior dental technicians and assistants or civilian personnel may be permitted the custody of small working stocks of precious and special dental metals for further issuance for laboratory use utilizing NAVMED 6630/14.

(2) All personnel having custody of precious and special dental metals must ensure that proper protection and preservation are maintained and accounting procedures are afforded to this material.