

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE
INSTRUCTION 23-101**



20 MAY 2016

Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 52 LRS/LGRM

Certified by: 52 LRS/CC
(Lt Col Andre R. Bradley)

Supersedes: SPANGDAHLEMABI23-101,
11 May 2011

Pages: 7

This instruction implements Air Force Instruction (AFI) 23-101, Paragraph 6.3.3. *Precious Metals Recovery Program (PMRP)* and Air Force Policy Directive (AFPD) 23-1, *Materiel Management Policy and Procedures*. It prescribes policies and procedures for Spangdahlem Air Base's (SAB) participation in the Department of Defense (DoD) PMRP. The PMRP applies to all USAF personnel including those assigned to geographically separated units that generate, store or dispose of precious metals bearing scrap or residue. Procedures are provided to ensure the proper control, identification and accounting of items containing precious metals. The PMRP is established to promote the economic recovery of precious metals from excess and scrap materials. Within the Air Force inventory, a number of commodities contain precious metals which are not consumed in their use. Retention of this residue is of vital importance to the USAF, in that dollar savings can be realized and results in the better utilization of precious metals which are limited within our country's natural resources. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/ afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. It now prescribes the use of Spangdahlem Form 9, *Precious Metals Recovery Program (PMRP) Self Inspection Checklist*.

1. General.

1.1. **Applicability.** All activities at SAB will cooperate to the fullest extent with the installation PMRP Manager to ensure a successful program. Activities will use prescribed Spangdahlem Form 9 for semiannual self-inspections to ensure program compliance (also refer to paragraph 2.2.7.3. of this SABI for further instructions). Units in a deployed status will participate in the PMRP at the host installation.

1.2. **Exemption.** Expendability, Recoverability, Reparability Cost designator XD, XF, ND, or NF items, and XB3 items, which retain their identity after use (serviceable), are exempt from the requirements for records keeping set forth in this instruction. These items will be processed IAW normal supply turn-in procedures.

2. Responsibilities.

2.1. Organization Commander's Responsibilities.

2.1.1. Organization commanders or their designated representative must appoint, in writing, a primary and alternate PMRP monitor for their organization. Other personnel may be appointed as shop monitors to assist the organization monitors if desired. Appointment of shop monitors will be appointed in writing by work center NCOIC.

2.1.2. Appoint individuals other than the organization monitor or alternate to receive, issue and turn-in items assigned a Controlled Item Code (CIC) "R" (fine precious metals or high precious metal content) if these items are used by the organization.

2.1.3. Appoint, in writing, individuals to harvest silver flake/sludge from electrolytic units and/or to change silver recovery cartridges if used by the organization.

2.1.4. Furnish a copy of all appointment letters to the installation PMRP manager.

2.2. Organization Monitor's Responsibilities.

2.2.1. Attend initial PMRP training provided by 52d LRS Chief Inspector upon appointment and provide initial training to shop monitors assigned. Training provided to shop monitors will be documented and maintained in the organization monitor's PMRP record/continuity book.

2.2.2. Establish turn-in containers for each Precious Metal Indicator Code A, C, G, P, S, U and V. The PMIC will be clearly marked on the outside of each container. When the materiel accumulates, the Flight Service Center will be contacted for preparation of the DD Form 1348-1A. After documentation is obtained, the customer can turn-in the materiel to TMO for transfer to DRMO.

2.2.3. Use Spangdahlem Form 9 for the PMRP. Self-inspections will be performed semi-annually in March and September in accordance with Air Force Instruction (AFI) 90-201, Spangdahlem Air Base Instruction (SABI) paragraph 1.2.3.

2.2.4. Ensure proper handling, accountability, safeguarding, and security of high precious metal content items assigned CIC “R” and silver flake/sludge and silver recovery cartridges.

2.2.5. When harvesting silver flake/sludge from electrolytic units or replacing recovery cartridges/cores, both the person performing the harvesting and a disinterested witness will verify weights and document the weight on the disposal turn-in document (A5J).

2.2.6. Ensure organization work centers that generate precious metal bearing-scrap and use precious metal items, collect and turn-in materiel promptly to prevent/minimize the possibility of theft. Additionally, accumulated returns will be disposed of every 180 days regardless of amount collected.

2.2.7. Maintain a record/continuity book for the organization recovery program. The book will contain the following items:

2.2.7.1. TAB A: Monitor’s appointment letter. Documentation of organization and shop monitor’s training (if applicable).

2.2.7.2. TAB B: AFI 23-101 Para. 6.3.3. (Stamped “for reference use only”), operating instructions (if applicable) and a copy of this instruction.

2.2.7.3. TAB C: Copies of self-inspection reports generated with Spangdahlem Form 9 and PMRP manager semi-annual inspection report.

2.2.7.4. TAB D: One-for-one swap log for CIC “R” National Stock Numbers.

2.2.7.5. TAB E: Turn-in control log for silver flake/sludge harvested from electrolytic units turned in to the Defense Reutilization and Marketing Office by troy weight.

3. Identification of Precious Metals.

3.1. Bench Stock Items. Organizational bench stock listing (S04) notes the PMIC assigned to an item. Bench stock bin labels for items containing precious metals will be highlighted in blue for identification. This will identify to the user which scrap bin to place the used items in.

3.2. Recoverable PMICs for items issued to the customer (issues and due-out-releases). Assignment of a recoverable PMIC will cause the appropriate phrase to appear on all issue documents (DD Form 1348-1A). This phrase will identify the type of precious metal contained in an item. The appropriate phrase will also appear on the Standard Asset Tracking System label. For example “SILVER”, “GOLD”, “PLATINUM”, “COMBO SILVER/GOLD/PLATINUM”, “PRECIOUS METALS UNKNOWN”, “PRECIOUS METALS VARY”, or “NO PRECIOUS METALS” will appear on the label. All organizations using items with a recoverable PMIC assigned are tasked with recovery of these items.

4. Scrap Materiel.

4.1. Each organization/work center will have containers available for collection of precious metals bearing scrap. Separate containers are required for each PMIC.

4.2. Non-precious metal scrap will not be placed in containers designated for precious metals scrap. Non-precious metal containers will be marked with PMIC A.

4.3. Scrap Materiel Turn-In. Condemned XB3 precious metals items that do not retain their identity after use (used/unserviceable) will be segregated from other scrap and processed to DRMO under the PMRP. Upon turn-in, each recoverable PMIC will require a separate DD Form 1348-1, DoD Single Line Item Release/Receipt Document (see Attachment 3). Turn-in document will be made by the Flight Service Center using an off-line document number/DD Form 1348-1. (The Flight Service Center will forward a copy of the signed DD Form 1348-1 to the organization monitor for coordination of turn-in to Traffic Management Office/processing to DRMO.)

JOSEPH D. MCFALL, Colonel, USAF
Commander

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

AFI 23-101, AIR FORCE MATERIEL MANAGEMENT, **Chapter 6**, Paragraph 6.3.3, *Precious Metals Recovery Program (PMRP)*, 8 August 2013

AFMAN 33-363, *Management of Records*, 1 March 2008, and USAFESUP, 25 November 2008

SPANGDAHLEMABI 90-201, *Inspection Program*, 1 August 2013

Prescribed Forms

Spangdahlem Form 9, *Precious Metals Recovery Program (PMRP) Self-Inspection Checklist*

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

CIC—Controlled Item Code

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

PMIC—Precious Metals Indicator Code

PMRP—Precious Metals Recovery Program

SAB—Spangdahlem Air Base

SABI—Spangdahlem Air Base Instruction

USAF—United States Air Force

IAW—In Accordance With

Attachment 2**PRECIOUS METALS INDICATOR CODES (PMIC)****Table A2.1. PMIC.**

PMIC	TYPE OF PRECIOUS METAL
A	Item does not contain precious metal
C	Item contains a combination of two or more precious metals (silver, gold, platinum)
G	Item contains gold
P	Item contains platinum family metals
S	Item contains silver
U	Precious metal type is unknown
V	Precious metal type varies between manufactures

NOTES:

1. PMIC is a mandatory data element.
2. Invalid PMIC submitted receives the Head Quarters Return Code if not compatible with the characteristic data submitted/recorded in segment V.
3. PMIC "V" addresses an "or" situation that may be encountered by the computer where the presence or absence of precious metals varies between items of production for the same item of supply.

Attachment 3

PREPARATION OF DISPOSAL TURN-IN DOCUMENT (DD FORM 1348-1)

Table A3.1. Preparation of Disposal Turn In Document.

Card ColumnBlock Entry

1-3	A5J
4-22	<i>Blank</i>
23-24	Unit of Issue (see Note 1)
25-29	Weight
30-35	FB5621 (FM5621 for Hospital)
36-39	Julian Date
40-43	Serial Number (see Note 2)
44-61	<i>Blank</i>
62	PMIC (if applicable)
63-80	<i>Blank</i>
A	FB5621 (FM5621 for Hospital)

Organization/Building Number

Spangdahlem Annex GE

B SG4090

DRMO

Bitburg AB, Germany

T **(See Note 3)**

U Security Classification (i.e. unclassified)

V **Do Not Post**

W Base Supply Inspector's signature

X Description of Materiel

Y Precious Metals Bearing Scrap

1 Signature of person making turn-in and date

4 Signature of transportation person verifying weight and acknowledging receipt and date

DD Harvester's signature (if applicable)

EE Witness signature (if applicable)