

**BY ORDER OF THE COMMANDER  
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION  
23-101**



**21 APRIL 2020**  
Certified Current, 27 OCTOBER 2023  
**Materiel Management**

**PRECIOUS METALS  
RECOVERY PROGRAM (PMRP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 35 LRS/LGRMI

Certified by: 35 LRS/CC  
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Pages: 8

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This instruction implements Air Force Policy Directive (AFPD) 23-1, Materiel Management, and establishes procedures applicable to the PMRP. This instruction applies to all activities generating precious metals on Misawa Air Base (AB). This instruction expands and clarifies data contained in the Air Force Instruction (AFI) 23-101, Air Force Materiel Management, Chapter 6, Section 6C, and Air Force Manual (AFMAN) 23-122, Materiel Management Procedures, Chapter 6, Section 6C. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command.

**1. General Information.** All activities that use precious metals (PM) or generate PM-bearing residue must appoint a primary and alternate monitor to manage the unit's program. All medical, dental, audio-visual/photographic and maintenance functions are primarily affected. Special attention and emphasis must be placed on the recovery of scrap and residual materiel in the following categories:

- 1.1. Photographic chemicals and film.
- 1.2. Platinum-tipped spark plugs.
- 1.3. Magneto points/assemblies.
- 1.4. Communication-electronic and electronic scrap.
- 1.5. Silver-zinc and mercury batteries.
- 1.6. Brazing rods/materiel.
- 1.7. Eyeglass/sunglass frames, distinctive buttons, medals/decorations, trophies and relics.
- 1.8. X-ray and dental scrap.
- 1.9. Items with Expendability, Recoverability, and Reparability Category (ERRC) designators of "XF3" code "P" and "XB3" code "N" are not throw away items.

**2. Responsibilities.**

2.1. The 35th Logistics Readiness Squadron (35 LRS) Materiel Management Flight, Chief Inspector will be appointed as the 35 FW PMRP Manager.

2.2. All activities involved in the PMRP are required to maintain a current copy of the applicable publications, 35 FWI 23-101; AFI 23-101, Chapter 6, Section 6C; and AFMAN 23-122, Chapter 6, Section 6C.

2.3. The 35 FW PMRP Manager is responsible for the following:

2.3.1. Maintain appointment letters for each unit's PMRP monitors. Appointment letters must include the primary and alternate's name, phone number, office/shop location, type of recovery equipment used, precious metals generated and precious metals used. Additionally, the appointment letter should indicate whether or not the activity receives, issues and uses fine precious metal items that are assigned Controlled Item Code (CIC) "R" (fine precious metals/high contents of precious metals).

2.3.2. The PMRP Monitor will develop and process a local computer program to produce a semiannual listing identifying those National Stock Numbers (NSN) against which a Precious Metal Indicator Code (PMIC) requiring monitoring is assigned. Distribute a copy of the list to each agency identified as producing PM with a cover letter, to be indorsed by the receiving agency and returned to 35 LRS Inspection Section (35 LRS/LGRMI) within 10 calendar days. This letter will be filed in an organizational PMRP jacket file.

2.3.3. Ensure each activity having electrolytic recovery units and/or silver recovery cartridges appoint personnel to harvest the silver flake or sludge from the unit and/or change cartridges. Also, ensure a disinterested party witness the harvesting, weighing of the flake or sludge and signs the turn-in documentation.

2.3.4. Ensure each activity involved in the PMRP initiates and maintains a self-inspection program to include, at a minimum, periodic testing of hypo-solution draining from electrolytic/ cartridge units. This ensures they are operating properly and are compliant with receipt, issue and turn-in requirements.

2.3.5. Prepare a visit schedule for each participating activity to be inspected at least once every 12 months to review operations, documentation and adherence to overall program requirements. Conduct, at a minimum, one no-notice inspection every year on each participating unit. Prepare and maintain reports of findings; maintain file copies for 2 years in a PM jacket file. Perform a follow-up visit within 60 days to ensure that unit monitors have corrected any discrepancies previously found.

2.3.6. Ensure any activity having items laboratory tested for presence of PM provides the results, whether positive or negative, to the Integrated Materiel Manager (IMM) that manages that NSN for assignment of the appropriate PMIC in the Federal Logistics (FEDLOG) cataloguing system.

2.3.7. Apprise the servicing Defence Logistics Agency Disposition Services (DLADS) concerning segregation of PM-bearing scrap or the need for scrap containers.

2.3.8. Ensure activities receiving, issuing and handling precious metal-bearing materiel assigned CIC "R" maintain auditable records, and the records and quantities of materiel on hand are audited by disinterested personnel (personnel not involved in the use or recovery of precious metals). This should be accomplished periodically, but no less than twice per calendar year.

2.3.9. Conduct PMRP training for unit monitors on a quarterly or as-required basis.

2.3.10. Ensure 35 LRS Customer Service issue off-line DLADS document numbers to PM Monitors and maintain a log with NSN, document number, unit of issue, quantity, demilitarization code and PM monitor's name.

2.4. Each agency generating precious metals will:

2.4.1. Appoint, in writing, a primary and alternate unit PMRP monitor and forward it to the 35 LRS/LGRMI. The letter will include rank, name, Date Estimated Return from Overseas (DEROS), building, org/shop code, duty phone, and office symbol. Unit commanders or flight commanders may appoint these individuals.

2.4.2. Be responsible for harvesting precious metals and the subsequent turn-in and transfer to DLADS.

2.4.3. If applicable to the agency, appoint, in writing, a disinterested person to semiannually audit records and quantities of CIC "R" materiel on hand. Unit commanders, flight commanders or flight chiefs may appoint this individual.

2.4.4. If applicable to the agency, appoint, in writing, an individual to receive, issue and turn into DLADS PM-bearing items assigned CIC "R."

2.4.5. If applicable to the agency, appoint, in writing, individuals to harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges. Unit commanders, flight commanders or flight chiefs may appoint these individuals.

2.4.6. If applicable to the agency, appoint, in writing, a disinterested person to witness the harvesting and cartridge removal, and to certify the weight. Unit commanders, flight commanders or flight chiefs may appoint this individual.

2.5. Appointed organization PMRP monitors will:

2.5.1. Attend initial PMRP training when assigned as an organization's PMRP monitor. The 35 LRS will maintain records of personnel trained.

2.5.2. Brief PMRP procedures to all users of precious metals within their organization, primarily individuals with access to bench stocks containing precious metals. At a minimum, cover the procedures identifying PM and the turn-in of PM to the unit's PMRP monitor. Document the training provided to individuals within your organization in Training Business Area (TBA) or other training records.

2.5.3. Initiate and maintain a self-inspection program to include, at a minimum, periodic testing of hypo-solution draining from electrolytic/cartridge units to ensure they are operating properly and are compliant with receipt, issue and turn in requirements.

2.5.4. Develop/maintain a self-inspection checklist for the organization's PMRP. Conduct semiannual inspections in January and July. Submit a self-inspection memorandum no later than the 31st of January and July to the installation PMRP manager with date of inspection, name of inspector, and any discrepancies or deficiencies noted. A memorandum is still required, even if there were no discrepancies found, to document that the inspection was accomplished.

2.5.5. Provide a secure storage area for all PM-bearing materiel. The PM materiel will be maintained under lock and key when not under the constant surveillance of a responsible person. Precious metals should be turned-in promptly to prevent and minimize the possibility of theft.

2.5.6. Maintain and properly secure any Electrolytic Recovery Unit (ERU) or similar equipment used in the PMRP.

2.5.6.1. Ensure preventive maintenance on silver recovery units is completed. This includes day-to-day adjustments, cleaning, replacement of fuses, gaskets and hoses, and like actions which can be performed as a safeguard against excessive equipment downtime.

2.5.6.2. Establish a system to identify how much fixer has gone through the electrolytic or silver recovery cartridge unit. The unit will maintain a log of this quantity.

2.5.6.3. Perform weekly tests of the electrolytic silver recovery unit and silver recovery cartridge with silver estimating strips. The test results and who performed the test will be annotated and filed in TAB E of the PMRP jacket file. Results of the reading cannot be higher than 1.75, if so, the unit must be cleaned or changed immediately.

2.5.7. Maintain a jacket file accounting system to include:

2.5.7.1. TAB A:

2.5.7.1.1. Current letter assigning primary and alternate unit PMRP monitors.

2.5.7.1.2. If applicable, letter appointing individual as disinterested party to audit CIC "R" materiel.

2.5.7.1.3. If applicable, letter appointing individual to harvest silver flake or sludge.

2.5.7.1.4. If applicable, letter appointing individual as disinterested party not involved in the PMRP to witness the harvesting and cartridge removal, and to sign the documents certifying the weight.

2.5.7.1.5. Unit PMRP monitors' training certificates.

2.5.7.2. TAB B:

2.5.7.2.1. 35 FWI 23-101, *Precious Metals Recovery Program*.

2.5.7.2.2. AFI 23-101, Chapter 6, Section 6C.

2.5.7.2.3. AFMAN 23-122, Chapter 6, Section 6C.

2.5.7.2.4. Precious Metals Listing.

2.5.7.2.5. PMIC Codes. **NOTE:** If publications are not contained in this tab, establish a DD Form 2861, *Cross-Reference*, identifying location of publication.

2.5.7.3. TAB C:

2.5.7.3.1. Results of annual survey and no notice inspections conducted by the installation PMRP manager along with corrective actions.

2.5.7.3.2. If applicable, results of resource protection surveys.

2.5.7.3.3. Self-inspections conducted along with corrective actions, as required.

2.5.7.4. TAB D:

2.5.7.4.1. Local turn-in control logs and other turn-in documentation.

2.5.7.4.2. Letter submitted to the installation PMRP Manager of all materiel turned in semiannually not later than the 31st day of January and July.

2.5.7.5. TAB E:

2.5.7.5.1. Messages and information pertaining to PMRP.

2.5.7.5.2. All documentation pertaining to recovery equipment on hand.

2.5.7.5.3. Test results from silver estimating strips on spent hypo-solution.

2.5.7.5.4. Results of weekly tests of the electrolytic silver recovery unit and silver recovery cartridge with silver estimating strips.

2.5.7.5.5. AF Form 1297, Temporary Issue Receipt, for recovery equipment on loan.

2.5.7.6. TAB F:

2.5.7.6.1. AF Form 1297 for all CIC "R" materiel transferred.

2.5.7.6.2. DD Form 1348-1A, Issue Release/Receipt Document, for all materiel transferred.

2.5.7.6.3. Standard Waste and Scrap Classification Code List (SCL)

2.5.8. Turn-in of PM materiel must be scheduled with DLADS. All PM materiel must be weighed by the unit prior to turn-in.

2.5.9. If both primary and alternate unit PMRP monitors are either TDY, on leave or sick for more than one week, a second alternate will be assigned and the installation PMRP manager must be notified.

2.5.10. Maintain a recovery log to record turn-in of precious metals from electrolytic and/or silver recovery units. The log will be filed in Tab D and consist of the following information:

- 2.5.10.1. Turn-in document number.
- 2.5.10.2. Description of materiel.
- 2.5.10.3. PMIC code.
- 2.5.10.4. Quantity or weight of materiel turned in.
- 2.5.10.5. Signature of precious metals monitor.
- 2.5.10.6. Signature of harvester.
- 2.5.10.7. Signature of witness.

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Commander

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

AFPD 23-1, *Materiel Management*, 7 September 2018

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFMAN 23-122, *Materiel Management Procedures*, 14 December 2016

AFMAN 33-322, *Records Management and Information Governance Program*, 6 Mar 2020

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2005, *Issue/Turn-In Request*

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

DD Form 2861, *Cross-Reference*

***Abbreviations and Acronyms***

**AB**—Air Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CIC**—Controlled Item Code

**DEROS**—Date Eligible for Return from Overseas

**DLADS**—Defence Logistics Agency Disposition Services

**ERRC**—Expendability, Recoverability, and Reparability Category

**ERU**—Electrolytic Recovery Unit

**FEDLOG**—Federal Logistics

**FW**—Fighter Wing

**IAW**—In accordance with

**IMM**—Integrated Materiel Manager

**LRS**—Logistics Readiness Squadron

**NSN**—National Stock Number

**OPR**—Office of Primary Responsibility

**PM**—Precious Metals

**PMIC**—Precious Metal Indicator Code

**PMRP**—Precious Metals Recovery Program

**RDS**—Records Disposition Schedule

**SCL**—Scrap Classification Code List

**TBA**—Training Business Area