

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 23-101

13 JULY 2020



Materiel Management

***PRECIOUS METAL
RECOVERY PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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(Lt Col Douglas E. Wiggers)

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This instruction implements Air Force Policy Directive (AFPD) 15-1, Air Force Materiel Management, Air Force Instruction (AFI) 10-206, Operational Reporting; DoDM 4160.21, *Defense Materiel Disposition*; AFPD 23-1, *Materiel Management*; AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*; AFMAN 33-363, *Management of Records*; T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*. It establishes responsibilities and materiel management procedures as well as provides general information for Logistical Support. It applies to units assigned to the 36th Wing (WG) or attached to the 36th Wing (36 WG) to include all Geographically Separated Units (GSU), the Air Force Reserves, and the Air National Guard. 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 chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview.

1.1. **The responsible organization's Precious Metals Recovery Program (PMRP) monitor.** Ensures precious metal items located in bench stock and shadow boards are labeled to identify as such. The monitor will maintain a continuity folder with the following contents: Appointment Letters, copy of this instruction, Squadron Precious Metals Recovery Operating Instructions/Policy Letter, training package, quarterly turn-in reports, log of turn-ins to Defense Logistics Agency Disposition Services (DLA-DS) and A5J documents, Self-Inspection Checklist and Self-Inspection Results.

1.1.1. The 36th Logistics Readiness Squadron (36 LRS) Receiving Section will be responsible for managing the PMRP and will be the focal point for all matters concerning the PMRP.

1.2. Commanders of units which use or consume items bearing recoverable precious metals will appoint, in writing, a primary and alternate unit PMRP monitor to ensure the conservation of all precious metals bearing material. See sample appointment letter in [Attachment 3](#). Provide a copy of this appointment letter to the PMRP manager, 36 LRS Receiving Section. This letter will include the appointee's name, duty phone, office symbol, building number, room number, and type of precious metals generated (hypo solution, film, ash, bench stock, etc.).

1.3. The activity PMRP monitors will conduct a self-inspection twice a year (January/July).

1.4. PMRP manager will conduct program management training for activity monitors as required. Upon receipt of new appointment letter, PMRP manager will contact new activity monitor to schedule training.

1.5. Commanders of units which purchase items bearing recoverable precious metals using a Government Purchase Card (GPC), will follow the same guidelines as assets purchased through normal supply channels.

1.6. The 36 LRS Customer Support Section (36 LRS/LGRMC) will notify PMRP monitors when local purchase stock numbers are assigned to items containing precious metals.

2. Generating activities. Will segregate and sort all precious metals or precious metals bearing material from other scrap (e.g., high temperature and critical alloys) prior to turning into DLA-DS. Due to the number of individuals authorized to receipt for precious metals at DLA-DS, all generating activities should call DLA-DS to schedule precious metals turn-in.

2.1. Only items with an expendability, recoverability and reparability category (ERRC) code of XF3, code "P" and XB3 code "N" will be turned directly into DLA-DS.

3. Requisitioning silver recovery equipment and supplies. Units will contact the installation PMRP manager to requisition precious metals or precious metals recovery equipment and supplies for recovery of silver from spent hypo solution. This will be on a free issue basis. The DLA-DS will notify the installation PMRP manager when requisitions are received. Requesting units will then be notified to pick up their assets at DLA-DS. Units shall maintain a jacket folder with the tabs as outlined in [Attachment 2](#).

3.1. Units should maintain close contact with the local DLA-DS to keep abreast of silver recovery techniques and to obtain or provide assistance on the overall PMRP.

4. Unit PMRP monitors. Will ensure all precious metals or precious metals bearing scrap or waste pending turn-in to DLA-DS are stored and safeguarded in a locked container or cabinet.

- 4.1. Minimize the volume of materiel disposed as scrap or waste through cost-effective reclamation and reuse of materiel.
- 4.2. Maintain visibility of serviceable items transferred to DLA-DS (when practical, reuse items in lieu of initiating a new procurement).
- 4.3. Maintain positive inventory and in-transit visibility of assets throughout all nodes of the supply chain.
- 4.4. Proactively prevent loss and ensure appropriate demilitarization of assets prior to disposal.
- 4.5. Ensure cost-effective recovery from surplus, scrap or residual materiel and maximize the reuse of critical, strategic, and precious metals.
- 4.6. Comply with Occupational Safety and Health standards, environmental regulations, Technical Orders (T.O.) and safety data sheets. Reference AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, for additional detail.
- 4.7. Classified film (silver bearing) must be shredded before turning into DLA-DS.
- 4.8. Photographic film and paper will be removed from spools or other mountings prior to delivery. Rolled film or paper may not exceed 2.5 inches in diameter.

GENTRY W. BOSWELL,
Brigadier General, USAF
Commander

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

DoDM 4160.21, *Defense Materiel Disposition*, 31 August 2018

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

AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 14 March 2017

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DD—Department of Defense

DLA-DS—Defense Logistics Agency Disposition Services

IAW—In accordance with

PMRP—Precious Metals Recovery Program

Attachment 2**UNIT JACKET FOLDER****A2.1. TAB A: Appointment Letters.**

A2.1.1. Copy of letter appointing the unit PMRP monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, DEROS, and TYPE.

A2.1.2. Copy of letter appointing individual(s) other than the monitor or alternate to receipt for, issue, and turn-in precious metals bearing items assigned controlled item code "R".

A2.2. TAB B: Publications. Copies of any publications that affect the PMRP management (e.g., Department of Defense Manual (DoDM) 4160.21, *Defense Materiel Disposition*, T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, AFI 23-101, Andersen AB Instruction 23-101).

A2.3. TAB C: DD Form 1348-1A, Issue Release/Receipt

A2.3.1. **DOCUMENT.** Generating/using activities are responsible for preparing DD Form 1348-1A, *Issue Release/Receipt Document*, when turning in precious metals or precious metals bearing material to DLA-DS. All turn-in transactions will be off-line (not processed through the computer) using DD Form 1348-1A. These forms will be hand scribed or typed by the using activity. All DD Form 1348-1A will be filed in Tab C for audit purposes.

A2.4. TAB D: Precious Metals Listings. A copy of the Precious Metal Indicator Listing which indicates items that contain precious metals.

A2.5. TAB E: Self-Inspection Reports. Copies of any discrepancies identified during self-inspections or PMRP surveillances.

Attachment 3

APPOINTMENT OF PRECIOUS METALS RECOVERY PROGRAM (PMRP) MONITORS

Figure A3.1. Appointment of Precious Metals Recovery Program (PMRP) Monitors.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 36TH WING (PACAF)
ANDERSEN AIR FORCE BASE GUAM

06 Feb 2020

MEMORANDUM FOR 36 LRS/LGRM

FROM: 36 XXX/CC

SUBJECT: Appointment of of Precious Metals Recovery Program (PMRP) Monitors

1. In accordance with AFI 23-101 Para 6.3.3.1.4.2, commanders of units which use or consume items bearing recoverable precious metals will appoint, in writing, a primary and alternate unit PMRP monitor to ensure the conservation of all precious metals bearing material.

2. The following personnel have been appointed as PRMP monitors for 36 XXX:

Table with 4 columns: Rank/Name, DEROS, Duty Phone, Location. Rows include TSgt XXXXX (Jul 2023, 366-XXXX, XXXXX) and SSgt XXXX (June 18, 366-XXXX, XXXXX).

3. Please direct any questions to TSgt XXXXXXX at 366-2XXXX.

XXXXXXXXXXXX, Lt Col, USAF
Commander