

**BY ORDER OF THE COMMANDER
51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION
23-101**



3 SEPTEMBER 2024

Materiel Management

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 51LRS/LGRM

Certified by: 51MSG/CC
(Colonel Kyle B. Grygo)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 23-1, *Materiel Management* and Air Force Instruction (AFI) 23-101, *Materiel Management Policy*. It establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to the 51 FW, all subordinates that participate in the PMRP and all activities generating precious metals. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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 DAF. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. Major changes include all dates for publication have been updated, and an updated AF Form 2519, *All Purpose Checklist*, has been added identifying new requirements.

1. General Procedures: Ensure precious metal items located in bench stock are highlighted in blue, or labeled with blue stickers. The program manager will maintain a continuity binder/folder with the following contents: Appointment Letters, Air Force Instructions (AFIs), Installation Precious Metals Recovery Operating Instructions, training packages, reports, log of turn-ins to Defense Logistics Agency Disposition Services (DLA-DS), A5J documents, Self-Inspection Checklist and Self-Inspection Results. See continuity book template in [Attachment 2](#).

1.1. The 51st Logistics Readiness Squadron (51 LRS), Inspection Section, Chief Inspector will be appointed by the 51 LRS commander and is responsible for managing the installation's PMRP and is 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. Provide a copy of this appointment letter to the PMRP manager (51 LRS/LGRMI). This letter will include the appointee's name, duty phone, building number, DEROS, date trained, type of equipment used for recovery (if applicable), type of precious metals scrap/residue generated, and type of precious metals with Controlled Item Code (CIC) "R" assigned (if applicable). See sample appointment letter in [Attachment 4](#)

1.2.1. The unit PMRP monitor will conduct a self-inspection twice a year (Feb/Aug), using the checklist provided in Precious Metals Self-Inspection Checklist, and maintain completed checklists for two years. See Sample Checklist in [Attachment 3](#). Monitors will review the Master Bench Stock Listing (S04) to ascertain that all bins and bin labels that contain precious metals are clearly color-coded with "blue" markings.

1.2.2. The PMRP manager will conduct a biannual inspection for review of operation, documentation and adherence to overall program requirements. A report of findings will be maintained and the corrective action plan on discrepancies tracked through completion.

1.3. All AF units must establish protection requirements for fine precious metals, precious metals bearing scrap and high content precious metals bearing items IAW Department of Defense Manual (DoDM) 4160.21, Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation*.

1.4. PMRP Manager will conduct program management training for unit monitors as required. Upon receipt of a 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.

2. Generating units. 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 for receipt of the precious metals at DLA-DS, units will coordinate with the PMRP manager (DSN 784-5009/4472) for precious metals turned 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.

3.1. Units should maintain close contact with the local DLA-DS (DSN 763-0601/0610) 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 mounting prior to delivery. Rolled film and paper may not exceed 2.5 inches in diameter.

WILLIAM H. McKIBBAN, Colonel, USAF
Commander

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

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN23-122, *Materiel Management Procedures*, 27 October 2020

AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 23 December 2019

DAFPD 23-1, *Materiel Management*, 1 June 2023

DoDM 4160.21, Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation*, 22 October 2015

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

Adopted Forms

AF Form 2519, *All Purpose Checklist*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)*

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

Abbreviations and Acronyms

51 LRS—51st Logistics Readiness Squadron

51 LRS/LGRMI—PMRP manager

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

CIC—Controlled Item Code

DAFPD—Department of the Air Force Policy Directive

DLA-DS—Defense Logistics Agency Disposition Services

DoDM—Department of Defense Manual

ERRC—expendability, recoverability and reparability category

GPC—Government Purchase Card

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

T.O.—Technical Orders

Attachment 2**PRECIOUS METALS CONTINUITY BOOK OR JACKET FILE****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, LOCATION BLDG/RM NUMBER, and TYPE OF PRECIOUS METALS.

A2.2. TAB B: PUBLICATIONS

A2.2.1. Copies of any publications that affect the PMRP management (e.g., DoDM 4160.21, Volume 2, T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, AFI 23-101, *Materiel Management Policy*, 51FWI 23-101, *Precious Metals Recovery Program (PMRP)*).

A2.3. TAB C: DD FORM 1348-1A, ISSUE RELEASE/RECEIPT DOCUMENT

A2.3.1. Generating/using activities are responsible for preparing DD Form 1348-1A, *Issue Release/Receipt Documents*, when turning in precious metals or precious metals bearing material to Defense Logistics Agency Disposition Services. All turn-in transactions will be off-line (not processed through the Enterprise Solution-Supply) using DD Form 1348-1A. These forms will be hand scribed or typed and filed in Tab C for audit purposes.

A2.3.2. Distribution of DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)*, or DD Form 1348-1A, will be: Copy 1 is turned in with the property; Copy 2 is retained by the PMRP Monitor, filed in TAB "C" and maintained for a 2-year period for audit purposes.

A2.4. TAB D: REPORTS/SELF-INSPECTION CHECKLIST

A2.4.1. Copies of completed self-inspection checklist retained for 2 years.

A2.4.2. Copy of the most recent PMRP Visit Report surveillance.

A2.4.3. Copy of the Precious Metal Indicator Listing which indicates items that contains precious metals.

A2.5. TAB E: MISCELLANEOUS INFORMATION

Attachment 3

PRECIOUS METALS SELF-INSPECTION CHECKLIST (SAMPLE)

Figure A3.1. Precious Metals Self-Inspection Checklist (Sample).

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PRECIOUS METALS SELF-INSPECTION CHECKLIST Reference: AFMAN 23-122		DATE	DATE	
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	Yes	No	
1	Has the Unit Commander appointed a Primary and Alternate Precious Metals Recovery Program (PMRP) Monitor and is a current letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has a Continuity Book or Jacket File been established IAW with 51FWI 23-101 governing the management and control of precious metals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the S04 Bench Stock Listing current and does it reflect all precious metals in stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are bin labels in-place according to the S04 Bin Location and clearly color-coded with "blue" markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are precious metals scraps segregated and safeguarded from other shop scraps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are PMRP Monitors, at a minimum tracking ISSUED/RETURNS on a Log/Tracker? (IAW AFMAN23-122, 6.3.5.1.2., Log will contain NSN, nomenclature, quantity, DATE ISSUED, DATE RETURN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are PMRP Monitors pulling/receiving the PM Tracker Listing (via LIM-EV) to validate what precious metals have been ISU'd/DOR'd, for turn-in process? (Returns will be disposed of every 180 days/6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have Turn-In of scrap precious metals, been accomplished and turned over to 51 LRS/Inspection Section within 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are copies of DD Form 1348-1A (for Precious Metals Turn-In) maintained in the Precious Metals Continuity Book Tab C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have Semi-Annual (FEB/AUG) self-inspections been completed using this checklist and are the completed checklists filed in the PMRP Monitor's Continuity Book or Jacket File under Tab D for 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Follow-up with discrepancy corrections response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRECIOUS METALS MONITOR/DATE _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSPECTION/DATE _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 4

SAMPLE APPOINTMENT LETTER

Figure A4.1. Sample Appointment Letter.



**DEPARTMENT OF THE AIR FORCE
51ST FIGHTER WING (PACAF)
OSAN AIR BASE, REPUBLIC OF KOREA**

21 February 2020

MEMORANDUM FOR 51 LRS/LGRMI

FROM: 51 AMXS/CC

SUBJECT: Letter of Appointment – Unit Precious Metal Monitors

1. The following individuals have been appointed as Precious Metal Recovery Program (PMRP) Monitors IAW 51FWI 23-101 para 2.1. for unit and office symbol.

2.1. Unit Commanders with shops where precious metals are used or recovered will, appoint in writing, a primary and alternate PMRP monitor for each shop/activity within the unit that handles precious metals. This letter will be addressed to 51 LRS/LGRMI and at minimum contain the name of the monitors, duty phone number, location (building and room number), and as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

2. Program monitors duties will be carried out IAW 51FWI 23-101, AFI 23-101 para 6.3.3., AFMAN 23-122 para 6.3.5., DoDM 4160.21, Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation* and TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*.

RANK/NAME	PRI/ALT	PHONE #	DEROS	BLDG/RM#	TYPE

3. This letter supersedes all previous letters, same subject. Please direct all questions to POC name and contact information.

Name, Rank, Service
Commander, Unit