

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING (PACAF)**

**8TH FIGHTER WING INSTRUCTION  
32-7002**



**15 DECEMBER 2025**

**Civil Engineering**

**8FW QUALIFIED RECYCLING  
PROGRAM EXPENDITURE  
OPERATING INSTRUCTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Manual (DAFMAN) 32-7002, *Environmental Compliance and Pollution Prevention*. This instruction defines the responsibility and procedures for managing the expenditure of proceeds generate by the 8th Fighter Wing (8 FW)'s Qualified Recycling Program (QRP). It applies to all assigned, attached, and associated units to the 8 FW, Kunsan Air Base (AB), Republic of Korea. 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 the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (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.

**SUMMARY OF CHANGES**

This publication has been substantially revised and needs to be completely reviewed. Major changes include updating responsible fund management and mitigation of potential misuse by limiting Category 3 spending.

**1. General:** The 8 FW QRP must comply with 10 U.S.C. 2577, *Disposal of Recyclable Materials*, and Department of Defense (DoD) QRP policies because recyclable materials are directly sold, and proceeds are retained by the installation. This instruction provides a ruleset for the disbursement of proceeds and provides a system of disbursement governance by defining QRP committee roles and responsibilities. The goal is to ensure proceeds are executed as recommended by the QRP committee and approved by the Environmental Management System (EMS) Cross-functional Team (CFT) Chairperson, designated as the 8th Mission Support Group Commander (8 MSG/CC).

**2. Permissible Funds Disbursement Categories:** The authorization for QRP funds expenditures is 10 U.S.C. 2577, which stipulates three permissible disbursement types, defined here as categories.

2.1. **Category 1:** Should recycling program operating costs be identified, the funds must first be used “to cover the costs of operations, maintenance, and overhead for processing recyclable materials at the installation.” For installations in Korea, the Korean Environmental Governing Standards (KEGS), implemented by United States Forces Korea (USFK) Regulation 201-1, *Environmental Governing Standards*, requires U.S. installations divert all non-hazardous solid waste for recyclable materials reclamation prior to final disposal. Proceeds from the sale of recyclable materials at an installation, per 10 U.S.C. 2577, shall be credited to funds available for operations and maintenance at that installation in amounts sufficient to cover the costs of operations, maintenance, and overhead for processing recyclable materials at the installation (including the cost of any equipment purchased for recycling purposes). **(T-0)**

2.1.1. After covering operating costs, the code authorizes two permissible uses of QRP surplus. Both the magnitude and frequency of expenditures is discretionary and based on consolidated purchase and project requests from the QRP committee.

2.2. **Category 2:** Not more than 50 percent of the remaining balance, not used for Category 1 expenditures, may be used “at the installation for projects for pollution abatement, energy conservation, and occupational safety and health risk reduction activity.” **(T-0)**

2.3. **Category 3:** Upon exhausting the first two disbursement categories, DAFMAN 32-7002 states the remainder “may be transferred to the non-appropriated morale or welfare activity.” Because there are no alternative permissible expenditure categories, the remaining funds can only be disposed of through transfer to the NAF. To ensure responsible stewardship of QRP funds, lasting funds for future recycling program, and to mitigate potential misuse, the total amount allocated to Category 3 projects shall not exceed the lesser of 20% of the total funds allocated to Category 1 projects in the same fiscal year, or \$10,000. This limitation applies to the total amount of funds requested for and ultimately disbursed to Category 3 projects.

**3. Funds Disbursement Process and Governance:** The QRP manager (8 CES/CEIE), designated by the installation commander, is responsible for collecting QRP surplus fund disbursement (purchase and project requests) from members of the QRP committee, prior to the QRP committee meeting. Committee members who provide purchase requests to the QRP manager shall include initial/planning cost estimates at the time requests are made.

**Table 3.1. QRP Committee Membership.**

<b>The QRP committee membership shall include, but not be limited to:</b>
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Position	Office Symbol	Function(s)
QRP manager	8 CES/CEIE	Directs committee meeting
Installation Management Flight Commander	8 CES/CEI	Co-directs committee meeting
Comptroller	8 CPTS	Briefs status of QRP funds Vets purchase requests <sup>1</sup>
Legal	8 FW/JA	Vets purchase requests <sup>1</sup>
NAF	8 FSS/FSR	Vets purchase requests <sup>1</sup> Votes Provides justification for purchase requests (as applicable)
Unit Environmental Coordinators	Various	Votes Provides justification for purchase requests (as applicable)
DeCA		
AAFES	N/A	
DLA		
8th Comptroller Squadron (8 CPTS), 8th Fighter Wing office of the Staff Judge Advocate (8 FW/JA), and 8th Force Support Resource Management (8 FSS/FSR) must ensure proposed purchase requests or projects comply with QRP and NAF requirements prior to transfer of funds.		

3.1. **No later than two (2) weeks prior to the QRP committee meeting, the QRP manager shall provide the consolidated list of proposed purchase and project requests to 8 CPTS, 8 FW/JA, and 8 FSS/FSR such that complicity with requisite funding guidance may be determined (i.e., NAF purchase must comply with AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*).**

3.2. **The consolidated list of 8 CPTS, 8 FW/JA and 8 FSS/FSR vetted purchases and projects proposed by QRP committee members will be discussed by disbursement category at the QRP committee meeting.** This applies to Category 2 and 3 funds, which are discretionary. The presentation of each category shall begin with a statement of the respective category's status of funds by 8 CPTS.

3.2.1. Following the statement of funds status, time will be allotted to discuss relevant details of each proposed purchase or project.

3.2.1.1. A recommended list of projects will be submitted to the QRP committee for review. The QRP committee will approve and prioritize the recommended projects, and a cut-line will be established based on the available funding. A discussion may be required to determine the final list of expenditures for each disbursement category (i.e. the QRP committed may consider rolling funds to the next year to fund larger purchases).

3.3. **QRP committee meetings should be held prior to the quarterly EMS CFT meeting, so that QRP committee proposed purchases and projects can be briefed to the EMS CFT Chairperson (8 MSG/CC).** This will allow members of the QRP committee, which is comprised of members of the community, to provide input on proposed purchases and projects which are of particular interest to the greater base community.

3.4. **QRP funds shall be disbursed by the QRP manager.** Regarding Category 3 expenses, the EMS CFT Chairperson (8 MSG/CC) can express concurrence regarding the proposed projects, but his concurrence or lack thereof does not obligate the NAF to spend the funds on a particular project once funds are transferred to the NAF. The NAF Council is the proper forum for oversight and administration of non-appropriated funds instruments.

3.5. **The QRP manager shall keep a record of funds disbursement for Category 2 and 3 purchases and projects.** The QRP manager will keep a record of all purchase and project receipts for Category 2 funds for a period of not less than six years, IAW DAFMAN 32-7002. For Category 3 funds, 8 FSS/FSR may, but is not required to provide receipt validation of purchases. However, to maintain compliance with DAFMAN 32-7002, 8 FSS/FSR must report the date and quantity of QRP funds used. The QRP manager shall conduct an internal audit, annually.

4. **Carryover balance:** Per DAFMAN 32-7002, funds may be held in the QRP account indefinitely so long as they total no more than \$10,000,000. If the QRP committee decides, by majority vote, not to spend in either or both discretionary proceeds distribution categories in any year, those funds will be rolled over to the next year. The QRP manager will ensure accurate year-to-year accounting is performed such that Category 2 and Category 3 fund integrity are maintained. In the event Category 1 funds are necessary and borrowing from the discretionary Category 2 & 3 funds must occur, the rate of borrowing will be uniformly distributed between the discretionary categories.

KATHRYN K. GAETKE, Colonel, USAF  
Commander

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

DAFMAN 32-7002, Environmental Compliance and Pollution Prevention, 13 June 2025

USFKR 201-1, *Environmental Governing Standards*, 30 July 2020

10 U.S.C. 2577, *Disposal of Recyclable Materials*, 7 January 2011

AFMAN 34-201, *Use of Non-appropriated Funds (NAFS)*, 28 September 2018

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AB**—Air Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

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

**CFT**—Cross-functional Team

**DAFMAN**—Department of the Air Force Manual

**DoD**—Department of Defense

**EMS**—Environmental Management System

**FW**—Fighter Wing

**IAW**—In Accordance With

**KEGS**—Korean Environmental Governing Standards

**NAF**—Non-appropriate Fund

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**QRP**—Qualified Recycling Program

**USFK**—United States Forces Korea

***Office Symbols***

**8 CES/CEI**—8th Civil Engineering Squadron/Installation Management Flight

**8 FW/CPTS**—8th Fighter Wing/Comptroller Squadron

**8 FSS/FSR**—8th Force Support Squadron/Force Support Resource Management

**8 FW/JA**—8th Fighter Wing office of the Staff Judge Advocate

**8 MSG/CC**—8th Mission Support Group Commander