

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS-MONTHAN AIR FORCE BASE
INSTRUCTION 23-101**



27 APRIL 2023

Materiel Management

***PRECIOUS METALS RECOVERY
PROGRAMS (PMRP)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Casey J. Bartholomew)

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This instruction references Air Force Policy Directive (AFPD) 23-1, Materiel Management, and establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to the 355th Wing, all subordinates that participate in the PMRP and all activities generating precious metals. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Form 847s 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 IAW AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. 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. Purpose . To promote the economic recovery of precious metals from excess and surplus materials. Ensure the use of recovered precious metals as government furnished material and for other authorized Air Force requirements. The program covers silver, gold, platinum, palladium, iridium, osmium, rhodium, ruthenium, and high content items assigned a controlled item code (CIC) "R".

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

1.2. The 355th Logistics Readiness Squadron (355 LRS), Inspection Section, Chief Inspector, appointed by the 355 LRS Commander, is responsible for managing all aspects of the installation's PMRP.

1.3. Commanders of units that use or consume items bearing recoverable precious metals will appoint, in writing, a primary and alternate PMRP monitor to ensure the required conservation of required materials. The appointment letter will include the appointee's name, duty phone, office symbol, building number, room number, and type of precious metals scrap generated (hypo solution, film, ash, bench stock, etc.). See appointment letter template in [Attachment 2](#).

1.3.1. Unit commanders and/or appointed personnel will provide an electronic copy of the appointment letter to the PMRP manager by email to LGRMInspection@us.af.mil.

1.3.2. Commanders of units that purchase items bearing recoverable precious metals using a Government Purchase Card (GPC) will follow the same guidelines as assets purchased through LRS Materiel Management channels.

2. PMRP Manager. Will conduct program management training for activity monitors. Upon receipt of a new appointment letter, the PMRP manager will contact the new activity monitor to schedule training. Will conduct a biannual inspection reviewing operation, documentation, and adherence to overall program requirements. A report, documenting any findings, will be maintained, and provided to the unit monitors. Within 60 days, the PRMP Manager must follow-up with unit PRMP monitors on any inspection report findings.

3. Unit PMRP Monitors . Are responsible for their unit's overall program and its effectiveness. Monitors will:

3.1. Train PMRP procedures to all users within their unit. The brief must cover procedures for identifying precious metals and turn-in of these items to the unit's PMRP monitor.

3.2. Maintain a continuity book or jacket file with the following contents: Appointment Letter, copy of Installation PMRP Operating Instructions, training slides/certificates, self-inspection checklist, and Electronic Turn-In Document (ETID) or A5J documents stamped/signed by DLA-DS. See continuity book or jacket file template in [Attachment 3](#).

3.3. Conduct a self-inspection every 6 months, using the Precious Metals Self-Inspection checklist offered by the 355 LRS Inspection Section, and maintain completed checklists for two years. See self-inspection checklist in [Attachment 4](#).

3.4. Review the Master Bench Stock Listing (S04) and ensure all bins and bin labels that contain precious metals are clearly and correctly marked. Review the Daily Document Register (D04) to ensure all issued items are tracked and disposed of properly.

3.5. Contact the installation PMRP manager to requisition precious metals or precious metals recovery equipment and supplies for recovery of silver from spent hypo solution. Store solution in compliance with Occupational Safety and Health standards, environmental regulations, Technical Order (T.O.) and safety data sheets. Reference Air Force Policy

Directive (AFPD) 90-8, Environment, Safety & Occupational Health Management and Risk Management, for additional details.

3.6. Ensure subject materials are safeguarded in a locked container or cabinet and are labeled and color coded in accordance with governing instructions.

3.7. Segregate and sort all precious metals or precious metals bearing material from other scrap (e.g., high temperature and critical alloys) prior to turning in to 355 LRS Flight Service Center (FSC) and creating an ETID <https://www.dla.mil/DispositionServices/DDSR/TurnIn/ETID/>.

3.8. Ensure users minimize the volume of material disposed as scrap or waste through cost-effective reclamation and reuse of material.

3.9. Maintain visibility of serviceable items transferred to DLA-DS (when practical, reuse items in lieu of initiating a new procurement).

3.10. Maintain PMRP log for positive inventory and in-transit visibility of assets throughout all nodes of the supply chain.

3.11. Proactively prevent loss and ensure appropriate demilitarization of assets prior to disposal.

3.12. Ensure cost-effective recovery from supplies, scrap or residual material and maximize the reuse of critical, strategic, and precious metals.

3.13. Contact FSC at (520) 228-3658 to schedule precious metals turn-in and:

3.13.1. Bring approved ETID with property to FSC the day of the appointment.

3.13.2. Ensure FSC signs PMRP log as proof of turn-in.

3.13.3. Request copies of DLA-DS signed/stamped turn-in documents (ETID or A5J) from FSC.

3.14. Ensure silver bearing classified items are shredded before turning into DLA-DS.

3.15. Ensure photographic film and paper are removed from spools or other mounting prior to delivery to FSC. Rolled film and paper may not exceed 2.5 inches in diameter.

SCOTT C. MILLS, Colonel, USAF
Commander, 355th Wing

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

AFPD 23-1, *Materiel Management*, 6 September 2018

AFI 23-101_ACCSUP, *Materiel Management Policy*, 28 May 2021

AFMAN 23-122_ACCSUP, *Materiel Management Procedures*, 29 May 2021

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

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

DMAFBI 23-101, *Precious Metals Recovery Programs*, 26 August 2022

DoDM 4160.21, Volume 2, *Defense Material Disposition: Property Disposal and Reclamation*, 30 September 2019

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

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 2519, *All Purpose Checklist*

DD Form 1348-1A, *Single Line-Item release/Receipt Document*

DD Form 2861, *Cross-Reference*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DLA-DS—Defense Logistics Agency Disposition Services

DoDM—Department of Defense Manual

ETID—Electronic Turn in Document

FSC—Flight Service Center

GPC—Government Purchase Card

OPR—Office of Primary Responsibility

PMRP—Precious Metal Recovery Program

RDS—Records Disposition Schedule

T.O.—Technical Order

355 LRS—355th Logistics Readiness Squadron

Attachment 2

APPOINTMENT LETTER TEMPLATE

Figure A2.1. Appointment Letter Template.

				DATE
MEMORANDUM FOR 355 LRS/LGRMI				
FROM: 355 XXX/XXXX				
SUBJECT: Appointment of Precious Metals Recovery Program (PMRP) Monitors				
1. The following individuals are appointed as Precious Metals Recovery Program Monitors IAW AFI23-101_ACCSUP, para 6.3.3.1.4.2.				
a. Organization:	355 XXX/XXXX	ORG/Shop Code(s):	123AB / 123ABC	
b. Monitors:	Office	Date Trained	Duty Phone	
	Primary:	RANK NAME		
	Alternate:	RANK NAME		
c. Location:	Bldg 0000 Room 000			
d. Type of Recovery Equipment:	N/A			
e. Type of Precious Metals generated:	Silver, Gold, etc.			
2. This letter supersedes all previous letters, same subject.				
3. If you have any questions, please contact RANK NAME at 228-XXXX.				
First, Middle Initial, Last Name, Rank, USAF Commander				

Attachment 3**PRECIOUS METALS CONTINUITY BOOK OR JACKET FILE****Figure A3.1. Continuity Book or Jacket File Template.****TAB A: APPOINTMENT LETTERS**

- Copy of letter appointing the Unit PMRP monitor, and alternate will have the following information: Name, Primary/Alternate, Phone, Location Bldg/Rm #, and Type of Precious Metals.
- Copy of Primary & Alternate Training Certificates

TAB B: PUBLICATIONS

- DoDM 4160.21, Vol 2, *Defense Materiel Disposition: Property Disposal and Reclamation*, 30 Sep 19
- T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, 15 Sep 13
- AFMAN 23-122_ACCSUP, para 6.3.5. *Materiel Management Procedures*, 29 May 21
- DAVISMONTHANAFBI 23-101, *Precious Metals Recovery Program (PMRP)*

TAB C: DD FORM 1348-1A

- (Primary Option) Generating units are responsible for preparing an Electronic Turn in Document (ETID) utilizing the link: <https://www.dla.mil/DispositionServices/DDSR/TurnIn/ETID/>.
- (Secondary Option) Generating/using units are responsible for preparing DD Form 1348-1A, 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 Enterprise Solution-Supply) using DD Form 1348-1A. These forms will be hand scribed or typed and filed in "Tab C" for a minimum 2-year period for audit purposes.

TAB D: REPORTS/SELF-INSPECTION CHECKLIST

- Copies of completed self-inspection checklist retained for 2 years. A2.4.2. Copy of the most recent PMRP manager biannual visit report.
- Copy of the Master Bench Stock Listing (S04) which indicates items containing precious metals.
- Copy of the Daily Document Register (D04) which indicates items issued daily containing Precious Metals.

TAB E: PRECIOUS METALS RECOVERY PROGRAM LOG

- Copies of Precious Metals Recovery Program Log retained 2 years.

Attachment 4

PRECIOUS METALS SELF-INSPECTION CHECKLIST

Figure A4.1. Precious Metals Self-Inspection Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PRECIOUS METALS SELF-INSPECTION CHECKLIST		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	
1.	Has the Unit Commander appointed a Primary and Alternate Precious Metals Recovery Program (PMRP) Monitor and is the current letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has a Continuity Book or Jacket File been established IAW DMAFBI 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 the bin labels in-place according to the S04 bin location and clearly color coded with blue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are precious metals scrap segregated and safeguarded from the other shop scrap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are scraps and Turn-Ins stored in a locked cabinet/storage bin or locked room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have Turn-Ins of scrap precious metals, been accomplished and turned over to DLA Disposition Services quarterly? Disposed of every 180 days IAW AFMAN23-122_ACCSUP, regardless of amount accumulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are copies of DD Form 1348-1A (for Precious Metals Turn-Ins) or PMRP turn-in log maintained in the Precious Metals Continuity Book Tab C for a minimum of 2 years? (ETID or Manual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have semi-annual 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"/>
10.	Are established protection requirements for fine precious metals, precious metals bearing scraps and high content precious metals bearing items IAW DoDM 4160.21, Volume 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>