

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**



**GOODFELLOW AIR FORCE BASE
INSTRUCTION 23-101**

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Materiel Management

**PRECIOUS METALS
RECOVERY PROGRAM (PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 23-1, *Materiel Management*; AFI 23-101, *Air Force Materiel Management*; AFMAN 23-122, *Materiel Management Procedures*; DoD 4160.21 Vols 1-4, *Defense Materiel Disposition Manual*; and TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, on Goodfellow Air Force Base. The Precious Metals Recovery Program (PMRP) is established to ensure that precious metals are conserved and recovered for authorized internal use or as Government-Furnished Material (GFM) for repair and production contracts. The program includes gold, silver, and the platinum family of metals: platinum, palladium, iridium, rhodium, osmium, and ruthenium. This publication applies to all Active Duty and other Armed Forces, Department of Defense (DoD) Civilians who deal with Precious Metals (PM). This publication also applies to all Air Force Reserve Command (AFRC) Units. 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 Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

1. Goodfellow AFB Precious Metals Recovery Program (PMRP) Responsibilities.

1.1. The Materiel Management Flight Chief Inspector, whose position resides within the 17th Logistics Readiness Squadron/LGRMI, will be the Installation PMRP Manager/focal point for all matters concerning PMRP at Goodfellow AFB.

1.2. According to AFMAN 23-122, para 6.3.6., AF activities that purchase AF assets and material with a Government Purchase Card must participate in the PMRP for the economic recovery of precious metals (gold, silver, and the platinum family) from excess and surplus precious metal bearing materials.

1.3. All levels of supervision will ensure there is a clear line of communication and response to recommendations of the Installation PMRP manager and unit monitors.

2. Installation PMRP Manager (17 LRS/LGRMI) will:

2.1. Represent the base in the day-to-day planning, organizing, directing, and controlling of the PMRP and perform the duties listed in AFI 23-101, Chapter 6, section 6.3.3. They will also ensure the appointed unit monitors perform their duties as listed in AFI 23-101 and AFMAN 23-122, Chapter 6, section 6.3.5.

2.2. Maintain a current list of PMRP monitors and precious metals (PM) generating/using activities.

2.2.1. This list will include:

2.2.1.1. PMRP monitor's/alternate's name & phone number.

2.2.1.2. Site (building number).

2.2.1.3. Organization/shop code of the activity.

2.2.1.4. Type of recovery equipment used.

2.2.1.5. Kinds of precious metals bearing scrap or waste generated, and other forms of fine or high precious metals used.

2.3. Prepare a schedule for and visit each generating/using activity at least once every 24 months for review of operations, documentation, and adherence to overall program policies.

2.3.1. Prepare and maintain a report of findings.

2.3.2. Track corrective action on discrepancies through completion.

2.4. Create a locally devised checklist for monitors to inspect their programs with.

2.5. Conduct program management training for unit monitors as necessary.

2.6. Review this Operating Instruction (OI) annually to ensure the adequacy of methods used by the base to comply with DoD, HQ USAF, and AETC directives on the PMRP.

2.7. Maintain a record of refined PM which are GFM.

2.8. Check the adequacy of identification, safeguarding, and disposal of PM in the base inventory.

2.9. Contact the Defense Logistics Agency Disposition Services (DLADS) relative to any guidance on scrap segregation.

2.10. Maintain liaison with the Defense Logistics Agency (DLA) PMs Area Representative and the DLADS to keep abreast of silver recovery techniques and to obtain or give assistance on the overall PMRP.

3. Unit Commanders will:

3.1. Unit Commanders will appoint PMRP Monitors. These monitors (primary and alternate) will receipt, issue, and store PM. Units are required to provide a copy of the appointment letter containing the names, ranks, office symbols, and phone numbers to 17 LRS/LGRMI.

3.2. Appoint in writing a disinterested person (one who does not operate the equipment or harvest the precious metal) to witness the harvesting of PM and to certify weight annotated on the disposal turn-in document, DD Form 1348-1A, Issue Release/Receipt Document.

3.3. Manage controlled areas in accordance with IAW AFI 31-101, *Integrated Defense*, additional assistance can be obtained through the Resource Protection Program Manager 17th Security Forces Squadron.

4. Unit PMRP Monitors will:

4.1. Conduct an annual self-inspection of your program using the locally devised checklist provided by the Installation PMRP Manager. Ensure checklists show the peculiarities of each PM generating/using activity. Update checklists to show the results of the findings and recommendations of annual inspections.

4.1.1. Send a report detailing the discrepancies found if any and corrective actions to the Installation PMRP Manager. If no discrepancies are found, a negative reply must be submitted via memorandum or email.

4.2. The primary or alternate will accompany the Installation PMRP Manager on the 24-month surveillance visits to their unit.

4.3. Maintain a log of precious metals used by the unit. At a minimum the log will contain, the known stock number, nomenclature, quantity, date issued, type of scrap generated, and date returned.

4.4. Maintain a record of PM items generated and turned in to the Defense Logistics Agency Disposition Services.

4.4.1. Notify the Installation PMRP Manager in advance of the date & time you plan to turn in precious metals.

4.5. Maintain a continuity book as described.

4.5.1. TAB A: Copies of appointment letters with corresponding training certificates/completion notifications.

4.5.2. TAB B: Current copies of the applicable sections within AFI 23-101, AFMAN 23-122, DoD manuals, Technical Orders, and this OI or a memorandum stating where they can be found.

4.5.3. TAB C: Copies of the DD Form 1348-1A, "Single Line Item Release/Receipt Document," showing precious metals items issued from or turned in to Base Supply. All items issued will have corresponding paperwork to indicate proper disposal IAW DoD 4160.21-M. These copies will be maintained for a period of 2 years for audit purposes.

4.5.3.1. When turning items in to Base Supply the 1348-1A will contain:

4.5.3.1.1. The National Stock Number (NSN) when assigned or best available identification.

4.5.3.1.2. Nomenclature and precious metals content if known. If not known, state "Precious Metals Content Unknown."

4.5.3.1.3. Weight.

4.5.3.1.4. Document Number.

4.5.3.1.4.1. Stock Record Account Number (SRAN) FB3030 or FM3030 (Medical Supply) and the Julian Date.

4.5.4. TAB D: Reports/Self-Inspection Checklist.

4.5.4.1. A copy of the latest surveillance visit by the Installation PMRP Manager with any required replies and an annual self-inspection checklist with any necessary corrective actions. The checklist will be retained for a period of 2 years.

4.5.5. TAB E: Miscellaneous Information/Correspondence. A memorandum may be used to identify the location of electronic copies.

4.5.6. TAB F: Equipment/Monthly Testing (if applicable).

4.5.6.1. List all types of precious metals recovery equipment assigned; include serial number(s) of equipment and the kind of high precious metals scrap generated.

4.6. Have a plan to:

4.6.1. Find, segregate, and sort items with precious metals.

4.6.2. Safeguard all PM scrap/silver flake and sludge or residue in their account from pilferage.

4.6.3. Turn-in accumulation of precious metals (scrap, film harvested silver, etc.) and items containing precious metals at least quarterly, or sooner if feasible. At a minimum, accumulated returns will be disposed of every 180 days regardless of the amount.

5. Contractors must:

5.1. Ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent when operating on an Air Force installation where precious metals are used or recovery is involved.

6. Activity Turn-In Procedures.

6.1. Turn in PM bearing scrap/waste and excess refined PM to DLADS.

6.2. Classify excess and condemned items bearing PM as turn-in items, unless they qualify for turn-in as scrap.

6.3. All turn in materiel will be documented on DD Form 1348-1A.

6.3.1. Specific guidance for completing DD Form 1348-1A is in AFH23-123, Volume 2, Part 1, Chapter 6, Paragraph 6.3.2. Transfer to Defense Logistics Agency Disposition Services (DLADS) Transfer Materiel (TRM) Transaction.

6.3.2. Maintain a suspense copy of the turn-in document until you receive a receipt copy from DLADS.

7. Requisitioning and Use of Refined Precious Metals.

7.1. PM recovered by this program are refined, stored and managed by Defense Supply Center Philadelphia (DSCP). They are available for use on approved internal AF programs for use as GFM on production and maintenance contractors. They are available for just the cost of recovery plus an authorized administrative surcharge and transportation charge. These combined costs are much less than the open market price of the metal.

7.2. Activities initiating purchase requests for PM or for repair of items, where PM can be furnished as GFM, will contact the Installation PMRP Manager located in 17 LRS/LGRMI. The Installation PMRP Manager will coordinate with DSCP to determine availability.

8. Recovery Equipment (including DLADS furnished):

8.1. The inspection and maintenance requirements for recovery equipment will be determined by applicable technical data or per manufacturer's instructions. Technical data will be obtained in accordance with TO 00-5-1.

8.1.1. Recurring inspection and maintenance requirements will be documented on the Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, in accordance with TO 34-1-3, *Inspection and Maintenance - Machinery and Shop Equipment*.

8.1.2. The recovery equipment will be appropriately tagged with a DD Form 1574, *Serviceable Tag-Materiel*, or DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*, in accordance with TO 00-20-3, *Maintenance Processing of Repairable Property and The Repair Cycle Asset Control System*.

RICKY L. MILLS, Colonel, USAF
Commander

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

DoD 4160.21-M, *Defense Materiel Disposition Manual*

DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*

AFH23-123, Volume 2, PT1, *Integrated Logistics System-Supply (ILS_S), Standard Base Supply System Operations*

AFI 23-101, *Air Force Materiel Management*

AFI 31-101, *Integrated Defense (ID)*

AFI 33-360, *Publications and Forms Management*

AFMAN 23-122, *Materiel Management Procedures*

AFMAN 33-363, *Management of Records*

AFPD 23-1, *Materiel Management*

TO 00-5-1, *AF Technical Order System*

TO 00-20-3, *Maintenance Processing of Reparable Property and The Repair Cycle Asset Control System*

TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*

TO 34-1-3, *Inspection and Maintenance - Machinery and Shop Equipment*

Adopted Forms

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

DD Form 1574, *Serviceable Tag-Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag-Materiel*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 244, *Industrial/Support Equipment Record*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DoDM—Department of Defense Manual

DSCP—Defense Supply Center Philadelphia

GFM—Government-Furnished Materiel

NSN—National Stock Number

OI—Operating Instruction

PM—Precious Metals

PMRP—Precious Metals Recovery Program

PWS—Performance Work Statement

SRAN—Stock Record Account Number

TO—Technical Order

TRM—Transfer Materiel