

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

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



27 JULY 2022

Materiel Management

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Austin A. Gruber)

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This instruction outlines responsibilities and procedures to provide base-level guidance for DAFI 23-101, *Materiel Management Policy*, and DAFMAN 23-122, *Materiel Management Procedures*, for the Precious Metals Recovery Program (PMRP). This instruction is applicable to all Hill AFB organizations including tenants where precious metals are used or recovered. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication is at wing level (Tier T-3). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication may be supplemented at any level but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. See **Attachment 1** for a glossary of references and supporting information.

Chapter 1

PROGRAM OVERVIEW AND ASSIGNED DUTIES

1.1. Overview: The basic objective of the PMRP is cost savings for the Department of Defense (DoD). Units who generate precious metals scrap are required to recover it when feasible and route it through Defense Logistics Agency Disposition Services. DLA will send all precious metals scrap to a recycler who extracts the fine/pure precious metal and then sells it back to the DoD at a fraction of the market cost. The PMRP Monitors and Installation PMRP Manager will ensure precious metals scrap is recovered and turned in at the unit level.

1.1.1. All activities at Hill AFB will cooperate to the fullest extent with the Installation PMRP Manager to ensure a successful program. Units in a deployed status will participate in the PMRP at the host installation.

1.1.2. All Exemption, Expendability, Recoverability, Reparability Category Designator (ERRCD) XD, XF, ND, or NF items, and XB3 items, which retain their identity after use are exempt from the requirements for records keeping set forth in HILLAFBI 23-101. Units will process these items in accordance with (IAW) normal supply turn-in procedures.

1.2. Unit commander with shops where precious metals are used or recovered will:

1.2.1. Ensure primary and alternate PMRP monitor are appointed in writing for each shop/activity within any unit that handles precious metals. Units can appoint a single point monitors as long as they can fully carry out the duties described in this publication. The appointment letter will be addressed to 75 LRS/LGRM and includes the name, phone number, location (building and room number), and type of precious metals used by their organization and the Supply ORG/Shop Codes. For units that utilize precious metals recovery equipment, the letter must also contain the type of recovery equipment used and the type of fine precious metals recovered.

1.2.2. Provide a copy of all appointment letters to the Installation PMRP Manager, 75 LRS Inspection Section (75 LRS/LGRM).

1.3. The Installation PMRP manager:

1.3.1. The appointed Materiel Management Flight's Chief Inspector (75 LRS/LGRM) will act as the Installation PMRP manager/focal point for all matters concerning PMRP IAW DAFI 23-101, *Materiel Management Policy*. This program manager will conduct initial PMRP training for all newly-assigned unit PMRP monitors. Newly assigned monitors will contact 75 LRS/LGRMS to schedule training. The PMRP manager will conduct visits with each PMRP monitor every 2 years at a minimum to ensure overall program requirements are being met.

1.4. PMRP monitors:

1.4.1. Will maintain a PMRP continuity book as prescribed in [attachment 2](#), conduct self-inspections every 6 months using the checklist provided in [attachment 3](#), and maintain completed checklists for 2 years.

1.4.2. Ensure each squadron work center that generates precious metal bearing scrap and/or uses precious metal items collects and turns in material promptly to prevent/minimize the possibility of theft. Accumulated returns will be disposed of at a minimum of every 180 days regardless of the amount collected.

1.4.3. Conduct self-inspections of PMRP at least semi-annually. As a minimum, utilize the provided self-inspection checklist ([Attachment 3](#)).

1.5. PMRP monitors and/or bench stock monitors:

1.5.1. Will review the Master Bench Stock Listing (S04) to ensure the unit clearly marks all bins and bin labels containing precious metals with “blue” markings.

1.6. Issues from bench stock or IMDS/SBSS orders:

1.6.1. Will be a one-for-one exchange whenever possible. A PMRP issue log provided by the PRMP manager or similar product will be used to ensure the unserviceable assets are returned and placed in the PMRP scrap collection point. If no return asset is available, annotate the log as such. PMRP scrap shall be safeguarded in a manner that reduces the risk of pilferage and the chance of co-mingling with other shop scrap.

1.7. Using organization:

1.7.1. Will turn in all recovered precious metal assets to DLA Disposition Services at least every 6 months and maintain documentation for 2 years. If no precious metals have been accumulated during the 6-month period, annotate this in the PMRP continuity book or issue log as such.

JEFFREY G. HOLLAND, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

DAFMAN 23-122, *Air Force Materiel Management Procedures*, 27 October 2020

DAFI 23-101, *Air Force Materiel Management*, 22 October 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

DAFI—Department of the Air Force Instruction

DLA—Defense Logistics Agency

DRMS—Defense Reutilization Management Service

ERRCD—Exemption, Expendability, Recoverability, Reparability Category Designator

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

S04—Master Bench Stock Listing

Attachment 2**PMRP CONTINUITY BOOK TEMPLATE****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, ORG/SHOP CODE, and TYPE OF PRECIOUS METALS.

A2.1.2. Copy of appointment letter naming all individual(s) other than the primary or alternate authorized to receipt for, issue, and turn in fine precious metals (not scrap). This only applies to pure precious metals and not assets containing precious metals.

A2.1.3. Copy of letter authorizing individual(s) to harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges (as applicable).

A2.1.4. Copy of letter appointing an individual(s) not involved in the PMRP to witness the harvesting and the cartridge removal and to certify weight (as applicable).

A2.2. TAB B: PUBLICATIONS

A2.2.1. Current copy of DAFI 23-101, CH6, Sect 6.3.3, DAFMAN 23-122, CH6 Sect 6.3.5, and HILLAFBI 23-101.

A2.3. TAB C: DD FORM 1348-1

A2.3.1. Organization will prepare a DD Form 1348-1 or DD Form 1328-1A, "Single Line Item Release/Receipt Document" when turning in precious metals or precious metals bearing material to DRMS. All turn-in transactions will be off-line (not processed through the ESS) using a DD Form 1348-1 or DD Form 1348-1A. These forms will be hand-scribed or typed (preferably typed). Distribution of DD Forms 1348-1 or DD Form 1348-1A will be: copy 1 turned in with the property, copy 2 retained by the PMRP monitor and 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.

A2.5. TAB E: MISCELLANEOUS INFORMATION**A2.6. TAB F: EQUIPMENT/MONTHLY TESTING (if applicable)**

A2.6.1. List all types of precious metals recovery equipment assigned; include the serial number(s) of equipment and the kind of high precious metals scrap generated.

A2.6.2. Documentation of the monthly testing of the hypo/solution discharge from the silver recovery units.

