

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

**HOLLOMAN AFB INSTRUCTION
23-101**

6 NOVEMBER 2019



Material Management

**PRECIOUS METALS RECOVERY
PROGRAM (PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 49 LRS/LGRMI

Certified by: 49 LRS/CC
(Major Benjamin D. Muse)

Pages: 5

This instruction outlines responsibilities and procedures to provide base-level guidance for AFI 23-101 *Air Force Materiel Management*, and AFMAN 23-122 *Materiel Management Procedures*, for Precious Metals Recovery Program (PMRP). This instruction is applicable to all Holloman AFB organizations including tenants where precious metals are used or recovered. 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Ensure that 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 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>

1. Overview. The basic objective of the PMRP is cost savings for the Department of Defense. Units that generate precious metals scrap are required to recover it when feasible and route through Defense Logistics Agency (DLA) Disposition Services. DLA will send all precious metal scrap to a recycler who extracts the fine/pure precious metal and then sells it back to the Department of Defense 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.

2. Responsibilities:

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. Single point monitors at the unit level may be appointed as long as they can ensure the duties described below are carried out. This letter will be addressed to 49 LRS/LGRMI and also contain the name of the monitor, phone number, location (building and room number), 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.

2.2. The Installation PMRP Manager: Will conduct initial PMRP training for all newly-assigned unit PMRP Monitors. Newly assigned monitors will contact 49 LRS/LGRMI 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.

2.3. PMRP Monitors: Monitors will maintain a *PMRP Continuity Book*, [Attachment 2](#), and conduct self-inspections every 6 months using the checklist provided in *Precious Metals Self-Inspection Checklist*, [Attachment 3](#), and maintain completed checklists for two years.

2.4. PMRP Monitors and/or Bench Stock Monitors: 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.

3. Issues from Bench Stock or Integrated Maintenance Data System/Integrated Logistics System-Supply orders: Will be a one-for-one exchange whenever possible. A PMRP issue log provided by the PMRP Manager or similar product will be used to ensure the unserviceable asset is returned and placed in the PMRP scrap collection point. If no return asset is available, annotate 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 scrap metals.

4. Using Organizations: Turn in all recovered precious metal assets to DLA Disposition Services at least every 6 months and will 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.

JOSEPH L. CAMPO, Colonel, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-101, *Air Force Materiel Management*, 12 Dec 2016

AFMAN 23-122, *Materiel Management Procedures*, 14 Dec 2016

Prescribed Forms

No prescribed forms.

Adopted Forms

AF 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

DLA—Defense Logistics Agency

DOD—Department of Defense

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

ORG—Organization

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

S04—Master Bench Stock Listing

Attachment 2**PRECIOUS METALS CONTINUITY BOOK****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 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 not assets containing a precious metal.

A2.1.3. Copy of letter authorizing individual 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 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 AFI 23-101, CH6, Sect 6.3.3, AFMAN 23-122, CH6 Sect 6.3.5 and HAFBI 23-101

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

A2.3.1. Organizations are responsible for preparing a DD Form 1348-1 or DD Form 1348-1A, "Single Line Item Release/Receipt Document" 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 a DD Form 1348-1 or DD Form 1348-1A. These forms will be hand scribed or typed (preferably typed).

A2.3.2. Distribution of DD Forms 1348-1 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.

A2.5. 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 serial number 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.

Attachment 3

PRECIOUS METALS SELF-INSPECTION CHECKLIST

Figure A3.1. Precious Metals Self-Inspection Checklist.

Account:	Inspected By:	Date:	
		Y or N	Initials
Has the Unit Commander appointed a Primary and Alternate Precious Metals Recovery Program Monitor and is a current letter on file?			
Has a continuity book been established IAW with HAFBI 23-101 governing the management and control of precious metals?			
Is the SO4 Bench Stock Listing current and does it reflect all precious metals in stock?			
Are bin labels in-place according to the S04 Bin Location and clearly color-coded with "blue" markings?			
Are precious metals scrap segregated and safeguarded from other shop scrap?			
Have Turn-Ins of scrap precious metals, been accomplished and turned over to DLA Disposition Services within 6 months?			
Are copies of DD Forms 1348-1 (for Precious Metals Turn-Ins) maintained in the Precious Metals Continuity Book Tab C?			
Have Semi-annual self-inspections been completed using this checklist and are the completed checklists filed in the PMRP Monitor's Continuity Book under TAB "D" for 2 years?			
Comments:			