

**BY ORDER OF THE COMMANDER
JOINT BASE CHARLESTON**

**JOINT BASE CHARLESTON
INSTRUCTION 23-101**



4 OCTOBER 2023

Material Management

**PRECIOUS METALS RECOVERY
PROGRAM (PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Instruction (DAFI) 23-101, *Material Management*, for the Joint Base Charleston Precious Metals Recovery Program (PMRP). It prescribes policies and procedures for Joint Base Charleston (JB CHS) participation in the Department of Defense (DoD) PMRP. The PMRP applies to all USAF personnel including those assigned to geographically separated units that generate, store or dispose of precious metals bearing scrap or residue. Procedures are provided to ensure the proper control, identification and accounting of items containing precious metals. The PMRP is established to promote the economic recovery of precious metals from excess and scrap materials. Within the Air Force inventory, a number of commodities contain precious metals which are not consumed in their use. Retention of this residue is of vital importance to the USAF, in that dollar savings can be realized and results in the better utilization of precious metals which are limited within our country's natural resources. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented.

Chapter 1

PROGRAM OVERVIEW

1. Overview. This publication establishes guidance for the proper control, identification and accounting of items containing precious metals. The PMRP is established to promote the economic recovery of precious metals from excess and scrap materials.

1.1. All activities at JB CHS 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.

1.2. Exemption. Expendability, Recoverability, Reparability Cost Designator (ERRCD) Expendable Depot Level Repair (XD), Expendable Field Level Repair (XF), Nonexpendable Depot Level Repair (ND), Nonexpendable Field Level Repair (NF), and Base Level Non-recoverable (XB3) items, which retain their identity after use, are exempt from the requirements for records keeping set forth in this instruction. These items will be processed in IAW normal supply turn-in procedures.

Chapter 2

ROLES AND RESONSIBILITES

2. Roles and Responsibilities.

2.1. The commanders of squadrons which use or consume items bearing recoverable precious metals will:

2.1.1. Ensure Flight Commander/Flight Chief or Aircraft Maintenance Unit (AMU) Officer in Charge (OIC)/Superintendent establish and enforce a flight/AMU PMRP, IAW DAFI 21-101, *Aircraft and Equipment Maintenance Management*, paragraph 2.10.23..

2.1.2. Appoint, in writing, a primary and alternate unit PMRP monitor to ensure the conservation of all precious metals bearing material (sample appointment letter is in **Attachment 3**). This letter will include the appointee's rank, name, duty phone, office symbol, building number, room number, and types of precious metal used/generated.

2.1.3. Appoint, in writing, individuals to harvest silver flake/sludge from electrolytic units and/or to change recovery cartridges if used by the squadron. If used, appoint individuals not involved in the PMRP to witness the harvesting and cartridge removal.

2.1.4. Appoint, in writing, individuals not involved in the PMRP to inspect and verify types and quantities of precious metals submitted on Turn-in Documentation.

2.1.5. Ensure their personnel follow the same guidelines for assets purchased using a Government Purchase Card (GPC) as they do for items purchased through normal supply channels.

2.1.6. Provide a copy of all appointment letters to the Installation PMRP Manager, 628th Logistics Readiness Squadron Inspection Section (628 LRS/LGRMI).

2.2. Installation PMRP Managers shall:

2.2.1. Be the appointed Materiel Management Flight's Chief Inspector (628 LRS/LGRMI) who will act as the installation's PMRP manager/focal point for all matters concerning PMRP IAW DAFI 23-101.

2.2.2. Ensure that each squadron involved in the PMRP appoints a PMRP monitor and alternate.

2.2.3. Conduct program management training for activity PMRP monitors as required. Upon receipt of a new appointment letter, contact the newly appointed monitor to schedule training.

2.2.4. Periodically review and audit records of using activities for use and turn-in of precious metals and scrap.

2.2.5. Ensure each squadron involved in the PMRP has a self-inspection program established.

2.3. Squadron Monitors will:

2.3.1. Attend the initial PMRP training provided by the 628 LRS Chief Inspector upon appointment and provide initial training to shop monitors assigned. Training provided to shop monitors will be documented and maintained in the squadron monitor's PMRP

record/continuity book. Brief applicable personnel on the procedures for the issue, turn-in and accountability of precious metals used within their squadron.

2.3.2. Establish turn-in containers for each Precious Metal Indicator Code (PMIC) A, C, G, P, S, U and V ([Attachment 2](#)). The PMIC will be clearly marked on the outside of each container. When the material accumulates, the squadron's PMRP Monitor will access the Defense Logistics Agency's (DLA) Electronic Turn-In Document (ETIDS) website to create the required DD Forms 1348-1A, *DoD Single Line Item Release/Receipt Document*. A disinterested witness will verify weights and document the weight on the disposal turn-in document (A5J). **NOTE:** Contact the 628 LRS Flight Service Center at 843-963-4104 for training on accessing and using ETIDS. After documentation is obtained, the customer can schedule the pick-up or shipping of the material to Defense Logistics Agency Disposal Services (DLADS).

2.3.3. Adhere to the requirements set forth in JBCI 23-101 and DAFI 21-101 to ensure the proper handling, accountability, safeguarding, and security of high precious metal content items and silver flake/sludge and silver recovery cartridges.

2.3.4. Ensure that when harvesting silver flake/sludge from electrolytic units or replacing recovery cartridges/cores, both the person performing the harvesting and a disinterested witness verify and document the weight on the disposal turn-in document.

2.3.5. Ensure each squadron work center that generates precious metal bearing scrap and/or use 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 amount collected.

2.3.6. Conduct self-inspections of PMRP at least semi-annually. As a minimum, utilize the provided Self-inspection Checklist ([Attachment 4](#)). Maintain a continuity book for your squadron's recovery program. The book will contain the items listed in [Attachment 5](#).

Chapter 3

GUIDANCE AND PROCEDURES

3. Guidance and procedures.

3.1. Identification of Precious Metals.

3.1.1. The squadron's PMRP monitor must brief all applicable personnel on the PMRP and its procedures. As a minimum, cover the procedures identifying precious metals and the turn-in of precious metals to the squadron's PMRP monitor.

3.2. Bench Stock Items. Organizational Bench Stock Listings (S04) note the PMIC assigned to an item. The LRS Customer Service Unit produces and distributes the S04 to appointed bench stock monitors in March and September. Additionally, each quarter (Jan-Apr-Jul-Oct), the installation PMRP Manager will send a consolidated list of all National Stock Numbers (NSNs) containing precious metals to the appointed squadron monitors. Bench stock bin labels for items containing precious metals will be highlighted in blue for identification. This will identify to the user in which scrap bin to place the used items.

3.3. Recoverable Precious Metals PMICs for items issued to the customer (issues and due-out releases). Assignment of a recoverable PMIC will cause the appropriate phrase to appear on all DD Forms 1348-1A, *Issue Release/Receipt Document*. This will identify the type of precious metal contained in an item. The appropriate phrase will also appear on the Asset Management System (AMS) label. For example: "SILVER", "GOLD", "PLATINUM", "COMBO SILVER/GOLD", "PLATINUM", "PRECIOUS METALS UNKNOWN", "PRECIOUS METALS VARY", or "NO PRECIOUS METALS" will appear on the label. All squadrons using items with a recoverable PMIC assigned are tasked with the recovery of these items.

3.4. Turn-ins.

3.4.1. Each squadron work center will have containers for the collection of precious metals (PM) bearing scrap. Separate containers are required for each PMIC. There must be a secure storage area for all PM bearing material at all times until transferred to 628 LRS. The PM material will be maintained under lock and key when not under constant surveillance of a responsible person.

3.4.2. Non-precious metal scrap will not be placed in containers designated for precious metals scrap. Non-precious metal containers will be marked with PMIC A.

3.4.3. Condemned XB3 precious metals items that do not retain their identity after use (used/unserviceable) will be segregated from other scrap and processed to DLADS under the PMRP. Upon turn-in, each recoverable PMIC will require a separate DD Form 1348-1A, DoD Single Line Item Release/Receipt Document. This document will be created in ETIDS by the squadron and used as the turn-in document.

3.4.4. Submit a letter to the installation PMRP Monitor showing all PMs (type and quantity) turned in each quarter. This will be done no later than the 20th day of January, April, July and October.

3.4.5. Include the PMRP in your squadron's self-inspection program. As a minimum, include DAFI 21-101 requirements and compliance with receipt, issue, and turn-in requirements.

MICHAEL A. FREEMAN, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 1 October 2021

DAFI 23-101_DAFGM2022-01, *Materiel Management*, 2 August 2022

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Forms 1348-1A, *DoD Single Line Item Release/Receipt Document*

Abbreviations and Acronyms

AFI—Air Force Instruction

AMU—Aircraft Maintenance Unit

CIC—Controlled Item Code

DoD—Department of Defense

DLADS—Defense Logistics Agency Disposal Services

ERRCD—Expendability, Recoverability, Reparability Cost Designator

ETIDS—Electronic Turn-In Document

GPC—Government Purchase Card

IAW—In Accordance With

ILS-S—Integrated Logistics System-Supply

JB CHS—Joint Base Charleston

JBCI—Joint Base Charleston Instruction

ND—Nonexpendable Depot Level Repair

NF—Nonexpendable Field Level Repair

OPR—Office of Primary Responsibility

PMIC—Precious Metals Indicator Code

PMRP—Precious Metals Recovery Program

POC—Point of Contact

XB3—Base Level Non-recoverable

XD—Expendable Depot Level Repair

XF—Expendable Field Level Repair

Attachment 2

PRECIOUS METALS INDICATOR CODES (PMIC)

A2.1. Precious Metals Indicator Codes (PMIC).

Table A2.1. Precious Metals Indicator Codes (PMIC).

PMIC	TYPE OF PRECIOUS METAL
A	Item does not contain precious metal
C	Item contains a combination of two or more precious metals (silver, gold, platinum)
G	Item contains gold
P	Item contains platinum family metals
S	Item contains silver
U	Precious metal type is unknown
<i>Precious metal type may vary between manufacturers.</i>	

Attachment 4

SELF-INSPECTION CHECKLIST

Figure A4.1. Self-Inspection Checklist.

No.	Requirement	Y/N	Initials
1.	Has the squadron commander appointed a Primary and Alternate Precious Metals Recovery Program Monitor and is a current letter on file?		
2.	Are training certificates from the 628 LRS Chief Inspector on file for the designated primary and alternate PMRP Monitors?		
3.	Has a continuity book been established IAW DAFI 23-101 governing the management and control of precious metals?		
4.	Is the S04 Bench Stock Listing current?		
5.	Are precious metals stock and residue secured and segregated by type of metal, serviceable from unserviceable?		
6.	Are copies of DD Forms 1348-1A(for precious metals Turn-Ins) maintained in the precious metals continuity book?		
7.	Has the squadron PMRP monitor established turn-in containers for each PMIC: A, C, G, P, S, U and V? Is the PMIC clearly marked on the outside of each container?		
8.	Does the person harvesting silver flake/sludge from electrolytic units or replacing recovery cartridges/cores and a disinterested witness verify and document the weight on the disposal turn-in documents?		
9.	Is the accumulated precious metal bearing scrap collected and turned-in promptly?		
10.	Is accumulated precious metal bearing scrap collected and turned-in and disposed of every 180-days regardless of amount collected?		
11.	Is PM bearing material stored in a secure area until transferred to 628 LRS or DLADS?		
12.	Is the PM material maintained under lock and key when not under constant surveillance of a responsible person?		
13.	Are containers for non-precious metal bearing items marked with PMIC A?		
14.	Does the squadron monitor ensure non-precious metal scrap is not placed in containers designated for precious metals scrap?		
15.	Are condemned XB3 precious metal items that do not retain their identity after use (used/unserviceable) segregated from other scrap and processed to DLADS under the PMRP? Is each recoverable PMIC processed with a separate DD Form 1348-1A, <i>DoD Single Line Item Release/Receipt Document</i> ?		
16.	Is the DD Form 1348-1A, created in ETIDS by the squadron PMRP monitor?		

17.	Does the squadron PMRP monitor submit a letter to the installation PMRP manager showing all precious metals (type and quantity) turned in each quarter? Is the letter sent NLT the 20th day of the last month of each quarter? (Jan-Apr-Jul-Oct)		
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Attachment 5

PMRP CONTINUITY BOOK

Figure A5.1. PMRP Continuity Book.

TAB A: Monitor's appointment letter and training documentation.

TAB B: Publications. Copies of DAFI 23-101 Para. 6.3.3. and DoDM 4160.21 (Stamped "for reference use only"), your squadron operating instructions (if applicable) and this instruction.

TAB C: DD Form 1348-1A, *DoD Single Line Item Release/Receipt Document*.

Generating/using activities are responsible for preparing DD Form 1348-1A when turning in precious metals or precious metals bearing material to DLADS. All turn-in transactions will be offline (that is, not processed through Integrated Logistics System- Supply (ILS-S)) using DD Form 1348-1A. These forms will be hand scribed or typed by the using activity. All DD Forms 1348-1A will be filed in Tab C for audit purposes.

TAB D: Precious Metals Listing. A copy of the Precious Metal Indicator Listing which shows all items that contain precious metals.

TAB E: Self-Inspection Reports. Copies of all self-inspections and PMRP surveillances to include all identified discrepancies.