

**BY ORDER OF THE COMMANDER
JOINT BASE MCGUIRE-DIX-LAKEHURST**

**JOINT BASE MCGUIRE-DIX-
LAKEHURST
INSTRUCTION 23-300**

5 MARCH 2026

Materiel Management

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



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Ryan M. Hengel)
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This instruction implements Air Force Policy Directive (AFPD) 23-1, Materiel Management, and establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to all Air Force Managed activities generating precious metals on McGuire Air Force Base (AFB). This instruction expands and clarifies data contained in the Department Air Force Manual (DAFMAN) 23-300, Air Force Materiel Management, Chapter 6, Section 6.3.3. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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 Forms 847 from the field through the appropriate functional's chain of command.

1. General Information. Activities including tenant activities, using precious metals will appoint a Precious Metals Recovery Program (PMRP) monitor in writing to manage precious metals and provide copies to the installation PMRP manager. PMRP managers will ensure operating instructions are developed and implemented as required to comply with overall program requirements.

2. Roles and Responsibilities.

- 2.1. The 87th Logistics Readiness Squadron (87 LRS) Materiel Management Flight Chief Inspector will be appointed as the 87 ABW PMRP Manager/focal point for all matters concerning PMRP. (T-2)
- 2.2. All activities involved in the PMRP are required to maintain a current copy of the applicable publications, 87 OI 23-300; DAFMAN23-300, Chapter 1, Section 1.2.5.22.
- 2.3. The 87 ABW PMRP Manager is responsible for the following:
 - 2.3.1. The PMRP manager will maintain a list of all organization's PMRP monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.
 - 2.3.2. The PMRP manager will visit each participating activity at least once every 24 months for review of operations, documentation, and adherence to overall program requirements. (T-1) A report of findings will be maintained and corrective action on discrepancies tracked through completion.
 - 2.3.3. All AF activities must establish protection requirements for fine precious metals, precious metals bearing scrap, and high content precious metals bearing items IAW DoDM 4160.21, Volume 2.
 - 2.3.4. Using activities will maintain a file for accountability for silver recovery equipment and supplies provided by DLADS at no cost, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.
 - 2.3.5. Contractor activities operating on an AF installation, where precious metals are used or recovery is involved, must ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent.
 - 2.3.6. Coordinate with the servicing Defense Logistics Agency - Disposition Services (DLA-DS) concerning segregation of PM-bearing scrap or the need for scrap containers.
 - 2.3.7. Conduct PMRP training for unit monitors on a quarterly or as-required basis.
 - 2.3.8. Ensure 87 LRS Customer Service issue off-line DLA-DS document numbers to PM Monitors and maintain a log with NSN, document number, unit of issue, quantity, demilitarization code and PM monitor's name.
- 2.4. Appointed organization PMRP monitors will:
 - 2.4.1. Attend initial PMRP training when assigned as an organization's PMRP monitor. The 87 LRS will maintain records of personnel trained.
 - 2.4.2. Review supply listings daily and establish a log of expected returns for precious metal items issued.
 - 2.4.2.1. At a minimum the log will contain NSN, nomenclature, quantity, date issued, date returned.
 - 2.4.3. Ensure all items issued have corresponding paperwork to indicate proper disposal.

- 2.4.4. At a minimum, accumulated returns will be disposed of every 180 days regardless of amount accumulated.
- 2.4.5. Maintain disposal paperwork with applicable signature or stamp for a minimum of 2 years.
- 2.4.6. 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.
- 2.4.7. Develop/maintain a self-inspection checklist for the organization's PMRP (see attachment 2). Conduct semiannual inspections in January and July. Submit a self-inspection memorandum no later than the 31st of January and July to the installation PMRP manager with date of inspection, name of inspector, and any discrepancies noted. A memorandum is still required, even if there were no discrepancies found, to document that the inspection was accomplished.
- 2.4.8. Maintain a jacket file accounting system to include:
- 2.4.8.1. TAB A:
 - 2.4.8.1.1. Current letter assigning primary and alternate unit PMRP monitors.
 - 2.4.8.1.2. Unit PMRP monitors' training certificates.
 - 2.4.8.2. TAB B:
 - 2.4.8.2.1. 87 WIDAFMAN 23-300, *Precious Metals Recovery Program*.
 - 2.4.8.2.2. DAFMAN 23-300, Chapter 6, Section 6.3.7. Precious Metal Returns.
 - 2.4.8.2.3. Precious Metals Listing.
 - 2.4.8.2.4. PMIC Codes. **NOTE:** For a list of these codes, see Federal Logistics Information System Cataloging Data and Transaction Standards, Volume 10, **Table 160**.
 - 2.4.8.3. TAB C:
 - 2.4.8.3.1. Results of annual survey and no notice inspections conducted by the installation PMRP manager along with corrective actions.
 - 2.4.8.3.2. If applicable, results of resource protection surveys.
 - 2.4.8.3.3. Self-inspections conducted along with corrective actions, as required.
 - 2.4.8.4. TAB D:
 - 2.4.8.4.1. Local turn-in control logs and other turn-in documentation.
 - 2.4.8.4.2. Letter submitted to the installation PMRP Manager of all materiel turned in semiannually not later than the 31st day of January and July.
 - 2.4.8.5. TAB E:
 - 2.4.8.5.1. Messages and information pertaining to PMRP.
 - 2.4.8.5.2. All documentation pertaining to recovery equipment on hand.
 - 2.4.8.5.3. Test results from silver estimating strips on spent hypo-solution.
 - 2.4.8.5.4. Results of weekly tests of the electrolytic silver recovery unit and silver

recovery cartridge with silver estimating strips.

2.4.8.5.5. AF Form 1297, Temporary Issue Receipt, for recovery equipment on loan.

2.4.8.6. TAB F:

2.4.8.6.1. AF Form 1297 for all CIC "R" materiel transferred.

2.4.8.6.2. DD Form 1348-1A, Issue Release/Receipt Document, for all materiel transferred.

2.4.8.6.3. Standard Waste and Scrap Classification Code List (SCL)

2.4.9. Schedule with DLA-DS for turn-in of PM materiel. All PM materiel must be weighed by the unit prior to turn-in.

2.4.10. Assign a second alternate and notify the installation PMRP manager if both primary and alternate unit PMRP monitors are either TDY, on leave or sick for more than one week.

2.4.11. Maintain a recovery log to record turn-in of precious metals from electrolytic and/or silver recovery units. The log will be filed in Tab D and consists of the following information:

2.4.11.1. Turn-in document number.

2.4.11.2. Description of materiel.

2.4.11.3. PMIC code.

2.4.11.4. Quantity or weight of materiel turned in.

2.4.11.5. Signature of precious metals monitor.

2.4.11.6. Signature of harvester.

2.4.11.7. Signature of witness.

MICHAEL D. STEFANOVIC, Colonel, USAF
Commander, 87th Air Base Wing

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

AFPD 23-1, *Materiel Management*, 1 June 2023

DAFMAN 23-300, *Materiel Management Procedures*, 22 July 2025

AFI 33-322, *Records Management and Information Governance Program*, 26 June 2025

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1297, *Temporary Issue Receipt*

AF Form 2005, *Issue/Turn-In Request*

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

DD Form 2861, *Cross-Reference*

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CIC—Controlled Item Code

DEROS—Date Eligible for Return from Overseas

DLA-DS—Defense Logistics Agency - Disposition Services

ERRC—Expendability, Recoverability, and Reparability Category

ERU—Electrolytic Recovery Unit

FEDLOG—Federal Logistics

IAW—In accordance with **IMM**—

Integrated Materiel Manager **LRS**—

Logistics Readiness Squadron **NSN**—

National Stock Number **OPR**—Office
of Primary Responsibility

PM—Precious Metals

PMIC—Precious Metal Indicator Code

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

SCL—Scrap Classification Code List

TBA—Training Business Area

Attachment 2

PRECIOUS METALS PROGRAM SELF-INSPECTION GUIDE

SHOP _____

DATE _____

	Yes	No	N/A
1. Is the organization PMRP monitor appointment letter up to date?			
2. Are precious metals identified?			
3. Are bench stocks containing assets with precious metals identified by a blue label?			
4. Are precious metals protected?			
5. Are the most current precious metals directives on file or available?			
6. Are controlled item code (CIC) "R" items properly managed?			
7. Are precious metals being turned in quarterly?			

INSPECTED BY _____

Attachment 3

SAMPLE APPOINTMENT LETTER

DATE

MEMORANDUM FOR 87 LRS/LGRMI

FROM: **UNIT/CC**

SUBJECT: Appointment of Precious Metals Recovery Program (PMRP) Monitors

- 1. The following individuals are appointed as Precious Metals Recovery Program Monitors IAW *DAFMAN23-300*.

	NAME	OFFICE SYMBOL	DUTY PHONE
Primary:	XXXXXX	MXXX	650-XXXX
Alternate:	XXXXXX	MXXX	650-XXXX

- 2. If you have any questions, please contact **UNIT Debrief** at DSN.
- 3. This letter supersedes all previous letters, same subject.

**FIRST, MI, LAST, Rank, USAF
Commander**