

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION
23-101**



14 SEPTEMBER 2023

Materiel Management

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 18LRS/DD
(Mr. Reginald A. Sellers)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 23-1, *Supply Chain Materiel Management*, and establishes procedures applicable to the Precious Metals Recovery Program (PMRP). This instruction applies to all activities generating precious metals. It applies to 18th Wing and tenant units at Kadena Air Base (AB). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed 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.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. It reflects the current Department of Air Force Instruction (DAFI) 23-101, *Materiel Management Policy*.

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1. The responsible organization's Precious Metals Recovery Program (PMRP) monitor. Ensures precious metal items located in bench stock and shadow boards are labeled to identify as such. The monitor will maintain a continuity folder with the following contents: Appointment Letters, copy of this instruction, training package, quarterly turn-in reports, log of turn-ins to Defense Logistics Agency Disposition Services (DLA-DS) and A5J documents, Self-Inspection Checklist and Self-Inspection Results.

1.1. The 18th Logistics Readiness Squadron (18 LRS) Inspection Element will be responsible for managing the PMRP and will be the focal point for all matters concerning the PMRP.

1.2. Commanders of units which use or consume items bearing recoverable precious metals will appoint, in writing, a primary and alternate unit PMRP monitor to ensure the conservation of all precious metals bearing material. See sample appointment letter in [Attachment 3](#). Provide a copy of this appointment letter to the PMRP manager, 18 LRS Inspection Element (18 LRS/LGRMI). This letter will include the appointee's name, duty phone, office symbol, building number, room number, and type of precious metals generated (hypo solution, film, ash, bench stock, etc.).

1.3. The activity PMRP monitors will conduct a self-inspection twice a year (6 months apart).

1.4. PMRP manager will conduct program management training for activity monitors as required. Upon receipt of new appointment letter, PMRP manager will contact new activity monitor to schedule training.

1.5. Commanders of units which purchase items bearing recoverable precious metals using a Government Purchase Card (GPC), will follow the same guidelines as assets purchased through normal supply channels.

1.6. The 18 LRS Customer Support Section (18 LRS/LGRMCC) will notify PMRP monitors when local purchase stock numbers are assigned to items containing precious metals.

2. Generating activities. Will segregate and sort all precious metals or precious metals bearing material from other scrap (e.g., high temperature and critical alloys) prior to turning into DLA-DS. Due to the number of individuals authorized to receipt for precious metals at DLA-DS, all generating activities should call DLA-DS (234-0821/0845/0874) to schedule precious metals turn-in.

2.1. Only items with an expendability, recoverability and reparability category (ERRC) code of XF3, code "P" and XB3 code "N" will be turned directly into DLA-DS.

3. Requisitioning silver recovery equipment and supplies. Units will contact the installation PMRP manager to requisition precious metals or precious metals recovery equipment and supplies for recovery of silver from spent hypo solution. This will be on a free issue basis. The DLA-DS will notify the installation PMRP manager when requisitions are received. Requesting units will then be notified to pick up their assets at DLA-DS, Building 600, Camp Kinser. Units shall maintain a jacket folder with the tabs as outlined in [Attachment 2](#).

3.1. Units should maintain close contact with the local DLA-DS to keep abreast of silver recovery techniques and to obtain or help on the overall PMRP.

4. Unit PMRP monitors. Will ensure all precious metals or precious metals bearing scrap or waste pending turn-in to DLA-DS are stored and safeguarded in a locked container or cabinet.

- 4.1. Minimize the volume of materiel disposed as scrap or waste through cost-effective reclamation and reuse of materiel.
- 4.2. Maintain visibility of serviceable items transferred to DLA-DS (when practical, reuse items in lieu of initiating a new procurement).
- 4.3. Maintain positive inventory and in-transit visibility of assets throughout all nodes of the supply chain. Maintain all records for 2 years (cradle-to-grave).
- 4.4. Proactively prevent loss and ensure appropriate demilitarization of assets prior to disposal.
- 4.5. Ensure cost-effective recovery from surplus, scrap or residual materiel and maximize the reuse of critical, strategic, and precious metals.
- 4.6. Comply with Occupational Safety and Health standards, environmental regulations, Technical Orders (T.O.) and safety data sheets. Reference AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, for additional detail.
- 4.7. Classified film (silver bearing) must be shredded before turning into DLA-DS.
- 4.8. Photographic film and paper will be removed from spools or other mountings prior to delivery. Rolled film or paper may not exceed 2.5 inches in diameter.

NICHOLAS B. EVANS, Colonel, USAF
Commander

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

DoDM 4160.21, *Defense Materiel Disposition*, 22 October 2015

DAFPD 23-1, *Supply Chain Materiel Management*, 1 June 2023

AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 23 December 2019

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

AFI 33-322, *Records Management and Information Governance Program*, 10 March 2020

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

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

Prescribed Forms

None

Adopted Forms

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

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

DAFMAN—Department of Air Force Manual

DD—Department of Defense

DLA-DS—Defense Logistics Agency Disposition Services

ERRC—Expendability, Recoverability and Reparability Category

GPC—Government Purchase Card

IAW—In accordance with

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

T.O.—Technical Order

Attachment 2**UNIT JACKET FOLDER****A2.1. TAB A: APPOINTMENT LETTERS.**

A2.1.1. Copy of letter appointing the unit PMRP primary monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, DEROS, and TYPE.

A2.1.2. Copy of letter appointing individual(s) other than the monitor or alternate to receipt for, issue, and turn-in precious metals bearing items assigned controlled item code "R".

A2.2. TAB B: PUBLICATIONS. Copies of any publications that affect the PMRP management (e.g., Department of Defense Manual (DoDM) 4160.21, *Defense Materiel Disposition*, T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, DAFI 23-101, Department of Air Force Manual (DAFMAN) 23-122, *Materiel Management Procedures*, and Kadena AB Instruction 23-101).

A2.3. TAB C: Department of Defense (DD) Form 1348-1A, Issue Release/Receipt Document. *Generating/using activities are responsible for preparing DD Form 1348-1A, Issue Release/Receipt Document, when turning in precious metals or precious metals bearing material to DLA-DS. All turn-in transactions will be off-line using DD Form 1348-1A. These forms will be hand scribed or typed by the using activity. All DD Form 1348-1A will be filed in Tab C for audit purposes.*

A2.4. TAB D: PRECIOUS METALS LISTINGS. A copy of the Precious Metal Indicator Listing which indicates items that contain precious metals. A precious metal control log for issue, backorder requisitions, and bench stock uses and turn-ins from the using organization (annotate "expended" for uses the T.O. deems unable for turn-in or recovery).

A2.5. TAB E: SELF-INSPECTION, INSPECTION REPORTS, AND RECORDS. Copies of any discrepancies identified during self-inspections, PMRP surveillances, and additional inspections. All records must be retained for 2 years.

Attachment 3

SAMPLE APPOINTMENT LETTER

Figure A3.1. Sample Appointment Letter.

(Letterhead)	Date							
MEMORANDUM FOR 18 LRS/LGRMI								
FROM: SQ/CC								
SUBJECT: Appointment of Squadron Precious Metal Monitors								
<p>1. Program monitor duties will be carried out in accordance with AFI 23-101, 6.3.3.1.4.2. The following individuals have been appointed as Precious Metals Recovery Program Monitors:</p>								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Rank/Name</u></td> <td style="text-align: left;"><u>PRI/ALT</u></td> <td style="text-align: left;"><u>Phone #</u></td> <td style="text-align: left;"><u>DEROS</u></td> <td style="text-align: left;"><u>Office Sym</u></td> <td style="text-align: left;"><u>Bldg/Rm#</u></td> <td style="text-align: left;"><u>TYPE</u></td> </tr> </table>	<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>	
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<p>2. The following individuals are authorized to receive, issue, and turn-in fine precious metals and high precious metal content items assigned a CIC code "R":</p>								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Rank/Name</u></td> <td style="text-align: left;"><u>PRI/ALT</u></td> <td style="text-align: left;"><u>Phone #</u></td> <td style="text-align: left;"><u>DEROS</u></td> <td style="text-align: left;"><u>Office Sym</u></td> <td style="text-align: left;"><u>Bldg/Rm#</u></td> <td style="text-align: left;"><u>TYPE</u></td> </tr> </table>	<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>	
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<p>3. The following individuals have been appointed as the disinterested party to inspect Precious Metal Turn-In documentation and quantities of material on hand: (NOTE: Individuals not involved in the use or recovery of precious metals. Also, audits must be accomplished twice a year.)</p>								
<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Rank/Name</u></td> <td style="text-align: left;"><u>PRI/ALT</u></td> <td style="text-align: left;"><u>Phone #</u></td> <td style="text-align: left;"><u>DEROS</u></td> <td style="text-align: left;"><u>Office Sym</u></td> <td style="text-align: left;"><u>Bldg/Rm#</u></td> <td style="text-align: left;"><u>TYPE</u></td> </tr> </table>	<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>	
<u>Rank/Name</u>	<u>PRI/ALT</u>	<u>Phone #</u>	<u>DEROS</u>	<u>Office Sym</u>	<u>Bldg/Rm#</u>	<u>TYPE</u>		
<p>4. This letter supersedes all previous letters, same subject.</p>								
Name, Rank, Service Commander, Unit								