

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

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



1 SEPTEMBER 2023

Material Management

**PRECIOUS METALS RECOVERY
PROGRAM (PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 55 LRS/LGRM

Certified by: 55 WG/CC
(Col Kristen D. Thompson)

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This instruction outlines responsibilities and procedures to provide base-level guidance for DAFI 23-101, Material Management, for Precious Metals Recovery Program (PMRP). This instruction is applicable to all Offutt AFB organizations including tenants where precious metals are used or recovered. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFMAN) 33-322, Records Management and Information Governance Program, and in accordance with the Air Force Records Information Management System (AFRIMS) and the Air Force Records Disposition Schedule (AFRDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed.

PROGRAM OVERVIEW AND OTHER COMPLIANCE AREAS

1. Unit commanders with shops where precious metals are used or recovered will: appoint, in writing, a primary and alternate PMRP monitor and forward to 55 LRS/LGRMI. This letter will contain the name, phone number, location (building and room number) and type of precious metals used by their organization. This letter will also contain the type of recovery equipment, any scrap precious metals generated, and the type of fine precious metals and high precious metals content items used.

- 2. The 55 LRS PMRP manager will:** conduct initial PMRP training for all newly-assigned unit PMRP monitors. Newly assigned monitors will contact 55 LRS/LGRMI to schedule training.
- 3. Unit PMRP monitors will :** maintain a PMRP continuity book as prescribed in [attachment 2](#), conduct self-inspections every six months using the checklist provided in [attachment 1](#) and maintain completed checklists for two years.
- 4. PMRP monitors and/or bench stock monitors will :** review the Master Bench Stock Listing (SO4) during quarterly inspections to ascertain that all bins and bin labels that contain precious metals are clearly color-coded with “blue” markings.
- 5. Issues from bench stocks:** should be a one-for-one exchange whenever possible. Each unit should have written procedures in place to ensure the return of the unserviceable or replaced asset containing precious metals.
- 6. Using organizations will :** turn in all recovered precious metal assets to DLA Disposition Services at least every six months. If no precious metals have been accumulated during the six-month period, annotate this in the PMRP continuity book.
- 7. All precious metals maintained and awaiting transfer to DLA Disposition Services :** shall be safeguarded utilizing lock boxes, secure cabinets, or vaults. Access shall be limited to PMRP monitors. Key log procedures are to be utilized to document access to precious metals assets.
- 8. To prevent pilferage of PMRP assets ;** units must safeguard precious-metal-bearing materiel according to bench stock storage procedures and residue secured with a lock.

KRISTEN D. THOMPSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI23-101, *Material Management*, 08 July 2021

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

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

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

DLADS—Defense Logistics Agency Disposition Services

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

PMRP—Precious Metals Recovery Program

AFRDS—Air Force Records Disposition Schedule

S04—Master Bench Stock Listing

Attachment 3**PRMRP CONTINUITY BOOK****A3.1. TAB A: APPOINTMENT LETTERS**

A3.1.1. Copy of letter appointing the Unit PMRP monitor and alternate will have the following information: NAME, PRI/ALT, PHONE, OFFICE SYMBOL, BLDG, ROOM NUMBER, and TYPE OF PRECIOUS METALS

A3.1.2. Copy of appointment letter naming all individual(s) other than the primary or alternate authorized to receipt for, issue and turn-in precious metals and precious metals bearing items.

A3.1.3. 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).

A3.1.4. 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).

A3.2. TAB B: PUBLICATIONS

A3.2.1. Current copy of AFI 23-101, Chapter 6, Sect 6.3 and OAFBI 23-101.

A3.3. TAB C: DD FORM 1348-1A

A3.3.1. 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 the Defense Logistics Agency Disposition Services (DLADS). 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 is turned in with the property, copy 2 is retained by the PMRP monitor and filed in TAB "C" and maintained for a 2-year period for audit purposes.

A3.4. TAB D: REPORTS/SELF-INSPECTION CHECKLIST

A3.4.1. Copies of completed self-inspection checklist.

A3.4.2. Copy of the most recent PMRP Visit Report surveillance

A3.5. TAB E: MISCELLANEOUS INFORMATION**A3.6. TAB F: EQUIPMENT/MONTHLY TESTING (if applicable)**

A3.6.1. List all precious metals recovery equipment assigned; include serial number(s) of equipment.

A3.6.2. Documentation of the monthly testing of the hypo/solution discharge from the silver recovery units.