

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

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



**21 SEPTEMBER 2021**

***Materiel Management***

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines responsibilities and procedures to provide base-level guidance for AFI23-101, and AFM 23-122 Materiel Management, for Precious Metals Recovery Program (PMRP). This instruction is applicable to all Robins AFB organizations including tenants where precious metals are used or recovered. 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. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. 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 Instruction (AFI33-322), *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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. See Attachment 1 for a glossary of references and supporting information.

***SUMMARY OF CHANGES***

Process authorization change in compliance with Air Force Instruction (AFI) 23-101\_AFMCSUP-AFMCGM2020-01 adding applicability to Air Logistics Complexes (ALC).

## Chapter 1

### GENERAL POLICIES AND RESPONSIBILITIES

#### 1.1. General Policies.

1.1.1. The basic objective of the Precious Metal Recovery Program (PMRP) is cost savings for the Department of Defense. AF activities that purchase AF assets and material with a Government Purchase Card (GPC) 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. Organizations that generate precious metals scrap are required to recover it when feasible and route through DLA Disposition Services, this includes the transfer of scrap and GPC purchased items. Segregation of scrap materiel will be accomplished by base organizations initiating materiel transfers to DLADS. DLA will send all precious metal scrap to a recycler who extracts the fine/pure precious metal and then sells it back to the DoD at a fraction of the market cost. The PMRP Managers and PMRP monitors will ensure precious metals scrap is recovered and turned in at the unit level.

#### 1.2. Responsibilities.

1.2.1. The Installation PMRP Manager will conduct initial PMRP training for all newly-assigned PMRP monitors for their area of responsibility. The PMRP manager will conduct visits with each PMRP monitor. **NOTE:** The Warner Robins Air Logistics Center PMRP will be administered IAW Air Force Instruction (AFI) 23-101\_AFMCSUP\_AFMCGM2020-01.

1.2.2. Unit Commanders/Directors will appoint in writing a primary and alternate PMRP monitor for each shop/activity within the unit where precious metals are stored, handled, used or recovered. Single point monitors at the unit level may be appointed as long as they can ensure the duties described below are carried out.

1.2.3. Those appointment letters for PMRP Monitors will be addressed to 78 LRS/LGRMS, contain the name, phone number, location (building and room number), type of precious metals used by their organization and the Supply Org/ Shop Codes. For units that utilizes precious metal recovery equipment the letter must also contain the type of recovery equipment used and the type of fine precious metals recovered.

#### 1.3. PMRP Monitors.

1.3.1. Monitors will maintain a PMRP continuity book as prescribed in [attachment 2](#), conduct self-inspections every 6 months using the checklist provided in [attachment 3](#) and maintain completed checklists for 2 years.

1.3.2. Monitors will review the Master Bench Stock Listings (S04) to ascertain that all bins and bin labels that contain precious metals are clearly color-coded with “blue” markings.

1.3.3. Issues from bench stock or IMDS/ILS-S 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 shop scrap.

1.3.4. Turn in all recovered precious metal assets to DLA Disposition Services at least every 6 months and 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.

LINDSAY C. DROZ, Colonel, USAF  
Commander

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

AFI 23-101, *Materiel Management Policy*, 22 Oct 2020

AFI 23-101\_AFMCSUP\_AFMCGM2020-01, 05 Oct 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFM 23-122 *Materiel Management Procedures*, 27 Oct 2020

***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

**GPC**—Government Purchase Card

**ILS-S**—Intergrated Logistics System-Supply

**IMDS**—Intergrated Maintenance Data System

**LRS**—Logistics Readiness Squadron

**OPR**—Office of Primary Responsibility

**PMRP**—Precious Metals Recovery Program

**RDS**—Records Disposition Schedule

**S04**—Master Bench Stock Listing

**Attachment 2****PMRP 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(s) 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(s) 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(s) 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 RAFBI 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 DRMS. All turn-in transactions will be off-line (not processed through the ILS-S) 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.

**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(s) 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.

