

**BY ORDER OF THE SPACE LAUNCH
DELTA 30 COMANDER**

**SPACE LAUNCH DELTA 30
INSTRUCTION 23-101**



16 MAY 2024

Material 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 AFI 23-101_AFMCSUP, *Materiel Management Policy*, and DAFMAN23-122 *Materiel Management Procedures*, DoDM 4160.21, Volume 2 and TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*, for Precious Metals Recovery Program (PMRP). This instruction is applicable to all Vandenberg SFB 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 (AFI 33-322), *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/afirms/afirms/afirms/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.

1. General Policies.

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 Defense Logistics Agency Disposition Services (DLADS), 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.

1.1.1. Precious metals are defined as items that are gold, silver, platinum, or palladium granulation and sponges, rhodium, ruthenium, iridium, and osmium recovered from items, such as photographic and x-ray film, spent photographic fixing solution, military accouterments, such as insignia, crucibles, special wires, silver cell batteries, missile and electronic scrap, turnings, desalter kits, brazing alloys and solder.

1.1.2. All activities that utilize precious metal at Vandenberg SFB will fully cooperate with the Installation PMRP Manager to ensure a successful program. Units in a deployed status will participate in the PMRP at the host installation.

1.1.3. All Exemption, Expendability, Recoverability, Reparability Category Designator (ERRCD) XD, XF, ND, or NF items, and XB3 items, which retain their identity after use are exempt from the requirements for records keeping set forth in this instruction. Units will process these items in accordance with normal supply turn-in procedures.

1.2. Unit Commander with Shops Where Precious Metals Are Used or Recovered.

1.2.1. 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. Provide a copy of this appointment letter to the PMRP manager (30 LRS/LGRMI), DSN 275-1524, COMM (805) 605-1524, e-mail 30LRS.LGRMI.Inspection@spaceforce.mil. This letter will include the appointee's name, duty phone, building number, DEROS, date trained, type of equipment used for recovery (if applicable), type of precious metals scrap/residue generated, and type of precious metals with Controlled Item Code (CIC) "R" assigned (if applicable). See sample appointment letter in [Attachment 2](#).

1.3. The Installation PMRP manager.

1.3.1. The 30th Logistics Readiness Squadron (30 LRS), Chief Inspector will be appointed by the 30 LRS Commander and is responsible for the management of the installation's PMRP program and is the focal point for all matters concerning the PMRP.

1.3.2. PMRP managers will ensure that local regulations or operating instruction are developed and implemented as required to comply with overall program requirements.

1.3.3. The PMRP Installation 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. The list will be by activity and include the last two program review reports of each activity.

1.3.4. PMRP managers will ensure activities receiving, issuing, and using fine precious metals and items having a high content of precious metals which are assigned CIIC "R" appoint an individual(s) in writing to receipt for and issue these materials and maintain auditable records.

1.3.5. Conduct program management training for newly appointed PMRP unit monitors and retraining as needed and/or requested. Ensure monitors are well informed on new policies and program procedures.

1.3.6. PMRP managers will conduct program management training for activity monitors on an annual basis to ensure that activities are aware of and participate in the program.

1.3.7. The PMRP Installation manager will visit each participating activity at least once every 24 months for review of operations, documentation, and adherence to overall program requirements and will provide monitors, from each activity visited, a program review report that includes identified deficiencies, deficiency corrective actions and required completion dates.

1.4. **PMRP Unit Monitors.**

1.4.1. 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.

1.4.2. Attend the initial and scheduled PMRP training provided by the 30 LRS Chief Inspector upon appointment.

1.4.3. Will review supply listings daily and establish a log of expected returns for precious metal items issued with corresponding paperwork to indicate proper disposal. At a minimum, the log will contain NSN, nomenclature, quantity, date issued, date returned. All items issued must have corresponding paperwork to indicate proper disposal.

1.4.4. Establish turn-in containers for each Precious Metal Indicator Code (PMIC) A, C, G, P, S, U and V. **Attachment 3**. The PMIC will be clearly marked on the outside of each container. There must always be a secure storage area for all Precious Metal bearing material until transferred to 30 LRS. The precious metal material will be maintained under lock and key when not under constant surveillance of a responsible person.

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

1.4.6. 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.

1.4.7. Establish protection requirements for fine precious metals, precious metals bearing scrap, and high content precious metals bearing items IAW DoDM 4160.21, Volume 2.

1.4.8. Maintain a file for accountability of silver recovery equipment and supplies provided by DLADS at no cost, type of precious metals scrap generated, and the type of fine precious metals and high precious metals content items used.

1.4.9. Maintain a PMRP continuity binder as prescribed in [Attachment 4](#), conduct self-inspections every 6 months using the checklist provided in [Attachment 5](#), and maintain completed checklists for 2 years in continuity binder.

1.4.10. Provide a corrective action plan within 30 days from the date of the reported Installation PMRP Surveillance visit signed by Unit commander.

1.4.11. 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.

1.5. Returns Process.

1.5.1. Precious metals that retain their identity (serviceable) will be turned in by National Stock Number through normal turn-in procedures by Flight Service Center.

1.5.2. The work centers will segregate any generated precious metal bearing scrap or residue of the precious metal assets, collect, and turn-in materiel promptly. This will prevent the possibility of theft from harvesting of silver flake and sludge from electrolytic units or replacing recovery cartridges and cores. The two individuals performing the harvesting and a disinterested witness will verify weights and document the weight on the disposal turn-in document (A5J).

1.5.3. An AF Form 2005 must accompany these assets with the point of contact's name, phone number, stock number, quantity, organization, and shop code filled.

1.5.4. Returns will be brought to the Installation PMRP manager at 2010 New Mexico Ave, Bldg. 5500.

1.5.5. Disposal paperwork with applicable signature or stamp will be maintained for a minimum of 2 years.

1.5.6. Scrap Materiel Turn-In. Properly segregate precious metal-bearing scrap and waste materiel before turn-in IAW DAFI 23-101, para. 6.3.1.6.1. Materiel shall be segregated by type of precious metals. Wherever feasible, the National Stock Number (NSN) shall be retained with the items. Assets not properly segregated will be returned to the customer. 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. Monitors will do the following:

1.5.6.1. Recoverable PMIC will require a separate DD Form 1348-1, DoD Single Line Item Release/Receipt Document.

1.5.6.2. The Inspection section will forward a copy of the signed DD Form 1348-1 to the organization PRMP monitor for coordination of turn-in to Outbound Cargo for processing to DLADS.

MARK A. SHOEMAKER, Colonel, USSF
Commander

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

AFI 23-101, *Materiel Management Policy*, 14 August 2023

AFI 23-101_AFMCSUP_AFMCGM2023-01, 6 February 2023

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

AFH 23-123V2PT2 *Integrated Logistics System-supply (ILS-S), Standard Base Supply System Operations*, 20 December 2021

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

Prescribed Forms

None

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

DLADS—Defense Logistics Agency Disposition Services

GPC—Government Purchase Card

ILS-S—Integrated Logistics System-Supply

IMDS—Integrated Maintenance Data System

LRS—Logistics Readiness Squadron

NSN—National Stock Number

OPR—Office of Primary Responsibility

PMIC—Precious Metal Indicator Code

PMRP—Precious Metals Recovery Program

RDS—Records Disposition Schedule

S04—Master Bench Stock Listing

Attachment 2

PRECIOUS METALS RECOVERY PROGRAM UNIT MONITOR APPT LETTER

Figure A2.1. Precious Metal Recovery Program (PMRP) Unit Monitor Appointment Letter.



DEPARTMENT OF THE AIR FORCE
 UNITED STATES SPACE FORCE
 SPACE LAUNCH DELTA 30

MEMORANDUM FOR 30 LRS/LGRM

FROM: ORG/SYMBOL

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

References: (a) AFMAN 23-122, *Air Force Materiel Management Procedures*
 (b) SLD 30I23-101, *Precious Metals Recovery Operating Instructions*

1. The PMRP containers are in BLDG #, Room #. IAW the above references, the following individuals have been appointed PMRP Unit Monitors and will manage precious metals program requirements and collection points.

| PRI/ALT | NAME | ORG/SC | BLDG | PHONE | TRNG CMPLT |
|---------|------|--------|------|-------|------------|
| | | | | | |
| | | | | | |

2. When applicable the following individuals are appointed as disinterested witnesses and will harvest precious metals IAW the above references. Individuals will verify weights and document the weight on the disposal turn-in document.

| PRI/ALT | NAME | ORG/SC | BLDG | PHONE | TRNG CMPLT |
|---------|------|--------|------|-------|------------|
| | | | | | |
| | | | | | |

3. For any questions or concerns, contact *Name of POC* at *Phone #* or by email at *Email of POC*.

FIRST M. LAST, Rank, USAF
 Commander/Director

Attachment 3

PRECIOUS METALS INDICATOR CODES (PMIC)

Figure A3.1. Precious Metal Indicator Codes.

| PMIC | Type of Precious Metal (PM) |
|--------------|--|
| A | Item does not contain precious metal. |
| U | Precious metal type is unknown. |
| V | Precious metal type varies between manufactures. |
| S | Item contains silver. |
| G | Item contains gold. |
| P | *Item contains platinum family metal. |
| C | Item contains combination silver and/or gold and/or Platinum. |
| Note: | The platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium. |

Attachment 4**PMRP CONTINUITY BOOK****A4.1. TAB A: Appointment Letters.**

A4.1.1. Copy of letter appointing the Unit PMRP monitor, and alternate will have the following information: NAME, PRI/ALT, PHONE, BLDG, ROOM NUMBER, ORG/SHOP CODE and TYPE OF PRECIOUS METALS.

A4.1.2. Copy of letter appointing individual(s) other than the monitor or alternate to receipt, issue, and turn-in precious metals bearing items assigned controlled item code "R".

A4.1.3. 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) and individual(s) not involved in the PMRP to witness the harvesting and the cartridge removal and to certify weight (as applicable).

A4.2. TAB B: Publications. Current copy of AFI 23-101, Vandenberg SFB Precious metal recovery program, OI.

A4.3. TAB C: DD FORM 1348-1A, *Issue Release/Receipt*

A4.3.1. Generating/using activities 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.

A4.4. TAB D: Precious Metals Listings.

A4.4.1. A copy of the Precious Metal Indicator Listing, indicating items that contain precious metals.

A4.4.2. List all types of precious metals recovery equipment assigned; include serial number(s) of equipment and the kind of high precious metals scrap generated.

A4.4.3. Documentation of the monthly testing of the hypo/solution discharge from the silver recovery units.(as applicable).

A4.5. TAB E: Installation PMRP manager Inspection/Self-Inspection Reports

A4.5.1. Copies of any discrepancies identified during self-inspections and/or Installation PMRP surveillances, retained for 2 years.

A4.6. TAB F: Miscellaneous

