

**31 January 2000**



**Supply**

**PRECIOUS METALS RECOVERY PROGRAM  
(PMRP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 23-5, *Reusing and Disposing of Materiel*, DoD Manual 4160.21-M, *Recovery and Reutilization of Precious Metal Program*, and AFMAN 23-110, Volume 6, Chapter 4, *Excess and Surplus Property*. It outlines the responsibilities for recovery, storage, accountability and disposal of precious metals. It applies to all 433 AW organizations processing, utilizing property containing or performing tasks that result in the production of waste containing precious metals. This instruction will be reviewed and approved annually by both host base and 433 AW Precious Metals Recovery Program OPRs and updated annually as required by the 433 AW OPR.

## **1. Responsibilities .**

1.1. The Installation Commander appoints the Chief of Supply to be the Precious Metals Recovery Program (PMRP) manager for the host base, responsible for overall program management. The 433d Wing Commander appoints the Logistics Support Manager as the PMRP manager for the wing.

1.2. The Chief of Supply designates the Material Storage and Distribution Flight Inspector, as the PMRP monitor and the Material Storage and Distribution Flight Chief as the alternate PMRP monitor. The 433d Logistics Group Commander appoints the Environmental Manager as the alternate PMRP monitor for the wing.

1.3. The 433d PMRP monitor will maintain a list of organizations using or generating items in the program for all wing organizations. The monitor will ensure program management to conform to AFMAN 23-110, Volume 6, Chapter 4. The host PMRP manager is responsible for surveillance visits to applicable organizations and the 433d PMRP monitor will perform inspections during scheduled staff assistance visits.

1.4. The 433d PMRP monitor will act as liaison with the host base PMRP manager and the servicing Defense Reutilization Marketing Office (DRMO) for program administration, supplies, and equipment necessary for program management, training, information or other contractual requirements.

1.5. The 433d PMRP monitor will administer the program and act as the wing focal point for program matters. Unit monitors will process turn-ins for their organizations and submit quarterly reports to the 433d Wing PMRP manager by the 15<sup>th</sup> of each quarter (Oct., Jan., Apr., Jul.).

1.6. Commanders of 433d organizations responsible for storage, generation or use of items containing precious metals must appoint a unit monitor and alternate, one of which must be an ART. This information must be provided to the host base PMRP manager and 433d PMRP monitor in writing upon appointment, when changes occur, and updated annually. Appointment letters will include the unit monitor name, office symbol, building number, and phone number.

1.7. Commanders ensure that unit monitors comply with the duties identified in para 2 below, PMRP Unit Monitor Responsibilities, and applicable directives.

1.8. Commanders ensure workcenter personnel fully understand and comply with their responsibilities in the identification, recovery and control of material containing precious metal residue (i.e., silver nitrate contained in microfiche files, photographic developing solutions, non-destructive inspection solutions/materials, etc.).

1.9. Commanders of activities receiving, issuing, and using fine precious metals which are assigned Controlled Item Code (CIC) "R" must appoint an individual in writing to receipt for and issue these materials. Appointment letters will include the unit monitor name, office symbol, building number, and phone number.

## **2. PMRP Unit Monitor:**

2.1. Establish in writing and maintain current operating procedures giving specific guidance for precious metals recovery with their activity. Procedures will include, but are not limited to: security requirements, key controls, required documentation, silver harvesting procedures if applicable, and methods of controlling issue, receipt and turn-in of precious metal and precious metal bearing materials. Ensure all workcenter personnel are familiar with these procedures and comply with them. Provide a copy of operating procedures to the 433d PMRP monitor for inclusion in the activity file.

2.2. The unit monitor will maintain all current publications addressing PMRP procedures, specifically AFMAN 23-110, Vol. 6, Chap. 4, AFMAN 23-110, Vol. 2, Part 13 and applicable supplements.

2.3. Unit monitors maintain a file that consists of, but is not limited to, the following: letters of appointment, unit procedures, both Host Base and 433d PMRP surveys of unit operations, checklists, and corrective actions. The file will also identify all known precious metals and precious metal bearing materials used by the unit.

2.4. Initiate corrective actions for any deficiencies documented by the host base PMRP manager or 433d PMRP monitor during inspections or staff assistance visits. The PMRP should be reviewed during the semiannual core task self-inspections. Forward requests for any needed supplies and equipment required for recovery of precious metals to the host base supply.

2.5. Initiate and maintain a self-inspection program to ensure all requirements of the PMRP are being accomplished.

2.6. Each activity involved in the PMRP will perform a self-inspection each March and September.

2.7. Each activity will display the poster illustrated in figure 4.3, AFMAN 23-110, Vol 6, in areas covered by the PMRP.

- 2.8. Retain on file all PMRP documentation for one year according to AFMAN 37-139, *Records Disposition Schedule*, Table 23-20, Rule 2.
- 2.9. Attend PMRP training sessions as scheduled by the 433d PMRP monitor.
- 2.10. Perform all required day-to-day preventative maintenance and cleaning of silver recovery units in their custody. Report any systems malfunctions or problems at the PMRP immediately after detection. If loss of silver residue is occurring, discontinue recovery processing until problems are corrected.
- 2.11. Segregate precious metal bearing material and waste material prior to turn-in to host base supply.
- 2.12. Unit monitors will placard collection point containers with "Precious Metals" and ensure a locking mechanism is in use.
- 2.13. All exposed, unexposed, expired or no longer required scrap film and negatives will be salvaged and boxed for transfer to the DRMO. Each generating activity will process scrap film for turn-in to host base supply for transfer to the DRMO.
- 2.14. Unit monitors submit all requirements for supplies and equipment required in the recovery of precious metals to the host base supply. Ensure that requested items are received within a reasonable time frame or submit follow-ups, if necessary. Elevate problems to the 433d Logistics Support Manager for assistance.
- 2.15. Unit monitors of generating activities will ensure that any new items containing precious metals are identified and placed in unit monitor file.
- 2.16. Prepare AF Form 2005, **Issue/Turn-In Request**, and deliver paperwork and property to host base supply.
- 2.17. Refer all problems and/or questions concerning PMRP to 433d PMRP monitor.

### **3. Additional Requirements Include.**

- 3.1. Wing personnel appointed as monitors/managers will attend workshops and training sessions conducted by host base personnel.
- 3.2. Any specific state mandated controls for handling, transportation or disposal of precious metals having any hazardous characteristics are identified by the host base bioenvironmental coordinator and the transportation office.

BERNARD J. PIECZYNSKI, Brig Gen, USAFR  
Commander

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

AFPD 23-5, *Reusing and Disposing of Material*

AFI 23-111, *Management Of Government Property In Possession Of The Air Force*

AFI 31-209, *The Air Force Resources Protection Program*

AFI 31-401, *Information Security Program Management*

AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures*

AFMAN 23-110, Volume 6, Chap 4, *Excess and Surplus Property*

AFMAN 37-139, *Records Disposition Schedule*

DOD Manual 4160.21-M, *Recovery and Reutilization of Precious Metal Program*

HQ SA-ALC/LGSM Handout, *Awareness Training of the Precious Metal Recovery Program*

***Abbreviation and Acronyms***

AFIAir Force Instruction

AFMANAir Force Manual

AFPDAir Force Policy Directive

AFRCAir Force Reserve Command

CICControlled Item Code

DODDepartment of Defense

DRMODefense Reutilization Marketing Office

OIOperating Instruction

OPROffice of Primary Responsibility