

**BY ORDER OF THE COMMANDER
459TH AIR REFUELING WING**

**459TH AIR REFUELING WING
INSTRUCTION 21-104**



9 DECEMBER 2013

Maintenance

***FOREIGN OBJECT DAMAGE (FOD) AND
DROPPED OBJECT PREVENTION (DOP)
PROGRAMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Harold E. Marbury)

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This instruction implements AFI 21-101 AFRC Sup I, *Aircraft and Equipment Maintenance Management*, and establishes policies and outlines reporting procedures for the Foreign Object Damage Prevention Program (FODPP) and the Dropped Object Prevention Program (DOPP). This instruction applies to all Air Force Reserve and civilian personnel working in, on, or near 459 ARW aircraft or equipment, and to personnel traveling through 459 MXG facilities or aircraft parking ramp. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

1. Responsibilities:

1.1. Foreign Object Damage Prevention Program (FODPP):

1.1.1. The 459th Air Refueling Wing Vice Commander is the Foreign Object Damage Prevention Program (FODPP) manager and will meet the responsibilities outlined in AFI 21-101 AFRC Sup I, and this instruction.

1.1.2. FOD Prevention Program Monitor:

1.1.2.1. The FODPP monitor is appointed by the program manager, and assigned to the QA office. The program monitor will comply with the responsibilities outlined in AFI 21-101_AFRCSUP_I, Aircraft and Equipment Maintenance Management.

1.1.2.2. Will attend host base quarterly FODPP/DOPP meeting.

1.1.2.3. Monitors the Golden Bolt Program as described in Para 3.

1.1.2.4. Will perform weekly spot inspections of the 459 ARW aircraft parking ramp, facilities, and equipment. Inspections will be documented in QANTTAS.

1.1.3. Maintenance Supervisors' Responsibilities:

1.1.3.1. Ensure all assigned personnel receive initial FOD awareness training.

1.1.3.2. Ensure contractors working in or around 459 MXG facilities are aware of FOD prevention practices. Identify potential problem areas related to contractor activities and report them to the FOD monitor.

1.1.3.3. Ensure use of engine inlet and exhaust covers IAW applicable technical data, as well as caps, plugs, and covers for any component or system that could be damaged if not protected.

1.1.4. Maintenance Requirements: Crew chiefs will inspect the aircraft interior for foreign objects and general cleanliness prior to and after each flight.

1.1.5. Aircrew members are responsible for keeping their areas free of debris during and after flights.

1.2. Dropped Object Prevention Program (DOPP):

1.2.1. The 459th Air Refueling Wing Vice Commander is appointed the DOPP manager, and will ensure compliance with the DOPP IAW AFI 21-101_AFRCSUP_I and this instruction.

1.2.2. The 459 ARW DOPP monitor will be appointed by the program manager, and may be assigned under QA.

1.2.3. The DOPP monitor maintains dropped object reports for at least two years.2. Next Paragraph

2. Foreign Object Damage Prevention Program (FODPP):

2.1. FOD Walks: FOD walks will cover the 459 ARW parking ramp and surrounding facilities. The day and time will be dictated by mission requirements and weather. When conditions warrant, unscheduled FOD walks as well as use of CE dispatched sweeper trucks of affected areas will be implemented. If ramp damage or a unique condition or hazard is discovered during FOD walks, the condition will be reported back to the program monitor for investigation.

2.2. Consolidated Tool Kit (CTK) Requirements: All personnel will comply with AFI 21-101_AFRCSUP_I, and local directives as it applies to FOD prevention.

2.3. Vehicle Operations:

2.3.1. . Operators will inspect the vehicle for cleanliness and foreign objects prior to operation.

2.3.2. A FOD container with a closing lid will be installed in any vehicle that routinely enters the flight line.

2.3.3. Should a vehicle leave an unpaved surface, the vehicle operator will perform a tire FOD check prior to re-entering the flight line. In addition, any vehicle in transition from the POV parking lot into the maintenance facilities will stop at the fence and perform a tire FOD check.

2.4. Clothing Policy: During cold or inclement weather, cold-weather head gear is authorized. Line badges issued with imbedded metal clips are authorized so long as the clip and badge are both secured with a break-away nylon/cotton cord around the wearer's neck. Line badges are also authorized to be worn around the arm in plastic/elastic holders that are designed for this purpose. Members who are in military status must still comply with AFI36-2903, Dress and Appearance of Air Force Personnel.

2.5. Investigation and Reporting Procedures:

2.5.1. The FOD monitor will ensure that all FOD incidents are reported to the host base Quality Assurance office.

2.5.2. Transient Aircraft: The FOD monitor will notify the owning organization within 24 hours. Investigation and reporting procedures within this instruction will apply and an informational copy of the report will be forwarded to the owning organization's Wing Safety and Quality Assurance offices.

3. Golden Bolt (GB) Program:

3.1. The golden bolt will be represented by a decal (see attachment 2). The FODPP monitor or QA representative will place the decal at a time and place of their choosing, and log the location in the golden bolt control log, located in the QA office.

3.2. The individual who recovers the golden bolt decal will return it to the FODPP monitor or QA representative. Employees are eligible for a four hour time off award (TOA), at the supervisor's discretion. TOAs for civilian members must be granted IAW AFI36-1004, The Air Force Civilian Recognition Program.

4. Dropped Object Prevention Program (DOPP).

4.1. A dropped object is any aircraft part, component, surface, or other item lost during aircrew operations, from engine start to engine shut down, unless intentionally jettisoned.

4.2. Prevention: Inspection criteria for dropped object prevention will be accomplished IAW applicable Preflight/Post Flight/Home Station Check Inspection work cards.

4.3. **Reporting:**

4.3.1. All dropped objects will be reported IAW AFI 21-101_AFRCSUP_I.

4.3.2. For off-station incidents, Command Post and/or MOC will be notified. A crew member will ensure a courtesy copy of the dropped object incident report from the host base is sent to 459th Quality Assurance.

4.3.3. Transient Aircraft: The DOPP monitor is responsible for investigation of all dropped object incidents involving transient aircraft under care or jurisdiction of the 459 ARW. An informational message followed by a copy of the formal report will be sent to the home station DOPP monitor.

WILLIAM H. MASON, Colonel, USAFR
Commander

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

AFI 21-101_AFRCSUP_I, *Aerospace Equipment Maintenance Management*, 26 April 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI36-2903, *Dress and Appearance of Air Force Personnel*, 6 September 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

CE—Civil Engineering

CTK—Consolidated Tool Kit

DOP—Dropped Object Prevention

DOPP—Dropped Object Prevention Program

FOD—Foreign Object Damage

FODPP—Foreign Object Damage Prevention Program

IAW—In Accordance With

MOC—Maintenance Operations Center

MXG—Maintenance Group

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

QA—Quality Assurance

RDS—Records Disposition Schedule

TOA—Time Off Award

Attachment 2
GOLDEN BOLT DECAL

Figure A2.1. Golden Bolt Decal.

