

**BY ORDER OF THE  
932D AIRLIFT WING COMMANDER**

**932 AIRLIFT WING INSTRUCTION 21-103**

**6 MAY 2011**

**Maintenance**



**DROPPED OBJECT PREVENTION  
PROGRAM (DOPP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/).

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 932 MXG/MXQ

Certified by: 932 MXG/CC  
(Col McDonnell)

Pages: 8

---

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, and AFI 21-101 Air Force Reserve Command (AFRC) Supplement (SUP) I, *Aircraft and Equipment Maintenance Management*. It extends guidance and procedures outlined in Technical Order (T.O.) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*. This 932d Airlift Wing Instruction (AWI) establishes procedures, policies, responsibilities and reporting procedures for Dropped Object Prevention Program(DOPP)of aircraft assigned to the 932d Airlift Wing (AW) ; applies to all 932 AW personnel required to manage, fly, service, inspect , maintain or repair 932 AW aircraft. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://afirms.amc.af.mil/rds\\_series.cfm](https://afirms.amc.af.mil/rds_series.cfm). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Attachment 1 contains a glossary of references and supporting information.

This is the initial publication of 932d Airlift Wing Instruction 21-103.

**1. General:** In addition to AFI 21-101 procedures:

1.1. Upon appointment, the primary Dropped Object Prevention Program (DOPP) monitor will provide a copy of the signed letter via e-mail attachment or fax to the following offices:

1.1.1. Headquarters Air Force Reserve Command (HQ AFRC)

1.1.2. Fourth Air Force Logistics (4 AF/A4M)

1.1.3. 932 AW/Commander (CC)/Vice-Commander (CV)/ Safety (SE)

1.1.4. 932 Operations Group (OG)/CC/Deputy Commander (CD)/ Operations Group Standardization/Evaluation (OGV)

1.1.5. 932 Maintenance Group (MXG)/CC/Maintenance Operations Flight(MOF)/CC/MOF Supervision (MXO)/ Maintenance Operations Center (MXOOM)

1.1.6. 932 Maintenance (MXS)/CC/ Aircraft Maintenance/Maintenance Supervision (MXA)/ Maintenance Supervision (MXM)/ Aircraft Generation Flight Superintendent (MXAA) Fabrication Flight (MXMF)/ Aerospace Ground Equipment (MXMG) Inspection Flight (MXMT)/Specialist Flight (MXMC).

1.2. Prevention of dropped objects is a priority concern.

1.2.1. All 932 MXG personnel, who perform, supervise, train, or evaluate maintenance on aircraft, will view the AMC Dropped Object Prevention Program video available on the Hill AFB, TRSS web site. The G081 qualification course code, ACFT 650, will be updated by training management upon completion. This training is an annual requirement.

1.2.2. All 932 MXG personnel, who perform maintenance on aircraft, will:

1.2.2.1. Document all aircraft exterior components prior to physical removal on a Red X in the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document* in accordance with (IAW) T.O. 00-20-1.

1.2.2.2. Document the installation of all aircraft exterior components in the AFTO Forms 781A immediately after physical installation of any exterior component.

1.2.3. Prior to flight, an aircraft panel and secondary structure inspection will be accomplished. This inspection will be documented in the AFTO Form 781A and signed off prior to flight.

## **2. Responsibilities:**

2.1. Accurate and timely reporting is essential. When a dropped object is discovered, maintenance personnel will not perform any maintenance action or modify anything at the incident location. The affected aircraft will not depart home station until the DOPP monitor or a quality assurance inspector has investigated the incident.

2.1.1. Maintenance personnel or aircrew members who discover dropped objects at home station will immediately notify the production supervisor, expeditor, or maintenance shift supervisor.

2.1.2. Flying crew chiefs, mission essential ground personnel, or aircrew members who discover dropped objects away from home station will immediately notify the aircraft commander.

2.1.3. The production superintendent, expeditor, shift supervisor, or aircraft commander will notify 932 Maintenance Operations Center (MOC) immediately upon discovery of the occurrence.

2.1.4. MOC will immediately notify Quality Assurance (QA), Command Post, 932 AW/SE, 932 MXG/CC, and 932 OG/CC.

2.1.5. MXG/CC will immediately notify 932 AW/CV and 932 AW/CC.

2.1.6. Immediately after notifying MOC, the production superintendent/expeditor, shift supervisor, site supervisor, or project manager will gather data for the DROPPED OBJECT PROGRAM MISHAP INVESTIGATION WORKSHEET, Attachment 1, for each DOPP occurrence. The worksheet will be submitted to QA immediately after discovery for investigation and reporting to HQ AFRC/LGMA.

2.2. The DOPP monitor will investigate each dropped object incident immediately upon notification and make an initial dropped object report to the 932 MXG/CC, 932 OG/CC, and 932 AW/CC. In addition, an initial report will be given to HQ AFRC/A4M via telephone or e-mail.

2.3. The DOPP monitor will format the dropped object message IAW AFI 21-101 AFRCsup\_1 and forward it to 932 MXG/CC and 932 AW/CC for release approval.

2.4. Upon 932 MXG/CC and 932 AW/CC approval, DOPP monitor will forward the message to HQ AFRC via e-mail with courtesy copies to 4 AF/A4M, 932 AW/CC/CV/SE, 932 MXG/CC, 932 MXS/CC/ MXA/MXAA /MXM/MXMF/ MXMG/MXMTA, 932 OG/CC/CD and 375<sup>th</sup> AW/CV.

**3. Dropped Object Prevention Program Meeting:** The quarterly DOPP meeting will be combined with the quarterly Foreign Object Damage Prevention Committee Meeting referenced in AFI 21-101.

WILLIAM H. EDWARDS, JR., Colonel, USAFR  
Commander

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

AFI 21-101 AMC SUP SCOTT AFB SUP, *Aircraft and Equipment Maintenance Management*, 12 July 2010

AFI 21-101 AFRC SUP I, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 1 September 2010

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

***Abbreviations and Acronyms***

**4 AF/A4M**—Fourth Air Force Logistics

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFTO**—Air Force Technical Order

**AW**—Airlift Wing

**AWI**—Airlift Wing Instruction

**CC**—Commander

**CD**—Deputy-Commander

**CV**—Vice-Commander

**DOPP**—Dropped Object Prevention Program

**HQ AFRC**—Headquarters Air Force Reserve Command Aircraft Maintenance

**IAW**—In Accordance With

**MOC**—Maintenance Operations Center

**MXAA**—Aircraft Generation Flight Superintendent

**MXA**—Aircraft Maintenance/Maintenance Supervision

**MXG**—Maintenance Group

**MXMF**—Fabrication

**MXMG**—Aerospace Group Equipment

**MXM**—Maintenance Supervision

**MXMT**—Inspection Section

**MOF**—Maintenance Operations Flight

**MXO**—Maintenance Operations Flight Supervision

**MXS**—Maintenance Squadron

**OG**—Operations Group

**OGV**—Operations Group Standardization/Evaluation

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SAFBI**— Scott Air Force Base Instruction

**SE**—Safety

**SUP**—Supplement

## Attachment 2

**DROPPED OBJECT PROGRAM MISHAP INVESTIGATION WORKSHEET****Table A2.1. DROPPED OBJECT PROGRAM MISHAP INVESTIGATION WORKSHEET**

1.	DOPP Report Number: (DOPP Monitor Will Assign This Number)		
2.	MDS: C-9C or C-40C		
3.	Type Mission & Mission Profile:		
4.	Aircraft Serial Number:		
5.	Owning Organization & Base	932d Airlift Wing	Scott AFB IL
6.	Origin of Sortie:		
7.	Date of Incident:		
8.	Discovery Location: (If Different than Origin of Sortie)		
9.	Geographical Location of Object: (If known)		
10.	<u>Item:</u>	<u>Noun:</u>	<u>Description:</u>
Use information from the applicable aircraft –4 series Technical Order or Commercial Manual			
11.	<u>T.O:</u>	<u>Figure:</u>	<u>Index:</u>
12.	Part Number:		
13.	Work Unit Code (WUC):	_____	
14.	Date of Last:	HSC/100 Hour Inspection:	ISO/Annual Inspection:
15.	Last Known Maintenance Performed in the Area:		Date:

16.	Investigation Findings (cause):	(QA Investigation Results)	
17.	Cost to Repair or Replace: (QA) \$ _____.	Cost in Man-Hours to Repair: (QA) _____ Hours	
18.	Actions to Prevent Recurrence:	(QA Conclusions)	
19.	Deficiency Report Submitted: (QA)	YES	NO
20.	Unit POC Information:	(QA Submission)	
Rank and Name:			
DSN & Commercial		DSN: 576-8774	Commercial: (618) 256-8774
E-mail Information			
21.	Other Pertinent Information:	(QA Submission)	

--