

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**LUKE AFB INSTRUCTION 21-107**

**16 JULY 2012**

**Maintenance**



**PREVENTING FOREIGN OBJECT DAMAGE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Air and Space Maintenance*. This instruction establishes a Base Foreign Object Damage (FOD) Prevention Committee, FOD Prevention Officers, and FOD Prevention Noncommissioned Officers (NCO) in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management; AFI 21-101, AETCI Supplement 1, Aircraft and Equipment Maintenance Management*; AFI 91-204, *Safety Investigations and Reports*; and Luke AFBI 21-102, *Tool and Equipment Management*. It prescribes operating procedures, identifies specific responsibilities for FOD inspections, incident reporting and routing. It is applicable to all activities in the 56th Operations Group (56 OG), 56th Maintenance Group (56 MXG), tenant contract maintenance units on Luke Air Force Base, 56th Mission Support Group, and 56th Medical Group units to the extent of their responsibilities as addressed. This publication does not apply to Air Force Reserve Command (AFRC) Units or to the Air National Guard (ANG). The 944th Fighter Wing, U.S. Air Force Reserve (AFRES) Unit assigned to Luke AFB will comply with AFRES directives and their FOD prevention fighter wing instruction. 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 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>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324.

**SUMMARY OF CHANGES**

**This publication has been revised and should be completely reviewed.** The following four changes have been made; wear of the floppy hat is not authorized for wear by military personnel on the flightline; Aerospace Ground Equipment (AGE) Sub-pool yards located on Taxiway Bravo do not require tire F.O. check when exiting, AGE Personnel will be responsible for FOD Checks in this area; tire roll-over FOD checks are required and will be done at the entry control point or immediately within the entry control point/flightline area, far enough to avoid traffic congestion; removal of the identification plate and 2 rivets from the anti-personnel guards and bellmouth screens; and removal of Engine FOD Impoundment Logic Tree.

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**1. Responsibilities.**

1.1. Commanders will ensure compliance with this instruction and establish guidance, as required (see page 1), so every precaution is taken to prevent FOD. Organizations must ensure newly assigned personnel receive the FOD Prevention Orientation and Familiarization

Briefing during in processing. Maintenance training flight personnel will document newcomer FOD briefings in IMDS (course code 6096).

1.2. 56 OG and 56 MXG Commanders will monitor FOD prevention practices and procedures incidental to flying operations.

1.3. 56th Operations Support Squadron Commander is primarily responsible for inspecting and serviceability of aircraft movement surfaces. 56th Civil Engineer Squadron Commander is responsible for maintenance, cleaning and repair of aircraft movement surfaces.

1.4. 56 OG Commander will appoint a FOD Prevention NCO to represent the squadrons and subordinate units and will serve as the focal point for FOD related issues within the OG and will comply with the provisions herein.

1.5. Each maintenance, logistics readiness, and civil engineering squadron commander or contract manager will:

1.5.1. Appoint a Squadron FOD Prevention Officer and NCO. NOTE: A memo of appointment will be forwarded to the Wing FOD Prevention NCO.

1.5.2. Ensure all squadron or contract maintenance personnel are made aware of this instruction and comply with the provisions herein.

1.6. Contract maintenance personnel are responsible for complying with standard practice instructions that establish their FOD programs and procedures for reporting FOD incidents.

1.7. Squadron FOD Prevention Officers and NCOs:

1.7.1. Appoint a FOD Prevention Monitor for each Unit/Maintenance Flight.

1.7.2. Ensure ramps and areas of responsibility are policed daily.

1.7.3. Ensure a FOD Prevention monitor is designated for aircraft deployments. Contact the Wing FOD Prevention office at least 3 days prior to the deployment for a FOD, dropped object, and lost tool procedures briefing during the deployment.

1.7.4. Obtain and maintain the FOD bulletin board in accordance with (IAW) this instruction for their respective unit.

1.7.5. Attend and participate at Wing FOD Prevention Committee meetings.

1.7.6. Ensure all publicity material concerning FOD (i.e., FOD bulletin board information, posters, committee minutes, cross-tells) are disseminated throughout areas of responsibility.

1.7.7. Vehicle Control NCOs will ensure flight line driver's training includes familiarization with the requirements of this instruction.

## **2. General FOD Prevention Practices.**

2.1. Personnel will be constantly alert for any form of foreign objects (F.O.). Special attention must be given to small items of debris (i.e., safety wire, bolts, nuts, screws). Loose material of this kind will be placed in F.O. bags or containers during maintenance (see paragraph 4.1). After job completion, a final F.O. and tool accountability check of the entire work area is required.

2.2. Items such as wigs, hair fasteners and earrings constructed of metal, plastic or leather will not be worn by any personnel on or off the flight line involved in aircraft, component or alternate mission equipment maintenance.

2.3. Hats or headgear required as personal protective equipment during maintenance, servicing and as required for personnel carrying firearms is authorized. Under no circumstances will they be worn within 25 feet of an operating aircraft engine.

2.3.1. Wear of the seasonal watch cap is authorized. Wear of the seasonal watch cap will comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Ear defenders or ground communication headsets will be worn over the watch cap when within 25 feet of any operating aircraft engine.

2.3.2. Wear of the floppy hat is not authorized for wear by military personnel on the flightline. Civilian Personnel are authorized the wear of the floppy hat year round for flight line use. When worn, it will be securely fastened to the wearers head with the chinstrap provided. Under no circumstances will they be worn within 25 feet of an operating engine.

2.4. Items will never be placed in or on engine intakes, intake lips, or canopy sills unless required by technical data to accomplish a specified task.

2.5. Aircraft forms are a FOD hazard on the flight line and must be kept secure from sudden winds or jet blasts at all times. **NOTE:** Forms are considered secured when zipped/velcroed up in protective fabric/plastic binder. Once forms are completed they must be stowed immediately.

2.5.1. The aircraft forms binder should be stored in the forms pouch sewn into the aircraft intake plug or cover, flight line storage bins, or CTKs when in use on the flight line. No other items are authorized in the forms pouch at any time.

2.5.2. Other than the intake pouch, forms are not authorized on any other part of the aircraft for any reason, on or off the flight line. **Exception:** TDY aircraft may keep forms in cockpit.

2.6. Prior to cockpit entry, personnel will ensure all pockets have been emptied and all loose articles have been removed, including jewelry. Personal articles may be stored in F.O. bag for this purpose (see section 4). Writing instruments are authorized for operations or maintenance use in the cockpit.

2.7. Restricted area badges and base exercise evaluation team badges may have metal clips installed. If a clip is used a nylon string must be installed through the hole and may be worn around the neck, but must be worn at or above the waist IAW 56 FW OPLAN 31, *Integrated Defense Plan*. If an armband is used it will be worn on the upper part of the arm between the shoulder and the elbow. Badges will be stowed anytime personnel are working around aircraft with engine operating (armbands may remain on arm).

2.8. All F-16 ground safety pins (including suspension utility unit, triple ejector rack, and pin stowage bags) will be attached to the streamer by a brazed retaining ring. Exception: If PN 19-100C (NSN 5325-01-306-4235) ring is used, brazing requirement is optional. See applicable aircraft general vehicle manual (00GV-00-1) for further requirements. If ring PN 19-100C is not brazed and discovered worn or disfigured it must be replaced.

2.9. Streamers attached to landing gear, emergency power unit, external fuel tanks, chaff and flare, gun, AIM-9 launcher, MAU-12, and tail hook pins will have a minimum length of eight inches and a maximum length of 12 inches IAW 00GV-00-1. The use of lanyards, swages, or clamps is not authorized.

2.10. Intake covers or plugs will be installed at all times (except for engine operation or intake and exhaust inspection or maintenance). Intake plugs will not be installed behind heater strut. Double intake and exhaust covers will be used when wind condition II or higher is expected or when the aircraft is bedded down for the day or weekend. Exhaust and intake covers will be connected to intake or exhaust covers or to the airframe or engine with bungee cord or similar material to prevent loss during inclement weather (i.e., high winds).

2.11. Aircraft covers will be installed within 45 minutes after engine shutdown and remain installed except to facilitate maintenance or inspection. All plugs and covers will be removed immediately prior to crew show and stowed (to the best extent possible).

2.12. Maintenance squadrons (AMXS) are responsible for ensuring that all -21 equipment is identified to the assigned aircraft. Remove identification plates and rivets from angle of attack covers.

2.13. If parking spot bins (coffins) are used on the flightline for stowing equipment, they must be secured to a fixed object, but not locked to that object or they must contain ballast. Ballast material should weigh at least 20 lbs. and must be kept inside the bins. Bins must have reflective materials installed IAW T.O. 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment*. F.O. will not be placed in parking spot bins.

2.14. Uninstalled aircraft engines will have proper intake and exhaust covers at all times except to facilitate maintenance and inspection.

2.15. Glass or plastic bottles (other than those in sample kits) and aluminum cans are prohibited on the flight line.

2.15.1. Paper or Styrofoam cups are authorized on the flight line, but will be properly stowed when not in use. **Exception:** Drinks in plastic bottles or aluminum cans may be consumed inside vehicles provided the empty containers are disposed of properly. Personal plastic insulated drink containers (water jugs) are authorized and will be identified IAW LUKEAFBI 21-102, *Tool and Equipment Management*.

2.15.2. Air Force issued "Camelbaks" (personal hydration packs) are authorized for use on the flight line, however they are not authorized inside the intake or exhaust. The "Camelbaks" are authorized during launch and recovery if serviceable and worn properly. Prior to issue, they will be identified as individual equipment IAW LUKEAFBI 21-102.

2.15.3. Personal backpacks/bags are prohibited on the flight line. **Exception:** Only those individuals utilizing the flight line to walk to and from their duty section may wear backpacks (IAW AFI 36-2903) across the flight line.

2.15.3.1. Mission Ready Airman (MRA) Instructors are authorized to carry issued helmet bags. Items in the bag may include Lesson Plan, headsets/earplugs, personal items (i.e., hat, keys, wallet, and sunglasses. NO cellular phones will be allowed), protective gear (i.e., sun block, gloves), and hydration system (water bottle must be marked IAW this instruction and LUKEAFBI 21-102). These bags at a minimum

will be marked with the individuals last name, employee number, and owning organization (ie., Smith 1234 756 AMXS/MXACS)

2.16. Screw bags, panels and latches:

2.16.1. Screw bags will be utilized when removing any screws or fasteners and be identified to the panel and aircraft or equipment.

2.16.2. If a panel is tacked in place, document the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, and attach hardware by screw bag to outside of panel or turn into facilitate other maintenance (F.O.M.) location.

2.16.3. Aircraft panels 4305 (Bathtub) and 4409 (Donut) will be removed from the flight line when not installed on the aircraft. This will prevent damage to aircraft and panels from jet blast.

2.16.4. Replace the swivel pad stud on all aircraft door latches with a solid machine bolt MS9633-11 and safety wire jam nut.

2.17. Personal pagers (beepers), cellular telephones, are not authorized in any maintenance area/flight line. Portable stereos, or personally owned electronic devices are not authorized on the flight line. Government issued pagers and cellular telephones are authorized if used in conjunction with official business, but will be controlled and accounted for like personal property (i.e., car keys, spare change) when in or around aircraft.

2.18. Do not hang, tie or Velcro items to aircraft boarding ladders. **Exception:** Pouch containing AFTO Form 244, *Industrial/Support Equipment System Record* may be attached in such a way as not to pose a FOD hazard.

2.19. Eye and sunglass restraining straps are authorized for use on the flight line (black or brown colored only), as long they do not have any metallic pieces or parts.

**3. Intake and Exhaust FOD Inspections.**

3.1. If the aircraft engine is operated and the aircraft is shutdown as part of a maintenance procedure (i.e., "Red Ball"), an intake FOD inspection is not required if the pilot or operator remains at the aircraft.

3.2. Do not attempt entry into the intake or exhaust until engine rotation has stopped. If the engine is "wind milling" due to high winds, cover the exhaust before entering the intake. Inspections will be accomplished even if the engine is scheduled for removal.

3.3. Wear of the half-bunny suit is authorized for intake inspections from 1 May to 31 Oct. When half-bunny suits are worn, a pocket-less T-shirt is the only authorized outer garment for wear on the upper body.

3.4. All jewelry (i.e., watches, rings, and necklaces) will be removed prior to entry into aircraft intakes and exhaust. Line badges and F.O. bag will be removed and all pockets will be emptied prior to entry. Do not slide any item (flashlight, mirror, etc.) inside an intake. Inspections done in facilities with 110-115VAC power available should be accomplished with an approved jet light.

#### 4. F.O. Bags and Cans.

4.1. Squadrons/units/flights performing aircraft maintenance or servicing will use composite tool kit F.O. bags or containers. Individual F.O. bags may be issued and worn. All F.O. bags or containers whether part of a CTK or personal issue will have the letters "FOD" marked on them in a conspicuous place. They must be properly marked for accountability per LUKEAFBI 21-102.

4.2. Fuel Maintenance personnel will not wear F.O. bags while performing open fuel cell maintenance. Additionally, personnel performing maintenance or inspections in a confined area of the aircraft (including the intake/exhaust or cockpit) will not wear F.O. bags in these areas.

4.3. Squadrons/units/flights may use their colors for F.O. bags, but are responsible for procuring the material. Velcro tape running across the entire opening will be used to keep the flaps closed.

4.4. Vehicle, shop or hangar FOD collection containers will be black with white letters or white with black letters. The letters (FOD) will be two-inch minimum in height. Vehicle containers will be lidded, with the lid secured to the container (self closing type, ammo cans, etc.). Containers must be secured to the vehicle.

4.5. All F.O. collection bags/containers will be emptied daily.

#### 5. Flight Line Vehicles and FOD Prevention.

5.1. Vehicle operators are responsible for inspecting the interior, cargo bed area, and tires prior to use. Remove or secure all foreign material that could pose a potential FOD hazard.

5.2. A tire F.O. roll-over check (to include towed equipment) will be accomplished, at the entry control point or immediately within the entry control point/flightline area, far enough to avoid traffic congestion, every time the vehicle enters the flight line area IAW AFI 13-213 and AFI 21-101. **Exception:** Emergency vehicles responding to actual emergencies. Once the actual emergency is over, a tire F.O. roll-over check will be accomplished prior to continuing on. Aircraft tow vehicles that will tow aircraft through an entry control point will perform a tire F.O. roll-over check at the start of the tow and upon tow completion.

5.2.1. Aerospace Ground Equipment (AGE) Sub-pool yards located on Taxiway Bravo (adjacent to the 62 AMU, Bldg 431) and Short Echo are designated as a continuous part of the flight line, concrete to concrete and a tire F.O. check is not required when exiting these designated areas back on to the flight line.

5.3. Use of magnetic bars on the flight line is mandatory for TAMS, specialist, and weapons expediter vehicles in each Aircraft Maintenance Unit (AMU), Airfield sweepers, and AGE/Line Delivery vehicles from 56th Equipment Maintenance Squadron (EMS). Vehicles equipped with magnets will adjust magnet clearance three to five inches from ramp. Magnets will be inspected and cleaned as part of the vehicle inspection and checked for debris during F.O. checks at the actual point of entry, every time the vehicle enters the aircraft movement area. **NOTE:** Vehicles on loan from Transportation require magnets installed as long as vehicle is configured or equipped with the necessary hardware.

5.4. 56 MXG/QA personnel are not required to wear a hat while driving a Low Speed Vehicle to perform duties when directly going to and from building 959 to an authorized no hat area.

**NOTE:** Vehicles with magnets will make every attempt to avoid Mitchell Street.

## **6. Airfield Policing.**

6.1. Commanders, including TDY units, will ensure the areas designated below are policed daily by all maintenance personnel performing FOD walks.

6.1.1. FOD walks will be accomplished prior to first launch or first recovery when sufficient lighting is available, and as needed during the day. Special attention will be given to cleaning of cracks and expansion seams in hard surfaced areas where engines will be operated. Units will vacuum out the grounding points on the parking ramp once every 2 weeks or sooner if needed. This will not be applicable to grounding points that have been filled.

6.1.2. Each AMU is responsible for their aircraft parking areas, the adjacent portions of the taxiways, access roads, as well as their assigned hangar space. Fuel and oil bowser will be inspected during daily FOD walks. No debris will be in the fuel and oil bowser FOD screen at any time. If cracks are found in the concrete, call Airfield Management for repair. When the restricted area line must be crossed to access the taxiway, the unit will notify Maintenance Operation Center (MOC) who will in turn notify Security Forces.

6.1.3. 56 MOS will be responsible for the arm and de-arm pads at end of runway.

6.1.4. The transient parking area is the responsibility of Transient Alert personnel. This area will be policed and swept by T.A. daily. (Per Para. 6.1.6)

6.1.5. Common use areas such as taxiway E (echo row) and the alternate hydrazine maintenance area (short fox) will be policed and swept prior to use by the using organization.

6.1.5.1. AGE Personnel will be responsible for the AGE sub-pool yards located on Taxiway Bravo (adjacent to the 62 AMU, Bldg431) and Short Echo, by utilizing daily FOD walks and Sweeps.

6.1.6. Facilities adjacent to aircraft parking ramps, taxiways, engine run areas, shops, or hangars used for aircraft and component maintenance will be policed by the owning organization.

6.1.7. A towable sweeper or FOD Boss will be assigned to each unit.

6.1.7.1. A daily operator inspection will be accomplished by the user and documented for tracking using the Tool Accountability System (TAS). The sweeper inspection will consist of checking for any loose or missing hardware, checking the brush for wear, and removing rocks or other debris from the tire treads.

6.1.7.2. A semiannual lube, inspection of the gear drive system, and monthly lube of the swing arm bearing will be accomplished and documented by AGE personnel in TAS. The FOD boss will be inspected for loose hardware, cracks and tears.

6.1.7.3. Maximum towing speed for the sweepers is: brush in sweeping position 10 MPH; brush raised 25 MPH.

6.1.7.4. Sweepers (brush type or FOD Boss) will be operated a minimum of 30 minutes each normal duty day and as needed during the day. Each unit will sweep their assigned aircraft parking rows, and the adjacent portions of the taxiways and access roads.

6.2. The Airfield Manager, in conjunction with the Wing FOD Prevention Office, is responsible for the daily inspection of aircraft movement areas, monitor daily runway and taxiway sweeper schedules, and ensures special requests for sweeper operations are met promptly during operating hours. Call the base Fire Department at 6-6641 for after hours and any special sweeper requests. Airfield Management will coordinate with CES (contract management) to ensure continual inspection of areas where construction is in progress. During inclement weather conditions, Airfield Management and the Wing FOD Prevention Office will increase surveillance of aircraft movement areas.

## **7. F-16 Engine Anti-Personnel Guards and Bellmouth Screens.**

7.1. Anti-personnel guards and bellmouth screens will be used IAW applicable TOs, any time the engine is run for ground maintenance and operational checks. Exception: Pilot running an aircraft IAW T.O. 1F-16(-)-1, *Flight Manual*.

7.2. Anti-personnel guards and bellmouth screens will be inspected for F.O. and serviceability prior to and after engine run. These inspections will be documented on the AFTO Form 781A as a red X. For installed engine runs, the guard number will be entered in the "CORRECTIVE ACTION" block. Documentation of bellmouth screen inspection will be made in the engine work package for uninstalled engine runs.

7.2.1. Remove the identification plate and 2 rivets from the anti-personnel guards and bellmouth screens.(location marked number 5, [Attachment 2](#))

7.3. All F-16 anti-personnel guards in the 56 FW will have one of the following types of pin retaining cables installed (location marked number 1, [Attachment 2](#)).

7.3.1. Remove the two cotter pins from the line bolt (locations marked number 3, [Attachment 2](#)), and secure the castellated nuts by brazing.

7.3.2. F-16 Block 42 CG/DG model guards will have the adapter link attached to the beam bracket using cable NSN 4010-01-145-8455 or 4010-00-286-2681 (location marked number 4, [Attachment 2](#)).

7.3.3. F-16 Block 25 C/D model guards do not require adapter link used on F-16 Block 42 CG/DG and therefore adapter link does not need to be attached to the beam bracket using cable.

## **8. Lost Tools, Items, and CPFO Procedures.**

8.1. Follow the lost tool procedures in AFI 21-101 Chapter 10 paragraph 10.8. in addition to the following:

8.1.1. If the lost tool/item has not been found after 1 hour from MOC notification an AETC Form 138, Lost Tool/Chit Investigation Record, and a procedures and Routing sheet will be initiated.

8.2. The following steps will be accomplished for CPFO in sequence as required until the item is found or all steps are completed:

- 8.2.1. Complete a visual search of cockpit with flashlights, mirrors, etc.
- 8.2.2. Use flexible borescope to locate F.O.
- 8.2.3. Remove kick and console panels (as required).
- 8.2.4. Raise and tilt seat (as required).
- 8.2.5. Remove seat (as required).
- 8.2.6. Vacuum the cockpit (as required).
- 8.2.7. Annotate all search events and procedures on the AETC Form 138.

8.3. The appropriate Squadron Maintenance supervision will direct actions to conclude the search and clear the AFTO Form 781A or applicable equipment form entry. After the search is terminated, forward the completed AETC Form 138 (explaining how the item was lost/recovered and what actions were taken to prevent reoccurrence) and the Routing and Procedures sheet to the representing MXQ office. Delivery of these forms is for review by MXQ and filed for tracking in the Wing FOD Prevention Office. A copy of AETC Form 138 will be kept on file in the squadron/unit for 1 year.

8.4. Should a lost tool, item or CPFO be found at a later date, MOC, MXQ and the Wing FOD Prevention Office will be notified. An updated copy of the original AETC Form 138 will be forwarded to the respective MXQ or Wing FOD Prevention Office.

## 9. FOD Inspection and Reporting Procedures.

9.1. The Wing FOD Prevention NCOs will perform FOD inspections in accordance with current directives. All contractors and CES chief of maintenance will ensure similar programs are carried out. All FOD incidents will be discussed at FOD prevention committee meetings to ensure information regarding FOD hazards receives base-wide dissemination along with the appropriate corrective action.

9.2. Any aircraft maintenance activity discovering damage to any engine or aircraft will immediately report findings to its maintenance officer and supervisor.

9.2.1. The MOC will be notified and, in turn, immediately contact the Wing Safety office, Wing FOD Prevention office and MXQ office.

9.2.2. Once the engine has been identified as having FO damage, the aircraft or engine impoundment decision will be based on guidance contained in LUKEAFB SUP 1, AFI 21-101, [Attachment 24](#).

9.2.2.1. When a FOD incident occurs during an engine maintenance run, the aircraft and engine records will be impounded. The anti-personnel guard or bellmouth screen will be quarantined until determined if source of FOD.

9.2.3. No maintenance action will be accomplished without the concurrence of the impoundment official. The wing FOD NCO and impoundment officer will jointly investigate the incident. In the event the wing FOD NCO is not available, MXQ and a representative from Wing Safety will perform the initial investigation following AFI 21-

101, AETC SUP 1, LUKEAFB SUP 1, LUKEAFBI 21-107, and AFI 91-204, *Safety Investigations and Reports*.

9.2.4. The Wing FOD Prevention office and or Wing Safety Office will investigate the FOD incident and provide an initial report, in accordance with AFI 91-204, of all circumstances surrounding the incident. The Vice Wing Commander, as well as the MXG and OG Commanders (or designated representatives) will be briefed within 12 hours of the incident and reported in accordance with AFI 91-204, AFI 21-101, and AETC SUP 1.

9.2.5. The Wing FOD Prevention Office, or Wing Safety Office will give an end report documented on AETC Form 199, *Foreign Object Damage (FOD) Incident Investigation*, on each FOD incident to the Vice Wing Commander no later than seven working days after completion of the investigation.

9.2.6. Coordination of the **AETC Form 199** end report will be routed through the OG and MXG commanders prior to being sent to the Vice Wing Commander for review and signature.

9.2.7. The base engine manager or contractor will not report any engine removed or shipped as coded to FOD without prior confirmation of such code by the Vice Wing Commander, FOD Prevention NCO, and Propulsion Flight Chief or representative.

## **10. Bird Strike to Engine Procedures.**

10.1. Bird strike damage to engines is not chargeable as FOD, but must be investigated to preclude the 56 FW from being charged with a FOD incident. The following procedures will be followed:

10.1.1. Upon discovery of a bird strike to the intake area, a red X entry will be placed in the aircraft forms requiring an inlet inspection by a qualified technician. The MOC, Flight Safety office, MXQ, and the FOD Prevention Office must be notified.

10.1.2. Perform thorough visual inspection of leading edges of first and second stage fan blades, and borescope Fan Module, and Core Module.

10.1.2.1. Fan Module and Core Module will be borescoped through ports AP1, AP2, AP3, and AP7, IAW applicable TOs.

10.1.2.2. If at any time during inspection damage is found to require engine removal for in shop repair due to FOD, cease inspection and notify CMS Pro-Super of engine being removed. Once removed, engine back shop will inspect the engine for cost analysis.

10.1.3. Inspect engine air/oil coolers (I.A.W. 2J-F100-46-4 WP 38), augmentor duct, and environmental control system ram air intakes for bird remains.

10.1.4. Any damage noted will be documented in the engine records and aircraft forms and reported to the Wing FOD Prevention Office.

10.2. Bird remains will be collected for type matching. Contact Flight Safety at 6-6942 for disposition of collected remains.

## **11. Aircraft Structural Maintenance Procedures and Responsibilities.**

11.1. When any structural maintenance is performed inside the engine intake area, the intake will be sealed off between the repair area and the engine with the use of barrier paper and masking tape or equivalent.

11.2. A fully qualified 2A7X3, possessing a 7-or 9-skill level, will supervise structural maintenance inside intakes. The supervisor will ensure the sheet metal intake maintenance checklist ([Attachment 4](#)) is utilized and properly annotated any time sheet metal maintenance is performed. Upon job completion, the sheet metal checklist will be retained by the work center NCOIC for a minimum of 90 days. Aircraft having foreign objects (i.e., metal shavings, rivets) in or around lower inlet drain holes will have F.O. removed prior to any engine operation.

## **12. FOD Bulletin Boards.**

12.1. Each squadron/unit/flight that access aircraft parking, hangaring, and movement areas as part of their duty requirements will have a FOD bulletin board. (one centrally located board may cover all shops located in a single building). Placement is at the discretion of the individual squadron/unit/flight, but the location must give the greatest visual access to squadron/unit/flight personnel. The squadron/unit/flight FOD prevention monitor will be responsible for obtaining and maintaining the bulletin board. As a minimum, the following items will be displayed:

12.1.1. The most current FOD Flash published by the Wing FOD Prevention Officer or NCO.

12.1.2. The most current FOD Committee Minutes and winning Quarterly FOD Poster.

12.1.3. The most current Luke AFB VA 21-1, *Help Prevent FOD*. The remainder of the board will be used to display posters, pictures, and other items pertaining to FOD prevention.

## **13. Luke AFB FOD Prevention Committee.**

13.1. Persons assigned to the positions listed below are members of the Luke AFB FOD Prevention Committee. Personnel occupying these positions or their alternates will attend all meetings. Any changes will be coordinated through the Wing FOD Prevention Office by memo appointing a primary and an alternate member. Committee membership includes:

13.1.1. All Group commanders

13.1.2. Maintenance Group Quality Assurance.

13.1.3. Wing FOD.

13.1.4. Wing Safety.

13.1.5. Airfield Management.

13.1.6. Squadron/Unit FOD Officer or NCO.

13.1.7. 56 CES Chief of Maintenance.

13.2. The Wing FOD Prevention Office will develop the meeting agenda.

13.3. The chairperson will monitor all phases of the program implemented within the wing to ensure that FOD incidents are thoroughly investigated, and adequate corrective action is taken.

#### **14. FOD Prevention Awards.**

14.1. The following awards are established to promote FOD prevention and foster competition between units.

14.2. Unit FOD Fighter awards. Each quarter a plaque will be awarded to the direct maintenance squadron (56 and 756 AMXS's) and the indirect maintenance squadron (CMS and EMS) with the best FOD inspection rating. Units will receive a two-point bonus for each FOD poster submitted. Additional two points will be awarded for finding the FOD Finder Incentive (FODFIN) Program Golden Tools. Units responsible for an engine FOD incident will be ineligible to receive the FOD Fighter Award for that quarter. In such cases, the unit with the next highest score will receive the award.

14.3. FOD Poster Contest. Original FOD prevention posters will be judged by vote of the FOD Prevention Committee at the quarterly meeting. The winning poster will be published in the meeting minutes and posted on all FOD bulletin boards. Posters should be submitted to the wing FOD Prevention NCO. Posters not submitted prior to the end of the quarter will be eligible for next quarter's competition. Posters must be on standard 8 1/2" X 11" bond paper. Posters may be hand drawn, computer generated, in black and white or color. On the back of the poster print creator's name, rank, squadron, unit, flight, and duty phone. Only one name per poster is allowed. Non-winning posters will automatically carry forward for the next quarter's competition. Any non-winning posters after their second contest participation will be discarded. The creator of the winning poster will receive a 3-day pass, a Base Exchange coupon booklet, and a coupon booklet from 56 SVS Morale, Welfare, and Recreation section.

14.4. FOD Fighter Award. Any person may nominate an individual for a FOD Fighter Award at any time (**Attachment 5**, sample FOD Fighter Nomination). This award is for anyone contributing significant value to the FOD Prevention Program.

14.4.1. Monthly FOD Fighter Nominee packages are reviewed and individuals with the strongest impact will be named as the monthly winner. They will receive an appreciation letter, and a chance to be selected as the quarterly winner. The submission deadline is the 5th business day of the new month (i.e., 5th business day of September for the winner from August).

14.4.2. Quarterly winners will receive a 3-day pass, a plaque, a Base Exchange coupon booklet, a \$25 coupon for the Desert Star Enlisted Club, and will be in the running for the end of year FOD Fighter Award.

14.4.3. Yearly winner will receive a plaque and 1 hour in Falcon Simulator.

14.5. Unit FOD Fighter of the Year Award. Engine FODs, FOD walk pass rate, lost tool find rate, CPFO find rate, FOD posters submitted, and FOD Finder Incentive (FODFIN) finds are all tallied for the fiscal year from all the Squadrons/Units/flights, EMS, and CMS. The winning squadron/unit/flight receives the FOD Fighter of the Year trophy to be displayed at their squadron.

14.6. FOD Finder Incentive Program. Throughout each month, the wing FOD Prevention NCO (or representative) will place a FODFIN item (bolt, pliers, wrench, screwdriver, or washer) in or near a work area within the maintenance complex. The item will be left for a reasonable amount of time in each area. If it is not found within a reasonable time period, it will be withdrawn. The individual finding the FODFIN item will receive a 1-day pass.

14.7. FOD Slogan Contest. Original monthly FOD slogans will be judged by vote at the end of each month. Slogans must not exceed a maximum of 4 lines, 14 characters per line to include spaces. The winning slogan will be displayed on the South Gate electronic marquee sign. Slogans should be sent to the Wing FOD Prevention Office by the end of each month (E-mail: [56 FW FOD Office](mailto:56 FW FOD Office)). The creator of the winning slogan will receive a certificate, a one day pass, a MWR Coupon Booklet, and a Chiefs Group burger burn coupon.

14.8. The above awards are subject to change based upon availability and funding.

JERRY D. HARRIS, JR.  
Brigadier General, USAF  
Commander

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

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 April 2012

AFI 21-101, AETCI Supplement 1 *Aircraft and Equipment Maintenance Management*, 21 October 2010

AFI 21-101, AETCI SUP, *Luke AFB SUP Aircraft and Equipment Maintenance Management*, 24 October 2011

AFI 13-213, *Airfield Driving*, 1 June 2011

AFMAN 33-363, *Management of Records*, 18 February 2011

LAFBI 21-102, *Tool and Equipment Management*, 23 February 2012

56 FW OPLAN 31, *Integrated Defense Plan*, 3 October 2011

TO 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment*, 15 July 2011

TO 1F-16C-1-WA-1, *Flight Manual*, 1 July 2011

TO 1F-16CG-1-WA-1, *Flight Manual*, 1 July 2011

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AETC Form 138, *Lost Tool or Item Investigation Record*

AETC Form 199, *Foreign Object Damage (FOD) Incident Investigation*

AFTO Form 244, *Industrial/Support Equipment System Record*

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

AF IMT 1365, *All Purpose Checklist*

***Abbreviations and Acronyms***

**56 CMS**—56th Component Maintenance Squadron

**56 EMS**—56th Equipment Maintenance Squadron

**56 FW**—56th Fighter Wing

**56 MXG**—56th Maintenance Group

**56 MOS**—56th Maintenance Operations Squadron

**56 MXQ**—56th Maintenance Quality Assurance

**56 OG**—56th Operations Group

**AGE**—Aerospace Ground Equipment

**AETC**—Air Education and Training Command  
**AETCI**—Air Education and Training Command Instruction  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AFRES**—Air Force Reserve  
**AFRC**—Air Force Reserve Command  
**AFTO**—Air Force Technical Order  
**AIM**—Air Intercept Missile  
**AMXS**—Aircraft Maintenance Squadrons  
**AMU**—Aircraft Maintenance Unit  
**APG**—Airframe Powerplant General  
**ANG**—Air National Guard  
**CPFO**—Cockpit Foreign Object  
**CTK**—Composite Tool Kits  
**FOM**—Facilitate Other Maintenance  
**FO**—Foreign Object  
**FOD**—Foreign Object Damage  
**FODFIN**—Foreign Object Debris Finder Incentive  
**IAW**—In Accordance With  
**LUKEAFBI**—Luke Air Force Base Instruction  
**MOC**—Maintenance Operation Center  
**MPH**—Mile Per Hour  
**MRA**—Mission Ready Airman  
**MAU**—Munitions Arming Unit  
**NSN**—National Stock Number  
**NCO**—Noncommissioned Officers  
**NCOIC**—Noncommissioned Officer In Charge  
**PN**—Part Number  
**QA**—Quality Assurance

**RDS**—Records Disposition Schedule

**SUP**—Supplement

**TA**—Transient Alert

**TO**—Technical Order

**TDY**—Temporary Duty

**TAS**—Tool Accountability System

**USAF**—United States Air Force

**VA**—Visual Aid

### *Terms*

**Foreign Object Damage**—Any damage to an aircraft engine, system, or tires caused by an external foreign object which may or may not degrade the safety or operational characteristic of the aircraft engine, system, or tires.

**Aircraft Movement Area**—Any area an aircraft can move, taxi, or takeoff under its own power (i.e., taxiways, parking ramp, hangars, and runway).

**Flight Line Area**—Any area an aircraft can be moved, towed or parked.

**Lost Tool**—Any controlled item or sub-component discovered missing. Examples of controlled items include, (but are not limited to) toolboxes and their contents, test equipment, test cables, special tools, (dash) -21 equipment, technical orders (TOs), personal protective equipment, equipment forms, and aircraft forms.

**Lost Item**—Any non-controlled item or sub-component discovered missing that requires accountability to ensure the safety and reliability of unit equipment or aircraft. Examples include (but are not limited to) missing or dropped hardware inside an aircraft (or an item capable of migrating inside an aircraft), missing personal effects taken to the work site (car keys, jewelry, sun glasses, drink containers, pencils, pens) or any other item known to be at the work site before it was discovered missing.

**Cockpit Foreign Object**—Any tool or item, controlled or not, or sub-component discovered missing or known to be lost in, or immediate vicinity of, the cockpit.

## Attachment 2

## F-16 ENGINE ANTI-PERSONNEL SCREEN

Figure A2.1. F-16 Engine Anti-Personnel Screen.



Attachment 3

**SAMPLE 56 FW ROUTING AND PROCEDURE SHEET FOR AETC FORM 138  
(REF. LAFBI 21-107 PARA. 9)**

<b>PROCEDURE AND/OR ROUTING WHEN A LOST TOOL OR ITEM OCCURS</b>	<b>OPR/POC</b>	<b>INITIALS</b>
1. IF A/C IS INVOLVED, IMMEDIATELY RED X A/C FORMS AND/OR APPLICABLE EQUIPMENT FORMS	INDIVIDUAL WHO LOST ITEM OR DISCOVERED ITEM MISSING	_____
2. IMMEDIATELY NOTIFY PRO SUPER AND INITIATE THOROUGH SEARCH OF ALL APPLICABLE AREAS	INDIVIDUAL WHO LOST ITEM OR DISCOVERED ITEM MISSING	_____
3. PRO SUPER IMMEDIATELY NOTIFIES MOC (MOC IN TURN NOTIFIES MXQA AND WING FOD)	PRO SUPER	_____
4. PRO SUPER NOTIFIES UNIT FOD NCO/OFFICER	PRO SUPER	_____
5. INDIVIDUAL WHO LOST ITEM, DISCOVERED ITEM MISSING, OR THE RESPONSIBLE FLIGHT INITIATES AETC FORM 138, 20030901 EF-V1	INDIVIDUAL WHO LOST ITEM OR DISCOVERED ITEM MISSING	_____
6. IF LOST ITEM IS COCKPIT EQUIPMENT (I.E., LIGHTING, POWER PANEL KNOB, SWITCH, GUAGE COVER, SCREW) LIST THE EXACT COCKPIT LOCATION ITEM WAS LOST FROM IN "LAST KNOWN LOCATION OF TOOL" BLOCK	INDIVIDUAL WHO LOST ITEM OR DISCOVERED ITEM MISSING	_____
7. ASSIGN REPORT NUMBER TO AETC FORM 138 (REPORT # GOES AT TOP RIGHT CORNER) (EMS AND CMS REPORT #'s ASSIGNED BY SUPER, MOS ASSIGNED BY 56MOS SUPERINTENDENT, LRS BY FLIGHT SUPERINTENDENT)	UNIT FOD NCO/OFFICER OR SUPPORT SECTION	_____
8. LOG REPORT NUMBER IN LOST ITEM TRACKING LOG (EMS AND CMS REPORT #'s LOGGED BY SUPER, MOS BY SQUADRON SUPERINTENDENT, LRS BY FLIGHT SUPERINTENDENT)	UNIT FOD NCO/OFFICER OR SUPPORT SECTION	_____
9. IF LOST ITEM IS -21 EQUIPMENT AND IS NOT FOUND, LOG IN -21 EQUIPMENT BOOK	SUPPORT SECTION	_____

- |   |   |
|---|---|
| <p><b>10.</b> IF ITEM IS NOT FOUND AFTER THOROUGH SEARCH AND A/C ARE INVOLVED, 56/756 AMXS SUPERVISION WILL MAKE A/C IMPOUNDMENT DECISION (IF A/C IS IN EGRESS OR PHASE, CMS/EMS MAINTENANCE SUPERVISION WILL MAKE A/C IMPOUNDMENT DECISION)</p>  | <p>AMU/OIC CHIEF _____<br/>CMS/EMS = PRO SUPER</p>  |
| <p><b>11.</b> REVIEW COMPLETED FORM, SIGN AND FORWARD TO AMU OIC/CHIEF FOR SIGNATURE OF 2<sup>ND</sup> BLOCK TO THE LEFT (IF ITEM IS FOUND, A/C FORMS CAN BE SIGNED AT AMU LEVEL)(CMS/EMS, PRO SUPER WILL SIGN A/C FORMS AND AETC FORM 138)LRS WILL BE SIGNED BY FLIGHT SUPERINTENDENT) (MOS WILL BE SIGNED BY SQUADRON SUPERINTENDENT)</p>                 | <p>INDIVIDUAL WHO LOST _____<br/>ITEM OR DISCOVERED<br/>ITEM MISSING OR PRO<br/>SUPER</p> |
| <p><b>12.</b> AMU OIC/CHIEF REVIEWS AND SIGNS 2<sup>ND</sup> BLOCK TO THE LEFT OF AETC FORM 138 (CMS/EMS = PRO SUPER) (LRS=FLIGHT SUPER) (MOS SQUADRON SUPER)</p>   | <p>AMU OIC/CHIEF/PRO _____<br/>SUPER</p>  |
| <p><b>13.</b> FOR ALL LOST TOOL/ITEMS/COCKPIT FO, THE RESPONSIBLE AMU WILL ROUTE AETC FORM 138 AND A/C FORMS TO 56/756 AMXS MOO/CHIEF FOR SIGNATURE (AMXS MOO/CHIEF SIGN 2ND BLOCK TO RIGHT OF AMU OIC/CHIEF) UNIT FOD NCO/OFFICER OR (IF A/C IS IN EGRESS OR PHASE, CMS/EMS MAINT. SUPER. WILL SIGN A/C FORMS AND AETC FORM 138 TO RIGHT OF PRO SUPER)</p> | <p>SUPPORT SECTION _____<br/>CMS/EMS = PRO SUPER</p>                                      |
| <p><b>14.</b> ROUTE SIGNED AETC FORM 138 TO MXQA FOR REVIEW AND FINAL SIGNATURE (MXQA WILL FORWARD TO WING FOD OFFICE)</p>  | <p>UNIT FOD NCO/OFFICER _____<br/>OR SUPPORT SECTION</p>                                  |
| <p><b>15.</b> GET SIGNED COPY FROM MXQA AND FILE IN LOST ITEM TRACKING LOG</p>  | <p>UNIT FOD NCO/OFFICER _____<br/>OR SUPPORT SECTION</p>                                  |
| <p><b>NOTE:</b> IF ITEM IS FOUND AT A LATER DATE, NOTIFY MOC, MXQA, AND WING FOD</p>  | <p>UNIT FOD NCO/OFFICER _____<br/>OR SUPPORT SECTION</p>                                  |
| <p><b>NOTE:</b> MAINTAIN COPY ON FILE IN LOST ITEM TRACKING LOG FOR ONE YEAR</p>  | <p>UNIT FOD NCO/OFFICER _____<br/>OR SUPPORT SECTION</p>                                  |

Attachment 4

56 FW F-16 SHEET METAL MAINTENANCE CHECKLIST

Table A4.1. 56 FW F-16 Sheet Metal Maintenance Checklist.

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
56 FW F-16 Sheet Metal Maintenance Checklist (56 FW/CVF OVERPRINT DEC 2006)		56FW/CVF		
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
	THIS CHECKLIST WILL BE COMPLETED IN SEQUENCE ANY TIME SHEET METAL MAINTENANCE IS PERFORMED IN OR AROUND THE AIRCRAFT INTAKE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	Aircraft S/N: _____ Aircraft MDS: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Squadron A/C assigned: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Type repair performed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technicians performing maintenance (a minimum of two technicians will be dispatched):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(a) Name: _____ Rank: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Name: _____ Rank: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employee Number: _____ Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	All intake maintenance will be placed on a red X in the A/C forms prior to job start. A follow up intake inspection will also be placed on red X in the A/C forms prior to job start. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Test the gun by installing a duplicate rivet into surfaces of similar composition and the same as the intake mating surfaces requiring rivet installation. Check the test rivet for security, ensure the shank is properly pulled, and the gun is properly preset. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Technician (a) entering intake will remove all personal items and suit up. IAW AFI 21 101, para 14.19.2.5. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Technician (a) will seal the engine inlet from the work area using barrier paper/plastic and tape. Ensure no gaps exist between engine inlet and work area. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	If possible, have NDI check for damaged ribs, stiffeners etc. prior to start of maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Technician (b) is responsible for proper tool/hardware accountability throughout the maintenance task. Ensure only necessary tools/hardware are in the intake to perform the task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Technician (a) prior to rivet installation, will ensure holes are of proper size, shape, and free of burrs. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Technician (b) will ensure rivets are passed one at a time and traded on a one (stem) for one (rivet) basis. Repeat this process until all rivets are properly installed. Account for each rivet used and each shank removed. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Technician (a) and (b) ensure all tools/hardware are accounted for at job completion. Police area for any shavings, etc. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Technician (a) remove all barrier paper/plastic and tape from engine inlet. Initials: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Flight Chief will retain completed checklist for a minimum of 90 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Attachment 5****SAMPLE FOD FIGHTER NOMINATION MEMORANDUM****SQUADRON LETTER HEAD**

(Date)

MEMORANDUM FOR 56 FW/CVF

FROM: (SQ/UNIT)/(OFF SYM)

SUBJECT: FOD Fighter Selection

1. PERSONNEL INFORMATION:
  - a. NAME: Doe, John A.
  - b. GRADE: SrA
  - c. DUTY TITLE: F-16 Weapons Load Team Member
  - d. SUPERVISOR:
  - e. BRIEF JOB DESCRIPTION:
2. JUSTIFICATION: What, why, how, where, when the individual contributed to FOD prevention.

Signature block for Squadron: (CC, MA, or Superintendent)