

Administrative Change to CANNONAFBI 21-102, *Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) Program*

OPR: 27 SOW/CVF

Reference to 524 SOS in Table 1, *Organizations with FOD/DOP Program*, shall be deleted. This unit has been inactivated at Cannon Air Force Base. 10 January 2019.

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE**

**CANNON AIR FORCE BASE
INSTRUCTION 21-102**



27 APRIL 2017

Maintenance

**FOREIGN OBJECT DAMAGE (FOD)/
DROPPED OBJECT
PREVENTION (DOP) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Michael E. Conley)

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This publication implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel* and AFI 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*. It establishes responsibilities and outlines procedures for the Foreign Object Damage (FOD) Prevention and Dropped Object (DOP) Program. It implements procedures in AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and AFI 91-204, *Safety Investigations and Reports*. This instruction applies to all operational, maintenance, and support activities functionally assigned or TDY to Cannon AFB. This publication does not apply to Air Force Reserve Command (AFRC) Units or the Air National Guard (ANG). 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 Form 847s from the field through appropriate 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 disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

Several changes and updates were necessary due to lack of submissions for the monthly FOD poster, along with adding and removing units that are required to maintain a FOD board in their unit. Attachment 2 was added to provide guidance on DOP reporting.

1. Program Objective.

- 1.1. To raise FOD/DOP awareness and enhance prevention methods for all personnel.
- 1.2. To standardize reporting procedures for all FOD/DOP related incidents to assigned aircraft.
- 1.3. To obtain positive results through an aggressive and functional FOD/DOP prevention program. Results are achieved by all military, civilian and contract personnel supporting operations taking an active role in FOD/DOP control.

2. Program Responsibilities.

2.1. Wing FOD/DOP Manager responsibilities .

- 2.1.1. The 27 SOW/CV will serve as FOD prevention program manager and the DOP program manager. He/she has overall responsibility for these programs.
- 2.1.2. The 27 SOW/CV will serve as chairperson of all quarterly wing FOD briefings. The chairperson monitors all phases of the FOD/DOP program implemented within the wing.

2.2. Wing FOD/DOP Monitor Responsibilities .

- 2.2.1. Manage the FOD/DOP Program in conjunction with AFI 21-101 and associated supplements.
- 2.2.2. Organize, report, and present FOD/DOP program status at monthly and quarterly FOD/DOP briefings.
- 2.2.3. Supervise investigations, ensure accurate reporting, advise and assist in the implementing of corrective actions when necessary. Coordinate closely with 27 SOW/SE during investigations to provide required information needed for timely reporting IAW AFI 91-204, *Safety Investigations and Reports*.
- 2.2.4. Conduct periodic spot checks of maintenance areas, aircraft, taxiways, aircraft parking spots, vehicles, hangars, access roads to the flightline, squadron FOD boards and other areas.
- 2.2.5. Maintain the wing FOD/DOP continuity book and historical records of all FOD/DO incidents for a minimum of 2 years.
- 2.2.6. Serve as the focal point for all FOD prevention incentive programs.
- 2.2.7. Attend the J3AZR2A671A 001, *Jet Engine Mishap Investigation Course*, within 180 days of assuming position.
- 2.2.8. Maintain the failure analysis service technology kit (FAST) and be the point of contact of the program.

2.3. Squadron Commander Responsibilities .

- 2.3.1. Each of the following organizations listed in **Table 1**, will be responsible to ensure an effective FOD/DOP program is established.

Table 1. Organizations with FOD/DOP Program.

3 SOS	524 SOS	27 SOMXG/Quality Assurance
16 SOS	43 IS	27 SOCES*
20 SOS	27 SOW/SE	27 SOMDG*
33 SOS	27 SOMXS	27 SOSFS*
318 SOS	27 SOAMXS	27 SOSS*
9 SOS	727 SOAMXS	27 SOLRS*
12 SOS		
NOTE 1: *Do not require DOP program monitors		

2.3.2. Each unit who drives or works on the flightline will establish and maintain an effective squadron FOD/DOP program. A FOD/DOP program will be established at deployed locations without a FOD/DOP program in place.

2.3.3. Each unit will assign a primary and alternate unit FOD/DOP Monitor, in writing, as the point of contact for their squadron on all FOD and DO issues. SOAMXS maintenance supervision will appoint a squadron FOD/DOP monitor and a unit FOD/DOP monitor within each AMU. Additional representatives may be appointed to assist the squadron primary and alternate FOD/DOP representatives. A copy of the FOD/DOP appointment letter will be forwarded to the wing FOD/DOP monitor to be kept on file.

2.3.4. Ensure maximum participation in daily FOD walks.

2.3.5. Attend the 27 SOW FOD quarterly FOD/DOP meetings. If unable to attend, ensure his/her representative attends.

2.4. Primary Squadron FOD/DOP Monitor Responsibilities .

2.4.1. Ensure widest dissemination of information provided by the wing FOD prevention monitor such as flashes, reports, minutes, posters, visibility boards, videos, etc.

2.4.1.1. Ensure work center specific FOD/DOP training is provided prior to newly assigned personnel performing duties on the flightline, by the supervisor and at least annually. FOD/DOP monitors will ensure that initial training is conducted, tracked, and meets the requirements of this instruction and the unit's needs.

2.4.1.1.1. Ensure work center supervisors indoctrinate all assigned personnel on the importance of the FOD Prevention Program to the mission and ensure personnel are familiar with the policies and procedures contained in this instruction.

2.4.1.2. Ensure a viable FOD prevention program is in place within the unit and conduct weekly inspections to evaluate the effectiveness of the FOD prevention program.

2.4.2. Develop and ensure a FOD/DOP prevention continuity binder or electronic equivalent is available to all personnel and consists of the following:

2.4.2.1. *Current* 27 SOW FOD/DOP Contacts.

2.4.2.2. Squadron and 27 SOW FOD/DOP representative appointment letter.

- 2.4.2.3. Reference to where FOD/DOP publications (e.g. AFI 21-101_AFSOCSUP and CANNONAFBI 21-102) may be found.
 - 2.4.2.4. FOD prevention inspection log.
 - 2.4.2.5. FOD prevention training log.
 - 2.4.2.6. All lost tool reports (maintain for 2 years).
 - 2.4.2.7. Dropped object reports (maintain for 2 years).
 - 2.4.2.8. Foreign object damage reports (maintain for 2 years).
- 2.4.3. Assist the wing FOD monitor when requested.
- 2.4.4. FOD bulletin boards will be maintained by each section, work center, or facility that performs on-/off-equipment maintenance, or operates in the flightline area during primary or support functions. The placement of the FOD bulletin board will be at the discretion of the facilities manager, but is to be located in a place of high visibility to increase individual awareness of FOD prevention. FOD awareness information may be incorporated on safety bulletin boards if a separate board is not feasible. If there are multiple shops within close proximity, then maintain a common FOD bulletin board in a common area. The FOD bulletin board is the responsibility of the owning squadron/AMU/flight/shop and will be kept current on a monthly basis and when required. FOD bulletin board required contents are, but are not limited to:
- 2.4.4.1. *Current* CAFBVA 21-102.
 - 2.4.4.2. Quarterly winning FOD prevention poster (if available).
 - 2.4.4.3. Copy of most recent FOD incident.
- 2.5. The 27 SOMXG/QA will accomplish inspections to determine compliance with FOD prevention procedures.

3. Civil Engineer Squadron.

- 3.1. Provide powered sweepers upon request for aircraft parking ramps, taxiways, runways, flightline access roads, and other areas of the airfield.
- 3.2. Ensure recently swept areas are FOD free upon completion of sweeping operations to ensure the actions have not created a FOD hazard; such as broken bristles or broken taxiway lights.
- 3.3. Provide monthly serviceability status of sweepers and hourly usage to the wing FOD monitor for inclusion in the monthly/quarterly FOD statistics.
- 3.4. Provide assistance and technical advice to the wing FOD monitor and wing FOD committee for pavement repairs, airfield construction, and other functions that fall under the civil engineer group.
- 3.5. 27 SOCES FOD Prevention Monitor will ensure all civilian contracted construction workers are briefed on FOD prevention procedures when working on or around the flightline.

4. Maintenance Operations Center.

- 4.1. Notify the wing FOD/DOP monitor and wing safety of any occurrence involving FOD or dropped objects.
- 4.2. Log and monitor communication of weekly FOD walks, FOD & DO incidents, and lost tools within each respective area of responsibilities.

5. General FOD Prevention.

- 5.1. FOD prevention is the responsibility of all personnel who work and/or operate in/around aircraft and flightline environments. If you see FOD - pick it up.
- 5.2. Facility Managers must monitor facility areas for items that could be a potential FO contributor. Special attention will be focused on paved/parking areas, break areas and walkways around the facility for deterioration.
- 5.3. All areas where aircraft are towed, taxied, or parked; shops and maintenance areas where equipment or components are worked on; and entry points to the flightline will be kept free of foreign objects.
- 5.4. While performing maintenance actions, personnel will keep their areas clean and FOD free (clean as you go).
- 5.5. Inventory and account for all tools, hardware, equipment, and devices used for performing the job at the start and completion of each task.

6. Aircraft/Flightline Environment.

- 6.1. It is the responsibility of all personnel to implement FOD prevention techniques during all aspects of maintenance, flight operations, and supporting requirements while performing functions on the flightline. Implement the following preventive measures while performing maintenance on the aircraft/flightline.
- 6.2. Make every effort to eliminate foreign objects in and around aircraft, hangars, maintenance facilities, access routes, taxiways, and runways.
- 6.3. All flightline users will request sweepers when it is unreasonable to pick up debris found on the flightline by hand. To report and request a sweeper when necessary, contact MOC or the wing FOD monitor for the request.
- 6.4. Keep all grounding points clean of debris at all times.
- 6.5. Ensure all panels, doors, and components removed from the aircraft are properly capped, marked and stored in racks or bins when available.
- 6.6. All panels, doors, and component hardware removed from the aircraft will be placed in marked hardware bags and attached to the item or aircraft as appropriate. As a minimum, hardware bags will be marked with the aircraft tail number, component nomenclature, and amount of hardware.
- 6.7. Before closing any access doors or panels, and after each job completion, the technician will perform a FOD inspection and perform a tool/hardware accountability check.

6.8. Launch, recovery, and hot pit crews are responsible for keeping their operating areas free of debris. Perform a FOD walk before aircraft operations and after aircraft movement. Continually police these areas for foreign objects.

6.9. Immediately report any damaged pavement on those areas to the Airfield Manager, Maintenance Operations Center, or the wing FOD Manager.

6.10. No glass drink/dining containers will be authorized on the flightline or in vehicles on the flightline.

6.11. All personnel will ensure personal items are secured and accounted for to prevent FOD. Items will not be left unsecured on the flightline.

6.12. Users will inspect all Aerospace Ground Equipment used in and around aircraft for FOD before and after use/movement.

6.13. Aircrew members must account for all equipment and personal items before and after each flight. If items are identified as missing, aircrew will conduct an immediate search of the flight deck/cargo compartments. If the item is not recovered, the aircrew must ensure that the proper documentation is annotated on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, as prescribed by AFI 21-101, AFI 21-101_AFSOCSUP, and T.O. 00-20-1. Then they must initiate a lost tool report.

6.14. Aircrew will ensure cleanliness of aircraft prior to accepting the aircraft as crew ready. All discrepancies will be corrected by maintenance prior to crew accepting the aircraft. The aircrew is responsible for all trash accumulated from the time of acceptance through releasing the aircraft back to maintenance.

7. FOD Prevention Walks.

7.1. FOD walks will be performed daily. When possible, FOD walks should be performed before the beginning of the day's flying operations, and each unit will notify their respective maintenance operations center at the start and end of the FOD walks. Maximum participation that will cover all aircraft taxiways, aircraft movement and parking areas, hangars, and AGE sub-pools. Personnel should be evenly spaced with a maximum of 10 feet separation to provide effective coverage. At the discretion of FOD walk supervisor, personnel will periodically stop to re-form an even line. ***FOD walks may be postponed due to inclement weather at the discretion of the squadron commander or squadron operations officer.*** The 27 SOW FOD monitor will be notified if a FOD walk is to be postponed or if it will not be performed. Postponed FOD Walks must be made-up as soon as possible.

7.2. All units with buildings adjacent to the flightline or that perform aircraft/AGE maintenance will accomplish a FOD walk on the interior and exterior of their duty sections to include hangar bays.

7.3. Upon request of the Wing FOD Manager, representation from all base squadrons may be utilized to augment FOD sweeps.

7.4. Flightline vehicle operators will monitor the flightline road, parking aprons and taxiways for FO or broken concrete. Any loose debris, broken concrete, rocks or other potential FO will be picked up.

7.5. Call MOCC or Airfield Management to dispatch an airfield sweeper if necessary to clean pad surfaces. If concrete is breaking up close to intake areas, do not run engines until hazard is gone.

7.6. FOD Bosses will be used as determined by the Wing FOD monitor.

7.7. FOD walks will be accomplished in the immediate area prior to starting engines.

7.8. Personnel performing maintenance within 50 feet of running aircraft engines will secure all loose clothing items (e.g. field jackets and parka hoods).

7.9. Each unit will ensure flightline/hangar grounding points and hangar door tracks are kept free of debris at all times.

7.10. All FO will be picked up. Any unique or unusual objects will be given to squadron/unit FOD representatives to be turned into the Wing FOD monitor. All other objects will be discarded at the termination of the walk unless otherwise specified by the Wing FOD monitor.

7.11. Any areas where maintenance was completed on aircraft, aircraft parts, or areas where either can be exposed will be followed up by cleaning all areas affected.

8. Vehicle operations.

8.1. Tire FOD Checks.

8.1.1. A FOD check must be accomplished in the event a vehicle leaves the paved surface of the flightline, with exception of vehicles responding to an emergency.

8.2. Vehicle pintle hooks will be in the closed position with the pin installed at all times. The pin will be secured to the vehicle by a lanyard or chain.

8.3. All flightline support vehicles will have a FOD container and will be emptied after every shift. Vehicle floorboards will be kept FO free. Special Purpose Vehicles do not require FOD containers.

8.4. AGE equipment will be inspected for FO before and after use. AGE flight will be responsible for equipment on the ready line.

8.5. Ensure all special purpose vehicles, Gators, EZGOs, etc., are kept FO free at all times.

9. Clothing.

9.1. All flightline areas are designated no-hat areas. During cold weather, the winter stocking cap is authorized to be worn in no-hat areas. However, remain alert to operating engines.

9.1.1. Security forces, while performing official duties, may wear the beret with insignia attached; however, the metal insignia will be removed while on the flight line. Berets will be removed and secured within 50 feet of operating engines.

9.2. Personnel performing maintenance within 50 feet of running aircraft engines will secure all loose clothing items (e.g. field jackets and parka hoods).

9.3. Do not attach or wear any items (pens, pencils, whistles, etc.) on the armband or flightline access badge holder unless it was intended to hold these items.

9.4. Line badges will be secured to the uniform using a lanyard or armband that also conforms to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Lanyards used around the neck will be of a breakaway style and must not be able to support the weight of the individual.

9.5. Line badges will be stowed when individual is within 25 feet of an operating engine.

10. Lost Item/Tool Procedures.

10.1. If the item cannot be located within 60 minutes: notify Quality Assurance, initiate locally generated Lost Tool/Item Report and annotate AFTO Form 781A with a "Red-X" and a description of the situation and search procedure used. Squadrons will provide a copy of the report to the 27 SOW FOD monitor. Reports may be submitted via email or a copy may be hand carried to the wing FOD monitor. Notify the production superintendent who will ensure the work center supervisor, CTK custodian, MOC, QA and all appropriate levels of supervision are notified. Forward a copy of the report to QA within 5 duty days.

10.2. Utilize all resources available in searching for a lost item. Searching may require component removal, de-paneling, nondestructive inspection, and borescope inspection.

10.3. Non-aircraft maintenance personnel will maintain control of all items while operating on the airfield. If an item becomes lost or cannot be accounted for, notify MOC and Airfield Management immediately. Provide a description of the item lost and the areas traveled while on the airfield. The airfield manager will coordinate a search effort and notify the SOMXG/CC or equivalent for tenet units of the incident and the results of the search.

11. Reporting/Investigation.

11.1. All incidents of FOD/DO must be reported and investigated. A locally developed worksheet may be used for reporting. For FOD reporting, local worksheets must contain at minimum, information contained in AFI 21-101, Attachment 6. For dropped object reporting, the minimum requirements outlined in Attachment 2 will be used.

11.2. Upon discovery of a FOD/DO incident, cease operations in the affected area of the aircraft/engine and notify the flightline expeditor/supervisor and MOC.

11.3. MOC will notify QA, wing FOD monitor, and wing safety of the incident.

11.4. MOC will notify wing safety of all bird strikes.

11.5. The 27 SOMXS Wheel and Tire shop will notify the FOD manager of all tires that are damaged due to FO as they occur.

11.6. Transient Aircraft. The wing FOD monitor will be responsible to investigate any foreign object damage to a transient aircraft as outlined in AFI 21-101, *Aircraft and Equipment Maintenance Management*.

11.7. Each FOD/DO incident will be investigated as outlined in AFI 21-101, *Aircraft and Equipment Maintenance Management*, and AFI 91-204, *Safety Investigations and Reports* to determine the cause. If the aircraft is impounded, proper procedures will be strictly adhered to. All mishaps will be investigated using the expertise of maintenance personnel, safety, wing FOD monitor, and other staff agencies as needed. Full cooperation of all affected parties is required to ensure an accurate and complete investigation is accomplished.

11.8. The Wing FOD monitor will initiate a FOD/DOP report and forward it to the AFSOC FOD manager within 24 hours of the incident.

11.9. Squadron/AMU FOD/DOP monitors and subject matter experts will assist the wing FOD/DOP monitor when required.

12. Incentive Programs.

12.1. The purpose of the wing's FOD prevention incentive program is to recognize personnel for their participation in the prevention of FOD and to promote FOD prevention awareness. All awards are subject to change due to availability of gifts, sponsors, and adjustments implemented to the program. The awards are as follows:

12.2. The Golden Bolt Award. The golden bolt will be placed monthly throughout the flightline and off-equipment areas. The placement of the bolt will be rotated through areas of responsibility to allow each participating squadron the opportunity to find the bolt at least once during the year. (Up to 2 Golden Bolts per month and placement to be determined by the wing FOD monitor).

12.3. The FOD Poster of the Quarter Award. All personnel assigned to participating units may submit FOD posters. The poster must promote a strong FOD prevention message which may be hand-drawn or computer generated on 8½" x 11" white paper. If aircraft are depicted on the poster, they must be of the type locally assigned. Squadron FOD committee members will vote on the winning poster. Computer generated designs are acceptable and will be submitted along with the graphical file on disc or via e-mail. The designer of the winning poster will be recognized at the monthly Maintenance Standard evaluation Program (MSEP) meeting.

12.4. The FOD Fighter of the Month Award. Selections for this award are based on a nomination letter submitted by supervisors, through their squadron FOD Monitors or alternates. Individuals submitted must have demonstrated exceptional FOD awareness and contributions.

12.4.1. At a minimum, the nomination letter will include the following: date of discovery, task being performed, action taken, damage prevented and potential savings to the wing.

12.4.2. The squadron commander, AMU OIC, or appropriate supervision will endorse the nomination letter.

12.5. Entries will contain name, unit, and duty phone.

12.6. Only one person may be nominated per entry. No group entries allowed.

12.7. The unit FOD monitor will send the submissions to the wing FOD office as soon as possible but no later than the 5th duty day of the next month.

12.8. The monthly and quarterly winners receive a 1-day pass from the 27 SOW/CV.

BENJAMIN R. MAITRE, Colonel, USAF
Commander

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

AFPD 21-1, *Maintenance of Military Materiel*, 29 Oct 2015

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

AFI 91-203, *Safety Air Force Consolidated Occupational Safety Instruction*. 15 Jun 2012

AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*, 29 Sep 2015

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

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

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedure*, 15 Jun 2011

TO 1-1A-15, *General Maintenance Instruction for Support Equipment (SE)*, 7Jun 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AMU—Aircraft Maintenance Unit

CAFBI—Cannon AFB Instruction

DO—Dropped Object

DOP—Dropped Object Prevention

FO—Foreign Object

FOD—Foreign Object Damage

MOC—Maintenance Operations Center

QA—Quality Assurance

SE—Safety

SOCES—Special Operations Civil Engineering Squadron

SOAMXS—Special Operations Aircraft Maintenance Squadron

SOMXG—Special Operations Maintenance Group

SOMXS—Special Operations Maintenance Squadron

SOW—Special Operations Wing

SOW/CV—Special Operations Wing Vice Commander

Terms

Clean As You Go:—Clean the immediate area when work cannot continue. Clean the immediate area when work debris has the potential to migrate to an out of sight or inaccessible area that could cause damage and/or give the appearance of poor workmanship. Clean the immediate area after work is completed and prior to inspection. Clean at the end of each shift. If you drop something or hear something drop, Find It and Pick It Up!

Dropped Object (DO):—A dropped object is any aircraft part, component, surface, or other item lost during aircrew operations, unless intentionally jettisoned, from engine start to engine shutdown. Inadvertently released munitions or munitions released in excess of the quantity selected by the aircrew, or a multiple release, are not considered dropped objects and will be reported IAW AFI 91-204, *Safety Instruction and Reports*.

Foreign Object (FO):—Any substance, debris or article alien to an area, vehicle or system, which would potentially cause damage.

Foreign Object Damage (FOD):—Any damage attributed to a foreign object that can be expressed in physical or economic terms, which may or may not degrade the product's required safety and/or performance characteristics.

Flightline:—Defined as all runways, taxiways, ramps, and all concrete/asphalt areas immediately adjacent to them. All hangars, back shops, and flightline support shops will also be considered flightline areas.

Attachment 2

DROPPED OBJECT PROGRAM (DOP) REPORTING FORMAT**Figure A2.1. Dropped Object Program (DOP) Reporting Format.**

(UNIT LETTERHEAD)

MEMORANDUM FOR

Date

FROM: <Unit Designation/Office Symbol> <Street> <Base and Zip Code>

SUBJECT: <Dropped Object Report> . DOP program report number (unit, year, and month, followed by sequence number -- example, 27SOW-17001).

1. DOP program report number (unit, year, and month, followed by sequence number -- example, 301FW-060501).
2. MDS.
3. Type mission and mission profile.
4. Aircraft tail number.
5. Owning organization and base.
6. Origin of sortie.
7. Date of incident and discovery location (if different than origin of sortie).
8. Geographical location of object, if known.
9. Item, noun, and description (use information from the applicable aircraft -4 series TOs).
10. TO, figure, and index.
11. Part number.
12. Correct WUC (full five-digit) or Logistics/Maintenance Control Number (full seven-digit).
13. Last PH, PE, PDM, HSC, or ISO inspection.
14. Last maintenance performed in the area and date.
15. Investigation findings (cause).
16. Costs in dollars to repair or replace dropped object and any collateral aircraft damage as appropriate and cost in man-hours to repair.
17. Actions to prevent recurrence.
18. DR Control Number (if submitted).
19. Unit POC information.
20. Other pertinent information.

<Sign>

DOP Monitor, <Unit Designation>