

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

**HILL AIR FORCE BASE INSTRUCTION
21-100**



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Maintenance**

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Instruction (AFMCI) 21-100, Depot Maintenance Management. This instruction outlines guidance and procedures for the 75th Air Base Wing (75 ABW) Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs. This instruction is applicable to all units assigned, associated, tenant, temporary duty (TDY), transient, civilian, and contractors to Hill Air Force Base (AFB). 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. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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.

1. Program Objective.

1.1. To establish FOD/DOP program procedures, outline responsibilities, reporting requirements, inspection standards, aircraft ramp area requirements, training and awareness to eliminate potential sources of FOD.

2. Installation FOD Prevention/DOP Program Monitor Responsibilities.

2.1. Coordinate and conduct quarterly FOD/DOP Prevention and Awareness Committee Meetings, ensure required attendees are invited and minutes are published.

2.1.1. FOD/DOP Committee participating organizations:

- 2.1.1.1. The 75th Air Base Wing Vice Commander (75 ABW/CV) Co-Chair
- 2.1.1.2. The Ogden Air Logistics Complex Vice Commander (OO-ALC/CV) Co-Chair
- 2.1.1.3. The 75th OSS Airfield Manager (75 OSS/OSAM)
- 2.1.1.4. The 75th Civil Engineer Group (75 CEG/CL)
- 2.1.1.5. The 75th Safety (75 ABW/SE)
- 2.1.1.6. The 75th ABW LRS Commander (75 LRS/CC)
- 2.1.1.7. The 75th SFS Commander (75 SFS/CC)
- 2.1.1.8. The 75th ABW FOD/DOP Focal Point
- 2.1.1.9. The 649th MUNS Commander (649 MUNS/CC)
- 2.1.1.10. The 388th Fighter Wing Vice Commander (388 FW/CV)
- 2.1.1.11. The 388th MXG Commander
- 2.1.1.12. The 388 AMXS Commander
- 2.1.1.13. The 388th MXS Commander
- 2.1.1.14. The 388 FOD/DOP Monitor
- 2.1.1.15. The 388th Safety (388 FW/SE)
- 2.1.1.16. The 419th Fighter Wing Vice Commander (419 FW/CV)
- 2.1.1.17. The 419th MXG Commander
- 2.1.1.18. The 419th AMXS Commander
- 2.1.1.19. The 419th MXS Commander
- 2.1.1.20. The 419th FOD/DOP Monitor
- 2.1.1.21. The 419th Safety (419 FW/SE)
- 2.1.1.22. The 514th FLTS/CC
- 2.1.1.23. The 309th AMXG Commander (309 AMXG/CC)
- 2.1.1.24. The OO-ALC/OBT
- 2.1.1.25. The OO-ALC Quality Assurance / Customer Support

- 2.1.1.26. The OO-ALC Group FOD/DOP Focal Points
 - 2.1.1.27. The American Federation of Government Employees (AFGE) Local 1592 Union representative
 - 2.1.1.28. The 309 AMXG Engine Shop Supervisor
 - 2.1.1.29. The Installation FOD/DOP Program Monitor
 - 2.1.1.30. The OO-ALC Tool Control Manager
- 2.1.2. Ensure all FOD and Dropped Object Program (FOD/DOP) incidents are reported according to current applicable directives to HQ AFMC/A4, with copies provided to AFSC/LG through AFSC/LG Workflow within 24 hours.
- 2.1.3. Complex/Installation FOD/DOP Program Monitor shall provide the Complex and Installation FOD/DOP Program Managers an initial report via e-mail to AFSC/LG workflow and HQ AFMC/A4M workflow within 24 hours of occurrence. If the event involves casualties, property damage, or if adverse publicity is likely, the 75 ABW Safety Office (75 ABW/SE) and OO-ALC Safety Office (OO-ALC/SE) shall be notified immediately. The 75 ABW Public Affairs Office (75 ABW/PA) shall also be notified.

3. All Units Assigned, Associated, Tenant, TDY, Transient, Civilian, and Contractor Responsibilities.

3.1. Reporting.

- 3.1.1. Cut Tire Reporting Process. Report all cut tires to airfield management and responsible Maintenance Operation Center (MOC) immediately so that they may inspect the aircraft taxi route from the parking ramp up to the taxiway for possible foreign objects (FOs). After a cut tire report has been received airfield management shall inspect taxiways and runways for possible FO. Contact AMXG MOC (777-2812), Operations Center (777-3238) and Command Post (777-3005).
- 3.1.2. Tenant units will provide an informational copy of initial FOD/DOP reports within 24 hours of incident occurrence to the installation FOD/DOP Monitor and provide informational final FOD/DOP reports upon closure.
- 3.1.3. Any delay reporting a dropped object could result in death or damage to aircraft and/or equipment as the object could be on the airfield in the path of an aircraft taxiing/landing/taking off. Anyone who observes a condition which appears to have resulted in a DO will immediately contact AMXG MOC (777-777-2812), Operations Center (777-3238) and Command Post (777-3005).
- 3.1.4. Upon receiving notification of a dropped object, AMXG MOC shall notify Base Operations desk, 75 ABW Flight Safety (75 ABW/SEF), AMXG FOD/DOP focal point, 388 FW/SEF, 419 FW/SEF, TA, 514 FLTS/SEF, WSEP/DO and the installation FOD/DOP Monitor.
- 3.1.5. All DOP reports, to include those of TDY units while operating at Hill AFB (and geographically separated locations under the stewardship of Hill AFB), will include Hill AFB DOP program monitor as a courtesy copy. Hill AFB DOP program monitor will in turn send a courtesy copy of the DOP report to 75 OSS Airfield Management (75 OSS/OSAM), 75 ABW Public Affairs, and 75 ABW Safety.

3.1.6. Units with flying operations at Hill AFB will send informational copy of FOD/DOP initial/final reports to installation FOD Monitor.

3.1.7. The following outlines organizational areas of responsibility, with regard to FOD prevention, for Air Force Materiel Command (AFMC) 75 ABW will establish a host-tenant memorandum of agreement to outline organizational responsibilities for AFMC flightlines, runways, taxiways, parking ramps, and outside maintenance areas that are shared with the 75 ABW and assigned units (to include tenant units): 86 FWS Det 1 will ensure TDY units deployed under the Weapons System Evaluation Program understand their responsibility for applicable hot pad(s) and applicable ramp(s) when occupied, 388 FW and 419 FW–388 FW Ramp (rows A-I), alert ramp when occupied, mono rack and applicable hot pads(s) when occupied, OO-ALC – East Ramp, Flight Test Ramp, Hangar 270/674/680 Ramps, Incoming Ramp, South Ramp, South Ramp when occupied by transient aircraft, U.S. Forestry Service–Forest Service Tanker Base.

3.1.7.1. The 75 ABW maintains responsibility for all unoccupied hot pads, north and south end-of-runway areas, runway 14/32 and taxiways.

3.1.7.2. Each organizational commander, civilian leader, deputy or equivalent, responsible for storing, producing, maintaining or regenerating aerospace vehicles, products, ground support and/or test equipment including the systems and/or subsystem components will ensure supplemental guidance is established addressing specific FOD prevention needs, when required to expand upon these and higher level FOD prevention program procedures, policies, and requirements while having a presence in these areas. Refer to Hill AFB orientation map contained in local Hill Air Force Base Instruction HILLAFBI 13-202, *Airfield Vehicle Control*, for location of aforementioned areas of responsibility.

3.2. Training.

3.2.1. All personnel who, in the performance of their assigned duties, work in or travel through maintenance areas, flightline areas, etc., will receive initial and refresher formal MAJCOM FOD/DOP awareness and prevention training. Contractors will consult the statement of work or contracting officer for current FOD/DOP training requirements. Tenant units follow applicable MAJCOM and Hill AFB specific requirements.

3.2.2. Training Criteria. The responsible unit will ensure that, at minimum, personnel complete the Air Force Materiel Command (AFMC) or applicable MAJCOM Initial FOD/DOP Awareness Training. Personnel will receive initial FOD awareness and prevention training within 30 days of assignment to a work center. Refresher training is required every 36 months.

3.2.3. Escort personnel shall brief all visiting personnel on local area FOD policy, procedures and known area FO hazards.

3.3. Prevention.

3.3.1. FOD Checkpoint Inspections.

3.3.1.1. Tire-rollover inspections will be conducted on all tires before entering the runway, taxiway, flightline, and aircraft parking ramps and at all designated FOD checkpoints. FOD inspections will include inspection and removal of FO from magnetic bars (if applicable). All vehicles transiting the flightline will be cleaned of all loose debris daily before operation.

3.3.1.2. Vehicles driven on the flightline must be equipped with a FO removal tool. The tool will be permanently marked with the identification number assigned to the vehicle and added to AF Form 1800, Operator's Inspection Guide and Trouble Report, for inventory and accountability.

3.3.2. Aircraft cockpits and flight decks will be inspected for FO prior to flight.

3.3.2.1. All maintenance personnel will take action and adhere to the maintenance discipline known as "clean-as-you-go." After performing work, personnel will accomplish end-of-task or end-of-shift clean up (whichever is applicable) to the immediate area as necessary to make the area free of FO. The designated work area will be cleaned at the end of each established duty shift as necessary to make the area free of FO.

3.3.2.2. Absorbent pads will not be used in or on aircraft or missiles unless a control measure, which will include documentation to ensure its removal, has been established and approved by the designated FOD program representative and organizational leadership.

3.3.2.3. Absorbent pads shall not be left unattended on the airfield (which includes flightline), or outside in the airfield industrial safety area, unless used to actively control or clean up a hazardous waste spill that has been reported to the applicable alert/control/operations center.

3.3.3. Caps, Plugs, and Covers.

3.3.3.1. Caps, plugs, and covers will be used to properly plug or cap all openings, ports, lines, hoses, electrical connections, and ducts on aircraft, uninstalled/installed engines, line replacement units, missiles, munitions, drones, space systems, support equipment, components, trainers, and aerospace ground equipment (AGE). Caps, plugs and covers that are fitted to the component or equipment, are the item of choice. Aircraft engine and pitot static covers shall remain on aircraft at all times other than during operation of the aircraft or when performing maintenance or inspection of the areas or IAW the applicable technical order (TO).

3.3.3.1.1. Unless otherwise stated in a maintenance group local guidance or a specific TO, covers and plugs required by the applicable TO will remain installed up to 1 hour prior to aircrew arrival. An exception may be granted for personnel safety issues or if cover installation impedes maintenance task being performed.

3.3.4. Controlling.

3.3.4.1. All vehicles driven on the flightline must be equipped with a FOD container with lid, flap, or cover, secured to the container. The FOD container shall be secured from tipping over.

3.3.4.2. FOD containers will be emptied daily. FOD containers shall have “FOD” stenciled in visible letters no smaller than two inches.

3.3.4.3. The area within the painted lines which designate “stressed” or “usable full strength” pavement of runway 14/32, active taxiways and active aircraft parking ramps/hot pads (when aircraft are present or within 1 hour of scheduled transient/TDY arrival) are critical aircraft operation areas. A combination of scheduled FOD walks, vacuum sweeper operations, and cursory inspections, by all who travel it, will be accomplished in the attempt to maintain this area FO free. Reference HILLAFBI 13-213, Airfield Driving, for a map of these designated areas.

3.3.4.4. Aircraft parking ramps, taxiways, and adjacent areas need to remain FO free at all times. It is the responsibility of all maintenance personnel working in these areas to pick up and dispose of all FO on a daily basis.

3.3.5. Clothing and Jewelry.

3.3.5.1. All personnel shall follow guidelines for the proper wearing of finger rings and other jewelry as outlined in AFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards, and the work center job safety analysis IAW AFI 91-202, which apply to personnel entering a designated maintenance area usually indicated by yellow lines or other required markings. This includes administrative and support personnel visiting the work areas for any length of time.

3.3.5.2. For all maintenance areas designated as FOD critical areas, watches, rings, necklaces, chains, and other jewelry shall not be worn while performing maintenance. Wigs, hair pieces, etc. shall be securely attached to the individual so that it cannot be separated from the individual.

3.3.5.3. Escort personnel shall brief visiting personnel on FOD procedures IAW locally developed FOD briefings.

3.3.5.4. The flightline is designated as a no-hat area. EXCEPTION: Headgear/clothing authorized for cold weather, sun protection and bump caps may be worn, however, every effort should be made to prevent headgear from coming loose during duty performance. Hats must not interfere with hearing protection. All head gear must be removed and stowed when approaching within 25 feet of running aircraft engines.

3.3.5.5. Badges will be secured with the following type of devices: plastic armband; nylon neck cord, or button with nylon macramé that can be securely affixed to the outer garment. The use of metal on these items should be kept at a minimum, (i.e., clip or spiral key ring) and if used; ensure that it cannot be separated from the cord. Badges will also be removed when required by an AFI or TO, or a hazardous situation is identified.

3.3.5.6. Prior to engine start, the ramp area within 25 feet of the intake will receive an FO inspection. Each engine intake and exhaust will receive an FO inspection after any engine intake or exhaust maintenance. Prior to engine start and after engine shut down to include maintenance and test cell runs, each engine intake and exhaust will receive a FOD inspection. Intake inspections during rapid pilot swap operations shall be in accordance with aircraft Mission Design Series (MDS) specific applicable Technical Order/Technical Data air force instruction (TO/TD).

3.3.6. FOD Walks.

3.3.6.1. All designated airfield/flightline Areas of Responsibility (AOR), under the stewardship of specific organizations, will have a FOD walk performed once a day (weather permitting, and only on designated duty days), prior to the first sortie/maintenance engine run of each day.

3.3.6.2. For all other designated FO critical areas, not designated as airfield/flightline AORs, FOD walks will be conducted weekly (at a minimum).

3.3.6.3. Refer to the Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) established by 75 ABW which outlines organizational responsibilities for Air Force Material Command (AFMC) flightlines, runways, taxiways, parking ramps, and outside maintenance areas shared with the 75 ABW, Ogden Air Logistics Complex (OO-ALC) and tenant units.

3.3.6.4. Personnel will inspect for and remove ALL FO from engine inlet areas and within a 50-foot radius of engines prior to operation (or greater if required by mission, design, series specific TO) and any engine intake/inlet maintenance.

3.3.6.5. FOD walks may be postponed due to inclement weather, but not cancelled.

3.3.6.6. Leadership will ensure assigned personnel participate in all scheduled FOD walks for their areas of responsibility to reduce/eliminate the potential for FO related incidents. An adequate amount of supervisory personnel will oversee each scheduled FOD walk to ensure overall participation and effectiveness. The frequency of any FOD walks may be increased when directed by leadership to ensure cleanliness for housekeeping and tidiness. The weekly FOD walk does not negate the requirement for daily end-of-task and end-of-shift clean-ups in the immediate work areas.

JENISE M. CARROLL, Colonel, USAF
Commander

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

DAFI 33-360, *Publications and Forms Management*, 30 Nov 2015

AFMCI 21-100, *Depot Maintenance Management*, 08 September 2018

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 91-202, *The United States Air Force Mishap Prevention Program*, 24 June 2015

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFB—Air Force Base

AFGE—American Federation of Government Employees

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

AFSCMAN—Air Force Sustainment Center Manual

AGE—Aerospace Ground Equipment

AMXG—Aircraft Maintenance Group

AOR—Area of Responsibility

CV—Vice Commander

DAFI—Department of the Air Force Instruction

DOP—Dropped Object Prevention

FOD—Foreign Object Damage

FO—Foreign Object

IAW—In Accordance With

MAJCOM—Major Command

MOC—Maintenance Operation Center

OPR—Office of Primary Responsibility

OSAM—Operations Support Airfield Management

75/OSS—Operation Support Squadron

QA—Quality Assurance

SE—Safety

TO—Technical Order

TDY—Temporary Duty

AMXG MOC—777-2812

Operations Center- 777-3238

Command Post – 777-3005