

**BY ORDER OF THE COMMANDER  
INCIRLIK AIR BASE (USAFE)**

**INCIRLIK AIR BASE INSTRUCTION**

**21-104**

**3 NOVEMBER 2023**

**Maintenance**

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



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel* and references, The Department of the Air Force (DAF) Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management* and provides guidance on policy to implement the Foreign Object Damage (FOD) Prevention and Dropped Object Prevention (DOP) Programs, collectively known as FOD/DOP Programs for Incirlik Air Base. This instruction applies to all squadrons, tenant units, deployed units, detachments, temporary duty organizations, contractors and personnel who work in, on, around, or travel through areas near aircraft, Aerospace Ground Equipment (AGE), engines, aircraft munitions, or components thereof at Incirlik Air Base. It applies to equipment used to support operations taking place on the airfield, flightline, and in aircraft shelters. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Department of the Air Force Manual 90-161 *Publishing Processes and Procedures*. 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.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include guidance for driving transitions from unpaved to paved surfaces and providing guidance or submitting quarterly FOD/DOP awards. CAF 145 Lost Tool/Object Report is now obsolete and will be replaced with Incirlik Air Base Form 145 Lost Tool/Object Report. See URL: [incirlikab145.pdf](http://incirlikab145.pdf) (af.mil)

**1. Program Objective.** FOD prevention is the responsibility of every individual (military, civilian and contractors) working in, on, around or traveling through areas near aircraft, Aerospace Ground Equipment, aircraft engines, aircraft munitions, or components thereof. It applies to equipment used to support operations taking place on the airfield, flightline, hangars and in aircraft shelters. The 39th Air Base Wing Deputy Commander (39 ABW/CD) is responsible for ensuring an effective FOD prevention program is established. The duties of the wing FOD/DOP monitor are assigned to the 39th Weapons System Security Group Quality Assurance (39 WSSG/QA) office.

### **2. FOD Incentive Program.**

**2.1. The 39 Air Base Wing (ABW) FOD/DOP Monitor serves as the focal point for the incentive program.** The purpose of the wing's FOD Prevention incentive program is to acknowledge military personnel for their participation in the prevention of FOD and to promote FOD awareness.

2.1.1. The 39 ABW FOD/DOP Monitor will run the Golden Bolt program, which is an incentive program used to raise awareness of FOD. The golden bolt will be set out a minimum of once a quarter in/or around the flightline or back shop areas in a location that will not cause a potential FOD hazard. It will always be monitored by the FOD/DOP Monitor or WSSG QA personnel. The person discovering the bolt will receive a certificate with a 1-day pass from the 39 ABW/CD.

### **3. Program Management and Responsibilities.**

#### **3.1. 39 ABW FOD/DOP Monitor responsibilities.**

3.1.1. Manage the FOD/DOP Program IAW DAFI 21-101, *Aircraft and Equipment Maintenance Management*, the applicable Major Command (MAJCOM) supplement and this instruction.

3.1.2. Evaluate compliance with FOD prevention measures.

3.1.3. Conduct and document spot checks of maintenance areas, taxiways, aircraft parking spots, hangars, access roads to the flightline and other related areas.

3.1.4. Organize, report and present FOD/DOP program status at the wing Airfield Operations Board (AOB). The FOD/DOP program status provided at the AOB incorporates the applicable requirements from DAFI 21-101 prescribed for the quarterly FOD/DOP prevention committee meeting.

3.1.5. Maintain FOD/DOP continuity book or digital equivalent and archive reports for a minimum of 2 years. The continuity book will contain the following as a minimum:

3.1.5.1. A copy of this instruction.

- 3.1.5.2. A roster of unit FOD Monitors, reviewed quarterly.
  - 3.1.5.3. FOD/DOP program status as reported to the wing Airfield Operations Board (AOB)
  - 3.1.5.4. FOD/DOP reports for incidents reported.
  - 3.1.5.5. Lost tool/object investigation reports.
- 3.2. Unit commanders (with personnel who access flightline or maintenance areas) will:**
- 3.2.1. Appoint a primary and alternate FOD monitor and forward the appointment letter to 39 ABW FOD/DOP monitor.
  - 3.2.2. Attend the AOB or send a designated representative.
  - 3.2.3. Maintain an effective unit FOD prevention program in accordance with Paragraphs **4 And 5** of this instruction.
- 3.3. Unit FOD Monitor Representatives will:**
- 3.3.1. Attend FOD prevention meeting (if held).
  - 3.3.2. Serve as the squadron focal point for FOD prevention, investigation, reporting and incentive program as applicable.
  - 3.3.3. Notify the 39 ABW FOD/DOP Monitor of FOD issues within their squadron, to include any reportable incident (e.g., lost tools/objects).
- 4. General FOD Prevention Requirements.**
- 4.1. Hats are not authorized for wear on the flightline, with the following Exceptions:**
    - 4.1.1. Security Forces wearing Kevlar helmets. Chinstraps will be secured.
    - 4.1.2. Firefighters wearing protective helmets. Chinstraps will be secured.
    - 4.1.3. During cold weather, only the Operational Camouflage Pattern (OCP) watch cap or micro fleece hats are authorized on the flightline. Boonie hat is allowed to be worn, provided wear does not interfere with proper wear of double hearing protection when required. Hats must be removed when within 200 feet of running engines.
    - 4.1.4. Contractors wearing hats with chin straps for sun protection.
    - 4.1.5. All PPE required for flightline operations.
  - 4.2. Restricted area badges will be secured with a cord or armband when worn on the flightline.**
  - 4.3. Restricted area badges will be removed when performing intake/inlet/exhaust inspections if.** personnel physically enter these areas and during powered engine runs.
  - 4.4. Metal insignias/badges will not be worn on the flightline.**
  - 4.5. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry/loose items that may.** fall off without notice, are not authorized on the flightline.
  - 4.6. Escorts of visiting personnel will ensure FOD prevention measures are taken.**

**4.7. All personnel are responsible for identifying and removing FOD from the airfield, flightline, and maintenance areas.** Any unique or unusual objects found should be given to unit FOD representatives to be turned into the wing FOD/DOP monitor. All other objects may be discarded. If volume exceeds the finder's removal capability, notify 39th Operations Support Squadron Airfield Management (39 OSS/OSAB) and request for sweeper to be dispatched immediately to clean the area.

**4.8. Inventory and account for all tools, hardware, equipment and devices used for performing.** The job at the start and completion of each task. Conduct a complete inventory of all items used to perform maintenance before and after each rest break if technicians leave the job site IAW: DAFI21-101 **Chapter 8, Para 8.5.3.**

4.8.1. Personal tools and equipment (i.e. knives, flashlights, multi-tools) are explicitly forbidden on the airfield and flightline. Individually assigned personal protective equipment (PPE) is permitted:

4.8.1.1. Units who perform or support aircraft/munition maintenance activities must ensure PPE is marked with members first initial/last name and employee number.

4.8.1.2. Units who do not directly perform or support aircraft/munition maintenance will establish their own process for PPE accountability.

4.8.2. 39 MXS will report all missing tools and equipment to 728 Air Mobility Squadron (AMS) Maintenance Operation Center (MOC) and unit supervision, IAW: 728 AMS MOC MOU (EXP): 31 December 2024

**4.9. Aircraft launch and recovery crews are responsible for keeping their operating areas free of debris.** Perform a FOD check of the aircraft parking spot before and after aircraft launch and recovery operations, include the cockpit/flight deck during launch procedures.

**4.10. FOD walks of ramps, hardstands, Protected Aircraft Shelters (PAS), and PAS loops are the responsibility of the using organizations.**

4.10.1. Tenant units, Temporary Duty (TDY) units, and deployed units will perform FOD walks at the frequency (weekly or prior to the first sortie of the day) directed by their parent MAJCOM's supplement to DAFI 21-101.

4.10.2. Unit supervision will ensure personnel conduct these FOD walks in the immediate work area and pick up any debris or objects that may cause FOD (hardware, trash, etc.).

**4.11. 39 MXS owns three FOD Boss sweepers.** Two are assigned to Transient Alert (39 MXS/MXMTA) and the other is assigned to AGE Flight (39 MXS/MXMG). Tenant units, TDY units, and deployed units may sign these sweepers out to conduct sweeps in their areas, as often as needed.

4.11.1. 39 MXS/MXMTA is responsible for operating a FOD Boss on the flightline south of the runway, three times a week during normal duty weeks. On shortened duty weeks, FOD Boss operations must be accomplished at least twice a week. Areas of responsibility include Alpha Ramp, Bravo Ramp and South Parallel Taxiway in between.

4.11.2. 39 MXS/MXMG is responsible for operating a FOD Boss on the North Parallel Taxiway, three times a week during normal duty weeks. On shortened duty weeks, FOD Boss operations must be accomplished at least twice a week. Areas of responsibility

include AGE hardstand and North Parallel Taxiway from G-83 gate to hardstand 15. 39 MXS/MXMG may coordinate with deployed units to assist however, 39 MXS/MXMG is responsible for ensuring sweeps are conducted.

4.12. **The 39 ABW has no assigned aircraft.** Therefore, deployed, TDY, and tenant units will follow the established intake maintenance procedures from their home stations and/or parent MAJCOMs.

4.13. **The wing FOD/DOP monitor's name and contact information will be posted in a prominent place within TDY, deployed, and tenant maintenance units on a locally-developed visual aid.**

## 5. Vehicle Operator/Vehicle FOD Prevention Requirements.

5.1. **Be familiar with DAFI13-213, Airfield Driving, and adhere to all airfield signs and notifications.** Perform vehicle/tire FOD checks wherever specified or appropriate.

5.2. **All vehicles that access the flightline will be free of litter, rocks, or other debris.** Litter, rocks and other debris will be removed from tires. The interior and the exterior of the vehicle prior to entering the flightline. All vehicles accessing the flightline are subject to FOD checks.

5.3. **Personnel will stop and perform roll over FOD checks on all vehicle and equipment tires as directed.**

5.3.1. Complete a "Roll Over" FOD check prior to entering the airfield and at posted FOD checkpoints. During FOD checks, the vehicle must be secured from the possibility of inadvertent movement. If the driver remains behind the wheel during FOD checks, the engine may be left running with the vehicle in "park" (automatic transmissions) or "neutral" (manual transmissions) and the parking/emergency brake set. If the driver is alone, the engine must be turned "off" and the parking/emergency brake set. Automatic transmissions will be placed in "park". Vehicles will be checked by the driver and/or vehicle occupants for FOD in the tire treads. For a "Roll Over" FOD check. All portions of vehicle tires must be carefully inspected by pulling forward (approx. ½ tire rotation) after the initial check of visible tire area to inspect remaining tire area.

5.3.2. Vehicles are required to always remain on paved surfaces unless departure is necessary due to emergency, authorized security responses, and to avoid on-coming aircraft when no ability to pull over onto a paved surface exists.

5.3.2.1. If a vehicle departs the paved surface for any reason, another complete roll-over FOD check must be performed before returning to the paved surface.

5.3.3. Upon completion of an exercise on the active airfield where vehicles are required to exit and re-enter the paved surface, immediately call for a sweeper truck to clean affected surfaces.

5.4. **Flashlights with clear lenses will be used for FOD checks during periods of darkness.**

5.5. **Vehicle keys or vehicle key chits shall be marked with the vehicle registration number.** All items attached to the key ring (i.e., keys, FOD pick, fuel key, etc.) will be documented on the AF Form 1800.

**5.6. Additional equipment for vehicles which are not permanently attached (e.g. ice scrapers, fire extinguishers and flashlights) will be marked with the vehicle registration number and annotated on the vehicle's AF Form 1800.**

**5.7. Vehicle pintle hooks will be in the fully open position or closed position with the pin always installed.** The pin will be secured to the vehicle by a lanyard.

## **6. Incident Reporting and Investigations.**

**6.1. Bird strikes, DOP incidents, FOD incidents, and lost tools/objects must be reported and investigated.** Notify 728 MOC and the 39 ABW FOD/DOP Monitor when these events occur. IAW: 728 AMS MOC MOU, EXP: 31 December 2024

6.1.1. For bird or other wildlife strikes, refer to DAFI 21-101, **Chapter 11** for more information on cleaning and reporting. The 39 ABW Flight Safety office is the OPR for these incidents. However, the wing FOD/DOP monitor and/or 39 WSSG Quality Assurance office may assist with specimen and information collection and reporting.

6.1.2. DOP incidents will be investigated IAW: DAFI 21-101, **Chapter 11**.

6.1.2.1. Deployed or TDY units will investigate DOPs following their parent MAJCOM procedures using their Quality Assurance personnel, if available. The wing FOD/DOP monitor will retain a copy of the reports.

6.1.2.2. 728 AMS will investigate DOPs following Air Mobility Command (AMC) reporting procedures using their Quality Assurance personnel on aircraft supporting AMC missions. The wing FOD/DOP monitor will retain a copy of the reports.

6.1.3. FOD incidents will be investigated in accordance with DAFI 21-101 **Chapter 11**.

6.1.3.1. Deployed or TDY units will investigate FOD incidents following their parent MAJCOM procedures using their Quality Assurance personnel, if available. The 39 ABW FOD/DOP monitor will retain a copy of all reports.

6.1.3.2. 728 AMS will investigate FOD incidents following AMC reporting procedures using their Quality Assurance personnel on aircraft supporting AMC missions. The 39 ABW FOD/DOP monitor will retain a copy of all reports.

6.1.4. Personnel will follow lost tool/object reporting procedures in DAFI 21-101 **Chapter 8** and take the following steps.

6.1.4.1. Tools and other objects lost on aircraft, the airfield or the flightline are sources of FOD that can damage aircraft and engines. Every effort must be made to recover tools and objects lost on the airfield and on the flightline.

6.1.4.2. Unit Supervision will notify 728 MOC with a description of the object and area or areas on the airfield where the object may be located.

6.1.4.3. 728 MOC will contact airfield management to re-direct airfield traffic (if applicable).

6.1.4.4. For lost tools or objects on the airfield, all available personnel will conduct a thorough search for the lost object/tool.

6.1.4.5. If the missing item/tool is suspected of being on an aircraft and the aircraft has taxied immediately notify the Pro-super. The Pro-super will notify ATC, who in turn notifies the pilot to recall the aircraft, if necessary.

6.1.4.6. All maintenance units will immediately notify MUNS Control and 39 WSSG Quality Assurance of lost tools/objects. All maintenance units on Incirlik Air Base will complete an Incirlik Air Base (AB) Form 145, prescribed by this instruction. The wing FOD/DOP monitor or 39 WSSG/QA will assign the Incirlik AB Form 145's control number. The Incirlik AB Form 145's control number will be documented in block #1 of the Incirlik AB Form 145. The completed Incirlik AB Form 145 must be signed by the unit's Operations Officer or Maintenance Squadron Superintendent (MX SUPT) and a copy must be forwarded to 39 WSSG/QA office within one week.

6.1.4.7. Tenant, TDY, and deployed maintenance units will also complete reporting procedures in their parent MAJCOM supplements to DAFI 21-101.

ROBERT N. SCHOENEBERG, Colonel, USAF  
Deputy Commander, 39th Air Base Wing

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, dated 8 November 2022  
 IABI 21-101, *Aircraft and Equipment Maintenance Management*, dated 8 July 2021  
 DAFI 13-213, *Airfield Driving*, dated 04 February 2020 (IC 24 March 2022)  
 DAFMAN 90-161, *Publishing Process and Procedures*, dated 15 April 2022  
 AFPD 21-1, *Maintenance of Military Materiel*, dated 1 August 2018

#### *Prescribed Form*

Incirlik AB Form 145, *Lost Tool/Object Report*

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*  
 AF Form 1206, *Nomination for Award*  
 AF Form 1800, *Operator's Inspection Guide and Trouble Report*

#### *Abbreviations and Acronyms*

**39 ABW**—39th Air Base Wing  
**39 ABW/CD**—39th Air Base Wing Deputy Commander  
**39 MXS**—39th Maintenance Squadron  
**39 MXS/MXMG**—39th Maintenance Squadron Aerospace Ground Equipment  
**39 MXS/MXMTA**—39th Maintenance Squadron Transient Alert  
**39 OSS/OSAB**—39th Operations Support Squadron Airfield Management  
**39 SFS**—39th Security Forces Squadron  
**39 WSSG/QA**—39th Weapons System Security Group Quality Assurance  
**728 AMS**—728th Air Mobility Squadron  
**AB**—Air Base  
**ABW**—Air Base Wing  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System

**AGE**—Aerospace Ground Equipment  
**AMC**—Air Mobility Command  
**AOB**—Airfield Operations Board  
**DOP**—Dropped Object Prevention  
**FOD**—Foreign Object Damage  
**IABI**—Incirlik Air Base Instruction  
**MAJCOM**—Major Command  
**MOC**—Maintenance Operation Control  
**MOU**—Memorandum of Understanding  
**MXS SUPT**—Maintenance Squadron Superintendent  
**OCP**—Operational Camouflage Pattern  
**OPR**—Office Primary Responsibility  
**PAS**—Protective Aircraft Shelter  
**PPE**—Personal Protective Equipment  
**RDS**—Records Disposition Schedule  
**TDY**—Temporary Duty  
**WSSG**—Weapons System Security Group