

**BY ORDER OF THE COMMANDER
65TH AIR BASE GROUP (USAFE)**



LAJES FIELD INSTRUCTION

21-101

16 FEBRUARY 2018

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes procedures and provides policy defining the manner in which all transiting aircraft and equipment maintenance functions at Lajes Field, Azores, Portugal will meet their mission objectives. General provisions for this instruction are contained in Air Force Directive (AFPD) 21-1, Air and Space Maintenance, AFI 21-101, Aircraft and Equipment Maintenance Management and AFI 21-101 USAFESUP. Commanders, maintenance officers and supervisors will ensure work centers comply with this directive. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, Recommendation for Change of Publication; route from the field through the Lajes Field publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records and disposed of in accordance with AFRIMS Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed in its entirety. This instruction clarifies and provides information on maintenance procedures at Lajes Field. It also recognizes the 65th ABG as a Geographically Separated Unit of the 86th Airlift Wing at

Ramstein Air Base, Germany and establishes guidance and levels of supervision. All previous versions are obsolete.

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Chapter 1

AIRCRAFT AND EQUIPMENT READINESS.

1.1. In reference to Aircraft and Equipment Readiness, aircraft maintenance is not performed at this location. Due to the transient nature of this location, chapters referencing aircraft maintenance and assigned aircraft from AFI 21-101 will not apply. Assigned personnel will only ensure transiting aircraft are recovered, serviced and launched safely in order to continue their assigned mission(s).

1.2. Maintenance personnel at Lajes Field in support of transiting aircraft will follow their home station procedures for performing maintenance and reporting maintenance actions.

1.3. In reference to maintenance repair priorities, Lajes Field does not possess a Maintenance Operations Center (MOC). However, powered and non-powered support equipment (SE) is maintained. Therefore, repair priorities for SE will be tracked by both the Maintenance Superintendent and Aerospace Ground Equipment Section Chief and reported to the 65th Operations Support Squadron Commander (OSS/CC) at least weekly (or more frequently as required).

Chapter 2

RESPONSIBILITIES FOR COMMANDERS AND KEY LEADERS.

2.1. As Lajes Field no longer has a Maintenance Group Commander (MXG/CC), maintenance responsibilities fall to the 65th Air Base Group Commander (ABG/CC) or designee with counsel from the 65 OSS/CC who is accountable for Maintenance Operations.

2.1.1. As Lajes Field no longer has neither a MXG/CEM nor a Maintenance Operations Squadron, Special Certification Roster (SCR) actions will be approved by the Maintenance Superintendent.

2.2. Due to the limited airframe specific exposure, aircraft-specific Special Experience Identifiers (SEI) will not be monitored or awarded.

2.3. Due to the manning composition of Lajes Field, the Maintenance Flight may only submit entries for the following functional awards:

2.3.1. Lieutenant General Leo Marquez Award (NCO and SNCO).

2.3.2. General Lew Allen Award (SNCO).

2.3.3. Thomas N. Barnes Crew Chief of the Year (Airman and NCO)

2.3.4. Maintenance Professional of the Year (Airman, NCO and SNCO).

2.3.5. Maintenance Support Professional of the Year (Airman, NCO and SNCO).

2.3.6. Air Force Maintenance Effectiveness Award (Cat 1 - Small Aircraft Maintenance)

2.4. 65 OSS/CC will convene a board to review all submissions. As all 2A personnel are assigned to 65 OSS, each winner in their respective categories will be identified as the group-level winner and will be directly submitted for the USAFE-level award.

Chapter 3

MAINTENANCE FLIGHT RESPONSIBILITIES.

- 3.1. Lajes Field Aerospace Ground Equipment (AGE) and Transient Alert (TA) will document billing information on Lajes Field Form 726 for non-North Atlantic Treaty Organization (NATO) aircraft only, serviced with Department of Defense (DoD) equipment, supplies or man-hours associated with personnel use.**
- 3.2. Ensure Oil Analysis Program (OAP) oil samples are taken from assigned oil servicing carts and delivered to Non-Destructive Inspection (NDI) for analysis every 30 days or within 72 hours of a scheduled Coronet movement or after oil cart maintenance. TA personnel are responsible for collecting oil cart samples. AGE personnel are responsible for collecting the oil cart samples after maintenance has been conducted on the cart. Oil samples will also be taken whenever oil barrels/containers are initially opened. Barrel/container samples will be collected by the individual(s) who opens the barrel/container.**
- 3.3. Track oil and hydraulic servicing to aircraft via the locally developed IMT Form 3136. Track liquid oxygen servicing to aircraft via the AFTO 134.**
- 3.4. Record arrivals and departures of transient aircraft on the United States Air Force Europe (USAFE) SharePoint, located at the following link: <https://portal.usafe.af.mil/sites/65ABG/OSS/Operations/default.aspx>.**
- 3.5. In reference to the 861 tracker, enter "F" for "Follow Me" service.**
- 3.6. The Maintenance Superintendent will establish a Coronet Liaison Office (CLO) and assign members to coordinate with the 65 OSS/DO in regards to coronet movements.**
- 3.7. The Foreign Military Sales (FMS) maintenance liaison will be the EOR team chief/inspector (if applicable) for FMS aircraft launches.**
- 3.8. Lajes TA personnel are not responsible for munitions of any kind. Arming and de-arming of live munitions does not occur at Lajes Field.**
- 3.9. Lajes TA personnel will contact the aircraft transient maintenance team or FMS liaison immediately for inspection, documentation and/or repair of any discrepancies identified. If no maintenance team or liaison is available, TA will document 781s as required. Verbally communicate situations to the aircrew and shutdown the aircraft if required.**
- 3.10. Lajes Field personnel will not make Maintenance Information Systems (MIS) entries for transient aircraft. Communication with owning MXG pertaining to aircraft discrepancies will be accomplished for any MIS entries.**
- 3.11. TA personnel shall not pin/safe ejection seats. However personnel will recommend pilots perform safe operations prior to exiting aircraft.**
- 3.12. 65 OSS/MXZT will serve as the focal point for management and operation of any handheld radios issued to transient maintenance teams or aircrew.**

Chapter 4

QUALITY ASSURANCE (QA) RESPONSIBILITIES.

4.1. Due to the transient nature of this location (lack of equipment, assets, personnel and/or non-owned aircraft), Functional Check Flight, Weight and Balance, Hot Refuel/Defuel and Aircraft-to-Aircraft Refuel, aircraft configuration, Job Standard packages and weapons management programs are not required to be maintained/performed.

4.2. QA Inspectors will use Logistics Evaluation Assurance Program (LEAP) for Maintenance Standardization Evaluation Program (MSEP) data, tracking and trend analysis.

4.3. QA Inspection Training. The QA Superintendent is the only permanently assigned inspector. All augmentees must comply with previously established requirements prior to performing unsupervised evaluations and inspections.

Chapter 5

IMPOUNDMENT PROCEDURES.

5.1. 65 ABG does not have a parent MXG/CC, therefore, 65 ABG/CC and 65 ABG/CD are Impoundment Release Authority. In the absence of both, they may appoint 65 OSS/CC in writing for the period of their absence.

5.2. For Lajes Field, the Impoundment Official will use the 86 MXG Impound Official Book as a guide.

5.3. For transient aircraft, the owning organization's MXG/CC will be the Impoundment Release Authority, whenever possible, or may further delegate to the aircraft commander.

5.4. Any individual in the chain of command may recommend an equipment impoundment. However, only an Impoundment Authority may officially place the equipment into impound status.

5.5. When the decision is made to impound an aircraft or piece of equipment, the Impoundment Authority will contact 65 ABG/QA Superintendent to aide in impoundment procedures. However, whenever possible, aircraft impoundment will be handled by owning organization personnel and according to that unit's applicable guidance.

Chapter 6

TOOL AND EQUIPMENT MANAGEMENT.

- 6.1. All sections within 65 OSS will reference this instruction for tool control guidelines and procedures.**
- 6.2. Lajes does not have a warranty tools program due to a lack of a warranty representative and the costs associated with shipping.** Additionally, due to operations tempo, tools are used/broken infrequently and therefore it is more cost effective to replace as-needed.
- 6.3. Replacement, expendable and consumable items will be controlled as one-for-one exchange through the Consolidated Tool Kit (CTK) custodian and verified by the respective section chief.** Section Chiefs will ensure consumable items placed in CTKs are kept to a minimum.
- 6.4. The Maintenance Superintendent or AGE Section Chief will sign a completed 86 MXG Form 145 within 48 hours of the initial notification of the lost tool/item, and will ensure a copy is forwarded to the QA Superintendent within 24 hours of completion.**
- 6.5. If a tool or object is discovered missing and the affected aircraft has taxied, the person discovering the missing tool/object will immediately notify the shift supervisor and Maintenance Superintendent.**
- 6.6. 65 OSS/CC or 65 OSS/DO will contact Air Traffic Control to advise and instruct the pilot to return to the parking spot.** If the aircraft is airborne at the time of notification, the pilot will be instructed to return to base with minimum maneuvering.
- 6.7. A copy of the completed 86 MXG Form 145 will be forwarded to the owning organization for filing in the jacket file for an aircraft involved in a lost tool incident.**
- 6.8. Rags exposed to hazardous waste will be properly disposed of according to the exposed substance/material.** Rags utilized on non-hazardous waste substances/materials can be stored in a self-closing, metal lid container. Stencil the metal containers with the words "USED RAGS" in a minimum of one inch letters.
- 6.9. Broken tools will be documented on USAFE BASE Form 95.**
- 6.10. The CTK custodian will develop/maintain an individual equipment letter for items assigned/issued to individuals and a copy will be sent to the QA Superintendent.**
- 6.11. Equipment Identification Designator (EID) numbers will be assigned to each section's CTK, non-CA/CRL equipment, and tools with the first four characters being:**
 - 6.11.1. Aerospace Ground Equipment: LCAG-
 - 6.11.2. Nondestructive Inspection: LCND-
 - 6.11.3. Transient Alert: LCTA-
 - 6.11.4. Radar, Airfield and Weather Systems: LRAW-
- 6.12. All non-dispatched equipment or tools that cannot be stored within a controlled area, tool room or work center will be secured to an immobile object when practical.**

Chapter 7

FOREIGN OBJECT DAMAGE PREVENTION.

7.1. All personnel will exercise prevention procedures in the vicinity of and on the flightline at all times in order to prevent damage to aircraft, personnel and equipment. Commanders and supervisors, at all levels, are responsible for implementing procedures of this instruction.

7.2. The Wing Foreign Object Damage (FOD) Manager for Lajes Field is located at the 86th Airlift Wing, Ramstein Air Base. However, the QA Superintendent has been appointed the Foreign Object Damage and Dropped Object Prevention (DOP) program monitor for Lajes Field, responsible to the 65 ABG/CD. Training is required for each unit with direct access to the flightline or use of the flightline to perform duties.

7.3. Lajes Field FOD/DOP Program Responsibilities.

7.3.1. 65 ABG/CD Responsibilities:

7.3.1.1. Manage the FOD Prevention Program in conjunction with RABI 21-102 and this instruction, responsible to the 86 AW/CV.

7.3.1.2. Appoint FOD POCs for each unit requiring a program (listed in **Table 7.1.**). Units who will operate a motor vehicle, equipment or perform work on the flightline will adhere to FOD prevention guidelines.

Table 7.1. Organizations with a FOD POC.

65th Civil Engineer Squadron ¹	65th Security Forces Squadron
65th Logistics Readiness Squadron ²	721st Aerial Port Squadron/OL-A
65th Operations Support Squadron ³	Base Fire Department
<i>Quarterly committee meeting attendance is not mandatory due to geographic separation.</i>	
<i>Note 1: see additional requirements in paragraph 7.3.3</i>	
<i>Note 2: see additional requirements in paragraph 7.3.4</i>	
<i>Note 3: see additional requirements in paragraph 7.3.5</i>	

7.3.2. FOD POC Responsibilities

7.3.2.1. Each organization listed in **Table 7.1.** will be responsible to ensure an effective FOD prevention program is established (POCs may be identified by unit, flight or section).

7.3.2.2. Each organization in **Table 7.1.** will ensure widest dissemination of information provided by the wing FOD prevention monitor such as reports, flashes, posters, visibility board, etc.

7.3.2.3. Gain access to the 86th Airlift Wing FOD/DO Prevention SharePoint site at <https://portal.usafe.af.mil/sites/86MXG/QA/FOD/default.aspx>.

7.3.2.4. Ensure initial and/or refresher training is provided and conducted annually. Contact the FOD Monitor for training slides or ensure briefings include, at minimum:

7.3.2.4.1. Common causes of FOD.

7.3.2.4.2. Group policies.

7.3.2.4.3. Hardware and tool control.

7.3.2.4.4. Operation of vehicles (must have valid competency card).

7.3.2.4.5. Personal item control, equipment, consumables and housekeeping.

7.3.2.5. Indoctrinate all assigned personnel, brief on the importance of FOD Prevention to the mission and ensure personnel are familiar with the policies and procedures contained in this instruction. Document FOD prevention training in the training record or Form 55.

7.3.2.6. Ensure a FOD prevention program is in place and conduct spot checks of maintenance areas, aircraft, taxiways, parking spots, hangars, vehicles, access roads, ECPs, FOD boards and any other areas where there is a potential for foreign object accumulation.

7.3.2.7. Lead FOD walks with any available personnel.

7.3.2.8. Address areas of concerns with the 65 ABG/CD, unit commander and the Airfield Manager as well as document findings on a unit-generated spreadsheet.

7.3.3. Civil Engineer Squadron.

7.3.3.1. Provide powered sweepers upon request for aircraft parking ramps, taxiways, runways, flightline access roads and other areas of the airfield.

7.3.3.2. Ensure recently swept areas are FO-free upon completion of sweep to ensure the actions have not created a FOD hazard such as broken bristles or taxiway lights.

7.3.3.3. Provide the serviceability status of sweepers to Airfield Management.

7.3.3.4. Provide assistance and technical advice to Airfield Management and the FOD POCs for pavement repairs, airfield construction and other actions within CE functions.

7.3.3.5. Ensure civilian contract workers are briefed on FO prevention specific to work.

7.3.4. Logistics Readiness Squadron.

7.3.4.1. When vehicles are picked up by the owning unit, Vehicle Control Officers or their designated representatives will follow procedures established by the Vehicle Operations section.

7.3.5. Operations Support Squadron .

7.3.5.1. AM Ops will ensure a daily inspection of the airfield occurs and other associated checks as required. Transient Alert technicians, maintenance teams and/or aircrew, will perform FOD walks of their aircraft parking spot prior to arrival and after aircraft launch.

7.3.5.2. Request airfield sweeper as required.

7.3.5.3. Notify the Airfield Manager of any changes in airfield conditions that may cause potential hazards.

7.4. Foreign Object Reporting .

7.4.1. FOD POCs will notify the following base agencies via e-mail of any FO hazards:

7.4.1.1. 65 ABG/CD

7.4.1.2. Airfield Management (if on airfield)

7.4.1.3. Transient Alert (if found near aircraft)

7.4.2. All aircraft sustaining FO damage from an unknown cause will be considered for Impound. Impound decisions must be directed by the 65 ABG/CC or designate.

7.4.3. Every attempt must be made to determine the root cause of FOD-related mishaps. If a deficiency is detected a Deficiency Report will be completed and sent to the appropriate functional for review. Mark container or package in RED with the following statement, "FO damage mishap investigation required."

7.4.4. 65 ABG/CD will review all FO damage investigations and report all FO damage incidents to the MAJCOM FOD manager by telephone, fax or e-mail as soon as the damage is known, but NLT 24 hours after occurrence.

7.4.5. A FOD committee may be established for Lajes Field with the 65 ABG/CD as the committee chairperson, but will still participate with the 86 AW program and requirements.

7.5. Personnel.

7.5.1. The following steps will be taken to prevent FO damage in/around aircraft:

7.5.1.1. Personnel towing aircraft will execute a visual, tire rollover check.

7.5.1.2. Maintenance personnel will ensure all pockets are secured (zipped/buttoned) or emptied prior to entering fighter aircraft cockpits.

7.5.1.3. Stow the flightline badge and Common Access Card when within 25 feet of running aircraft engines, unless using the armband card holder.

7.5.1.4. Aircraft requiring intake/inlet maintenance will coordinate with the owning base and use that guidance to perform maintenance actions/documentation.

7.6. Vehicles.

7.6.1. The following steps will be taken to prevent FO damage when operating vehicles:

7.6.1.1. Vehicles normally driven on the flightline will be equipped with a secured, lidded container, stenciled with the word "FOD" in contrasting letters no smaller than two inches.

7.6.1.2. All foreign object containers, regardless of location, will be emptied when full or once a day, whichever comes first.

7.6.1.3. Primary airfield entry control points will be clearly marked stating: "Perform a vehicle and tire check for foreign object(s) before entry to airfield."

7.6.1.4. Vehicle operators will perform a visual FO inspection on all equipment and tires to include a rollover check prior to entering the flightline areas.

7.6.1.5. All vehicles leaving the paved portion of the airfield must perform a tire FO check, to include a roll over check, prior to returning onto the airfield.

7.6.1.6. The number of individuals authorized to operate privately owned vehicles on the flightline will be held to a minimum and operators will be briefed on FOD prevention.

7.7. Composite Tool Kits (CTK).

7.7.1. All agencies dispatched to aircraft parking, runway, taxi and maintenance areas will:

7.7.1.1. Account for all tools prior to and after the completion of each job using the tracking system required by your unit's governing AFI or regulation. Personnel will also account for all tools, hardware, and consumable items whenever the work area is left unattended.

7.7.1.2. Remove and replace all unserviceable, broken, worn or excessively corroded items from the CTK. Keep hardware, small items, etc., that are not in use in a designated container.

7.7.1.3. Use 86 MXG Form 145 when a tool/object is lost. After the Lost Tool/Object Report is closed out, CTK custodians will inform their respective FOD POC. The Report will be retained for not less than 1 year or until the tool/object is found, whichever comes first.

7.7.1.4. If a tool is lost on the flightline, notify Airfield Management immediately.

7.8. Flightline Clothing Policy.

7.8.1. Restricted area badges will be secured with a subdued non-metallic cord or plastic armband when worn on the flightline.

7.8.2. Restricted area badges will be removed when performing intake/inlet/exhaust inspections if personnel physically enter these areas.

7.8.3. Metal insignias/badges will not be worn on the flightline.

7.8.4. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry/loose items that may fall off without notice, are not authorized on the flightline.

7.8.5. Escorts of visiting personnel will ensure FOD prevention measures are taken.

7.8.6. All flightline areas are designated no-hat areas. These areas are inside the fence line and include all ramps, taxiways, and end-of-runway areas.

7.8.7. Personnel proceeding to and from the flightline from their designated work area to perform FOD walks, transient alert duties or airfield maintenance duties will observe the "no hat, no salute" guidance while in transit.

7.8.8. Security Forces, while performing official duties, may wear their beret with insignia attached. However, when within 50 feet of an operating aircraft or when wind conditions reach or exceed 25 knots (Wind Advisory Level 3 or above), berets must be removed and secured.

7.9. Flightline FOD Walks.

7.9.1. FOD walks, weather permitting, will be conducted each week.

7.9.2. Notify Airfield Management and coordinate with AB4/HAAZ, with the date and time of the FOD walks that will occur on Aprons and Taxiways.

7.9.3. 65 OSS is responsible for Echo, Golf North, and Golf South parking aprons. Airfield Management is responsible for the airfield.

7.9.4. If an area has an excessive amount of FO, a sweeper will be requested.

7.9.5. Unit POCs will document information from FOD walks to include weight/amount of FO collected, number of personnel attending, area discovered and report to the FOD/DOP Monitor.

7.9.6. Dead/live animals discovered on any portion of the airfield, are considered potentially hazardous. Coordinate removal through Airfield Management and Pest Control.

7.10. Recognition Programs.

7.10.1. FOD Recognition programs will use the RABI 21-102 for guidance. FOD POCs will route submissions to the Wing FOD Manager.

7.10.2. Submissions will be received by FOD POCs and reviewed/approved by the unit commander prior to submission.

7.11. Dropped Object Prevention.

7.11.1. The DOPP checklist will be used to document all dropped objects. All dropped object incident information will be reported, via-email to the QA office. QA notifies HQ ACC/A4MP using the ACC DOP website (<https://a4.acc.af.mil/dop/dop.htm>) to report dropped objects as well provides the 86 AW FOD/DOPP Manager.

7.11.2. Aircraft that require an End of Runway (EOR) inspection at Lajes will have the inspection performed forward of current parking location. The aircraft will be marshaled forward a distance of 3 to 5 feet, stopped and will await inspection by qualified 7 level. Transient Alert will use the applicable Cross Servicing Guide for Mission Design Series (MDS)-specific guidance. Transient maintenance crews performing an EOR inspection will use their unit's checklist/procedures.

7.11.3. Transient aircraft will receive a tire inspection to check for foreign objects/debris. Also the aircraft will be inspected for ground safety pins, leaks, loose/missing components or open doors, panels or hatches.

Chapter 8

CRASH DAMAGE OR DISABLE AIRCRAFT RECOVERY (CDDAR) PROGRAM.

8.1. General Information.

8.1.1. Crash Recovery Overview: The Lajes Crash Recovery program is a combined effort of 65 OSS and the Portuguese Air Force's Air Base 4 (AB4) personnel.

8.1.2. 65 OSS CDDAR team will coordinate the deployment of personnel and equipment necessary to conduct CDDAR operations involving the recovery of all aircraft. 65 OSS provides manpower and expertise within its respective specialties that recover, and if necessary reclaim mishap aircraft on the island. The CDDAR program's objective is to safely recover damaged or disabled aircraft from airfield operating areas in minimum time while limiting or avoiding secondary damage to the aircraft or airfield.

8.1.3. Response to major accidents involving military aircraft, whether on/off base, will be accomplished IAW AFI 10-2501 Air Force Emergency Management Program Planning and Operations, 65 ABG Installation Emergency Management Plan (IEMP) 10-2 and applicable technical agreements.

8.1.4. The Fire Chief or Senior Fire Officer (SFO) is normally the first on-scene and assumes the duties of the Incident Commander (IC).

8.1.5. Tasked Organizations and Functions: The recovery program combines numerous base organizations and resources into a Disaster Response Force (IAW IEMP 10-2) to support recovery or mishap operations. Each organization will generate internal guidance, as applicable, to enhance their specific emergency response actions as defined by the IEMP 10-2.

8.1.6. The IEMP 10-2 contains unit-specific checklists and outlines the specific function of each organization and supplies critical guidance for various accident responses.

8.1.7. All off-base crash recovery operations will be closely coordinated with the host nation.

8.1.8. Due to current international agreements, crash recovery exercises require coordination with AB4 and approval from Headquarters Azorean Air Zone (HAAZ). All exercises will be conducted IAW AFI 10-2501, **Chapter 7**. Coordinate all requests for exercises with 65 ABG Inspector General Office.

8.2. Crash Recovery Responsibilities.

8.2.1. All emergency response operations remain under the direction of the IC. The IC and 65 ABG/CC will be responsible for determining combined command and control relationships with host nation forces. Regardless of command relationships, only the USAF IC will direct CRT members.

8.2.2. The SFO acts as the IC until relieved by another trained IC. IC changes will be clearly communicated to all members of the crash recovery team (CRT). The IC assumes control of the aircraft recovery operations. Individuals will report to the IC before approaching or performing any actions on the aircraft.

8.2.3. 65 OSS/CC will appoint a Crash Recovery Team Chief. The CRT Chief will assign specific positions to accomplish recovery actions: Assistant CRT Chief (Mission Design Series-specific if possible), Communication Manager, Tow Vehicle Operator, CTK Manager and Composite Material Containment Team.

8.2.4. After normal duty hours, the Transient Alert shift supervisor will assume the role of CRT Chief, unless previously trained or until relieved by a certified CRT Chief.

8.2.5. CRT duty positions are:

8.2.5.1. The CRT Chief: Directs the maintenance recovery process, assigns various tasks and identifies necessary equipment for a safe recovery operation with CRT members. The overall plan of aircraft recovery lies with the CRT Chief. The CRT Chief reports directly to the IC.

8.2.5.2. The Assistant CRT Chief: Helps the team chief make critical decisions with aircraft recovery. The selection of this position is by qualification and expertise on the specific MDS of the aircraft.

8.2.5.3. The Communication Manager: Recalls 65 OSS key personnel, CRT members and other agencies needed for the recovery operation.

8.2.5.4. The Tow Vehicle Operator: Reports to the mishap area with the required tow vehicle and tow bar. If crane use is required, designated personnel will implement the Blanket Purchase Agreement.

8.3. Crash Recovery Procedures.

8.3.1. In-Flight (IFE) or Ground Emergencies. After an aircraft declares either an IFE or ground emergency, Lajes Field Control Tower will notify First Responders via the Primary Crash Alarm System. Airfield Management Operations (AM Ops) will in turn, activate the Secondary Crash Net and relay emergency information verbatim to support agencies.

8.3.2. Vehicle response formation area will normally be at the flight line access road, facing Taxiway E, Runway 33/15 or as designated by the responding IC.

8.3.3. The following vehicles will respond to aircraft emergency calls:

8.3.3.1. Crash/Firefighting Rescue.

8.3.3.2. 65 OSS/MXZT Crash Recovery Vehicles (as required).

8.3.3.3. Aircraft Tow Vehicle with appropriate towing equipment/attachments. 65 OSS will provide the tow vehicle and aircraft tow bar. The aircraft Crew Chief will act as the subject matter expert and provide tech data for emergency towing operations. Driver/tow team will be selected by the CRT Chief.

8.3.3.4. Ambulance support (65 MAS/SGO) via IC in coordination with host nation.

8.3.3.5. Group Safety representative.

8.3.3.6. The Airfield Management vehicle parks on either Taxiway C (South) or Taxiway J (North) near the approach ends of the runway.

8.3.4. Barrier Maintenance (65 CES/CEOFP) will standby at the approach end of the runway for all IFEs in order to engage the arresting barrier (as required).

8.3.5. Once the aircraft has safely landed, AM Ops will request runway closure from the Portuguese Air Force and perform a full-length inspection after the aircraft has cleared the runway.

8.3.6. Fire/Rescue vehicles will respond to the aircraft location when it completely stops.

8.3.7. The IC will determine aircraft fire safety requirements and advise the CRT when the aircraft is "FIRE SAFE." The SOF will initiate and/or coordinate any spill recovery actions with the CRT and the CE environmental flight. The CRT will not take recovery action until the Fire Chief has released the aircraft.

8.3.8. After termination of the IFE or ground emergency, the CRT will continue with recovery services.

8.4. CRT Procedures.

8.4.1. The CRT chief will evaluate the situation, to include safety, aircraft damage, structural integrity, weight, terrain and current weather conditions. Available time for reclamation operations will also be considered. Basic reclamation operations will be accomplished according to aircraft type, using the applicable technical data whenever available.

8.4.2. The CRT Chief will brief the IC and CRT and, if appointed, the Incident Safety Board (ISB) and/or Safety Investigation Board (SIB) president of the reclamation plan, benefits, limitations and anticipated hazards before beginning the operation.

8.4.3. Videotape or photograph the crash site.

8.4.4. Request 65 CES engineering assistant support to survey the crash site, and Environmental Flight assess for environmental impact/actions.

8.4.5. Photograph and catalog any aircraft material before removal from crash site. If wreckage is interfering with essential mission activities or poses an extreme hazard, the installation commander in coordination with the ISB or SIB president may choose to remove/move wreckage.

8.4.6. If the aircraft battery is on, photograph, and place to the off position.

8.4.7. Collect fluid samples (e.g., oil, fuel, hydraulic etc.) for crash authorities. Attempt to obtain the purest sample as possible. If flammable fluids are leaking or present, evacuate area and contact the IC.

8.5. Post Mishap Initial Response.

8.5.1. When notified of an emergency, the CRT Chief will initiate the recall of essential personnel and gather initial equipment.

8.5.2. The CRT Chief directs the recovery team and will use the following radio call signs on the primary crash radio frequency selected:

8.5.2.1. Recovery Team Chief (Recovery 1).

8.5.2.2. Recovery Assistant Team Chief (Recovery 2).

8.5.2.3. Recovery Tow Supervisor (Recovery 3).

8.5.2.4. Recovery Tow Team Driver (Recovery 4).

8.5.3. After the IC releases the aircraft, the CRT Chief will assume responsibility for the recovery process and identify the CRT position to the IC.

8.5.4. The CRT Chief distributes specific tasks to CRT members and establishes an assembly point.

8.5.5. The CRT Chief coordinates with the IC to ensure the aircraft is safe before any member approaches the aircraft. The IC, as part of this procedure, will have checked to ensure there are no hazardous leaks or hazardous situations (e.g. hot brakes).

8.5.6. Before recovery actions, the CRT Chief will coordinate with the IC to evaluate the scene and consider the following factors:

8.5.6.1. Location and availability of necessary Personal Protective Equipment.

8.5.6.2. Verify that the aircraft is safe to approach by inspecting the aircraft for stability and installing safety devices on the aircraft to the greatest extent possible.

8.5.6.3. Check the surface under/around aircraft, wind direction/velocity, and location near any other elements that may compromise safety.

8.5.6.4. For incidents involving hydrazine equipped aircraft, verify no hydrazine leaks exist. If suspected, only qualified personnel, equipped with self-contained breathing apparatus, will approach and conduct an evaluation. Containment actions will be performed by a Hydrazine Response Team.

8.5.6.5. Verify there are no hazardous fluid leaks (e.g., fuel, oil, hydraulic fluid, etc.). Notify IC if hazardous condition exists.

8.5.6.6. Verify that munitions are safe and no hazardous cargo condition exists. Notify IC if hazardous condition exists.

8.5.6.7. After situation assessment, the CRT Chief will conduct a safety briefing with all CRT personnel. As a minimum, the safety briefing will include:

8.5.6.8. Aircraft condition.

8.5.6.9. Hazard awareness such as presence of running engines, arresting gear, barrier cables, sharp edges, flammable/toxic or noxious fluids, high temperatures, composite fibers, blood borne pathogens and hoisting dangers when applicable.

8.5.6.10. Team member duty assignments and responsibilities.

8.5.6.11. Need for continuous situational awareness and buddy-care.

8.5.6.12. CRT members will take directions only from the IC and CRT Chief.

8.5.6.13. Emphasize safety over speed.

8.5.6.14. Expected actions, timeline and end goal.

8.5.7. After accomplishment of the safety briefing, the recovery team will evaluate the aircraft and create an aircraft recovery plan. The CRT Chief will advise the IC and request concurrence.

8.6. Post-Crash Mishap Procedures.

8.6.1. If the IFE or Ground Emergency results in damage to the aircraft that prevents normal taxi or towing operation to a safe area, the emergency response team will clear the runway or taxiway using the most expeditious but safest actions capable.

8.6.2. Tasked base organizations are readily available to assist in aircraft recovery and reclamation actions (65 ABG/CC usually approves IC initiation of crash recovery operations through Installation Command Center).

8.6.3. Security Forces will maintain an appropriate cordon around the mishap site during recovery operations. Security Forces will receive personnel entry approval from the IC. If Security Forces are not able to supply a physical cordon, the IC will direct all non-essential personnel to remain clear of the aircraft.

8.6.4. The CRT Chief will accomplish recovery/reclamation procedures according to the applicable aircraft technical data whenever available.

8.6.5. The Communication Manager monitors the radio during all responses for additional personnel and equipment requests by the CRT Chief and dispatches them as required.

8.7. Aircraft Reclamation Procedures.

8.7.1. Begin aircraft reclamation only at the direction of the IC after considering location, mission and need to preserve evidence for the Safety Investigation Board.

8.7.2. The mishap site must be cleared by the following agencies to the IC:

8.7.3. Fire Department (FD) for fire safety of aircraft and surrounding area.

8.7.3.1. Explosive Ordnance Disposal (EOD) for removal of explosives or ejection components, i.e., squibs, seat sequencers, catapults or initiators. Note: Consult 65 ABG IEMP 10-2, plan summary for material disposition and EOD support since no assigned US military EOD personnel exist at Lajes.

8.7.3.2. Bioenvironmental Engineering (BE) for known or suspected Chemical, Biological, Radiological, and Nuclear (CBRN) hazards such as depleted uranium, hazardous cargo, advanced composite materials, and hydrazine. Note: Consult 65 ABG IEMP 10-2 plan summary for bioenvironmental hazards and BE support.

8.7.3.3. Mortuary Affairs for recovery of human remains.

8.7.3.4. Throughout the reclamation operation, if explosive components or human remains are discovered, the reclamation will immediately cease. As necessary, maintenance personnel will evacuate the area until the hazard is removed.

8.8. Composite Material Handling.

8.8.1. Procedures on Composite Material Handling are provided in 00-80C-1.

8.9. Crashed Aircraft Removal. NOTE: Only authorized personnel designated by the IC, Safety and/or Accident Investigation Board President and Readiness personnel will enter the crash site.

8.9.1. Upon confirmation of an actual aircraft mishap, the Base Defense Operations Center (BDOC), will provide all pertinent mishap information to the emergency response team.

8.9.2. For AMC aircraft, contact 729 Operating Location to transmit requirements to the Air Mobility Command Logistics Readiness Center.

8.9.3. Maintenance Response. The CRT Chief will assemble team members by initiating a recall of all section personnel and necessary equipment at a designated location.

8.9.4. Assemble the following equipment (as required):

8.9.4.1. Tow vehicle and tow bar (aircraft specific).

8.9.4.2. 40-ton contracted crane (civilian contracted).

8.9.4.3. Crash trailers (as required). Additional vehicles requests (flatbed, 4X4s, etc) will be coordinated with 65 LRS. Heavy equipment (all-terrain forklift, bulldozers, etc) will be coordinated with 65 CES.

8.9.4.4. Assorted aircraft lifting devices.

8.9.4.5. Aircraft jacks. Limited aircraft jacks are available at Lajes. Aircraft specific jacks, if needed, will be requested through the incident aircraft's owning unit or 86 MXG Crash Recovery.

8.9.4.6. Request additional personnel and equipment through Communications manager.

8.10. Barrier Engagement. See 65 OSS/LCL002, Barrier Engagement Procedures.

8.11. F-16 Hydrazine Response. See 65 OSS/LCL004, Hydrazine Response and IEMP 10-2.

8.12. Aircraft Hot Brakes. See 65 OSS/LCL001, Aircraft Hot Brake Procedures.

8.13. Crash Recovery Training and Requirements.

8.13.1. Requirements: CRT Chief will attend a Crash Recovery course for initial certification (mandatory). CRT members are not required to attend a course but must complete respiratory protection requirements

8.13.2. 86 AMDS Bio Environmental has designated respiratory protection for the CRT members. 65 OSS will identify new members to BE for enrollment in the Respiratory Protection Program. This process must be completed prior to becoming a functioning member of the CRT IAW AFOSHSTD 48-137, Respiratory Protection Program.

8.14. Equipment Inspections.

8.14.1. CDDAR program managers will ensure inspections are accomplished and documented on the AFTO Form 244. Ensure all lifting bags are inspected, cleaned and repaired IAW applicable lifting technical data or manufacture data.

8.14.2. The CRT Chief and CDDAR program managers will conduct an annual review of the crash recovery equipment. This review will determine the adequacy of the present equipment. Document this inspection on AF Form 244.

8.14.3. Aerospace Ground Equipment Flight Responsibilities. AGE flight will be responsible for the periodic inspection and maintenance of the KUNZ recovery bag air compressor.

PETER P. FENG, Colonel, USAF
Commander

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

AFI 10-2501, Air Force Emergency Management Program Planning and Ops, 19 April 2016
AFI 13-204v4, Management of Ground Radar and Airfield Systems, 18 January 2017
AFI 21-101, Aircraft and Equipment Maintenance Management, 21 May 2015
AFI 21-101, USAFESUP-USAFE Guidance Memorandum, 1 June 2016
AFI 48-137, Respiratory Protection Program, 15 July 2014
AFI 91-203, Air Force Consolidated Occupational Safety Instruction, AFGM2 25 June 2013
AFI 91-204, Safety Investigations and Reports, 24 September 2008
AFMAN 33-363, Management of Records, 1 March 2008
AFPD 21-1, Air and Space Maintenance, 29 October 2015
RABI 21-102, Foreign Object Damage/Dropped Object Prevention, 16 July 2013
RABI 21-119, Crash Damaged or Disabled Aircraft Recovery Program, 9 November 2012
TO 00-5-1, AF Technical Order System, 17 Sep 2009
TO 00-80C-1; Crashed, Damaged, Disabled, Aircraft Recovery Manual
T.O. 00-105E-9, Aerospace Emergency Rescue and Mishap Response, 31 December 2008
TO 1-1A-15, General Maintenance Instruction for Support Equipment, 7 June 2010
65 ABG Installation Emergency Management Plan (IEMP) 10-2
65 OSS/LCL001, Hot Brake Procedures, 01 December 2014
65 OSS/LCL002, Barrier Engagement Procedures, 01 December 2014
65 OSS/LCL004, Hydrazine Response Procedures, 01 December 2014
86 MXG Impound Official Book, 13 April 2017

*Prescribed Forms: None***Abbreviations and Acronyms**

AB4 – Air Base Four

ABG – Air Base Group

AFMAN – Air Force Manual

AFPD – Air Force Directive

AFRIMS– Air Force Records Information Management System

AGE – Aerospace Group Equipment

AM Ops – Airfield Management Operations

BE – Bioenvironmental Engineering
BDOC – Base Defense Operations Center
CBRN – Chemical, Biological, Radiological and Nuclear
CDDAR – Crash Damage or Disabled Aircraft Recovery
CLO – Coronet Liaison Office
CRT – Crash Recovery Team
CTK – Consolidated Tool Kit
DOD – Department of Defense
DOP – Dropped Object Prevention
DOPP – Dropped Object Prevention Program
EOD – Explosive Ordnance Disposal
EOR – End of Runway
EID – Equipment Identification Designator
FD – Fire Department
FO – Foreign Object
FOD – Foreign Object Damage
FMS – Foreign Military Sales
FOD – Foreign Object Damage
HAAZ – Headquarters Azorean Air Zone
IAW – In Accordance With
IC – Incident Commander
IFE – In-Flight Emergency
IEMP – Installation Emergency Management Plan
ISB – Incident Safety Board
LEAP – Logistics Evaluation Assurance Program
MAJCOM – Major Command
MDS – Mission Design Series
MIS – Maintenance Information System
MOC – Maintenance Operations Center
MSEP – Maintenance Standardization Evaluation Program
NATO – North Atlantic Treaty Organization
NDI – Non-Destructive Inspection

OAP – Oil Analysis Program

OSS – Operations Support Squadron

POC– Point of Contact

QA – Quality Assurance

SCR– Special Certification Roster

SE – Support Equipment

SEI – Special Experience Identifiers

SFO – Senior Fire Officer

SIB – Safety Investigation Board

SFO – - Senior Fire Officer

TA – Transient Alert

USAFE – United States Air Forces in Europe

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AFTO Form 781A, Maintenance Discrepancy and Work Document

AF Form 55, Employee Safety and Health Record

AF Form 3136, General Purpose Form

Lajes Field Form 726, Use of Services Record

Template, Foreign Object Damage Report Memorandum

Template, Dropped Object Prevention Report Memorandum

USAFE BASE Form 95, Broken/Removed Tool Log

86 MXG Form 145, Lost Tool

86 MXGFC-08, Impound Official Checklist

86 MXGFC-09, Equipment Impound

Attachment 2

LAJES FIELD FORM 726

Figure A2.1. Lajes Field Form 726

JOB CONTROL NUMBER:		TRANSIENT AIRCRAFT SERVICE RECORD			SPOT:		
TYPE AIRCRAFT:		AIRCRAFT TAIL #:		SERVICE/COMMAND: 0		HOME STATION: 0	
PILOT'S NAME, GRADE, AND IDENTIFICATION NUMBER (PRINT)			COMPLETE BILLING ADDRESS: 0			DATE/TIME ARRIVED:	
						PILOT/AIRCREW SIGNATURE:	
TA DEBRIEFER (PRINT):			ON BOARD			ETD:	ATD:
			FUEL		LOX		
PROGRAM MANAGER (PRINT):			REQUIRED			MISSION #:	
			FUEL		LOX		
GROUND SERVICING REQUESTED:							
REQUIRED INSPECTION:							
PREFLIGHT: N/A due to lack of qualification							
THRUFLIGHT: N/A due to lack of qualification							
BASIC POST FLIGHT: N/A due to lack of qualification							
TRANSIENT AIRCRAFT SERVICE CHARGES				FOR ACCOUNTING AND FINANCE USE ONLY			
EQUIPMENT/ SUPPLIES			QUANTITY	UNIT COST	TOTAL COST		
	LAUNCH	RECOVERY					
-86	<input type="checkbox"/>	<input type="checkbox"/>					
-60	<input type="checkbox"/>	<input type="checkbox"/>					
-95	<input type="checkbox"/>	<input type="checkbox"/>					
	# of Days Used						
Stands (all)							
	Gallons Used						
LOX	<input type="checkbox"/>						
Nitrogen	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
REIMBURSEMENT MANAGER SIGNATURE (MSS):				Sub-Total			
Lajes Field Form 726 Feb 10							

Attachment 3

FOREIGN OBJECT DAMAGE REPORT FORMAT

Figure A3.1. Example MFR for Foreign Object Reports

	Date
MEMORANDUM FOR	
FROM: < Unit Designation/Office Symbol > < Street > < Base and Zip Code >	
SUBJECT: < Foreign Object Report >. FOD program report number (command, year, month, followed by the letter "F" and sequence number beginning at 1 -- example, 65ABG1704-F001).	
Type of report: Initial/Formal Update/Final FOD Report	
Date and Time of Incident:	
Unit and Base of Incident:	
Origin of Sortie:	
When discovered (Preflight, Postflight, In-Coming, Test Cell, etc.)	
Owning Unit, Base and MAJCOM	
MDS and Tail Number (N/A for Test Cell incidents)	
Engine Type, Make, Series, Modification (TMSM)	
Engine S/N:	
Engine Position (If Applicable):	
Time Since Overhaul:	
Description of Incident:	
Material Failure: (Yes or No)	
Tech Data Deficiency: (Yes/No)	
Preventable/Non-Preventable:	
Investigation Findings:	
Action Taken to Prevent Recurrence:	
Parts Cost:	Labor Cost: Total Cost:
Additional Comments (if necessary):	
<Sign> DOP Monitor, <Unit Designation>	

Attachment 4

DROPPED OBJECT PROGRAM (DOP) REPORT FORMAT

Figure A4.1. Example MFR for Dropped Object Reports

	Date
MEMORANDUM FOR	
FROM: < Unit Designation/Office Symbol > < Street > < Base and Zip Code >	
SUBJECT: < Dropped Object Report >. DOP program report number (command, year, month, followed by the letter "D" and sequence number beginning at 1 -- example, 65ABG1704-001).	
<ol style="list-style-type: none"> 1. DOP program report number (same as subject line). 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	