

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

**LITTLE ROCK AFB INSTRUCTION
21-140**



29 JUNE 2021

Maintenance

**FOREIGN OBJECT DAMAGE AND
DROPPED OBJECT PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Air and Space Maintenance*. This instruction applies to all 19th Airlift Wing (AW), 314th Airlift Wing (AW), 913th Airlift Group (AG), and establishes more restrictive responsibilities, standardized procedures and policies for all tenant units without a governing publication. This instruction outlines the Foreign Object Damage/Dropped Object Prevention (FOD/DOP) Programs and establishes guidelines and procedures IAW instructions listed in **Attachment 1**. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 the appropriate functional's chain of command. 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 changes to requirements for certain aspects of the base Foreign Object Damage and Dropped Object (DO) Prevention Program (DOPP) Instruction.

1. FOD and DOP Program Objectives.

1.1. The objective of the Little Rock AFB FOD/DOP program is to prevent a negative impact on mission safety and AF resources through training, promoting awareness, and enforcing FOD/DOP discipline in all aspects of aircraft operations on Little Rock AFB.

1.2. To standardize reporting procedures for all FOD/DOP related incidents to all assigned aircraft.

1.3. To obtain positive results through an aggressive and functional FOD/DOP control program. Results achieved by all military, civilian and contract personnel supporting operations taking an active role in FOD prevention.

1.4. ZERO FOD and DO mishaps!

2. Responsibilities.

2.1. The 19 AW/CV is the FOD/DOPP Manager. The minimum responsibilities are as outlined in AFI 21-101, Chapter 11.

2.2. The CV designates in writing a FOD/DOPP monitor from the 19th Maintenance Group (19 MXG). The minimum responsibilities are as outlined in AFI 21-101, Chapter 11.

2.3. Unit/flight program monitors maintain responsibility for their respective AOR.

3. FOD Prevention.

3.1. FOD is any damage to an aircraft engine, aircraft system, equipment or tire caused by an external foreign object (FO) which may or may not degrade the required safety or operational characteristics of the engine, aircraft system or tire. Common causes of FOD are poor housekeeping, improper maintenance practices, and aircraft taxiway or ramp deterioration.

3.2. FOD prevention is the responsibility of all personnel working in, on, around, or traveling through areas near aircraft, munitions, aerospace ground equipment (AGE), engines or components. Personnel working in or transiting the aforementioned areas will comply with this instruction.

3.2.1. Prevention is the proactive approach and primary goal to eliminating FOD. Detection is the reactive approach and the secondary goal of eliminating FOD.

3.2.1.1. Prevention methods include, but are not limited to: good housekeeping, use of FOD bags, new and used hardware control, proper use and labeling of parts bags, picking up items as they are dropped, and use of caps, plugs, and covers.

3.2.1.2. Detection methods include, but are not limited to: use of magnetic FOD bars on vehicles, FOD walks, towed FOD sweepers, post maintenance inspections and engine intake and exhaust inspections.

3.3. Practice good housekeeping and hardware accountability at all times. Use parts bags at all times and attach to the associated component or area as applicable. Use attached tag to

indicate types and totals of items inside and aircraft/equipment ID. Plastic “Ziploc” type bags are authorized as parts bags, provided they have a listing included on paper or have the contents annotated on the package with permanent ink. Locally produced part accountability kits are also authorized to account for component hardware (e.g., engine mount bolt kit). Loose hardware will not be carried in tool bags or individual’s pockets.

3.3.1. Hardware, shop stock, and work order residue control. Account for hardware, shop stock, and work order residue at all times while performing maintenance on and around aircraft, engines, and support equipment. Unless using locally produced part accountability kits hardware and expendables should be limited to the amount necessary to accomplish the specific task. Under no circumstances will these items exceed the amount that can be accounted for. Bench stocks will be strictly controlled and monitored in a secure area to prevent personnel from taking excess quantities into work areas.

3.3.2. All Composite Took Kits (CTKs) will be inspected and free of all FOD prior to turn in. ETools will be inspected prior to turn in for any obvious missing items such as hardware, screws, or protective covers.

3.3.3. Facility managers will 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.

3.3.4. Grounding points accumulate foreign debris and should be a high interest item for FOD walks. Two allen head screws, or equivalent, will be utilized to secure cable to grounding clip. Coat screws heads with sealant or stake the screws in order to prevent the screws from backing out. Unused screws will be removed.

3.3.5. The “CLEAN AS YOU GO” concept will be strictly enforced as maintenance is performed. Supervisors on the flight line, in hangars, and in back shops stress and ensure that proactive housekeeping procedures are included as a step in every task. Work areas shall be thoroughly policed for FO’s as soon as each job is completed and policed immediately when an item is dropped or misplaced.

3.3.6. Streamers and test equipment. Use “REMOVE BEFORE FLIGHT” streamers on ground wires and any external cover(s) applied to the aircraft on the ground. Test equipment will have receptacles capped and cable ends protected with a cap/plug or bag when not in use.

3.3.6.1. Cap and plug all disconnected aircraft/engine lines and electrical connectors, unless immediately reconnected.

3.4. Clothing restrictions. Hats are not authorized on the flight line or in engine test cell areas unless approved for medical reasons by an official waiver. If waived, hats will have a chin strap, worn under the chin at all times. Authorized winter caps are approved for wear on the flight line or in engine test cell areas during cold weather. Remove all hats within 50 feet of an operating engine intake or within an operating engine’s exhaust/propeller blast area, unless secured to head by headsets, chin strap, etc. **EXEMPTIONS:** Protocol duties when hats are appropriate (i.e. greeters)/Security forces and emergency personnel when headgear/hats are required.

3.4.1. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry that may fall off without notice, are not authorized on the flightline. Only a net or rubber band style hair fastener with no metal, plastic or leather parts is authorized on the flightline.

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

3.4.3. Maintenance group personnel and visitors that enter into areas considered industrial will remove jewelry for the duration of their visit. It will be the work centers responsibility to inform visitors of this policy.

3.4.4. Line badges will be worn using lanyards or armbands that also conform to Dress and Personal Appearance of Air Force Personnel if applicable. Lanyards used around the neck will be of a breakaway style and must not be able to support the weight of the individual. 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. Restricted area badges will be removed when performing intake/inlet/exhaust inspections if personnel physically enter these areas.

3.4.5. Everyone who performs duties on the airfield or in and around maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip.

3.4.5.1. For further tool control responsibilities, definitions, accountability practices, and organization and CTK assignment listings refer to 19AWI 21-108, *Wing Tool Control*.

3.5. All personnel performing ground observer duties in engine test cell areas or during man-on-stand leak checks must clear pockets of foreign objects (pens, pencils, etc.) prior to engine operation.

3.6. Metal boxcar seals (NSN 5340-00-081-3381) are prohibited from use in any aircraft maintenance area. Use the plastic seal (NSN 5340-01-244-1596) to secure aircraft and containers.

3.7. Flight deck FOD inspections. Pay particular attention to foreign, loose, or missing items (light lenses, covers, bulbs, and hardware) on all instrument, control, and circuit breaker panels. Additionally, pay attention to areas around seat tracks, flight control inputs, and openings in the throttle quadrant and floor.

3.8. Use FOD stickers on FOD containers (available at the 19 AW/314 AW FOD offices).

3.8.1. Empty FOD containers when full or at the end of each shift, whichever comes first.

3.9. Wing-level FOD walks are conducted once a week (AMC & AETC). Maximum participation from the following units is expected: 19 MXG/QA, 19 AMXS, 19 MXS, 19 LRS, 314 AMXS, 314 CMX, 314 MXG/QA, 913AG, 41 AS, 61 AS, and 62 AS. The 41 AS, 61 AS, and 62 AS will provide personnel for FOD walks based upon operations tempo and deployment schedule. Attendance is tracked and reported weekly to group leadership and quarterly at the FOD/DOPP committee meeting.

3.9.1. FOD walk procedures. AMC/AETC personnel will assemble prior to FOD walk for roll call and a safety briefing (applicable when non-flightline personnel are involved). Personnel will assemble at flight line parking spots as directed by the FOD Monitor. Show

time is dependent on mission requirements and the flying schedule with the intent to maximize participation. The FOD walk is conducted in two phases: rows A-M (19 AW) and M-S (314 AETC). For safety reasons the FOD walk supervisor has ultimate authority in controlling procession of the line and personnel will disperse evenly as directed. Movement is at a slow pace, paying special attention to ground points, expansion joints, cracks in pavement, and under and around aircraft and support equipment.

3.9.2. Inclement weather procedures. The respective wing FOD monitor is responsible for ensuring FOD walks are cancelled or postponed during inclement weather (i.e. heavy fog (near zero visibility)), severe temperatures, or when the Maintenance Operations Center (MOC) announces inclement weather warnings.

3.9.3. Maintenance units will conduct FOD walks around individual aircraft after completion of any maintenance on, near, or around the aircraft, and after blocking out. The alternative procedure is for units to assemble a structured line once a day in their area and conduct a FOD walk. Either method is acceptable.

3.9.4. All FOD free transient areas (everything north of the maintenance complexes) will be cleaned as frequently as required to remove debris. Production, wing or unit FOD monitors can call for an organized FOD walk at any time if required.

3.10. Towed FOD sweepers and airfield sweeper vehicles. Towed sweepers and sweeper vehicles are used for base FOD prevention efforts. Thorough cleaning will be accomplished utilizing a combination of sweeper vehicles and hand policing. Vacuum sweeper trucks are scheduled daily to clean all transient areas north of the maintenance complexes.

3.10.1. The unit FOD representative or CTK will notify the applicable FOD office when a sweeper goes down for maintenance. Borrow towed-type sweepers from another unit to sweep required areas, which is credited to the unit pulling it. Only towed non-metallic or rotating brush type sweepers are authorized for use on the aircraft parking ramp by 19 AW or 314 AW units.

3.10.2. The following outlines the units/flights responsibilities for maintaining a FOD sweeper program. 19 AMXS/Knights, 19 AMXS/Dragons, 19 MXS, 19 MXO/TA, and 314 AMXS. The "FOD BOSS" or equivalent model/brand towed FOD sweeper is utilized twice per week in the areas nearest to their respective area of responsibility. Do not pull the FOD sweeper on the same day as the wing level FOD walk to ensure full effectiveness of the program. Focus additional attention on parking spots recently vacated by aircraft. After days of inclement weather (i.e. heavy rain/water runoff, high winds, etc.), it is recommended that the FOD sweeper be pulled to ensure FOD free transient areas. The unit/flight FOD monitors are responsible for managing this program at the squadron level. Initial training is conducted and documented with their respective wing FOD monitor. To ensure full coverage each unit will be assigned specific rows.

3.10.3. Units possessing a "FOD BOSS" will maintain a sign out log. This log will contain the applicable sweeper operator manual, a reference to program requirements, and a general purpose form to track usage. As a minimum, the general-purpose form will contain the following information: name and rank, organization, date, time, and rows pulled.

3.10.4. Any available vehicle with a pintle hook can be used to pull the FOD sweeper. To prevent damage to the sweeper, backing of the vehicle is prohibited at all times. Consult

the operation manual for appropriate speed ranges, maximum debris collection and service life procedures.

3.10.5. Coordinate areas requiring additional airfield sweeps through the airfield manager (987-3103).

3.11. Airfield inspection and monitoring.

3.11.1. 19 AW/CVF and 314 AW/CVF will conduct at minimum quarterly ramp inspections. Optional members include representatives from 19 OSS/OSAA, 19 CES, and 19 AW/SE. The 19 AW/CVF or 314 AW/CVF will document the inspections of damaged pavement, flight line construction, and other FOD hazards in or near aircraft parking ramps, taxiways, and access roads.

3.11.2. Results of these inspections are tracked on a locally developed worksheet and forwarded to Airfield Management for repair coordination.

3.12. Engine/Propeller Maintenance.

3.12.1. Aircraft engine/propeller maintenance is a FO/FOD critical area. All personnel will exercise caution when performing maintenance in these areas. Personnel at all levels enforce strict tool and hardware control practices during engine/propeller and APU maintenance.

3.12.2. Covers (e.g., engine inlet, pitot tube(s), and protective covers) will not be removed prior to flight until an engine intake and exhaust inspection is accomplished, and will be installed within 1 hour following engine shutdown or upon completion of the -6 inspection, whichever comes first. Engine inlet covers are installed prior to any maintenance performed on the engine/propeller forward of the engine firewall. Inspect all covers after any severe weather condition to ensure serviceability and inventory. These requirements are also applicable to all training aircraft.

3.13. Engine Blade Damage.

3.13.1. **(C-130J/AE2100D3 only)** . Upon discovery of blade damage, annotate AFTO form 781A, *Maintenance Discrepancy and Work Document* on a red diagonal. A propulsion 7-Level (2A671) or field level engineering expert will determine if the damage is outside the limits identified in the applicable job guide or technical data. Blade blending is not authorized on the AE2100D3 engines.

3.13.2. When damage is blended or been previously blended with no rework required, the applicable areas are coated/recoated with blue layout dye and annotated in the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

4. Lost Tool/Item Procedures.

4.1. Positive control and accountability of tools, equipment, and electronic devices used on aircraft parking, runway, hangars and taxi areas are essential for the elimination of FOD.

4.2. Supervisors ensure all assigned personnel are familiar with lost tool procedures. If an item/tool or a portion of a broken tool is discovered missing, notify 19 MXO/MOC and follow the instructions for Lost Tools I.A.W. AFI 21-101 19MXG_Sup.

4.3. For further responsibilities, definitions, accountability practices, and organization and CTK assignment listings, refer to 19AWI 21-108, *Wing Tool Control and Cyber Discipline*.

5. Vehicles.

5.1. Vehicles are potential FO/FOD hazards. Maintain all vehicles FO-free at all times. Check vehicles, tires, and magnetic FOD bars for cleanliness prior to use, at the beginning of each shift. If the vehicle requires an AF Form 1800 or 1807, annotate the vehicle FOD inspection in the "Others" section. If the vehicle leaves a paved surface or is driven through a construction site, an inspection of the tires and FOD bar are required. If used, tire debris removal tools must be attached to the key ring and marked IAW AFI 21-101. Vehicles involved in an actual emergency response are exempt from these tire checks. During hours of darkness, use a bright flashlight for this inspection.

5.2. FOD containers are required on forklifts and grove cranes that operate on the flight line. FOD bags and pouches are authorized for use in place of metal FOD containers.

5.3. Pintle hook pins of all types will be secured by cable and swage or chain to the pintle hook. Safety wire will not be used to secure pins. Pins will be installed in pintle hook at all times.

5.4. Magnetic FOD bars are highly recommended on all dispatch/expediter vehicles. Vehicles exempt from this requirement are as follows: Crash/recovery vehicles, mules/golf carts, tow vehicles, grove crane, forklifts, security forces vehicles, other special purpose vehicles, to include temporary vehicles due to maintenance being performed, and any vehicles not operated frequently on the flight line.

5.4.1. Due to safety concerns, install magnetic FOD bars on the back bumper of vehicles. Vehicles equipped with magnetic FOD bars on the front will have the bar moved to the back bumper through attrition.

5.4.2. Use FOD bars on GSA leased vehicles. Special paperwork or authorization is not required provided original holes in bumpers or frames are used. Any drilling requires prior authorization from GSA program coordinators.

5.4.3. Install FOD bars approximately 3"- 5" off the ground. Remove all FOD bars prior to turn in to vehicle maintenance and reinstalled immediately upon return.

5.5. All personnel who enter the flight line (includes maintenance, aircrew, petroleum oil and lubricant (POL), security forces, aerial delivery, airfield management, contractors, etc.) are responsible for ensuring vehicle/equipment cleanliness and removing any foreign objects they encounter. Keeping the flight line FO free is everyone's responsibility.

5.6. Vehicle operators will stop and perform a visual FOD inspection on all equipment, cargo, and tires prior to entering the flightline areas.

5.7. Failure to accomplish proper FO checks may result in temporary suspension of flightline driver's license AF IMT 483, *Certificate of Competency*, IAW LRAFB13-250.

5.8. Since everyone plays a role in FOD prevention they have the right/duty to suggest new and innovative ideas on prevention and detection methods as well as improvements to the FOD program. Submit these ideas to your respective wing FOD monitor.

6. Dropped Object Prevention.

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

6.2. DOP is the responsibility of all aircraft maintainers and operators.

6.2.1. Operators will:

6.2.1.1. Ensure equipment and loose items are secure before opening any door in flight.

6.2.1.2. Ensure panels opened during preflight are secured and closed.

7. Reporting and Investigations.

7.1. When a FOD or DO incident is discovered, unit supervision will immediately notify the MOC. The MOC will notify the applicable 19 AW/314 AW FOD/DOPP monitors and QA offices. Impound aircraft/engine as required IAW AFI 21-101 and applicable operating instructions. Each incident will be investigated using expertise in maintenance, safety, and other staff agencies as needed to determine the root cause.

7.1.1. The respective 19 AW/314 AW FOD/DOPP offices will accomplish all FOD and DO investigations. The unit discovering the incident will thoroughly complete LRAFB Form 80, *Cost Estimate Worksheet* and LRAFB Form 74, *Dropped Object Informational Worksheet*. Submit cost estimate and information worksheets the next duty day to the applicable 19 AW/314 AW FOD/DOPP offices. This time allotment ensures timely reporting to headquarters as required per AFI 21-101 and MAJCOM supplements. When possible, interview crewmembers prior to leaving debrief. Consult the Air Force Safety Center website at <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cF575FC8E240BBA87012497BE57EB1E54&programId=tF575FC8E240BBA8701249793D81F1E30&channelPageId=s6925EC13537F0FB5E044080020E329A9> "Hourly Labor Rates" chart for current rates.

7.2. The 314 AW FOD/DOPP office is responsible for any HQ AETC reporting and completion of the AETC Form 199, *Foreign Object Damage Incident Investigation*.

7.3. When material deficiency is determined to be the cause, or a suspected cause, the unit discovering the incident will submit a material deficiency report IAW TO 00-35D-54, *USAF Deficiency Reporting and Investigating System* (even when an exhibit is not available) within 5 working days to the 19 MXG/QA or 314 MXG/QA Product Improvement Office, as applicable.

7.4. Units will support investigating officials as requested.

7.5. For compressor FOD investigations where the impacting item is not easily identifiable, use the privately contracted forensic metal sampling process from Failure Analysis Service Technology or "FAST" sampling. This will be at the request of the owning wing FOD monitor. The owning wing is responsible for the cost of this service (approximately \$1,800).

7.6. Bird Strikes/BASH Reporting Procedures:

7.6.1. Immediately notify MOC once a bird strike has been identified.

7.6.2. Refer to QRC Checklist #10, *Bird Strike/Deer Strike/Lightning Damage*, for accidents/incidents involving an aircraft, vehicle, or support equipment.

8. Training.

8.1. Initial FOD prevention training for aircraft maintenance personnel will be conducted during maintenance orientation briefing and will include results from previous FOD/DOP investigations.

8.2. Recurring FOD/DOP training for aircraft maintenance personnel will be conducted during maintenance block training.

8.3. Unit and flight FOD/DOPP representatives will receive training on requirements associated with their position from their respective wing FOD/DOPP monitor.

9. FOD/DOP Program Management.

9.1. The 19 AW/314 AW FOD/DOPP monitor will perform duties of the 19 MXG/314 MXG QA as an augmentee. They will conduct and document spot checks, and FOD assessments in/around the flight line and maintenance areas.

9.2. Determine FOD assessments by the 19/314 MXG/QA Routine Inspection Listing.

9.2.1. Spot inspections and assessments will cover, but are not limited to, the following areas: awareness board (content and condition), prevention (sweeper utilization and condition), housekeeping (shop, aircraft, tool control, hardware control, etc.), CTK (FOD in tool boxes, support equipment electrical receptacles capped/plugged, sweeper log (if applicable)), lost tool log, vehicles (FOD bars, cleanliness, and FOD containers), and aircraft (use of intake plugs, tubing, and electrical caps/plugs, pitot tube covers, streamers, and throttle quadrant covers).

9.2.2. Annotate spot inspections and assessments in the applicable 19/314 MXG/QA databases and incorporate into the 19/314 MXG MSEP briefing.

9.2.3. Keep all inspection documentation on file with the applicable QA office.

9.2.4. The 19 AW/314 AW FOD/DOPP monitors will develop and monitor FOD/DOP training programs with necessary changes.

9.3. FOD/DOPP alternate. A FOD/DOPP alternate from the 19/314 MXG/QA is assigned in writing to the applicable FOD/DOPP monitor. The FOD/DOPP alternate is approved by the respective AW/CV. The FOD/DOPP alternate will perform all 19 AW/314 AW FOD/DOPP duties and responsibilities in the absence of the FOD/DOPP monitors.

9.4. Unit FOD representatives. The following units are required to have FOD representatives: 314 AMXS, 314 MXG/QA, 314 AW/SE, 913 AG, 913 MXS/QA, 19 MXS, 19 CES, 19 LRS, 19 SFS, 373 TRS, 19 AW/SE, 19 MXG/QA, 19 AMXS, 19 MXO, 19 OSS, 41 AS, 61 AS, and 62 AS.

9.5. Unit commanders will appoint all primary and alternate FOD/DOPP representatives and forward the name, grade, office symbol, and duty extension of those individuals in the form of an appointment letter to the 19/314 AW/CVF FOD offices. Additional flight FOD representatives are required for units/flights with geographically separated sections (Aero

Repair (A/R), support section, inspection docks, fuels maintenance section, wash rack, corrosion, etc). Unit/flight representatives are required to perform the following duties:

9.5.1. Inform sections within unit of potential FOD/DO hazards, trends, and prevention practices specific to their AOR. Ensure widest dissemination of information provided by the wing FOD prevention monitor such as flashes, reports, minutes, posters, visibility boards, videos, etc.

9.5.2. Maintain current FOD/DOPP awareness board items:

9.5.2.1. Required awareness board items:

9.5.2.1.1. Respective 19 AW/314 AW FOD/DOPP monitor picture sheet.

9.5.2.1.2. Squadron/Flight FOD representative picture sheet(s).

9.5.2.1.3. Current Quarterly FOD/DOPP grams (in color if available).

9.5.2.1.4. FOD Posters on board and in work area (in color if available).

9.5.2.2. Optional awareness board items include but are not limited to:

9.5.2.2.1. Wing/Squadron/Flight incentive program award winners.

9.5.2.2.2. FOD/DOPP related news/magazine articles.

9.5.2.2.3. FOD Walk slides.

9.5.2.2.4. FOD/DOP incidents.

9.5.3. Brief personnel monthly on updated or significant information (i.e. FODs, DOs, and instruction changes), and on trend information found within the respective AOR or on the FOD walk slides. FOD walk slides and a recommended monthly briefing sheet are found on the 19 AW/314 AW FOD/DOPP SharePoint web pages (<https://usaf.dps.mil/sites/FOD-DOPP/SitePages/Home.aspx>) and distributed monthly by the wing FOD/DOPP Monitors. Document briefings on a locally developed document and include the following information: Name and rank of briefer and date. The unit/flight FOD monitor will then upload this information on the SharePoint site NLT the last day of each month. Start new documentation at the end of each fiscal year.

9.5.4. Monitor and ensure unit FOD sweeper usage if applicable (see [paragraph 3.10](#)).

9.5.5. Assist wing FOD/DOPP monitor with investigations as requested (see [paragraphs 7.1.1](#)).

9.5.6. Conduct and document a minimum of one spot-check per duty week within the unit/flight. Document all spot checks within the FOD SharePoint site on a locally developed electronic form to include the following information: Inspector, date, and findings. Weekly findings are to be used during the monthly unit/flight briefings. Ensure all documentation is complete and uploaded into the FOD SharePoint site by the end of each month. Start new documentation at the end of each fiscal year.

9.5.7. When requested, attend quarterly and/or monthly FOD/DOP program committee meetings.

10. FOD Prevention Incentive Program.

10.1. The FOD Prevention Incentive Program requires active involvement at both the organizational and individual levels. The intent of this program is to recognize and reward personnel for outstanding contributions in the prevention of FOD, and to increase program awareness. All awards are subject to change due to availability of gifts, sponsors, and adjustments implemented to the program. Suggested awards are as follows:

10.1.1. Quarterly FOD Prevention Poster. 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 and fit on a standard 8½" x 11" paper or electronic equivalent. If aircraft are depicted on the poster, they must be of the type locally assigned. The AW/CV will vote on the winning poster. All entries are due to the respective wing FOD monitor NLT the last day of the quarter.

10.1.2. FOD Walk Golden Bolt Award. This award is intended to indicate the effectiveness of FOD walks. The golden bolt will be placed weekly throughout the flightline and off-equipment areas during the wing level FOD walks. Recognition is awarded to individuals for their vigilance. The golden bolt will be controlled through the QA CTK program. Liaised

10.1.3. FOD Fighter of the Month/Quarter. Awarded to individuals for above-and- beyond support of the FOD program. Nominees are submitted by their supervision or FOD/DOPP monitors and chosen based upon their overall performance.

10.1.4. Eagle Eye Award. Presented to individuals for their efforts in detecting FO's and preventing potential FOD mishaps. For award submission, report to the FOD Office (located within the QA office) with the found FOD item. Additional information will be gathered at that time; i.e. when, where, contact information, etc.

10.2. Eagle Eye Award. Presented to individuals for their efforts in detecting FO's and preventing potential FOD mishaps. For award submission, report to the FOD Office (located within the QA office) with the found FOD item. Additional information will be gathered at that time; i.e. when, where, contact information, etc.

JOHN M. SCHUTTE, Colonel, USAF
Commander

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

AFI 21-101, *Maintenance Management of Aircraft*, 15 January 2020

AFI 21-101 19MXG_Sup, *Maintenance Management of Aircraft*, 21 May 2019

AFI 91-204, *Safety Investigations and Reports*, 26 April 2018

19 AWI 21-108, *Wing Tool Control and Cyber discipline*, 16 December 2020

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, 01 September 2015

Prescribed Forms

LRAFB Form 74, *Dropped Object Investigation Worksheet*

LRAFB Form 80, *Cost Estimate Worksheet*

Adopted Forms

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

AETC Form 199, *Foreign Object Damage Incident Investigation*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Personnel Directive

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

AMXS—Aircraft Maintenance Squadron

AOR—Area of Responsibility

A/R—Aero Repair

AS—Airlift Squadron

AW—Airlift Wing

BASH—Bird/wildlife Aircraft Strike Hazard

CEMS—Comprehensive Engine Management System

CES—Civil Engineering Squadron
CTK—Composite Tool Kit
CV—Vice Commander
CVF—Wing FOD Monitor
DO—Dropped Object
DOP—Dropped Object Prevention
DOPP—Dropped Object Prevention Program
EMB—Engine Management Branch
FAST—Failure Analysis Service Technology
FO—Foreign Object
FOD—Foreign Object Damage or Foreign Object Debris
GSA—General Services Administration
IAW—In Accordance With
LCL—Local Checklist
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MOC—Maintenance Operations Center
MSEP—Maintenance Standardization and Evaluation Program
MXG—Maintenance Group
MXO—Maintenance Operations
MXS—Maintenance Squadron
NLT—No Later Than
NSN—National Stock Number
OG—Operations Group
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
POL—Petroleum Oil and Lubricant
PPE—Personal Protective Equipment
QA—Quality Assurance
QRC—Quick Reference Checklist
SE—Safety
SFS—Security Forces Squadron

TO—Technical Order

T/A—Transient Alert

TRS—Training Squadron