

**BY ORDER OF THE COMMANDER
MARCH AIR RESERVE BASE**

**MARCH AIR RESERVE BASE
INSTRUCTION 21-104**



12 JULY 2017

Maintenance

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 452 MXG/MXQ

Certified by: 452 MXG/CC
(Col James L. Hartle)

Supersedes: MARCHARBI21-104,
20 September 2013

Pages: 14

This publication implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*; AFI 91-204, *Safety Investigations and Reports*; and TO 00-35D-54, *USAF Deficiency Reporting, Investigation, Resolution*. These higher headquarters publications must be read and adhered to in conjunction with this instruction. This Instruction applies to March Air Reserve Base Units, Tenants and the Air National Guard (ANG) Units except where noted otherwise) who prepare, manage, review, certify, approve, disseminate and/or use official Air Force Instructions., Air National Guard (ANG), except where noted otherwise Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See [Table 1.1](#) for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 publication has been revised to clarify the frequency and AOR for 452 MXS, 752 AMXS and 452 AMXS FOD walks. This version incorporates requirements of AFI 21-101. This revision uses the word “agency” to mean all entities having personnel who work on or traverse areas on the flight line side of the Graeber Street wall. Revised **paragraph 1** to add **sub paragraph 1.2**. Revised **paragraph 4** from Jet engine FOD prevention to Tenant unit FOD prevention responsibilities. Revised **paragraph 5** from Aircraft Towing FOD Prevention to Jet engine FOD prevention and added **sub paragraph 5.4**. Revised **paragraph 6** from Parts Control to Aircraft Towing/Taxi FOD Prevention. Revised **paragraph 7** from Maintenance Practices to Parts control. Revised **paragraph 8** from Personal Items to Maintenance Practices. Revised **paragraph 9** from Agency FOD prevention NCO/Representative Responsibilities to Personal Items. Revised **paragraph 10** from Vehicle and Equipment Requirements/Operations to Agency FOD Prevention NCO/Representative Responsibilities. Revised **paragraph 11** from Procedures for FOD Incidents on March ARB to Vehicle and Equipment Requirements/Operations. Revised **paragraph 12** from Procedures for FOD incidents Away from March ARB to Procedures for FOD Incidents on March ARB. Revised **paragraph 13** from Procedures for FOD Incidents Involving Transient Aircraft to Procedures for FOD incidents Away from March ARB. Revised **paragraph 14** from Maintenance Operations Center (MOC) FOD Responsibilities to Procedures for FOD Incidents Involving Transient Aircraft. Revised **paragraph 15** from Procedures from Lost Item/Tool in Flight Station/Flight Deck to Maintenance Operations Center (MOC) FOD Responsibilities. Revised **paragraph 16** from Procedures for Bird/Wildlife Strike to Procedures from Lost Item/Tool in Flight Station/Flight Deck. Revised **paragraph 17** from MOC Bird/Wildlife Strike Responsibilities to Procedures for Bird/Wildlife Strike. Revised **paragraph 18** from FOD Walks and Areas of Responsibility to MOC Bird/Wildlife Strike Responsibilities. Revised **paragraph 19** from Golden Bolt Award to FOD Walks and Areas of Responsibility. Revised **paragraph 20** from FOD/DOP Prevention Committee Meeting to Golden Bolt Award. Revised **paragraph 21** from DOP Program to FOD/DOP Prevention Committee. Revised **paragraph 22** from 452 AMW DOP Program Monitor Responsibilities to DOP Program. Revised **paragraph 23** from Group Commander/Agency Responsibilities to 452 AMW DOP Program Monitor Responsibilities. Revised **paragraph 24** from 452 MXG MOC DOP Program Responsibilities to Group Commander/Agency Responsibilities. Revised **paragraph 25** from Squadron/Agency DOP Program Responsibilities to 452 MXG MOC DOP Program Responsibilities. Revised **paragraph 26** from Procedures for Dropped Object (DO) Incidents at March ARB to Squadron/Agency DOP Program Responsibilities. Revised **paragraph 27** from TA Maintenance Dropped Object Procedures at March ARB to Procedures for Dropped Object (DO) Incidents at March ARB. Revised **paragraph 28** from Procedures for DO Incidents Away from March ARB to TA Maintenance Dropped Object Procedures at March ARB. Revised and added **paragraph 29** Procedures for DO Incidents Away from March ARB. Revised **Table 1** to clarify AOR for 452 AMXS, 452 MXS, 752 AMXS and 144 FW det.

1. Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) Program.

1.1. The 452 AMW vice wing commander (452 AMW/CV) will serve as the Base FOD Prevention Program Manager and will appoint the Base FOD/DOP Program Monitor.

1.2. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, flight line munitions, AGE, engines, or components thereof will comply with FOD prevention.

2. Base FOD Monitor Responsibilities.

2.1. Prepare and present a FOD summary during FOD Prevention Committee meetings.

2.2. Prepare and e-mail a monthly FOD report to the FOD Prevention Committee members.

2.3. Serve as the base focal point for FOD prevention, investigation and reporting.

2.4. Develop a program to conduct and document spot inspections of the airfield weekly to ensure all areas of the airfield are inspected at least once a quarter.

3. Squadron/Agency FOD Responsibilities.

3.1. Squadron commanders/agency supervision or designated representatives attend FOD/DOP Prevention Committee meetings.

3.2. Maintenance operations and base support squadrons and agencies whose personnel perform duties in, on or around aircraft, munitions, aerospace ground equipment or components thereof will appoint a primary and alternate FOD Prevention NCO (SSgt or above) or civilian equivalent in writing and forward the appointment letter to the Base FOD/DOP Program Monitor (452 MXG/MXQ).

3.3. The designated FOD Prevention NCO may assist the FOD monitor with an in-depth inspection to determine the cause of a FOD incident. *EXAMPLE*: materiel failure, not following directive, etc.

3.4. Agencies owning or maintaining aircraft hangars or other flight line facilities must develop procedures to keep the facilities free of foreign object(s) (FO).

3.5. Ensure personnel receive both initial and annual refresher FOD training.

3.6. Each agency represented on the FOD/DOP Prevention Committee, except for wing safety, will develop procedures pertaining to its activity, if not covered herein.

3.6.1. Agencies will develop checklists or forms pertaining to their program compliance, establish a FOD control procedure within their activity, ensure deficiencies are corrected and report deficiencies to the Base FOD Monitor for assistance, if corrective actions cannot be accomplished within the organization.

4. Tenant Unit FOD Prevention Responsibilities.

4.1. The host base FOD Prevention Program Manager will incorporate tenant units in the host unit program.

4.2. Tenant units should establish their own FOD Prevention Program, but will still participate in the host program and comply with host program requirements.

5. Jet Engine FOD Prevention.

5.1. Aircraft engine inlet, exhaust and pitot covers shall be installed for any aircraft not scheduled to fly within 48 hours or as directed in applicable technical orders.

5.2. Prior to and after ground maintenance runs and any engine inlet and exhaust maintenance, the inlet and exhaust will receive a FOD inspection. Inlet and exhaust inspections will be documented with a Red X symbol in the AFTO Form 781A/appropriate aircraft forms.

5.3. A protective mat must be in place prior to any entrance into an engine inlet. All jewelry and Restricted Area badges will be removed and pockets emptied of all contents prior to entrance into engine inlet/exhaust. A pocket-less, zipper-less, button-less “bunny” suit will be worn whenever physical entry into an aircraft intake/inlet or exhaust is required.

5.4. Uninstalled engines will be properly covered at all times, except to facilitate maintenance and inspection.

6. Aircraft Towing/Taxi FOD Prevention.

6.1. All users of maintenance hangars will perform a FOD walk across the hangar floor before any aircraft is towed in or out.

6.2. Maintenance personnel will conduct a FOD walk before and after an aircraft is taxied or towed on or off a parking spot, to include taxi line forward and aft of the parking area, as required.

7. Parts Control.

7.1. Ensure FOD pouches (plastic/cloth) are available and used to control hardware during maintenance.

7.2. Parts bags will be on hand and utilized when removing any screws or fasteners and be attached to associated equipment, and, marked pertaining to the aircraft or equipment.

8. Maintenance Practices.

8.1. Ensure all work tasks, regardless of location, include a thorough cleanup as part of that task.

8.2. All openings, ports, lines, hoses, electrical connectors (i.e. cannon plugs), and ducts that have been removed, cannibalized or exposed will be properly plugged, capped or covered to prevent FO from entering the systems. This also applies to on-aircraft engines, uninstalled engines, LRUs and AGE.

8.3. All removed aircraft panels will have associated compartments inspected for foreign objects before closing panels.

9. Personal Items.

9.1. Wigs, hairpieces, metal hair fasteners, earrings or any other jewelry that may fall off without notice are not authorized on the flight line.

9.2. Jewelry is not authorized on the flight line or industrial areas. **EXCEPTION:** Watches may be worn unless prohibited by technical order. (Non-metallic watches preferred).

9.3. **(MXG only)** : Restricted Area badges will be secured with a subdued non-metallic nylon/cotton cord or armband when worn on the flightline by MXG personnel.

9.4. Hats are authorized for wear on the flight line, but will not be worn within the danger area of an operating engine or APU.

9.5. Glass containers (other than those in sample kits and cleaning kits) are prohibited on the flight line.

9.6. Air Force approved personal hydration packs are authorized for use on the flight line; however, they are not authorized inside the engine intake or exhaust.

9.7. Personal cell phones and other electronic devices on the flight line or in maintenance work areas will only be used for official/authorized business. Cell phones will not be used while actively performing maintenance. While performing maintenance actions, electronic devices not required in the performance of maintenance shall be powered off. Placing these devices in the silent or vibrate mode does not satisfy this requirement. This restriction does not apply to personnel performing maintenance management duties (e.g. Pro Super, Expediter), or official duties while TDY. Personnel will also comply with restrictions in TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*; AFMAN 91-201, *Explosive Safety Standards*; AFI 91-207, *The USAF Traffic Safety Program*; AFI 31-218, *Motor Vehicle Traffic Supervision*; AFMAN 33-282, *Computer Security (COMPUSEC)*; and aircraft and equipment TOs.

10. Agency FOD Prevention NCO/Representative Responsibilities.

10.1. Serve as the squadron/agency focal point for FOD prevention and reporting.

10.2. Organize and conduct each monthly FOD walk. Maximum participation is required by all personnel to adequately inspect the assigned area.

10.3. Must notify the Base FOD Program Monitor when FOD walks will be conducted. Notification must be made via e-mail to 452MXG.MXQ@US.AF.MIL.

10.4. Ensure personnel participating in FOD walks have appropriate personal protective equipment and have a flight line authorization badge or are escorted while on the flight line.

11. Vehicle and Equipment Requirements/Operations.

11.1. Pintle hook security pins with retaining chain/cable will be installed in the pintle hook receptacle at all times.

11.2. Vehicle operators are responsible for monitoring and emptying the FO container and to ensure all FO is removed from the vehicle prior to each work shift.

11.3. Prior to entering the airfield, and at all FOD checkpoints, all vehicle operators will perform a tire FOD inspection and removal. To conduct a rolling FOD check, the vehicle operator MUST enter vehicle and “close ALL doors” prior to placing the vehicle in drive to rotate tires the minimum distance necessary to finish the FOD check. Ensure all onboard items are secure so as not to produce a FOD occurrence. All airfield drivers must adhere to MARCHARBI 13-213, *March Airfield Flightline Driving Program*, requirements.

11.3.1. AGE towing vehicles may be placed in “park” (neutral for manual transmissions) with parking brake set and engine left running during equipment hitching and unhitching operations, and during FOD checks.

11.3.2. EXCEPTION: Vehicles with equipment that may be damaged or degraded may keep engines running; however, driver must set parking brake, place the transmission in neutral or park as appropriate and chock the rear wheels. Units requiring this exception will notify Airfield Management and 452 MXG/MXQ via memorandum with supporting documentation.

11.4. Individuals using powered and non-powered aerospace ground equipment (AGE) are responsible for ensuring there is no foreign object (FO) left on them after use, to include emptying FO containers attached to equipment.

11.5. Personnel performing any type of activity, operation or maintenance action in or around aircraft, munitions, aerospace ground equipment or components thereof shall practice good housekeeping and ensure all trash, loose hardware and other FOs are removed when the activity is complete. Remove all FOs from CTKs after completion of maintenance.

11.6. Building managers of activities located within aircraft operating areas are responsible to ensure a FOD free environment. Outside areas will be kept free of FOD producing items/conditions. Only covered trash receptacles will be used. Containers will only be filled to a level that will allow covers to be completely closed at all times.

12. Procedures for FOD Incidents on March ARB.

12.1. In the event of a FOD incident other than minor sand nicks or scratches (Exception: for FOD due to bird/wildlife strike, see paragraph 16, procedures for bird/wildlife strike), the production superintendent/agency supervisor will notify the 452 MOC and obtain a job control number. MOC will then notify the Base FOD Program Monitor and QA prior to any repair actions being initiated. The production superintendent/agency supervisor will also ensure an AFRC Form 42 is initiated and forwarded to the Base FOD Monitor and QA.

12.2. The squadron/agency FOD Prevention NCO/civilian equivalent will notify their squadron commander/agency manager and affected maintenance supervision of the FOD incident as soon as possible.

12.3. The squadron/agency FOD Prevention NCO/civilian equivalent will assist the program monitor with the investigation.

12.4. The work center involved in the investigation or repair will ensure evaluated or repaired FOD damage is documented on the AFTO Form 95 or appropriate aircraft form. Tenants/Agencies will also follow their respective directives on FOD recording and reporting and will provide a courtesy copy to the base FOD monitors.

13. Procedures for FOD Incidents Away from March ARB.

13.1. When a FOD incident takes place at a location other than March ARB, mission essential personnel (MEP) or a crew member, if no MEP is present, will inform the host base of the incident. The host base will investigate the incident and initiate the report.

13.2. The MEP, or selected crew member, will notify the home station MOC as soon as possible, to include faxing or e-mailing the completed report (AFRC Form 42).

13.3. The MEP, or selected crew member, will provide updates to the MOC whenever new information on the FOD incident is uncovered.

14. Procedures for FOD Incidents Involving Transient Aircraft (TA).

14.1. In the event of a FOD incident, the responsible on-shift TA supervisor will notify the 452 MOC and obtain a job control number. The TA supervisor shall enter the discrepancy in the aircraft forms.

14.2. The TA supervisor shall ensure an AFRC Form 42 is initiated and will contact the Base FOD Monitor and QA to investigate the incident.

15. Maintenance Operations Center (MOC) FOD Responsibilities.

15.1. The MOC will run a quick reaction checklist (QRC) for foreign object damage/dropped object prevention when a FOD or suspected FOD incident occurs.

15.2. The MOC will dispatch the FOD monitor/QA representative to investigate the source of the FO and take photographic documentation (as needed) for the FOD report. Corrective action cannot begin until authorized by QA.

16. Procedures for Lost Item/Tool in Flight Station/Flight Deck.

16.1. All aircrew and maintenance members must account for all personal items prior to and after each flight and ensure any items that become lost during flight or maintenance activities are documented in the aircraft AFTO 781A.

16.2. All personnel will be aware of cockpit foreign objects and potential hazards at all times (Example: loose hardware, any related parts missing or loose, all crew equipment) and take necessary actions to correct any discrepancies.

16.3. When an item/tool is lost on the aircraft and not found within one hour of searching, the following actions will be required before the aircraft is released:

16.3.1. Enter a Red X, with a specific type/description, of the lost tool/item in the aircraft 781A forms.

16.3.2. Conduct a thorough search of the last known area. Move or remove any applicable panels, equipment, throttle guards, seats and necessary boxes to facilitate the search. Certified borescope operators may use a flexible borescope to locate lost/missing tool/item if required.

16.3.3. MOO/MX SUPT shall determine when the search may be discontinued. Ensure documentation is accomplished and a completed AFRC Form 174 is forwarded to the QA office 452MXG.MXQ@US.AF.MIL.

17. Procedures for Bird/Wildlife Strike.

17.1. Bird/wildlife strike damage must be investigated and reported to higher headquarters by the 452 AMW Safety office. The following procedures will be followed IAW AFMAN 91-223 *Aviation Safety Investigations and Reports*:

17.2. Upon discovery of a bird strike to an engine intake area, a Red X entry will be placed in the aircraft forms, requiring an inlet inspection by a qualified technician. Particular attention is required to the leading edges of first stage compressor blades (N2). The 452 MOS/MOC, 452 AMW Flight Safety office, SSI/OSAA (Airfield Management), 452 MXG QA/FOD Program Monitors must be notified.

17.3. Bird remains will be collected for type matching. Contact the 452 AMW/SEF for disposition of collected remains. Water, bleach/cleaners should not be used to collect samples

of bird remains. Alcohol swabs or alcohol solution is an approved method to recover remains.

18. MOC Bird/Wildlife Strike Responsibilities.

18.1. The MOC shall run QRC for bird strike when an incident or suspected incident occurs.

18.2. If damage is found, the MOC will dispatch QA to investigate and photograph the damaged area before any corrective action can begin.

19. FOD Walks and Areas of Responsibility.

19.1. FOD walk frequency and areas of responsibility can only be changed with the concurrence of the Base FOD Monitor. A memorandum signed by 452 AMW/CV will be required if changes need to be made.

19.2. FOD walks are mandatory to remove FO from ramps, runways, maintenance areas and access roads, and, at a minimum, will be performed on a monthly basis

19.3. All foreign objects recovered during FOD walks will be deposited into the FOD receptacle behind Bldg 355 at the south end, adjacent to the drive through gate. The March ARB FOD Collection Form, found in the M-drive at M:\452 MXG\452 MXG Documentation\MXGIs\Worksheets and Forms, will be affixed securely and must be filled out in its entirety.

19.4. Monthly, Base FOD Monitors/452 MXG QA personnel will observe randomly chosen FOD walks in progress.

19.5. Sweeper requests for areas other than those on the schedule will be submitted through the Base Airfield Operations contractor.

19.6. Flight line FOD walk areas of responsibility are as follows in [Table 1](#).

Table 1. Flight Line FOD Walk Areas of Responsibility.

452 AMXS	P, R, S, T, U rows and Wash Racks 1 & 2.
452 MXS	A, B, C, areas around hangars 2303, 2306, 2312 and flight line side of
752 AMXS	D, E, F, and G rows.
144 FW (F-16)	Alert Area and areas around buildings 2317, 2336, 2337 2345, 2334.
Customs	I row and adjacent flight line road.
452 OSS/OSAA	L and K rows and adjacent flight line road.
452 APSF	JI Yard and adjacent flight line road.
Transient Alert	J row and adjacent flight line road.
Aero Club	H row and adjacent flight line road.

20. Golden Bolt Award.

20.1. The Base FOD Program Monitor or QA representative may elect to place a FOD “golden bolt” in or near a work area. The purpose of this golden bolt is to test the quality of the FOD walk.

20.2. Individuals who find the golden bolt will return it to the Base FOD Monitor or designated representative immediately upon the completion of the FOD walk. These individuals are eligible to receive the Golden Bolt Award.

21. FOD/DOP Prevention Committee Meeting.

21.1. FOD Prevention Committee Meeting. This meeting is mandatory for units that exceed the MAJCOM-established standard.

21.1.1. C-5, C-17, C-130H/J, WC-130J, C-40, and KC-135 standard is 3.0 incidents.

21.2. Units will conduct monthly FOD Prevention Committee Meetings whenever the unit exceeds the MAJCOM standard. Meetings will continue until the unit goes three consecutive months without exceeding the standard. The FOD meeting, if required, may be combined with other meetings.

21.3. FOD rates are computed by MDS as follows: Number of Preventable FODs (damage exceeding \$50K) ÷ Aircraft Flying Hours X 10,000 = FOD Rate. **Note:** ALCs compute FOD rates as follows: Number of Preventable FODs (damage exceeding \$50K) ÷ Aircraft Flying Hours X 1,000 = FOD Rate. ALCs compute aircraft flying hours by using acceptance flights, functional check flights, ground runs, and the number of un-installed ETS starts.

21.4. Base FOD/DOP Prevention Committee meetings ensure the FOD prevention program is sound and meeting base needs. Minimum attendee representation is all Group Commanders, Director(s), Commanders of units with maintenance personnel, Safety, CE, Airfield Manager, Security Forces, Heads of Tenant and contract agencies with personnel who perform work in or traverse any flight line/aircraft parking or maintenance area or their designated representatives. The chairperson designates additional attendees (e.g., agencies, detachments) as required.

22. Dropped Object Prevention (DOP) Program.

22.1. The 452 AMW/CV will serve as the DOP Program Manager.

23. 452 AMW DOP Program Monitor Responsibilities.

23.1. Take photos of the location on the aircraft of the dropped object (DO) damage.

23.2. Prepare and present a DO summary during FOD/DOP Committee meetings.

23.3. Ensure any DO report that resulted in a finding of material failure includes verification that a deficiency report was submitted.

24. Group Commander/Agency Responsibilities.

24.1. Ensure personnel who operate, maintain or service aircraft receive initial and annual DOP Prevention training.

24.2. Ensure all units that fly, service, or maintain aircraft develop a DOP program.

25. 452 MXG Maintenance Operations Center MOC DOP Program Responsibilities.

25.1. The MOC will run the QRC for Dropped Object Damage/Dropped Object Prevention Program when a DO or suspected DO incident occurs.

25.2. The MOC will notify the DOP program monitor/QA.

26. Squadron/Agency DOP Program Responsibilities.

26.1. Commanders/agency supervision will appoint a primary and alternate DOP monitor in writing and forward the appointment letter to the Base DOP Monitor (452 MXG/MXQ).

26.2. The squadron/agency DOP monitor helps the base DOP Program Monitor perform investigations, collect data and recommend preventative measures to squadron/agency and group commanders.

27. Procedures for Dropped Object (DO) Incidents at March ARB.

27.1. Anyone suspecting a dropped object will immediately notify their respective production superintendent/agency supervisor. *NOTE:* No maintenance of any type will be accomplished in the DO area until the DOP monitor/QA has investigated the incident.

27.2. The production superintendent/agency supervisor will notify the 452 MOC of the DO and obtain a job control number immediately upon discovery. The production superintendent/agency supervisor will ensure the DO is written up in the aircraft forms and notify the squadron/agency DOP monitor.

27.3. The squadron/agency DOP monitor will perform a preliminary DO investigation using the March ARB Dropped Object Reporting Checklist, found in the M-drive at M:\452 MXG\452 MXG Documentation\MXGIs\Worksheets and Forms. When material failure or design deficiency is determined, or a suspected cause, the owning unit will submit a quality deficiency report to the 452 MXG QA office in accordance with TO 00-35D-54. When trends are identified, the QA office will initiate referral reports to ensure actions are taken to correct the problem.

27.4. Squadron/agency maintenance supervision shall verify that the preliminary findings are technically accurate prior to submitting the March ARB Dropped Object Reporting Checklist to the 452 MXG DOP Program Monitor.

27.5. Findings shall be faxed, e-mailed or delivered to the 452 MXG DOP Program Monitor within 24 hours of a DO incident.

27.6. Tenants/Agencies will follow their respective directives on DOP reporting and will provide a courtesy copy to the base DOP monitors.

28. Transient Aircraft (TA) Maintenance Dropped Object Procedures at March ARB.

28.1. The on-shift TA supervisor will notify the MOC to obtain a job control number and ensure the DO is written up in the aircraft forms. MOC will then notify the Base DOP Monitor of the DO.

28.2. TA Maintenance will fill out the March ARB Dropped Object Reporting Checklist as soon as possible and e-mail 452MXG.MXQ@US.AF.MIL, FAX or deliver it to a 452 MXG MOC, 452 MXG QA as soon as possible.

28.3. The Base DOP Program Monitor/QA will review the March ARB Dropped Object Reporting Checklist for accuracy before forwarding to the aircraft's home station.

28.4. The Base DOP Program Monitor/QA will brief the 452 MXG CC or his designated representative before forwarding the DO report to the aircraft's home station.

29. Procedures for DO Incidents Away from March ARB.

29.1. Operational crew members or MEP will ensure the on-station QA office and MOC are notified of the DO.

29.2. Operational crew members or MEP will contact the home station MOC and provide as much information as is available. Provide photographs when possible.

RUSSELL A. MUNCY, Brig Gen, USAF
Commander, 452d Air Mobility Wing

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

AFPD 21-1, *Air and Space Maintenance*, 29 October 2015

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015 AFI 91-204, *Safety Investigation and Reports*, 12 February 2014

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

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

TO 00-35D-54, *USAF Deficiency Report, Investigation, Resolution*, 1 September 2015

Adopted Forms

AFRC Form 42, *Foreign Object Damage (FOD) Mishap Investigation Report*

AF Form 847, *Recommendation for Change of Publication*

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

AFTO Form 95, *Historical Data*

AFRC Form 174, *Lost Tool/Object Report*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AF IMT—Air Force Information Management Tool

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSHSTD—Air Force Safety and Health Standard

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMXS—Aircraft Maintenance Squadron

AMW/CV—Vice Wing Commander

APU—Auxiliary Power Unit

ARB—Air Reserve Base

AMW—Air Mobility Wing

Bldg—Building

CE—Civil Engineering

CTK—Consolidated Tool Kit
CV—Vice Commander
DO—Dropped Object
DOP—Dropped Object Prevention
FO—Foreign Object
FOD—Foreign Object Damage
FW—Fighter Wing
HSC—Home Station Check
ISO—Isochronal Inspection
MARCHARBI—March Air Reserve Base Instruction
MEP—Mission Essential Personnel
MOC—Maintenance Operations Center
MOO—Maintenance Operations Officer
MOS—Maintenance Operations Squadron
MX—Maintenance
MXG—Maintenance Group
MXG/CC—Maintenance Group Commander
MXG/MXQ—Maintenance Group Quality Assurance
MXS—Maintenance Squadron
NCO—Noncommissioned Officer
OI—Operating Instruction
OPR—Office of Primary Responsibility
OSAA—Operations Squadron Airfield Administration
PRO SUPER—Production Superintendent
QA—Quality Assurance
QRC—Quick Reaction Checklist
RDS—Records Disposition Schedule
REFURB—Refurbishment Inspection
SEF—Flight Safety Office
SSI—Satellite Services, Incorporated
SUPT—Superintendent
TA—Transient Aircraft

TAS—Tool Accountability System

TO—Technical Order