BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE

ROBINS AIR FORCE BASE
INSTRUCTION 21-112

19 AUGUST 2021
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Maintenance

LOGISTICS
MAINTENANCE MANAGEMENT

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This instruction implements AFI21-101_AFMCSUP_ADDENDUM_A, Non Standard Organization (NSO) Logistics Maintenance Management and AFSCMAN21-102, Depot Maintenance Management. The provisions of this instruction are directive upon units assigned and attached to RAFB. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate function's chain of command. Ensure that all records created as a result of the process prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been revised with minor changes. Units that are no longer assigned to Robins AFB have been removed. Wing and group level FOD spot check interval was adjusted. The Eagle Eye program was removed and references updated.

1. Purpose.

1.1. The ABW/CV shall ensure an effective Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) program is established which addresses, at a minimum: capping, plugging, covering, controlling, reporting, accounting, investigating, and inspecting. The FOD program must also outline flightline requirements, oversight responsibilities, training and standardized terminology. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, aerospace ground equipment (AGE), engines, or components thereof shall comply with FOD prevention. See **Attachment 1** for a glossary of references and supporting information.

1.2. Each organizational commander, civilian leader, deputy or equivalent, responsible for storing, producing, maintaining or regenerating aerospace vehicles, products, ground support and/or test equipment including systems and/or subsystem components will ensure supplemental guidance is established addressing specific FOD prevention needs when required to expand upon these and higher level FOD prevention program procedures, policies, and requirements while having a presence in these areas.

2. Dropped Object Prevention.

2.1. ABW Installation Dropped Object Prevention (DOP) Program Manager will establish supplemental DOP program guidance as necessary. Contact information on the locally developed visual aid will include that of RAFB, 78th Air Base Wing (78 ABW) or tenant unit (as applicable), group and squadron DOP Focal Points (FP) (as applicable).

2.2. Definition: Dropped Object.

2.2.1. A dropped object is any aircraft part, component, surface, aerospace platform hardware, or other item which falls, or is lost during aircrew operations, unless intentionally jettisoned from engine start to engine shutdown.

2.3. Reporting.

2.3.1. Any delay in reporting a dropped object could result in death or damage to aircraft and/or equipment as object may be lying on the airfield in the path of an aircraft taxiing/landing/taking off.

2.3.2. Local Reporting. Anyone who observes a condition which appears to have resulted in a dropped object will contact the appointed supervisor (at that present time) of the affected aircraft.

2.3.2.1. The supervisor will in turn contact applicable operations center, which will immediately notify 78 OSS Airfield Management Operations (AMOPS) at 468-2114 or via base land mobile radio on the tower net, of a possible Foreign Object (FO) on the taxiways/runway.

2.3.2.2. Any dropped object incident involving (1) potential or known release of hazardous materials or (2) suspected or known reportable release (e.g., containers of lubricant, hydraulic fluid, or industrial solvents) shall be reported to 78 ABW/CE Environmental Management or after hours to 78 ABW Fire Department.

2.3.2.3. AMOPS will accomplish a cursory inspection of the areas concerned. The applicable operations center will notify 78 ABW/SE of possible FO. When an instance of a dropped object is discovered by Transient Alert (TA), TA will notify the affected aircraft commander (pilot) and AMOPS.

2.3.3. Formal major command (MAJCOM) Reporting. See **paragraph 3.11** for formal reporting requirements.

2.3.4. Quarterly Report. Units with flying operations at RAFB will submit quarterly DOP program data to the Installation Dropped Object Program Manager by the 10th day of the first month after the start of a new quarter. This report will contain details of each dropped object incident as well as public property damage or mishap caused by the dropped object (if known) and status of any deficiency reports related to any dropped object.

2.4. Each designated dropped object program representative (group level and higher) on RAFB will attend the Installation Quarterly FOD/DOP Program Committee Meeting and, if requested by the Installation DOP Manager, will brief all dropped object occurrences for the previous quarter pertaining to their organization; this includes tenant wings at RAFB with flying operations. If unable to attend, ensure a qualified representative has access to quarterly data and any incident reports so they are able to field possible questions from committee members.

2.5. Units will develop a Dropped Object Checklist to enhance investigations ensuring all information is collected and inspection is thoroughly completed. This checklist will become part of the incident investigation official record.

3. Foreign Object Damage Prevention Program.

3.1. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, aerospace ground equipment (AGE), engines, or components thereof shall comply with FOD prevention.

3.2. 78 ABW will establish a host-tenant Memorandum of Understanding (MOU) to outline organizational responsibilities for AFMC flight-lines, runway, taxiways, parking ramps, and inside/outside maintenance areas that are shared with 78 ABW and assigned units (to include tenant units). These areas include, but are not limited to: 402 AMXG flight test ramps, and taxi-lanes, Industrial Area parking ramps, hangars, fuel pit/purge areas, 402 CMXG facilities, 402 EMXG facilities, 116/461 ACW parking ramps to include facilities in those areas.

3.2.1. 78 ABW maintains responsibility for unoccupied Hot Cargo Pad, north and south end-of-runway areas, Runway 15/33, all taxiways and the Alert Parking Area (APA).

3.3. FOD Walks

3.3.1. Organizational responsibilities of designated portions of airfield will include scheduled FOD walks. All organizations will identify their areas of responsibility (AOR): of the airfield, buildings occupied (to include the area out to 25 feet around the building), and portions of the designated airfield industrial area (ramp and areas used as temporary storage/parking). Leadership will ensure personnel participate in all scheduled FOD walks for their AOR to reduce the potential for FOD related incidents.

3.3.2. All flight-line AOR's with flying operations, will have a FOD walk performed once a day (at a minimum, weather permitting, and only on designated duty days), prior to first sortie/ maintenance engine run of each day.

3.3.3. The Robins Airfield Industrial Area, all aircraft parking aprons and facilities used for aircraft maintenance will have a FOD walk performed weekly (at a minimum, weather permitting, and only on designated duty days) to eliminate the migration of items which may pose a FOD hazard.

3.3.4. Transient aircraft parking areas will have a FOD walk accomplished of a specific parking spot, by a TA contractor, prior to aircraft arrival or departure.

3.3.5. Tie down and grounding points will be kept clean and inspected during FOD walks.

3.3.6. Airfield/Industrial Area AOR's will have a post high-wind event (high-wind events are determined, notification sent out, and terminated by 78 OSS Weather Flight, through applicable operations center) FOD walk accomplished as soon after termination as practicable to gather debris which may have been blown into the area and ensure presence and security of aircraft plugs/covers/streamers and other Dash-21 equipment (down gear) as applicable.

3.4. There are two categories of FOD areas: critical and non-critical.

3.4.1. FOD critical areas to be considered are maintenance areas where aircraft maintenance is performed (example: jet engine maintenance, fuel cell maintenance and sub-assembly maintenance) and any other maintenance area designated FOD critical by ALC senior leadership. All other maintenance areas not described in the previous example, designated by ALC senior leaders or non-maintenance areas are considered non-critical areas.

3.4.2. Senior leadership will identify critical and non-critical FO areas within their respective unit to be included in a memorandum to the 78 ABW/CV.

3.4.3. All areas within a FOD check point are critical FOD areas which include the runway, taxiways, aircraft ramps, 402 AMXG functional test ramps and facilities that house operational aircraft in functional test areas.

3.5. Caps, Plugs, and Covers

3.5.1. Aircraft, missiles, munitions, aerospace ground equipment (AGE), engines, any component in temporary storage, or removed from an end item to facilitate other maintenance, will be monitored by the responsible supervisor in the applicable organization to ensure covers and other associated caps/plugs remain installed and surrounding areas kept clean for housekeeping purposes. Management will make readily available all necessary caps, plugs, covers, etc., for use by maintenance personnel in their immediate work area for prevention of FO intrusion.

3.5.2. Aircraft engines located inside engine test cell facilities will have an intake bellmouth installed prior to each engine operation (to include motoring). Intake bellmouth may be used in lieu of an engine intake cover to prevent FO from entering engine while in test facility

3.5.3. Unless otherwise stated in a Maintenance Group local guidance or a specific Technical Order (TO), covers and plugs (e.g., engine, pitot tube(s) to include ejection seat) required by the applicable TO will remain installed up to 1 hour prior to aircrew arrival; unless there are personnel safety issues or cover installation impedes maintenance task being performed, as applicable.

3.5.4. The responsible supervisor will monitor aircraft, uninstalled engines, AGE, and components thereof while in work and/or in temporary storage, to ensure covers and other associated caps/plugs remain installed where applicable, and when a specific system or circuit is not actively being worked.

3.6. Controlling

3.6.1. When hardware is removed from bench-stock, it will be placed in a closeable container (tray, bag, etc.). Hardware will remain in the container until it is ready to use. Management will ensure containers are readily available for use. When hardware is removed or used to facilitate aircraft/component maintenance all pieces will be accounted for during and after task completion.

3.6.2. All maintenance personnel will take action and adhere to the maintenance discipline known as “clean-as-you-go.” After performing work, personnel will accomplish end-of-task or end-of-shift clean up (whichever is applicable) to the immediate area as necessary to make an area free of FO. The designated work area will be cleaned at the end of each established duty shift as necessary to make an area free of FO for housekeeping purposes. At no time shall loose hardware, consumables, tools, or other task-related objects be left unattended on aircraft surface where potential for FO intrusion exists.

3.6.3. Personnel will ensure cockpits and flight decks are FOD free prior to flight.

3.6.3.1. All personnel will inspect footwear for imbedded debris in the sole portion and remove any debris before entering the aircraft cockpit or flight deck. Personnel other than aircrew members will remove all pocket contents before entering the aircraft cockpit or flight deck. Aircrew members will ensure small loose items (items smaller than the standard pencil/ pen) are in pockets equipped with a method to ensure positive closure to prevent items from falling out. Aircrew members will use writing devices with the least amount of small items that could fall off (pocket clips, erasers, removable end caps, etc.). Recommend aircrew members place small items together in a small bag/container which can be closed before placing them in the pocket to create a redundant method of containment.

3.6.4. Engine intake and exhaust areas will be inspected immediately prior to and after engine operation by the maintenance or launch crew assigned to the operation and IAW the airframe or engine-specific technical order. This includes a minimum of 25 feet to the front and side of the intake, paying specific attention to panel seams and flight control surface gaps, which may conceal FO.

3.6.4.1. All personnel will empty their pockets and remove all accessories when entering and/or performing intake/exhaust inspections. Wear pocketless, zipperless and buttonless coveralls (bunny suits) when physical entry is needed to inspect engine intake or exhaust areas. Inspect shoes, and wear booties prior to entering Intake and Exhaust areas.

3.6.4.1.1. All bunny suits used for aircraft intake and exhaust inspections will have elastic/velcro arm and leg cuffs.

3.6.5. Restricted/controlled area badges and other officially issued temporary visitor badges must remain properly displayed and secured except when conducting operations in an identified critical intake area during engine operation.

3.6.5.1. All badges/passes will be removed and secured (stowed) when within 50 feet of the identified critical intake area during engine operation. Only plastic armbands will be authorized during engine operation on flight-lines and must be secured to upper portion of the arm.

3.6.6. Wear of Hats on the Flight-line: Hats, caps or head covers will not be worn within 50 feet of an identified critical intake area during engine operation.

3.6.6.1. Metal accoutrements, insignias and or badges will not be worn in aircraft engine operation facilities or on trim pads. Refer to **paragraph 3.6.5.1** of this instruction with regard to restricted/controlled area badges or other officially issued badges in an AFI or TO identified critical intake areas.

3.6.6.2. Airfield: Wearing of wigs, hairpieces, metal hair fasteners, earrings, body piercings or any other jewelry, is not authorized to be worn while performing on/off equipment maintenance in designated FO critical areas.

3.6.7. Aircraft engine run or launch team personnel will remove and secure all jewelry, badges, lanyards and loose pocket contents prior to performing any engine run tasks.

3.6.7.1. 116/461 ACW units will follow their respective command instructions.

3.6.8. Non-Airfield: Wearing of a badge, beret, hairpiece, hat, metal insignia, wig, etc. in a designated FO critical maintenance area, other than the airfield is authorized as long as there is no opportunity for an item to become entrapped in a component, ground support and/or test equipment. These items are to be securely held in place to prevent any possibility of FO risk to components being worked and must not pose any safety risk to persons wearing them.

3.6.8.1. While in “off equipment” maintenance areas, which are not designated as FO critical; wearing of a badge, beret, hairpiece, hat, metal insignia, wig, etc. is authorized as long as it is securely held in place as to not pose any safety risk to the person wearing them, must not conflict with any established Air Force Occupational Safety and Health Standard, and must not pose a possible FOD risk to the components being worked.

3.6.8.2. Supervision is responsible to monitor wearing of badge, beret, hairpiece, hat, metal insignia, wig, etc. and may direct removal of such items if it is believed such items are not securely held in place.

3.6.8.3. Organization commanders may evaluate and prohibit metal insignias/badges in maintenance areas other than flight-line and must be listed in their respective supplemental guidance. This prohibition is to prevent any possibility of FOD risk to components being worked and to reduce the safety risk to the person wearing them.

3.6.9. Airfield Management will establish a daily priority list for the airfield sweepers and coordinate with the 78th Civil Engineer Squadron, Airfield Equipment and Pavement Section, (78 CES/CEOHP) for sweeping operations, to include all areas that will be utilized on the airfield each day. Airfield Management will ensure airfield sweepers conduct operations on airfield areas to be used by transient aircraft.

3.6.9.1. 78 CES/CEOHP personnel will conduct a cursory post use inspection for airfield sweepers and other construction equipment driven on the airfield with a focus on items prone to vibrate loose or shear during use. This inspection will be accomplished without delay upon arrival back to the equipment yard. Immediately notify Airfield Management of possible FO on the airfield upon discovery of any missing items that had not been previously identified. A checklist will be established for specific items on specific pieces of equipment.

3.6.9.1.1. 78 CES/CEOHP will ensure airfield sweeper equipment is not equipped with metal bristles.

3.6.9.2. 78 OSS Airfield Management will incorporate and brief the restriction from having metal bristles on equipment used by contracted construction companies on the airfield.

3.6.10. Absorbent pads will not be left in or on aircraft unless a control measure, which will include documentation to ensure its removal, has been established and approved by the designated FOD program representative and organizational leadership. Unless used to actively control or clean up a hazardous waste spill (which has been reported to the applicable operations center); absorbent pads will not be left unattended lying on the ground or in drip pans, aircraft components or equipment, on the airfield (which includes flight-line) or outside in the industrial area. Large absorbent mats are authorized in a drip pan if they are positively secured without the possibility of being blown away in gusty winds.

3.7. Vehicle/Vehicle Operator Requirements

3.7.1. All vehicles, contractors, privately owned vehicles, and any other vehicle operators, will ensure all debris and foreign objects are removed, and loose hand tools and tool attachments or loose hardware items are placed in a container while in the interior of the vehicle or any open cargo area prior to entering the airfield or Industrial Area. This requirement also applies to towed equipment to ensure loose debris does not migrate or drop onto the airfield. Upon identifying any out of compliance vehicle, the driver of that vehicle shall immediately be directed to remove a vehicle from the area until corrected. All violations of this policy will result in revocation of airfield driving privileges by Airfield Management.

3.7.1.1. All towed items (AGE, aircraft, cargo trailers, support dollies, etc.) will receive a visual FO inspection immediately prior to being towed within a designated FO critical area, flight-line, runway, or taxiway.

3.7.2. Vehicles driven on the flightline must be equipped with a FOD container with a lid, flap, or cover secured to the container. The FOD container must be secured in a manner which will not allow it to tip or overturn. A disposable bag may be used as a FOD container liner to ease with emptying. This single disposable bag may remain in the container as long as it is apparent it is being used as a liner, thus the container shall meet the intent of being empty.

3.7.3. All vehicles driven on the flightline must have a FOD removal tool to assist in removing FOD from vehicle tires. Tool will be etched with vehicle identification number and added to the vehicle's AF Form 1800, *Operator's Inspection Guide and Trouble report,* for inventory purposes.

3.7.3.1. Any item removed from a vehicle tire will be properly collected and disposed of, not left lying on the ground. This eliminates potential for item to continue to migrate.

3.7.3.2. The operator of any vehicle driven on the airfield during periods of darkness or that passes through FOD checkpoints without adequate lighting will ensure an operational illuminating device is available to accomplish the FOD inspection. If an illuminating device is kept in the vehicle as part of the vehicle equipment, it will be marked with the vehicle ID and added to the vehicle's AF Form 1800 for inventory purposes. 78 OSS Airfield Management is not responsible to provide lighting at FOD checkpoints.

3.7.3.2.1. Vehicle FOD checkpoint signs at designated entry points to the airfield are identified with a combination of stop sign and placard painted on the tarmac. If at any time a FOD checkpoint sign is noted as damaged or not legible, contact should be made to 78 OSS/OSAM either via base land mobile radio tower net or phone 468-2114/2115 to provide the location.

3.7.4. Aircraft tow operations which enter designated airfield area will comply with a roll-over tire inspection at the point of entry like any other vehicle. Prior to completion of the tow operation, a tire roll-over inspection will be performed as follows: 1) IAW applicable TO, 2) IAW local supplemental guidance, or 3) stop 5 feet short of intended final location to inspect tires from all angles, accomplish final positioning, and then inspect the previously unobserved portion of tires. All violations of this policy will result in revocation of airfield driving privileges by Airfield Management.

3.7.5. Vehicle operators on any portion of a designated airfield, which deposit dirt/mud/rocks onto paved surface upon re-entry, and are unable to eliminate a FOD hazard on the spot themselves, will provide location of debris and request a vacuum sweeper through AMOPS, Control Tower (78 OSS/OSAT), or Maintenance Operations Control Center, either via base land mobile radio tower net or phone 468-2114/2115. All violations of this policy will result in revocation of airfield driving privileges by Airfield Management.

3.8. Spot Checks

3.8.1. All group FOD program managers will accomplish a FOD spot check twice a month, as a minimum, within their areas of responsibility. Their entire area of responsibility is not required to be spot checked. Use the adopted AF Form 2420 to document periodic spot checks or any electronic format, and will be maintained for one year.

3.8.2. All squadron FOD program focal points (FP) will accomplish weekly FOD spot checks, as a minimum, within their areas of responsibility. Their entire area of responsibility is not required to be spot checked. Use the adopted AF Form 2420 to document periodic spot checks or any electronic format, and will be maintained for one year.

3.9. Training and Awareness

3.9.1. All personnel who, in the performance of their assigned duties, work in or travel through maintenance areas, flight-line areas, etc. will receive initial and refresher (annual) Formal MAJCOM FOD/DO awareness and prevention training. Contractors will consult the statement of work or contract management office for previously established FOD/DOP training requirements.

3.9.2. Applicable AFMC personnel who accomplish on-equipment or off-equipment maintenance tasks in the performance of their assigned duties will have a quarterly FOD/DO awareness and prevention briefing provided to them (contractors follow established statement of work, tenant units follow applicable MAJCOM requirements).

3.9.2.1. IAW Headquarters AFMC guidance, RAFB FOD Prevention Committee Meeting minutes will be used, at a minimum, by supervisors as information for the quarterly briefing. The RAFB FOD Prevention Committee Meeting minutes will be available on the Maintenance Information System under FOD/DOP Program (contact your FOD FP for needed assistance).

3.9.2.2. Applicable AFMC group and squadron FOD Focal Points, ensure group or squadron specific FOD (DOP where applicable) program-related quality assurance data is available to supervisors to assist with awareness and prevention briefings.

3.9.2.3. An AFMC Form 316, *Supervisor Safety Meeting Minutes*, will be used as the locally-developed roster for AFMC organizations to document attendance at the quarterly FOD briefings. Quarterly FOD/DO briefings must be mentioned as its own line item on the form. The form will have the typed/written names of all employees assigned so the spelling of the names is distinguishable. Employees will sign/initial next to their name to verify attendance.

3.9.2.3.1. AFMC Supervisors will maintain, at a minimum, the last 4 quarters of FOD/DO quarterly briefing material (briefing material may be maintained in an electronic format) and corresponding attendance rosters.

3.9.2.3.2. AFMC Supervisors will track employees absent at the time of the quarterly briefing and provide the material to them upon returning to duty. Supervisors may send the briefing material electronically to absent employees and use a reply from them indicating they have read the provided briefing material as an electronic signature. The reply will then be attached to that quarter’s original AFMC Form 316 for which they were indicated as absent.

3.9.3. All personnel who do not accomplish on-equipment/off-equipment maintenance tasks, who are merely required to pass through a maintenance area to perform their assigned duties, are not required to have a quarterly briefing provided to them, but must accomplish MAJCOM initial and the applicable MAJCOM refresher FOD Prevention training.

3.9.4. Contact a designated FOD program representative for the applicable area to obtain a FOD prevention program briefing for visiting personnel to include temporary contractor working airfield areas.

3.9.5. TDY units deployed on a short/long term bases will be briefed by the host unit on their responsibilities in this instruction and receive the 78 ABW Visitor Briefing by a FOD FP, for applicable hot pad(s), applicable ramp(s), APA, and hangar's when occupied.

3.10. Investigating

3.10.1. Units will develop a FOD checklist to enhance investigations, ensuring all information is collected and inspections are thoroughly completed. This checklist will become part of the incident investigation official record.

3.10.2. When a confirmed FOD event occurs with turbine or jet engines and the damage is beyond repairable limits established in the applicable TO, a forensic sample will be collected. Sample from damaged area will be preserved in the event it is required to be processed by a metallurgy laboratory to aid in an investigation.

3.10.3. Commanders will ensure appropriate personnel are provided adequate time to conduct/support FOD investigations.

3.10.4. Damage determined to have been caused by a workmanship discrepancy will be considered as a contributing factor to a FOD incident, not material failure.

3.11. **Reporting**

3.11.1. FOD/DOP program focal points; refer to AFI91-204, *Safety Investigations and Reports*, and AFMAN91-223, *Aviation Safety Investigations and Reports*; to ensure proper coordination occurs and for necessary support and/or personnel during FOD Mishap investigations. It is the responsibility of senior leadership of the organization, which incurs a preventable-chargeable FOD incident (over $50K), to ensure an "Eight-Step Problem Solving Process" is accomplished.

3.11.2. All FOD/DOP reports, to include those of TDY units while operating at RAFB (and geographically separated locations under the stewardship of RAFB) will include Robins Installation FOD/DOP program manager as a courtesy copy when sent to MAJCOM. Robins Installation FOD/DOP program manager will in turn send a courtesy copy of the FOD/DOP report to 78 ABW/CV, 78 OSS Airfield Management, and 78 ABW/SE.

3.11.3. Send FOD/DOP report updates and all supporting data (i.e. pictures, etc.) to Robins Installation and WR-ALC FOD/DOP Manager monthly until open incident report is closed. Follow guidelines in **Attachment 2** for FOD and **Attachment 3** DOP reports for official reporting format.

3.11.4. WR-ALC only. Final report is due to WR-ALC FOD, courtesy copy 78 ABW Installation FOD Manager, 40 calendar days after date of incident. Request for waiver/extension of reporting timeframes will be sent form the squadron/group commander/director.

3.11.4.1. Extension request will include reason/justification for request.

3.11.5. TA and TDY units will notify AMOPS of FOD (or DOP) related issues and incidents. AMOPS will notify Robins Installation FOD manager, and any other designated personnel, as per locally developed FOD checklist, and send a description and location of issues and incident. Supervisor of affected end item will ensure all reporting requirements are immediately accomplished and will relay this information to their respective owning unit FOD FP. To meet HQ AFMC and AFSC/LG 24-hour initial FOD incident reporting suspense; all engine damage (to include small turbine engines) will initially be reported as a FOD incident (unless caused by natural environment or wildlife) until investigation (to include forensic sampling) substantiates otherwise.

3.11.6. Ensure all cut tires are reported to Airfield Management upon discovery so they can inspect the taxiways and runway for possible FO. Maintenance will inspect aircraft taxi route from the parking ramp up to the taxiway for possible FO.

3.11.7. Include 78 ABW Installation FOD program manager in all notifications sent to Airfield Management regarding damaged pavement, flightline construction, or other hazards in or near aircraft parking ramps or taxiways.

3.12. Additional Requirements

3.12.1. The standardized FOD program continuity book format developed by the ABW Installation and WR-ALC FOD Managers will be used by units having on-equipment/off-equipment maintenance personnel (tenant units will follow guidance from their MAJCOM). The continuity book format will contain at a minimum: Tab (A) Applicable FOD/ DOP program appointment letter(s), Visual Aids, Tab (B) Local Policies and Memorandums, Tab (C) Most current four quarters of FOD committee briefing minutes; a sample copy of the quarterly FOD briefing attendance roster form, AFMC Form 316, Tab (D) FOD/DO incident log, Tab (E) FOD/DOP instructional and supplemental guidance references, Tab (F) HQ AFMC FOD/ DOP program checklist(s), Tab (G) FOD spot inspection record, Tab (H) Miscellaneous information.

3.12.2. Wing/Complex-level and group-level appointment letters will be forwarded to the Robins Installation FOD/DOP program manager within 30 days of appointment and will include the individual’s name, office symbol and phone number. Applicable group FOD/DOP FP will maintain current appointment letters for subordinate unit requiring a FOD/DOP FP.

3.12.3. FOD/DOP program focal points will ensure awareness material (i.e. posters, banners, decals, bulletins, [current] FOD program points of contact visual aid) is at least posted in highly visible areas throughout their areas of responsibility to promote FOD/DOP program awareness. FOD (DOP where applicable) program focal points will assist in the distribution of all FOD program-related information to the next subordinate level.

3.12.4. Each designated FOD program representative (group level and higher) on RAFB will attend the RAFB Quarterly FOD/DOP Program Committee Meeting and, if requested by the Robins Installation FOD Manager, will brief all FOD incidents for the previous quarter pertaining to their organization; this includes tenant wings at RAFB with flying operations. If unable to attend, ensure a qualified representative has access to quarterly data and any incident reports so they are able to field possible questions from committee members.

3.12.5. All maintenance production areas must have FOD containers accessible to workers when area trash/collection cans are not feasible. The FOD containers shall have the acronym "FOD" stenciled in contrasting letters no smaller than two inches. All FOD containers, regardless of location, will be emptied when full or once a day.

3.12.6. WR-ALC ONLY: Engine intake rivet installation or replacement (with an installed engine) will only be accomplished by Training Scheduling System (TSS)-certified sheet metal (AS skill) technicians using the procedures specified in the *WR-ALC Engine Intake Rivet Replacement Checklist*. Training requirements for certification include traditional on-the-job (OJT) and a review (initial and annual refresher) of the WR-ALC Engine Intake Rivet Replacement Procedures Briefing. The briefing will be documented on an AF 1151 or AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and will be maintained by the supervisor to serve as proof of completion. The checklist and briefing will be archived in the FOD folder on the QPQ Inspections, Policies & Procedures SharePoint site for easy access.

LINDSAY C. DROZ, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-213, *Airfield Driving*, 4 February 2020

AFI 21-101, *Aircraft and Equipment Maintenance Management,* 16 June 2020

AFI 21-101_AFMCSUP_ADDENDUM_A, *Aircraft and Equipment Maintenance Management,* 30 September 2020

AFMCI 21-100, *Depot Maintenance Management*, 6 September 2018

AFSCMAN 21-102, *Depot Maintenance Manual*, 11 September 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

AFMAN 91-223, *Aviation Safety Investigations and Reports,* 14 September 2018 AFPD 21-1, *Maintenance of Military Materiel*, 1 August 2018

RAFBI 13-204, *Airfield Operations,* 5 March 2020

Adopted Forms

AF Form 847, *Recommendations for Change of Publication*, 22 September 2009 AF Form 1800, *Operator's Inspection Guide and Trouble report*, 01 April 2010 AF Form 2420, *Quality Control Inspection Summary,* 1 August 1992

AFMC Form 316, *Supervisor Safety Meeting Minutes*, 01 July 1992

Abbreviations and Acronyms

ABW—Air Base Wing

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCSUP—Air Force Materiel Command Supplement

AFPD—Air Force Policy Directive

AFSCMAN—Air Force Sustainment Center Manual

AGE—Aerospace Ground Equipment

AMOPS—Airfield Management Operations

AOR—Areas of Responsibility

DOP—Dropped Object Prevention

EOR—End of Runway

FO—Foreign Object

FOD—Foreign Object Damage

FP—Focal Point

HQ—Headquarters

IAW—In Accordance With

MAJCOM—Major Command

OPR—Office of Primary Responsibility

RAFB—Robins Air Force Base

RAFBI—Robins Air Force Base Instruction

RDS—Records Disposition Schedule

SE—Safety Office

TA—Transient Alert

TDY—Temporary Duty

TO—Technical Order

WR-ALC—Warner Robins Air Logistics Complex

78ABW—Air Base Wing

78ABW/SE—Air Base Wing/Safety

78CES—Civil Engineer Squadron

78OSS/OSAM—Air Base Wing Operations Support Squadron/Airfield Management

78OSS/OSAMB—Air Base Wing Operational Support Squadron/ Base Operations

Terms

Airfield—Refers to all areas inside the Foreign Object Debris check points; to include the runway, taxiways, infield, flight-line, buildings, hangars, facilities, parking aprons, and flight-line ECPs. The Airfield Industrial Area is not included in the term "airfield."

Flight-line—All areas where aircraft may be parked, stored, serviced or maintained and operated under their own power to include aprons, hardstands, hot pads, and aircraft parking ramps (as specified by airfield management).

Foreign Object (FO)—A substance alien to aircraft, engines, munitions, missiles, drones, space systems, support equipment, AGE, trainers or components thereof that has been allowed to invade the product. Any FO in a maintenance area has the potential to cause damage.

Foreign Object Damage (FOD)—Damage caused by FO.

Maintenance Area—Any area to include aprons, back shops, docks (closed or semi closed), fuels pit, hangars, hardstands, hush house, paint facilities, run pads, shelters, test cell, wash racks, where on-equipment aircraft or off-equipment maintenance operations are conducted, weather within the Airfield Industrial Area or outside on the flight-line, (jet engine, aircraft assemblies, subassemblies, munitions, missiles, rockets, and support equipment).

RAFB Installation FOD/DOP Program Manager—Individual designated by 78 ABW/CV (meeting AFI 21-101_AFMCSUP_ADDENDUM_A requirements).

Off-Equipment Maintenance—Maintenance tasks that are not or cannot be effectively accomplished on or at the weapon system or end item of equipment, but require the removal of the component to a shop or facility for repair.

On Equipment Maintenance—Maintenance tasks that are or can be effectively performed on or at the weapon system or end item of equipment.

Transient Aircraft—Aircraft not affiliated with, deployed to, or stationed at Robins AFB.

Attachment 2

FOREIGN OBJECT DAMAGE (FOD) REPORT FORMAT

Figure A2.1. FOD Report Format.

MEMORANDUM FOR Date

FROM: <Unit Designation/Office Symbol> <Street> <Base and Zip Code>

SUBJECT: <Foreign Object Report> . FOD program report number (unit, year, and month, followed by sequence number -- example, 301FW-F-060501).

1. Type of report: Initial/Formal Update/Final FOD Report
2. Date and Time of Incident:
3. Unit and Base of Incident:
4. Origin of Sortie:
5. When discovered (Preflight, Postflight, In-Coming, Test Cell, etc)
6. Owning Unit, Base and MAJCOM
7. MDS and Tail Number (N/A for Test Cell incidents)
8. Engine Type, Make, Series, Modification (TMSM)
9. Engine Serial Number (S/N):
10. Engine Position (If Applicable):
11. Time Since Overhaul:
12. Description of Incident:
13. Material Failure: (Yes or No)
14. Tech Data Deficiency: (Yes/No)
15. Preventable/Non-Preventable:
16. Investigation Findings:
17. Action Taken to Prevent Recurrence:
18. Parts Cost: Labor Cost: Total Cost:
19. Additional Comments (if necessary):

<Sign> FOD Monitor, <Unit Designation>

Attachment 3

DROPPED OBJECT PROGRAM (DOP) REPORT FORMAT

Figure A3.1. DOP Report Format.

MEMORANDUM FOR Date

FROM: <Unit Designation/Office Symbol> <Street> <Base and Zip Code>

SUBJECT: <Dropped Object Report> . DOP program report number (unit, year, and month, followed by sequence number -- example, 301FW-D-060501).

1. DOP program report number (unit, year, and month, followed by sequence number -- example, 301FW-D-060501).
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>