

11 MAY 2000



Maintenance

**FOREIGN OBJECT DAMAGE PREVENTION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction establishes management, control, and procedures for the Foreign Object Damage (FOD) Prevention Program at MacDill Air Force Base. This Instruction applies to all military and civilian personnel who work in, around, or drive through the operational airfield area.

**SUMMARY OF REVISIONS:**

Changed requirement for refresher FOD awareness training from annual to biannual (para **3.4.3.**); added reference to AFOSHSTD 91-100 (para **3.5.1.**); added Fuel Cell Apron to North Ramp (para **7.3.1.**); and updated office symbols and names as appropriate.

**1. References:** AFI 13-213, *Airfield Management*, AFI 21-101, *Maintenance Management of Aircraft*, AMCI 21-101, *Maintenance Management Policy*, MACDI 32-100, *Airfield Sweeping Operations*, AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, and Local Composite Tool Kit Program Operating Instructions.

**2. General:** FOD prevention is the responsibility of every individual who works or operates in or around the airfield. Awareness and vigilance are two of the most important elements of a successful program.

**3. Responsibilities:**

3.1. The 6th Logistics Group Commander (6 LG/CC) is responsible for the Wing FOD Prevention Program and will chair the quarterly FOD meeting. The 6 LG/CC will appoint personnel from the Logistics Group Quality Assurance Office (6 LG/LGP) as Wing FOD Prevention Program Managers, and forward a copy of the appointment letter to HQ AMC/LGA.

3.2. The Wing FOD Prevention Program Manager will:

3.2.1. Manage the FOD Prevention Program in accordance with AFI 21-101 and AMCI 21-101.

- 3.2.2. Investigate FOD incidents and report findings.
  - 3.2.3. Ensure all units whose personnel operate on the airfield have a FOD training program.
  - 3.2.4. Ensure all units are in compliance with the FOD Prevention Program through periodic inspections.
  - 3.2.5. Conduct periodic spot checks of maintenance areas, aircraft, taxiways, aircraft parking spots, vehicles, hangars, access roads to the flightline, and other areas. When areas of concern are discovered during these assessments, they will be brought to the attention of the area supervisor, commander, or the Airfield Manager.
  - 3.2.6. Brief the Operations and Support Group Commanders and work center supervisors on FOD reports and cross-tell information as needed.
  - 3.2.7. Schedule the quarterly FOD meetings for January, April, July, and October.
- 3.3. The Airfield Manager will:
- 3.3.1. Conduct daily FOD checks of the primary takeoff, landing, and taxi surfaces prior to the start of flying activities.
  - 3.3.2. Request sweepers be dispatched as required.
  - 3.3.3. Notify the FOD Program Manager of any changes in airfield conditions that may cause a potential FOD hazard.
  - 3.3.4. Attend the quarterly FOD meeting and brief status of airfield conditions and construction projects.
  - 3.3.5. Ensure assigned personnel have completed initial FOD awareness training prior to being issued a flightline driver's license.
  - 3.3.6. Ensure individuals authorized to operate privately owned vehicles (POV) on the flightline are held to a minimum and briefed on FOD prevention.
  - 3.3.7. Ensure positive control of engineering or contractor personnel working on the airfield, and inspect these areas during daily airfield inspections.
  - 3.3.8. Forward a copy of hazards/discrepancies identified in airfield inspections to the appropriate agencies upon request.
  - 3.3.9. The Airfield Manager is responsible for the Airdrome Sweeping Plan. This plan is coordinated between the 6th Operations Support Squadron (6 OSS) and 6th Civil Engineer Squadron (6 CES).
- 3.4. Unit Responsibilities:
- 3.4.1. Each unit commander, to include tenant units, who have personnel that work or operate within the airfield, will appoint a primary and alternate Unit FOD Monitor and forward a copy of the appointment letter to 6 LG/LGP. The FOD monitors of the following organizations are considered members of the Wing FOD Committee and are required to attend all FOD meetings:

6 ARW/SE 6 AGS 6 CS 6 MXS 6 SUPS NOAA

6 LG/LGP 6 CES 6 LSS 6 OSS 6 SVS Det A, 229th Aviation Regiment (AASE)

6 OSS/OSAA 91 ARS 6 MDSS 6 SFS 6 TRNS Det 1, OGX, 347 OG

3.4.2. The Unit FOD Monitor will attend the quarterly FOD meeting and assist the FOD Program Manager in corrective action needed to prevent recurrences of FOD mishaps. (Attendance is mandatory.)

3.4.3. Units will ensure all personnel receive initial and biannual refresher FOD awareness training. Aircraft maintenance personnel will receive initial training through Maintenance Qualification Training Program (MQTP) Phase I. Recurring training (biannual) and initial (for those who do not attend a MQTP) will be provided through the unit block-training program. Completion of the training is tracked in the G081 system, course code GENL 00100.

3.4.4. Units will conduct weekly FOD walks within their areas of responsibility (see paragraph 7. and Attachment 2) the first duty day of each week. Conduct additional FOD walks as required to ensure safe operations.

### 3.5. Individual Responsibilities:

3.5.1. FOD prevention is the responsibility of all personnel who operate within and around the airfield, in accordance with AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*.

3.5.2. Personnel will, before entering any area of the airfield, stop their vehicle and check tires and wheel wells for debris before entering. Personnel are required to drive on paved surfaces when operating a vehicle on the flightline and taxiway areas. In the event a vehicle leaves the pavement or travels across a heavily graveled area, all four tires will be checked and debris removed from the tire tread and wheel wells BEFORE resuming operation on airfield pavement. Vehicles observed violating these procedures will be reported to the commander of the vehicle driver, with the following information: vehicle number, date, time, driver's name, and organization. All drivers will notify the Maintenance Aircraft Coordination Center (MACC) and Base Operations when FOD materials are detected anywhere on the airfield that cannot be immediately picked up. Airfield Management will initiate necessary action to have the area cleaned up.

## 4. Tools, Equipment, and Material Control:

4.1. All aircraft maintenance personnel must be thoroughly familiar with procedures for controlling these items as outlined in AFI 21-101, AMCI 21-101, and Local Composite Tool Kit Program Operating Instructions.

4.2. Non-aircraft maintenance personnel will maintain control of all items while operating on the airfield by whatever means necessary. If an item becomes lost or cannot be accounted for, notify the MACC and Base Operations at once. Provide them with a description of the item and all areas traveled while on the airfield. The Airfield Manager will coordinate a search effort and notify 6 LG/LGP of the incident and result of the search.

**5. Procedures:** The following will be accomplished upon discovery of any actual or suspected FOD mishap:

- 5.1. Incidents (to include aircraft tire FOD) will be reported to the Aircraft Generation Squadron (AGS) and the Maintenance Squadron (MXS) Production Superintendent on duty.
- 5.2. The Production Superintendent will:
  - 5.2.1. Notify the MACC.
  - 5.2.2. In coordination with the flight chief, designate an individual to initiate an investigation of the incident and generate a FOD Report Worksheet ([Attachment 1](#)).
- 5.3. The MACC will notify 6 LG/CC, 6 LG/CCM, 6 LG/LGP, and Wing Safety.
- 5.4. 6 LG/LGP will:
  - 5.4.1. Conclude the investigation and review the FOD Report Worksheet for accuracy.
  - 5.4.2. Brief 6 LG/CC of the results of the investigation.
  - 5.4.3. Report the FOD incident in accordance with AMCI 21-101.
  - 5.4.4. Coordinate with Wing Safety as necessary.
- 5.5. Wing Safety will report the FOD incident in accordance with AFI 91-204, *Safety Investigations and Reports*.

## 6. Daily Operations:

- 6.1. Any vehicle operating on the flightline will carry a trash receptacle (with cover) for deposit of foreign object materials.
- 6.2. Maintenance personnel will properly store all hardware when working on the aircraft. At no time will any nonessential items be placed in either the engine inlet or exhaust area of an aircraft.
- 6.3. The wearing of headgear while working on aircraft is not authorized.
- 6.4. All support equipment will be inspected prior to use for potential FOD hazards (safety wire, trash, hardware, etc.)
- 6.5. Anyone performing maintenance on or around the aircraft will use parachute cord or equivalent to secure restricted area line badges to their outer clothing.
- 6.6. Personal tools (i.e., leatherman, Gerber's, Mag Lights, etc.) are not authorized in aircraft maintenance areas on or around the airfield. All individual issue equipment must be etched with the owner/user identification.
- 6.7. All building custodians are responsible for the immediate areas around their building to include smoking areas and parking lots.
- 6.8. Any FOD or potential FOD problems outside the unit's ability to resolve will be reported to 6 LG/LGP.

## 7. Areas of Responsibility:

- 7.1. Foreign Objects (FO) control in the maintenance complex and particularly on the flightline (see [Attachment 2](#)) is the responsibility of everyone. Contractors are responsible for any and all debris produced during and after construction. This includes roadways and hangars in the construction area

(call Civil Engineer Customer Service, 8-4531, for any questions regarding construction sites). These guidelines only provide a basic framework for keeping areas free of foreign objects.

7.2. Aircraft Generation Squadron (AGS): All of the north and south parking ramp inside the restricted area (red line) to include all buildings in use by the AGS.

7.3. MXS:

7.3.1. Apron access road from Aerospace Ground Equipment (AGE), Bldg 552, Fuel Cell Apron, to North Ramp, Bldg 1071, and all hangars in use by MXS to the south side of Hangar 4 up to Heron Place out to the red line.

7.3.2. Closed taxiway "Z" from the entry point of active taxiway "N" to the entry point of the North Apron taxiway. The 6th Transportation Squadron (6 TRNS) will participate in this portion of the area of responsibility.

7.4. National Oceanic and Atmospheric Administration (NOAA) and Army Aviation Support Element (AASE) will be responsible from Heron Place to the south side of Hangar 5 out to the red line.

7.5. Det 1, OGX, 347 OG, will be responsible for the occupied Deployed Unit Complex (DUC) flightline area.

7.6. Users of the South Apron past Hangar 5 are responsible for FOD walking or sweeping the area as required before use.

7.7. The 6th Supply Squadron (6 SUPS), Petroleum, Oil, and Lubricants (POL), is responsible for maintaining all fuel pits FO free on the North and South Apron.

7.8. Twice a year (spring and fall) a mass FOD walk will be conducted to include the runway, taxiway, and the grass area between the airfield. 6 LG/LGP will coordinate this with the Airfield Manager and all units within the wing.

**8. Awareness Programs:** 6 LG/LGP will use articles in the Official Bulletin, base paper, and any other means available to increase overall awareness of FOD Prevention.

ARTHUR F. DIEHL III, Colonel, USAF  
Commander

Attachment 1

FOD REPORT WORKSHEET

- 1. Report Type (Preliminary, Update, or Final FOD Report) \_\_\_\_\_
- 2. Incident Date: \_\_\_\_\_
- 3. Aircraft MDS: \_\_\_\_\_ Tail Number: \_\_\_\_\_
- 4. Engine Position #:\_\_\_\_\_, Serial #:\_\_\_\_\_, TEMS: \_\_\_\_\_, Time Since Overhaul: \_\_\_\_\_
- 5. Aircraft Tire (MLG or NLG): \_\_\_\_\_ Position Number: \_\_\_\_\_
- 6. When and where FOD was discovered (be specific): \_\_\_\_\_

\_\_\_\_\_

- 7. Actual/Suspected Cause: \_\_\_\_\_

\_\_\_\_\_

- 8. Description of damage (be specific): \_\_\_\_\_

\_\_\_\_\_

- 9. Cost of Damage (AFI 91-204):

(Number Persons) \_\_\_\_\_ X (Number Man-hours) \_\_\_\_\_ X (\$16 per hour) = \$ \_\_\_\_\_

Parts Replacement Costs (Exchange cost for DLR items).

Part \_\_\_\_\_ \$ \_\_\_\_\_ Part \_\_\_\_\_ \$ \_\_\_\_\_

Part \_\_\_\_\_ \$ \_\_\_\_\_ Part \_\_\_\_\_ \$ \_\_\_\_\_

Parts Repair Costs For DLR Parts (DLR Repair Costs).....= \$ \_\_\_\_\_

**Total** ..... \$ \_\_\_\_\_

- 10. Engine/Part disposition: \_\_\_\_\_

- 11. Name and phone number of investigator: \_\_\_\_\_

- 12. Findings (Be specific): \_\_\_\_\_

\_\_\_\_\_

- 13. Was logistics a factor? (Y/N) \_\_\_\_\_

- a. Inadequate Tech Data: \_\_\_\_\_ e. Depot Maintenance: \_\_\_\_\_
- b. Training: \_\_\_\_\_ f. Design Deficiency: \_\_\_\_\_
- c. Supervision: \_\_\_\_\_ g. Other (Specify): \_\_\_\_\_
- d. Unit Maintenance: \_\_\_\_\_

- 14. Recommended preventative action: \_\_\_\_\_

- 15. Was weather a factor? (Y/N) \_\_\_\_\_ Describe weather at the time of occurrence: \_\_\_\_\_

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16. Material failure or malfunction? (Y/N) \_\_\_\_\_

a. Noun: \_\_\_\_\_

d. WUC: \_\_\_\_\_

b. Part Number: \_\_\_\_\_

e. How Mal Code: \_\_\_\_\_

c. NSN: \_\_\_\_\_

17. For in-flight incidents list the following:

a. Takeoff time (local): \_\_\_\_\_

d. Landing time (local): \_\_\_\_\_

b. Flight Duration: \_\_\_\_\_

e. Gross Weight: \_\_\_\_\_

c. Altitude: f. Fuel Load: \_\_\_\_\_

18. Last time aircraft flew and maintenance history: \_\_\_\_\_

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19. Additional comments: \_\_\_\_\_

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20. Direct questions to the Wing FOD Prevention Program Manager, 6 LG/LGP, at ext 8-8986 or 8-8987.  
Use attachments as necessary.

Attachment 2

FOREIGN OBJECT CONTROL

Attachment 2

