BY ORDER OF THE COMMANDER 18TH WING (PACAF)

18TH WING INSTRUCTION 21-102 30 JANUARY 2001



FOREIGN OBJECT DAMAGE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-1, *Managing Aerospace Equipment Maintenance*. It implements Kadena AB policy directives and procedures to be used in management of foreign object damage. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

Requires all units operating on Kadena to participate in the 18th Wing FOD prevention program. Assigns when each unit will perform a FOD walk, and area of responsibility. Exempts Privately Owned Vehicles operating on the flight line from having a FOD container. Restricts vehicle traffic behind the nose docks to special purpose vehicles, and requires operator to inspect and remove FOs from tires prior to reentering the flight line. Addresses uniform board changes for securing badges and passes with concern to FOD prevention. Identifies where and how the one piece arm band type of badge holder can be worn, and restricts item from being attached to the arm band. States "bunny suit" will fit snugly around the arm and leg openings. Panels removed from an aircraft will have all loose fasteners placed in a bag, and secured to the panel. Requires 18th Wing units to mirror PACAFI 21-101 grounding cord retaining fasteners specifications. States -21 equipment (except for intake covers) may be left off F-15s when in Hardened Aircraft Shelters. It also requires F-15 "soft" intake covers that extend over "No Step" areas to have the appropriate areas marked "No Step". It requires all intake antipersonnel guards to be inspected IAW applicable Technical Order before installing on aircraft, and after use. Identifies any damage (requiring blade blending) to engine rotors or stators not previously blue dyed to have an entry reflecting maintenance performed entered on the AFTO Form 781 A as a Red X. Limits the length of F-15 ground communication cords for engine runs to 50 feet in length. New or revised material is indicated by a bar (|).

1. General Information.

1.1. Implementation. Commanders and supervisors at all levels are responsible for implementing the procedures of this regulation as they pertain to their assigned function. Many procedures contained herein task specific agencies for certain actions.

1.2. Definitions.

- 1.2.1. FOD is any damage to an aircraft engine/aircraft system or tires caused by an external foreign object which may or may not degrade the required safety and/or operational characteristic of the engine/aircraft systems or tires.
- 1.2.2. Foreign object (FO) is a substance, debris, or articles alien to a vehicle or system which would potentially cause damage.
- 1.3. References: AFI 21-101, Maintenance Management of Aircraft; PACAFI 21-101, Objective Wing Aircraft Maintenance; AFOSH STDs 91-100, Aircraft Flight line Ground Operations and Activities and 91-66, General Industrial Operations, 18 WGIs 21-132, Composite Tool Kit Program, 21-131, Impoundment Procedures, 21-145, Aircraft Red/Blue Ball Procedures, TOs 00-20-5, Aircraft, Drone, Aircrew Training Devices, Engines, and Air Launched Missile Inspections, Flight Reports, and Supporting Maintenance Documents, IF-15-2 series, Maintenance Instructions, 1F-15-3 series, Structural Repairs, 1F-15-6 series, Inspection and Maintenance Requirements, 1C-135(K)R series, All Technical Orders; and 1E-3A-2-71-1, Power Plant.

2. General FOD Prevention.

- 2.1. Prevention. FOD can be prevented by utilizing good housekeeping techniques on the flight line, in the shop, and on the job. Most FOD incidents can be prevented by maintaining proper accountability of tools and hardware. Identifying and eliminating potential FO sources is everyone's responsibility.
- 2.2. Areas of Responsibility. All areas where aircraft are towed, taxied, or parked; shops and maintenance areas where equipment or components are worked on; and entry points to flight line will be kept free of debris, stones, hardware, etc.
- 2.3. Equipment Accountability. Tools, hardware, equipment, and devices will be inventoried and accounted for at the start and completion of each task.
- 2.4. FO Removal Procedures. Vacuums will be used when cleaning debris from aircraft or components. Compressed air will not be used to remove FO.
- 2.5. Composite Tool Kits (CTK). FOs will not be allowed in CTKs, except when in a sealed bag. Refer to 18 WGI 21-132 for instructions on FOD bag installation and construction.
- 2.6. FOD Display Boards. Each flying squadron maintenance unit and Maintenance Squadron Shop will maintain a FOD display board to be located in a common location. The board will be reviewed monthly by the unit FOD prevention monitor for currency. The name of the current unit FOD monitor will be displayed on the FOD display board.
- 2.7. Aircraft Ground Equipment (AGE). All AGE will be inspected for FOs upon completion of all maintenance actions. Ground equipment will also be inspected for FOs prior to dispatch to ready lines, sub-pools, or the flight line.

- 2.8. FOD Inspections. FOD inspections will be performed during and after any aircraft maintenance. FO will be documented in AFTO Form 781 series, with the exact location to facilitate easy removal.
- 2.9. FOD Walks.
 - 2.9.1. All units operating on Kadena AB (assigned, tenant and TDY) will perform a FOD walk in each active parking location daily, as soon after sunrise as practical each duty day, preferably before the first flight of the day.
 - 2.9.2. Each unit will receive a map of their respective FOD walk area from the 18 WG FOD Manager.
 - 2.9.3. The 33d Rescue Squadron (33 RQS) will perform a FOD walk of the aircraft parking areas and taxiway in front of their building the first duty day of each week. FOD walks will be completed on all areas prior to use and periodically during use. In addition, 33 RQS is responsible for P-1, P-2, and P-3 which will be walked prior to use. Open patches of soil around the helicopter parking area will remain planted with grass to prevent dirt, grit, and rocks from blowing around when rotor blades extend over the edge of the pavement.
 - 2.9.4. The following units will conduct FOD walks as their mission and MAJCOM dictates:
 - 2.9.4.1. 82d Reconnaissance Squadron (82 RS)
 - 2.9.4.2. 353d Special Operations Group (353 SOG)
 - 2.9.4.3. 633d Air Mobility Support Squadron (633 AMC)
 - 2.9.4.4. Air Force TDY units
 - 2.9.4.5. Marine Wing Liaison Kadena Squadrons
 - 2.9.4.6. Navy units
 - 2.9.4.7. Other aircraft operating from Kadena AB Japan
 - 2.9.5. All FOD walks conducted at Kadena AB will be in compliance with established guide-lines.
 - 2.9.5.1. One supervisor, 7-level or above, will be assigned to each team performing a FOD walk and will be responsible for completing the following:
 - 2.9.5.1.1. Organize and control the walk at all times ensuring the team concentrates on task at hand (looking for FO). The distance between individuals should not exceed three paces to prevent overlooking any area of responsibility. Maintain effectiveness of the walk by ensuring team members remain in a "line abreast" formation and pause to reform the line when required.
 - 2.9.5.2. The 909 Air Refueling Squadron (909 ARS) is responsible for L-9, L-10, L-11, L-12, L-13, M-1, M-2, M-3, N-3, N-5, N-7, N-9, N-13, N-14, and N-15. These revetments will be FO walked out to the taxiway or red line, whichever occurs first. The 909 ARS will FO walk N taxiway from B taxiway to C taxiway. Taxiway P will only be inspected for FOD prior to use.
 - 2.9.5.3. The 909 ARS will also be responsible for walking any other revetments that become assigned to them for their use.

- 2.9.5.4. The 961 Airborne Air Control Squadron (961 AACS) is responsible for N-11 and N-12 which will be walked daily. The 961 AACS will walk taxiway N from taxiway C to taxiway D once a week.
- 2.9.5.5. The 353 SOG is responsible for the following areas: L-3, L-4, L-5, L-6, L-7, L-8. Airfield Management is responsible for N-2 and N-6 and will FOD walk these areas prior to aircraft use.
- 2.9.5.6. Each F-15 unit is responsible for their designated flow through area. This area includes the ramp in front of and behind the flow throughs extending from the building, to the grass area, the hardened shelter, and ramp up to the taxiway.

3. Flight Line Vehicle Operation.

- 3.1. FOD Containers.
 - 3.1.1. All government owned or operated vehicles traveling on the flight line will have a FOD container. Containers will be stenciled with the letters "FOD". The letters will be no smaller than 2 inches. The container must have a lid or a means of preventing FOs from escaping. Containers will be secured to vehicles to prevent being tipped over or ejected.
 - 3.1.2. Units are responsible for ensuring FOD containers are available at all occupied aircraft parking locations. For F-15 aircraft, covered storage areas in spots 1 through 50 will remain free of FOD and miscellaneous hardware at all times.
- 3.2. Vehicle Inspection.
 - 3.2.1. Vehicle interiors will be inspected for FOs prior to operation.
 - 3.2.2. Vehicles will use drive over FO shakers where available. Where FO shakers are not available, vehicles will stop, inspect, and remove FOs from tires before entering the Entry Control Point (ECP).
- 3.3. Fighter Nose Docks.
 - 3.3.1. Vehicular traffic behind fighter nose docks is restricted to special purpose vehicles.
 - 3.3.2. All wheeled vehicles require a tire check prior to reentering the flight line area.

4. Uniform/Equipment Restrictions.

- 4.1. Control of Loose Objects.
 - 4.1.1. Hats will not be worn while on the flight line.
 - 4.1.2. Restricted area badges will be attached by a blue, black or subdued colored cord to the uniform. One piece arm bands holding line badges are authorized for use in a flight line environment. They will be worn snugly on the upper arm, and no items (pens, pencils, whistles, etc) will be attached to or worn on the arm band. Line Badges or arm bands will not be worn during intake/tail pipe inspections, into the F-15 cockpit/bay 5 areas, or around any operating turbine engine.
 - 4.1.3. Boots will be inspected for FOs prior to entering the inlet or tail pipe area or before stepping onto a variable ramp.

- 4.1.4. A serviceable "bunny suit" with snug fitting arm and leg openings (velcro strips or elastic) will be fully worn when personnel physically enter the intake duct or variable inlet system and tail pipe of base assigned aircraft, transient aircraft, or engines. When performing intake inspections, while wearing a chemical ensemble, a "bunny suit" is not required. Ensure all pockets are emptied and accessories removed.
- 4.1.5. Loose items such as rags, bags, or line badges, including arm band type of line badge holders, will not be exposed on personnel or allowed within 25 feet of a running engine intake. All aircraft, portable -21 equipment storage boxes, FOD cans, tool boxes, and equipment will remain to the rear of engine intakes during engine operation. These items will be no further forward than the main gear for F-15 aircraft; Heavy aircraft, runs above idle, position equipment outboard of wing tips (except for single engine idle runs the A/32M/A–86 ground equipment can remain inplace and connected). Helicopters keep equipment well clear of rotor wash areas.

4.2. Hardware Accountability.

- 4.2.1. Removed hardware will be accounted for by placing it in a bag that will be attached to the panel, component, aircraft, or equipment. The used portion on the alligator type grounding clip will have both allen head type screws installed on all ground wires, and the unused portion on the alligator type grounding clip will have the unused allen head type screws removed.
- 4.2.2. Supervisors will ensure miscellaneous hardware is removed from all flight line areas and effective parts accountability is maintained at all times.

4.3. Personal Tools.

4.3.1. Personal tools are not authorized in any maintenance organization, for example, leathermens, mini-mag flashlights, and Swiss army knives.

5. Aircraft Danger Areas.

- 5.1. Responsibilities. Engine and aircraft technical orders describe intake danger areas, however, F-15 personnel must frequently enter these areas in order to launch, recover, service weapons, hot-pit refuel, and perform required maintenance tasks. The following paragraphs describe danger areas, precautions, and procedures when the respective engine(s) is operating. For all other aircraft, personnel will observe all precautions listed in appropriate technical orders.
- 5.2. All F-15 ground communications cords used during engine operations at Kadena will not exceed 50 feet in length.
- 5.3. Procedures. **NOTE:** Personnel are not authorized on top of F-15 aircraft until after the engine is started. Equipment and parts will be carefully controlled during operation of an engine and will not be laid on the aircraft during the run. Aircraft communication cords will be tied off around the left Main Landing Gear mooring point. When the cord is not in use, it will be secured in a safe area away from the intake.
 - 5.3.1. When only one engine is running, personnel may enter the danger area of the shutdown engine to perform essential tasks on F-15 aircraft only. The F-15 danger areas are defined as extending from the front of the radome to the forward LAU-106 ejector foot (eagle claw). The area under panel 154L may be entered for communication or system checks.

5.3.2. Environmental Control System (ECS) personnel may stand below panel 15 or on top of the F-15 aircraft only to observe ECS performance. Fuel systems personnel may stand on top of F-15 aircraft on the left side only for in-flight refueling system checks. To access top of F-15 aircraft the maintenance stand will be placed outside the danger area on the left wing. When maintenance personnel are performing the engine run, ECS and fuel systems personnel will use antipersonnel guard(s) attached to the intake of the operating engine, the engine will remain at idle. Ground communications cord must be attached to the technician's body in a manner that will prevent the cord from falling from the aircraft should it become disconnected.

6. Forms Documentation.

- 6.1. Antipersonnel Guards. F-15 antipersonnel guards used on F-15 aircraft will be inspected IAW 1F-15C-2-05JG-10-1 for loose, missing, or damaged hardware before installing on aircraft and after use. The inspection will be documented on aircraft AFTO Form 781A, **Aircraft Maintenance and Discrepancy Document**, with a Red X entry, including serial number of the guard(s) inspected.
- 6.2. Engine/Rotor FOD.
 - 6.2.1. Any damage (requiring blending) noted to engine rotors or stators that have not been previously dyed blue, will be annotated on the AFTO Form 781A as a Red X. Repaired engine damage will also be annotated on the AFTO Form 95, **Significant Historical Data.** Notify MOC, 18 OG/ I8 LG Quality Assurance (QA), and the 18 WG FOD Manager. After repair and X-ray, the repair will be dyed blue.
 - 6.2.2. The 18 OG/18 LG QA will collect all necessary data for the FOD report prior to any further maintenance actions. The 18 OG/18 LG QA will also determine future actions based on the amount of damage and recommendations from the 18 WG FOD Manager and 18 LG Engine Management Element, (EME).
 - 6.2.3. All borescope inspections completed in conjunction with a FOD incident (flight line, in-shop, or phase) require a borescope inspection sheet to be filled out, attached to the FOD investigation sheet, and forwarded to the 18 WG FOD Manager. Additionally, a copy of the borescope inspection sheet will be forwarded to the 18 LG EME.
- 6.3. Maintenance Involving Intakes.
 - 6.3.1. When FOs are detected on X-ray film, Nondestructive Inspection (NDI) personnel will enter a discrepancy on the AFTO Form 781A. Status symbol will be a Red X. Removal of FOs detected by X-ray is the responsibility of the owning squadron.
 - 6.3.2. When FOs removed, match what was identified on film. An additional X-ray is not required, providing the area was closed immediately upon removal of the FO.
 - 6.3.3. When FOs on F-15 aircraft are enclosed in a sealed and inaccessible area, the AFTO Form 781A "Inspected By" block will be signed by a 7-level or above, who has completed inaccessible FO training and is listed in Core Automated Maintenance System (CAMS) or the special certification roster.
 - 6.3.4. The FO previously identified by NDI personnel and verified by maintenance personnel as being nonaccessible/nonmigrateable does not require AFTO Form 781A documentation. NDI will maintain a log on all nonaccessible/nonmigrateable FO. When the amount of FO changes, it will be documented on the AFTO Form 781A (Red X) and verified by the Sortie Generation Flight

- (SGF) for the applicable unit. For example, if the current and previous X-rays match the number of pieces of FO found in a nonaccessible/nonmigrateable area, then a Red X entry is not required. Any other case will require an entry.
- 6.3.5. Excessive grease noted in F-15 variable ramps will be entered on the AFTO Form 781A (excess grease presents a significant FOD hazard and therefore, must be removed before flight). Status symbol will be a Red X.
- 6.3.6. FOD Plug, Covers, or Paper. When barrier paper, engine plugs, or covers are used to seal engine inlets during intake maintenance a separate Red X entry on the 781A will be made. Example: "Plugs, covers, or barrier paper installed in engine inlet number (as required)".

7. Inspections/Maintenance.

- 7.1. Intake Inspections.
 - 7.1.1. For F-15 aircraft, a 6 volt or 3-cell flashlight will be used when inspecting intake and exhaust areas. The flashlight will have reflective adhesive tape banded at each end. Flashlights with clips will have the clips removed prior to use on or around the aircraft. Two-cell flashlights with a halogen bulb are also acceptable for intake and exhaust inspections.
 - 7.1.2. Intake inspections will be accomplished prior to flight, between flights, and immediately following the final flight of the day.
 - 7.1.3. Physical entry into an intake is not required when pilot or maintenance ground run personnel do not leave the area, such as F-15 hot-pit refueling or red-ball maintenance.
 - 7.1.4. During an integrated combat turnaround procedure an intake inspection will be performed at the entrance of the intake without physical entry.
 - 7.1.5. A cursory intake inspection will be accomplished just prior to engine start before each flight.
 - 7.1.6. Intake covers will be visually inspected for FOs after maintenance within the intake or ramp system by a certified technician.
- 7.2. Maintenance Involving Intakes.
 - 7.2.1. Tools/hardware will be checked in and out (one for one) when working in, on, or around FO migrateable areas of aircraft inlet systems.
 - 7.2.2. The F-15 intakes will be covered forward of the engine face with a red maintenance cover during intake maintenance. If paper or plastic covers are used, they must be sealed with tape to prevent FO entry into the engine.
 - 7.2.3. Prior to working on, above, or next to F-15 variable ramps (for example, gun, canopy, speed brake, and refueling slipway system), barrier paper, plastic, tape, or matting will be placed over all louvers.
 - 7.2.4. –21 equipment (covers and plugs) will be installed at all times unless maintenance requiring the removal of a specific cover is being performed or for an inspection. If the F-15 ramp covers extend over a "no step" area, the cover will have the "no step" area marked to prevent injury to personnel or damage to components. **NOTE:** With the exception of intakes, aircraft protective covers are not required when aircraft are being launched/recovered in hardened shelters.

- 7.2.5. During rivet maintenance in or around intake components, the following procedures will be adhered to at all times:
 - 7.2.5.1. Rivet guns will have stem catch bags installed.
 - 7.2.5.2. Two structural repair specialists will be required for all intake or variable ramp sheet metal maintenance. One specialist will enter the intake and the other will remain outside and account for tools/hardware during the job.
 - 7.2.5.3. At the completion of the job, all tools/hardware will be accounted for a second time. All old hardware will be verified to match the quantity of new hardware used on the job.
 - 7.2.5.4. Structural repair personnel will enter a Red X discrepancy for visual FO inspection of the intake system. A second Red X discrepancy for X-ray will be entered if the repair was on or near F-15 variable ramps (in migrateable areas).
- 7.2.6. F-15 engines will not be operated following any intake/ramp maintenance until any required X-rays are taken verified clean of FOs, and all Red X symbols are cleared concerning engine systems.
- 7.2.7. The F-15 inlet ramps will be vacuumed and inspected for FOs after any maintenance or lubrication is done in this area.
- 7.2.8. For red-ball maintenance procedures and precautions refer to 18 WGI 21-145.
- 7.2.9. The X-ray (requirements) for F-15 aircraft will be performed anytime maintenance is performed on or within any ramp system, for example, following ramp panel removal and reinstallation. **NOTE:** The inside of F-15 intakes does not require X-ray after miscellaneous rivet replacement unless it is determined to be migrateable by technical data.
- 7.2.10. An acceptance inspection is performed if there is a reason to believe FOs are in the variable ramps or an area which could allow an FO to migrate to the inlet or variable ramp. **NOTE:** Maintenance on top of a ramp forward of panel 14L/R does not require X-ray inspection providing local repair L701004 has been accomplished and the temporary fix is verified still intact.
- 7.2.11. Maintenance tasks which require X-ray for FOs, such as maintenance on top of variable ramps of the F-15, will have an X-ray discrepancy entered in the AFTO Form 781A. Status symbol will be a Red X. **NOTE:** The statement, "Do not run number (#) engine," where "#" is the affected engine. An NDI specialist will add the statement "Do Not Tow" at the beginning of X-ray procedure.
- 7.2.12. Air induction systems (ramps) inspections may be exempted from NDI requirements provided there was no maintenance performed other than opening panel 21 and fulfilling lubrication requirements during hourly post-flight (HPO) number 1. This panel must be closed immediately and a visual inspection must be performed by a 7-level maintainer/technician prior to panel closure and documented in the AFTO Form 781As.
- 7.3. Borescope Inspection Procedures.
 - 7.3.1. Borescopes will be accomplished as required by technical data and local directives. Additionally, F-15 aircraft will be borescoped for the following reasons:
 - 7.3.2. Both engines will be borescoped during acceptance inspections. For example, incoming transfers, return from Programmed Depot Maintenance (PDM), etc.

- 7.3.3. A borescope (through inspection ports AP1, and AP7) is required when a rivet or fastener is missing forward of the inlet after flight or after engine operations.
- 7.3.4. When an engine was struck by a bird.
- 7.3.5. If directed by the 18 WG FOD Manager.

8. Propulsion Flight Responsibilities.

- 8.1. The Propulsion Flight Chief will ensure:
 - 8.1.1. Impound signs are posted on FOD mishap engines as soon as the engine is received.
 - 8.1.2. No maintenance actions are performed on an impounded engine other than those required by 18 OG/18 LG QA, 18 WG Safety, or the 18 WG FOD Manager. All maintenance actions pertaining to cannibalization transfer or any other parts removal must be approved by the impoundment official.
 - 8.1.3. When FOD damage is discovered on an uninstalled engine in the shop or in the test cell, 18 MXS maintenance supervisor, 18 WG FOD Manager, and 18 LG QA will be notified immediately through the MOC. All maintenance actions on the engine or in the test cell will cease.
 - 8.1.4. Engines or modules will be disassembled, if necessary, under the direction of the investigating official within 30 calendar days. All FOD engines will be given maintenance priority until the investigation is complete.
- 8.2. Propulsion Flight personnel will inspect the engine air inlet and tailpipe area for damage and FOs. These inspections will be:
 - 8.2.1. Accomplished by a 7-level technician.
 - 8.2.2. Documented in the engine work package and in the engine test log during testing.
- 8.3. Propulsion Flight personnel will inspect all production items for FOs prior to completion of a quality verification inspection (QVI) and again prior to release from the spare line. The production inspector's signature on the serviceable condition tag or serviceable block of the AFTO Form 350, **Repairable Item Processing Tag,** will indicate the item was checked for FOs.
- 8.4. Test Cell personnel will inspect the engine air inlet screens prior to test cell runs. A tool and FO inspection will be performed and documented on the appropriate run sheet prior to and following engine operation.

9. Investigation of FOD.

- 9.1. Initial Investigation.
 - 9.1.1. The 18 WG FOD Manager or a designated QA Inspector will conduct an initial investigation to determine the cause of the mishap. The initial investigation will be accomplished immediately after receipt or discovery of damage to an engine.
 - 9.1.2. All maintenance will cease unless cleared by the investigator.
 - 9.1.3. All engines/aircraft sustaining FOD will be considered for impoundment.
 - 9.1.4. All units will notify MOC of FOD. MOC will then notify the 18 WG FOD Manager and 18 WG Safety who will initiate appropriate investigation procedures.

- 9.1.5. Units will use automated AFTO Forms 781A for FOD investigation and documentation.
- 9.1.6. All engine blade blends will have a QVI accomplished by the applicable QA/18 WG FOD Manager.
- 9.1.7. If impounded, the impoundment will be cleared IAW 18 WGI 21-131 after all inspections, repairs, and documentation is completed.
- 9.2. Procedures for Test Cell and Hush House.
 - 9.2.1. In case of a FOD mishap at the test cell or hush house, the engine and all equipment in the bay will be immediately impounded by 18 MXS Propulsion Flight Supervision.
 - 9.2.2. The 18 MXS impoundment procedures will go into effect and 18 MXS Maintenance Supervisor, 18 WG FOD Manager, 18 WG Safety, and 18 LG QA will be notified.
 - 9.2.3. All FOD-related engine blade blends will have a QVI accomplished by the applicable QA/18 WG FOD Manager.
 - 9.2.4. After the preliminary evaluation of the engine, engine bay, and surrounding equipment area is complete, 18 MXS Maintenance Supervisor and the 18 WG FOD Manager will authorize the engine to be moved to the appropriate maintenance shop.
 - 9.2.5. Impoundment release of the test cell or hush house will be done only by 18 MXS Maintenance Supervisor, or 18 MXS Commander, in conjunction with 18 WG Safety and 18 WG FOD Manager.

10. FOD Prevention Training. Personnel and Specialized Training.

- 10.1. All maintenance personnel will receive initial and recurring FOD prevention training.
- 10.2. Specialized training will be accomplished by SGF and Sortie Support Flight (SSF) for personnel prior to becoming engine run certified.
- 10.3. All maintenance personnel will receive additional training through the use of workcenter specific briefings, daily roll calls, read files, etc.

11. Committee Meetings.

- 11.1. Junior FOD Committee Meeting:
 - 11.1.1. The Junior FOD Committee meeting is conducted quarterly and is primarily for unit FOD monitors. This meeting is intended to inform the majority of our work force about the program. All unit FOD monitors must attend.
- 11.2. Senior FOD Committee Meeting:
 - 11.2.1. Active participation by senior leadership is imperative in order for the program to be effective. The purpose of the Senior FOD Committee meeting is to encourage the involvement of senior leadership in the FOD Program. Active participation in this committee is required.

12. FOD Incentive Program.

12.1. Organizational Involvement:

12.1.1. The 18 WG FOD Prevention Program requires active involvement at both the organizational and individual levels. The intent of the incentive program is to reward FOD conscious personnel who take the extra steps to identify and correct potential FOD hazards, on and off the flight line.

12.2. Award Categories:

- 12.2.1. The 18 WG FOD Prevention Program consists of the FOD Fighter of the Quarter and FOD Poster of the Quarter winners.
- 12.2.2. Nominations for FOD Fighter and Poster of the Quarter must be submitted to the 18 WG FOD Manager, through the respective unit FOD Prevention Monitor. The nominations can be submitted anytime during the quarter, but no later than the first week of the new quarter. This allows time for the packages to be voted on and a winner selected prior to the quarterly meeting during that month.
- 12.2.3. The contest winners will be announced at the Junior FOD Committee meeting. In an effort to promote maximum participation, individuals may not win awards in two consecutive cycles.

12.3. Gratuities:

- 12.3.1. The FOD Fighter of the Quarter Winner receives a letter of appreciation/certificate, 3-day pass, and 18th Services Squadron (18 SVS) Top Performance Coupon Book.
- 12.3.2. The FOD Poster of the Quarter winner receives a letter of appreciation/certificate, 1-day pass, and 18 SVS Top Performance Coupon Book.

GARY L. NORTH, Brigadier General, USAF Commander, 18th Wing