

**BY ORDER OF THE COMMANDER  
910TH AIRLIFT WING**

**910TH AIRLIFT WING INSTRUCTION  
21-105**



**19 JULY 2011**

**Maintenance**

**IMPOUNDMENT PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*; Air Force Instruction (AFI) 21-101, Chapter 13, *Aerospace Equipment Maintenance Management*; Air Force Reserve Command Instruction (AFRC) 21-101, *Aircraft Maintenance Guide and Procedures*; AFI 11-218, *Aircraft Operations and Movement on the Ground*; Air Force Joint Instruction (AFJI) 13-210, *Joint Airdrop Inspection Records; Malfunction Investigation and Activity Reporting*; AFI 91-107, *Design, Evaluation, Troubleshooting and Maintenance Criteria for Nuclear Weapons System*; AFI 91-204, *Safety Investigation and Reports*; AFI 11-2C-130, *C-130 Operations Procedures* and 910 Airlift Wing Instruction (AWI) 21-103, *Dropped Object Prevention and Reporting Program*. It establishes procedures on the impoundment of aircraft/equipment and explosive mishaps. It applies to all 910 Airlift Wing personnel involved in the impoundment of aircraft and equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

**SUMMARY OF CHANGES**

This is an initial publication of 910th Airlift Wing Instruction 21-105.

**1. Impoundment Description.** Something occurred to an aircraft or piece of equipment requiring further investigation into the problem. An impoundment is to ensure the aircraft/equipment is kept isolated from all personnel other than those that are required to work on the aircraft/equipment. AFI 21-101, paragraph 9.1.

**2. Responsibilities:** When notified of an incident or condition that may warrant impoundment of an aircraft/equipment the Impoundment authority will determine if extraordinary measures are required to ensure the safe operating condition of a specific aircraft/ equipment or to address any degradation of aircraft airworthiness or serious anomaly. AFI 21-101, paragraph 9.4 through 9.4.11.3

2.1. Impoundment Authority/Release Authority are selected by the Operations Group Commander (OG/CC) or Maintenance Group Commander (MXG/CC) and identified by letter and Special Certification Roster (SCR) and will: AFI 21-101, paragraph 9.3.3 and 9.3.4.

2.1.1. Oversee and release the impoundment.

2.1.2. Select the Impoundment Official.

2.2. Impoundment Official will: AFI 21-101, paragraph 9.3.5.

2.2.1. Be the lead person for the investigation. AFI 21-101, PARA 9.5.1 Review all pertinent data along with parts to be ordered.

2.2.2. Ensure all personnel in/out of the area are controlled.

2.2.3. Verify that the log is maintained, reviewed and initialed daily. Refer to paragraph 11 of this instruction and the log (see [Attachment 2](#), Impoundment Daily Log). Use the checklist for guidance. Refer to paragraph 12 of this instruction and the checklist (see [Attachment 3](#), Impoundment Checklist).

2.2.4. Record data and present a recommendation to the Impoundment Authority/Release Authority, OG/CC, MXG/CC or a designated representative on when an impoundment may be released or no longer required.

2.2.5. Debrief the Impoundment Authority/Release Authority, OG/CC, MXG/CC or a designated representative of the findings and corrective action.

2.3. The Expediter will:

2.3.1. Notify Maintenance Operations Center (MOC) and Squadron Dispatch Section of a possible impoundment action on an aircraft. Provide the discrepancy, aircraft tail number and location.

2.3.2. Notify Squadron Dispatch Section of a possible impoundment action on a piece of equipment. Provide the discrepancy, equipment serial number and location.

2.3.3. Ensure the aircrew gives a detailed description of the problem and is available for discussion.

2.4. The Squadron Dispatch Section will:

2.4.1. Notify 910 Airlift Wing Commander (AW/CC), OG/CC, MXG/CC, Quality Assurance (QA) and senior managers involved with the impoundment.

2.4.2. Request the work center to send their most qualified person to debrief the aircraft problem.

2.4.3. Notify Maintenance Analysis in the event of an aircraft incident.

2.4.4. The Squadron Dispatch Section will provide the previous debrief records for the impounded aircraft for review at the impoundment meeting.

2.4.5. Notify the appropriate section of a possible impoundment action on a piece of equipment. Provide the discrepancy, equipment serial number and location.

2.5. The MOC will:

2.5.1. Notify the aircrew that flew the aircraft that a detailed debriefing is required.

2.5.2. Notify QA as to who the crewmembers were.

2.6. QA will: AFI 21-101, paragraph 8.3.9 and 9.2

2.6.1. Up channel findings to Numbered Air Force (NAF), Major Command (MAJCOM) and Lead Command that may affect the C-130 fleet.

2.6.2. Provide guidance to the Impoundment Official on certain duties and responsibilities.

2.6.2.1. Investigate the impoundment and establish a meeting with the required aircrew, 7-level work center representative, wing safety office, Pro-super and expediter. This meeting is to establish a plan. (If required)

2.7. Supervisor of Flying (SOF) will:

2.7.1. During hours of local flying when the above offices are not available the SOF will be the interim Impoundment Authority. The SOF will note the impoundment in the SOF Log and seal the aircraft with an aircraft seal and document the seal number. This aircraft seal will be removed only by order of OG/CC or MXG/CC. Follow the intent of this paragraph only.

2.8. Maintenance Analysis will:

2.8.1. Lock MIS records when required Per 21-101 PARA 9.12.5 and 9.12.5.2.

**3. Mandatory Impoundment Reasons:** When informed of a reason that warrants an aircraft or equipment impoundment, the Impoundment Authority will investigate under the reasons listed and/or other reasons that may not be listed. Impoundment Authority may request assistance.

3.1. Reasons listed below are in addition to what's in AFI 21-101. Refer to the AFI 21-101, and review and following paragraphs 9.4. through 9.4.11.3 on reasons for impounding an aircraft or piece of equipment.

3.2. Review the AFI 11-2C-130 Volume 3, paragraphs 6.55 and 8.4.

3.2.1. Review the E-mail dated April 19, 2002 from AFRC/TSS paragraph 2- policy on aircraft and crew movement after an incident/mishap.

**4. Conditions:** The following conditions may warrant an impoundment at the discretion of the Impoundment Authorities: When informed of a condition that warrants an aircraft or equipment

impoundment, Impoundment Authority will investigate under the conditions listed and/or other conditions that may not be listed. Impoundment Authority may request assistance.

4.1. Conditions listed below are in addition to what's in AFI 21-101. Refer to AFI 21-101, and review the following paragraphs 9.4. through 9.4.11.3 for impoundments that may be warranted by Impoundment Authorities.

4.2. Aircraft throttles binding not covered by technical order data.

4.3. Accident/structural damage or fire.

4.4. Equipment loaded on an aircraft where a spill may occur.

4.5. Aircraft equipped for spray:

4.5.1. Spills that may occur inside the aircraft.

4.5.2. Mobile Aerial Spray System (MASS) units that may have a serious problem.

4.6. An aircraft impoundment may be warranted after an airdrop malfunction if the aircraft was damaged or the malfunction was caused by or suspected to have been caused by an aircraft system. When this occurs, notify the nearest Air Force Command Post. Ref. AFJI 13-210, paragraph 4.3b, Joint Airdrop Inspection Records, Malfunction Investigation and Airlift Report.

4.6.1. Do not de-rig or reprogram navigation aids used in determining the load release point if at all possible.

4.6.2. Aircraft away from home station and encounters an airdrop malfunction, but deemed safe for flight by maintenance at home station and accepted by the aircrew, may be returned home and impounded upon landing at home station. Ref. AFJI 13-210, paragraph 4.3b, Joint Airdrop Inspection Records, Malfunction Investigation and Airlift Report.

4.7. Impoundment may be warranted when an item has been dropped from an aircraft. Refer to 910 AWI 21-103, Dropped Object Prevention and Reporting Program.

**5. Explosive related mishaps:** Mishaps listed below are in addition to what's in AFI 21-101. Refer to AFI 21-101, and review and following paragraphs 9.7 through 9.7.2.3 for impoundments that may be warranted.

5.1. If the aircrew discovers a problem in-flight and/or upon landing. The aircraft will taxi to an approved de-arm/hot cargo parking area and impounded. Location of approved area is taxi way "Tango" per AFI 11-2C-130, Vol. 3, Chapter 10, and Attach 5.

5.2. Appropriate personnel render the aircraft safe and ensure all other personnel; aircraft and equipment are safely removed from the scene.

5.3. Ensure no one touches the aircraft/equipment until photos, data and evidence gathering has been accomplished (if required).

**6. Impoundment Process:** AFI 21-101, paragraphs 9.6 through 9.6.13.2.

6.1. If OG/CC, MXG/CC or a designated representative (Impoundment Authority/Release Authority) orders the aircraft/equipment impounded, the Impoundment Authority will

appoint an Impoundment Official who will be a fully qualified maintenance officer or maintenance senior NCO (MSgt minimum).

6.2. The Impoundment Official will choose the team to perform the task of investigating the problem that has caused the impoundment.

6.3. Aircraft impounded away from home station. GP/CC or a designated representative may temporarily delegate Impoundment/Release Authority to the deployed maintenance supervisor or superintendent. Also, if a team is dispatched from home station, the team will process the impoundment per this instruction. AFI 21-101, paragraph 9.6.13 through 9.6.13.1

**7. Impoundment Procedures:** AFI 21-101, paragraph 13.6. through 13.6.12.

7.1. The Impoundment Authority will direct the impoundment of the aircraft/equipment.

7.1.1. Impoundment Form Entry: Enter a red X symbol in the aircraft AFTO Form 781A, Maintenance Discrepancy and Work Document, or the AFTO Form 244, Industrial/Support Equipment Record. “In the next open block write, “Aircraft/equipment impoundment” and state the reason. Reference the original write-up in the forms by page and item number.”

7.2. Enter in the AFTO Form 781A or the AFTO Form 244 the name/names of the Impoundment Official/Senior Non-Commissioned Officer (SNCO) along with the QA representative and work center team leader to whom the aircraft/equipment will be released for investigation.

7.3. Impoundment Official will be the person in charge of the impoundment.

7.3.1. The Impoundment Authority/Release Authority or designated representative will release the aircraft/equipment from impoundment when all the data is compiled and reviewed.

7.4. If an aircraft is impounded on the flight line or in a hangar, highlight the aircraft by attaching a placard and streamer that state, “Aircraft Impounded, Authorized Personnel Only” to the crew entrance door lock.

7.5. Ensure all recoverable stored data is collected prior to system operation (if applicable).

7.6. Impoundment Official will ensure no maintenance and/or servicing which may contaminate investigation is performed until the OG/CC, MXG/CC or the designated representative (Impoundment Authority/Releasing Authority) releases the aircraft.

7.7. Keep the OG/CC, MXG/CC or designated representative (Impoundment Authority/Releasing Authority) informed of all the proceedings/findings that occur on the aircraft.

7.8. Ensure a Deficiency Report (DR) is initiated (if applicable) through the QA office.

**8. Review:** The Impoundment Official, team leader and QA will review the forms to ensure the corrective action has been completed and brief the OG/CC, MXG/CC or designated representative (Impoundment Authority/Releasing Authority) on the corrective action. Written record of findings/corrective actions must be on file with log and checklist.

**9. Release.** OG/CC, MXG/CC or a designated representative (Impoundment Authority/Releasing Authority) listed on the SCR is the final releasing authority for impounded aircraft/equipment. The Impoundment Authority/Releasing Authority will release the aircraft/equipment by entering in the AFTO Form 781A/AFTO 244, "Investigation complete, all corrective actions have been reviewed, aircraft/equipment released." "Reference back to the original discrepancy and sign the AFTO Form 781A or AFTO 244 "Inspected By" block of the impoundment and initial over the red X symbol." Refer to the appointment letter for the designated representatives. AFI 21-101, paragraph 9.3.3 and 9.3.4.

**10. AGE Equipment:** To the extent applicable, these procedures will be followed when impounding AGE equipment. OG/CC, MXG/CC or a designated representative (Impoundment Authority) is final releasing authority for impounded equipment.

**11. The Impoundment Daily Log, AF Form 2519 (Attachment 2) will be maintained and reviewed daily by the Impoundment Official along with their initials until the aircraft/equipment has been released from impoundment.** Personnel will sign in and out on the aircraft/equipment log.

**12. The Impoundment Checklist, AF Form 2519 (Attachment 3) will be used by the Impoundment Official to document series of actions.** The checklist will be accomplished in its entirety.

STEPHEN J. LINSENMEYER, Col, USAFR  
Commander

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

AFPD 21-1, *Managing Aerospace Equipment Maintenance*

AFI 21-101, Chapter 9, Impoundment Procedures

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFJI 13-210, *Joint Airdrop Inspection Records; Malfunction Investigation and Activity Reporting*,

AFI 91-107, *Design, Evaluation, Troubleshooting and Maintenance Criteria for Nuclear Weapons System*

AFI 91-204, *Safety Investigation and Reports*

AFI 11-2C-130, *C-130 Operations Procedures*

910AWI 21-103, *Dropped Object Prevention and Reporting Program*

***Prescribed Forms***

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

AFTO Form 244, *Industrial/Support Equipment Record*

AF Form 2519, *Impoundment Daily Log*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**OG/CC**—Operations Group Commander

**MXG/CC**—Maintenance Group Commander

**AW/CC**—Airlift Wing Commander

**SCR**—Special Certification Roster

**MOC**—Maintenance Operations Center

**QA**—Quality Assurance

**NAF**—Numbered Air Force

**MAJCOM**—Major Command

**SOF**—Supervisor of Flying

**MASS**—Mobile Aerial Spray System

**SNCO**—Senior Non-Commissioned Officer

**AFTO**—Air Force Technical Order

**Attachment 2**

**THE IMPOUNDMENT DAILY LOG**

**Figure A2.1. AF Form 2519.**



**Attachment 3**

**THE IMPOUNDMENT CHECKLIST**

**Figure A3.1. AF Form 2519-1.**

| ALL PURPOSE CHECKLIST                           |   | PAGE | 1    | OF | 1 | PAGES |
|---|---|------|------|----|---|-------|
| TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA          |   | OPR  | DATE |    |   |       |
| IMPOUNDMENT CHECKLIST (Complete this Checklist) |   | LGQ  |      |    |   |       |
| NO.   | ITEM<br><i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>   |      |      |    |   |       |
|   | <p>IMPOUNDMENT CHECKLIST (Refer to 910 AWI 21-105)</p> <p>Steps to follow and complete:</p> <p><u>Notifications:</u> Upon landing, the Expeditor ensures the aircrew is debriefed in detail and available for discussion prior to departing the aircraft.</p> <p>Aircrew Names:<br/>                     Pilot: _____<br/>                     Co-Pilot: _____<br/>                     Navigator: _____ (If required)<br/>                     Engineer: _____</p> <p>The Expeditor notifies MOC and Sq Dispatch Section of pending Impoundment. (Aircraft)<br/>                     Sq Dispatch Section notifies CCs, LGQ, section(s) and senior managers. (Acf/Equip)<br/>                     LGQ will establish a meeting with all the representatives. (Acf/Equip)</p> <p><u>Application:</u> (Aircraft/Equipment)</p> <p>Describe the discrepancy in detail _____<br/>                     _____<br/>                     _____</p> <p>Tail/Serial Number _____<br/>                     Location/Isolation _____<br/>                     Properly marked off _____<br/>                     Who impounded the aircraft initially _____</p> <p><u>Personnel:</u> Personnel assigned to the impoundment.</p> <p>Impoundment Authority/Representative _____<br/>                     Impoundment Official _____<br/>                     LGQ Representative _____<br/>                     Section/sections involved _____<br/>                     Impoundment Board (Sections may be on the board) _____<br/>                     _____<br/>                     Safety Representative _____</p> <p><u>Discussion:</u></p> <p>Previous debriefs made available by Sq Dispatch Section for review at meeting: (Aircraft)<br/>                     Discuss the discrepancy and the corrective action. Brief OG/CC, LG/CC and the Impoundment Authority on what caused the the problem. If there is a more in-depth problem, notify Numbered Air Force (NAF), Major Command (MAJCOM) and the System Manager (SM) if necessary. (Aircraft/Equipment)<br/>                     Collect all the data and ensure the AFTO Forms 781/244 are correct per Tech Order.</p> <p><u>Release:</u></p> <p>Aircraft/Equipment released by the Impoundment Authority.</p> <p><u>Informational:</u></p> <p>Refer to Appointment #32 and Special Cert Roster titled Acft Impoundment Authority #000154</p> |      |      |    |   |       |