

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION  
21-114**



**8 MARCH 2016**

**Maintenance**

**AIRCRAFT AND EQUIPMENT  
IMPOUNDMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 934 MXG/MXQ

Certified by: 934 MXG/CC  
(Colonel Erik D Sutcliffe)

Supersedes: 934AWI21-114,  
21 August 2013

Pages: 14

---

This instruction implements Air Force Instruction (AFI) 21-101, Air Force Reserve Command (AFRC) Supplement 1, *Aircraft and Equipment Maintenance Management*. It identifies the conditions that would require, and prescribes procedural guidance for, the impoundment of unit aircraft/equipment. It also identifies responsible agencies in the event an impoundment becomes necessary. Actions directed in this instruction ensure the preservation of mishap evidence. This instruction applies to all 934th Airlift Wing (AW) 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 (AF) Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF Form 847s 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

**SUMMARY OF CHANGES**

This document has been substantially revised reflecting AFI 21-101 Air Force Reserve Command (AFRC) Supplement revision.

**1. General.** Any 934 AW personnel involved in or witnessing an incident involving damage or injury that could involve impoundment must remain at the scene until released by the on-scene

commander or Impoundment Official (IO). The Base Legal Office will be consulted for legal advice as appropriate.

## 2. Conditions Warranting Impoundment.

2.1. In addition to the mandatory events listed in AFI 21-101 and AFMAN 91-223, impoundment of aircraft/equipment will also be directed when:

- 2.1.1. An airdrop incident results in personal injury or aircraft/equipment damage,
- 2.1.2. An airdrop malfunction or an off-drop zone (DZ) drop occurs,
- 2.1.3. A system malfunction repeats for the third time,
- 2.1.4. When infestation of insects, rodents, or similar conditions are evident.
  - 2.1.4.1. The Maintenance Operations Center (MOC) will contact Host Base Civil Engineer Entomologist for possible quarantine.
- 2.1.5. Engine controls bind.
- 2.1.6. Flight control “auto” mode fails to disengage.
- 2.1.7. Other discrepancies or malfunctions considered to be unusual or requiring further investigation.

## 3. Roles and Responsibilities.

3.1. Impoundment Official (IO). The IO will be the authority to determine whether to relocate the impoundment exhibits or if such actions will compromise the investigation.

3.2. For airdrop malfunction investigative support, the IO will request Operations Support Squadron (OSS) Chief of Tactics to provide a qualified team member.

3.2.1. The OSS team member(s) shall be from 934 OSS (Tactics) and/or a designated Joint Airdrop Inspection (JAI)-qualified loadmaster using procedures in AFI 13-210, *Joint Airdrop Inspection Records, Malfunction Investigations, and Activity Reporting*, and AFI 11-2C-130V3, Ch10/934 AW Sup 1.

3.2.1.1. The IO will contact the 27th Aerial Port Squadron for disposition of airdrop equipment still onboard the aircraft.

4. Procedures. Whenever impoundment occurs, regardless of the reason, the following actions are required:

- 4.1. MOC will initiate the Aircraft/Equipment Impoundment Checklist.
- 4.2. MOC will create a “Red X” discrepancy using a Job Control Number starting with the Julian date and ending with 8479 through 8499.
- 4.3. IO will initiate applicable worksheet. See [attachment 2](#) for aircraft and equipment or [attachment 3](#) for engines.
- 4.4. If possible, the aircraft will be secured in its recovered state to preserve evidence. Propellers may be positioned with the number one blade in the twelve o’clock position and taken “out-of-feather” during periods of cold weather if, in the opinion of the IO, it would not interfere with the subsequent investigation.

4.5. Quality Assurance (QA) will report all incidents of multiple-engine power loss to AW/Wing Safety (SE). The report will include specific values of RPM, torque, fuel flow, Turbine Inlet Temperature, and other related power plant indications.

4.6. Release of Impoundment. After the investigation has been completed and the most probable cause is identified and corrected, the Impoundment Release Authority will clear the impoundment entry in the applicable forms Air Force Technical Order (AFTO) Form 781A or AFTO Form 244). The MOC will be notified and the aircraft/equipment will be released.

## **5. Procedures for off Station Impoundment.**

5.1. For aircraft away from home station perform the following:

5.2. Secure aircraft and notify home station MOC at the earliest available time with a complete description of the discrepancy.

5.3. No maintenance will be performed until directed by the Maintenance Group (MXG)/Commander (CC) or designated representative.

5.4. Off station impoundment package will be sent to location of aircraft.

## **6. After Normal Duty Hours.**

6.1. The Night Shift supervisor or designated representative will ensure the intent of this AWI is met to the maximum extent possible. The aircraft will be secured and a boxcar seal placed on the crew entrance door. The seal number will be written in ink in the AFTO Form 781A impoundment entry discrepancy block and the aircraft forms placed inside the aircraft prior to the seal installation. Only the assigned IO may remove this seal.

ANTHONY G. POLASHEK, Colonel, USAFR  
Commander

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

AFI 21-101, AFRC Sup 1, Aerospace Equipment Maintenance Management, 24 August 2015  
AFI 21-103, AFRC Sup 1, Equipment Inventory, Status and Utilization Reporting, 03 April 2015  
AFMAN 33-363, Management of Records, 1 March 2008  
AFMAN 91-223, Aviation Safety Investigations and Reports, 16 May 2013  
AFI11-2C-130V3\_934AW Sup 1, C-130 Operations Procedures, 01 February 2011  
AFI 13-210, Joint Airdrop Inspection Records, Malfunction Investigations and Activity Reporting, 23 June 2009

***Adopted Forms***

AF IMT 847, Recommendation for Change of Publication  
AFTO Form 781A, Maintenance Discrepancy and Work Document  
AFTO Form 244, Industrial/Support Equipment Record

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**APS**—Aerial Port Squadron  
**AFTO**—Air Force Technical Order  
**AW**—Airlift Wing  
**CC**—Commander  
**DZ**—Drop Zone  
**IMT**—Information Management Tool  
**IO**—Impoundment Official  
**JAI**—Joint Airdrop Inspection  
**MOC**—Maintenance Operations Center  
**MXG**—Maintenance Group  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron

Attachment 2

AIRCRAFT/EQUIPMENT IMPOUNDMENT OFFICIAL WORK SHEET

Table A2.1. Aircraft/Equipment Impoundment Official Work Sheet.

OPR: MXG/MXQ	Date:	Page 1 of 4			
Tail/Equip #WUC: MDS		Initial	Time	Date	

<p style="text-align: center;"><b>Unit Responsibilities To Be Accomplished By Impoundment Official</b></p> <p>1. Name of Impoundment Authority (IA).</p> <p>2. The IA will designate an Impoundment Official (IO)._____</p> <p>3. Name of IO: ____</p> <p>4. The IO will ensure Production Super, MOC, 934AW/SE (Flight Safety), and Quality Assurance (QA) are notified of the aircraft/equipment impoundment order.</p> <p>MOC: DSN: 783-1328</p> <p>QA: DSN: 783-1320</p> <p>WG/SE: 783-1237</p> <p>Security Forces: 783-1102</p> <p>OSS/OSK: 783-1752 (if Air Drop Associated)</p> <p>5. Production Super Notified (If not IA)</p> <p>6. MOC Coordinator Notified: _ Ensure GO81 is locked out.</p>			
---	--	--	--

<p>8. 934 AW/SE Flight Safety Notified:</p> <p>8.1. Notify Security Forces and request cordon if required.</p> <p>9. The IO will ensure the following discrepancies are entered in the affected AFTO Form 781A/244/245:</p> <p>A Red X stating: "Aircraft/Equipment Impounded IAW AFI 21-101. Impoundment Official is (Rank and Last Name); See page: block: _" (Refer to cause of impoundment.)</p> <p>9.1. Once the IO selects a team of qualified technicians to determine the cause of the problem, they will submit a letter the MXG/CC or IA to sign as individuals authorized access to the aircraft or equipment.</p> <p>9.2. A copy of the signed letter will be sent to Security Forces.</p> <p>9.2.1. A copy of the signed letter will be kept with records at impounded location.</p> <p>10. If required, the IO will establish an ECP and access control log for impounded aircraft/equipment.</p>			
OPR: MXG/MXQ		Page 2 of 4	

	Page 3 of 4		
Tail/Equip # WUC:MDS	Initial	Time	Date
<p>11. Aircraft/equipment records will be controlled at discretion of IO.</p> <p>12. IO will ensure any maintenance performed is documented completely and accurately IAW applicable technical data.</p> <p>13. IO will notify Data Base Management (DBM) to lock G081 on affected aircraft/ equipment in order to maintain data integrity.</p> <p>14. Request personnel training records from organization.</p> <p>15. Interview pilot/flight crew, as needed. Names:</p> <p>16. Aircraft Released to Maintenance: Date:Time:</p> <p>17. Reason for impoundment:</p>			



## Attachment 3

## AIRCRAFT IMPOUNDMENT OFFICIAL ENGINE RELATED WORKSHEET

Table A3.1. Aircraft Impoundment Official Engine Related Worksheet.

Tail/Equip #WUC:MDS:	Initial	Time	Date
----------------------	---------	------	------

<p style="text-align: center;">***Only Complete Engine Information If Applicable***</p> <p>Engine Series:Eng. S/N: _ Total Operating Time/Cycles:Work Unit Code: _ Total Cycles since overhaul:Time/Cycles since overhaul: _ Total Equivalent Cycles:Time/Cycles since installed: _ Fuel Control S/N:Engine Control S/N:</p> <p>----- -----</p> <p style="text-align: center;">QA Responsibilities</p> <ol style="list-style-type: none"><li>1. IO will sign the “corrected by” block for the impoundment Red X.</li><li>2. QA and IO will take forms to Release Authority (RA) and brief him/her on all findings. Name of RA:</li><li>3. RA will clear forms by initialing over the appropriate Red X and entering their name and employee number in the “inspected by” block.</li></ol>			
---	--	--	--

<p>4. IO notifies MOC of impoundment release. MOC Coordinator:</p> <p>5. After aircraft/equipment is released, QA will retain this checklist.</p> <p>6. (Aircraft) QA will ensure that a copy of this record is delivered to PS&amp;D section for inclusion in to the aircraft jacket file and will maintain a copy for 1 year.</p> <p>7. QA data base closed by QA Inspector:</p>			
--	--	--	--



