

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45
INSTRUCTION 21-104**



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IMPOUNDMENT

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(Maj Matthew B. Edwards)

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This publication implements Department of the Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, and DAFI 21-101_Air Force Material Command Supplement (AFMCSUP)_Addendum D, *United States Space Force (USSF) Non Standard Organization (NSO) Aircraft and Equipment Maintenance Management*. The purpose of this instruction is to provide specific impoundment processes and procedures unique to Patrick Space Force Base (PSFB) and Cape Canaveral Space Force Station (CCSFS). This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force, all Department of the Air Force (DAF) civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or to the Publication OPR for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

1. Overview: During operations, there may be times when activities need to be halted to investigate an anomaly. In most cases, once the investigation and resolution of the anomaly are complete, activities can resume. However, in severe cases, an impoundment may be imposed on activities to restrict work, seize documents, and control access. This is to ensure that analysis and investigative efforts can proceed systematically without any actions resulting in the loss of evidence or asset configuration.

2. Responsibilities and Process.

2.1. Personnel involved with the activity, such as craftsmen, craft supervisors, site leads, Contracting Officer Representative (COR), or aircrew, have the responsibility and authority to stop maintenance, or servicing operations for any reason they deem necessary to prevent personnel injury, equipment damage, or environmental damage. Activities can be resumed after following required safety and operational protocols. If the situation is severe, activities may be stopped and escalated to impoundment.

2.2. Reasons for Impoundment

2.2.1. In all cases where an impoundment is probable, steps must be taken to eliminate or reduce potential risk before proceeding with the impoundment process outlined below.

2.2.2. Mandatory Impoundments. Aerospace Ground Equipment (AGE) must be impounded:

2.2.2.1. When the Impoundment Authority (IA) determines extraordinary measures are required to address any degradation of AGE performance or serious anomaly.

2.2.2.2. Following a mishap significant enough to lead to a Class A/B/C mishap. The Safety Office (SLD 45/SE) must be contacted for mishap class and safety investigation level determination.

2.2.2.3. When AGE is known or suspected to have been a factor in a mishap or may have contributed to damage or injuries.

2.2.2.4. When there is suspicion or evidence of intentional damage, tampering, or sabotage. The 45th Security Forces Squadron (45 SFS) must be contacted for a security investigation determination.

2.2.3. The IA must determine if impoundment of AGE is warranted:

2.2.3.1. When AGE sustains damage from an unknown cause.

2.2.3.2. When a tool or other object with the potential to cause Foreign Object Damage (FOD) is lost.

2.2.3.3. When a situation could potentially warrant an immediate restriction in work activities, seizure of documents, and/or controlled access to ensure analysis and investigative efforts can systematically proceed without intentional or unintentional actions resulting in subsequent loss of evidence or asset configuration.

2.3. Process for initiating an impoundment:

2.3.1. If a person believes a situation warrants an impoundment, they must contact the IA directly or solicit contact via Transient Alert (TA/AGE).

2.3.2. The IA must be appointed by the SLD 45 Vice Commander, Installation Support (SLD 45/CV-IS) or designated representative.

2.3.3. The IA may initiate an impoundment regardless of whether a recommendation to impound has been received.

2.3.4. If the IA decides to impound the equipment, the IA must appoint an IO with a minimum rank of MSgt or civilian equivalent. The IO cannot be directly related to the asset being impounded.

2.3.5. The IA must notify the TA/AGE CORs and provide: their name, the impoundment area, the specific asset(s) to be impounded (e.g., Light Cart 7 (LC07), Diesel Generator 9 (DG09), etc.), the reason for impoundment, and the IO name and contact information.

2.3.6. Once notified by the IA, the TA/AGE CORs must send out an Impoundment Notification.

2.3.7. The IO must determine the restrictions and controls to be put in place for the impoundment and communicate this information to the TA/AGE CORs and other parties involved. Consult with SLD 45/SE, 45 SFS, or other organizations as appropriate to determine the required restrictions and controls.

2.3.7.1. To ensure all requirements are met, the IO will use the SLD 45 Form 130, *Impoundment Checklist*. After equipment release, the TA/AGE COR office will keep the checklist for one year.

2.3.8. The IO must limit operations and maintenance actions on impounded assets and control of removed parts until the cause is determined.

2.3.9. Depending on the situation, the IO should consider controlling access to impounded asset(s), maintaining entry logs, detaining personnel for interviews, controlling work in the impounded area, and seizing/controlling documents/records.

2.3.10. Contractors must support the IO by controlling access, providing records, etc. as directed.

2.3.11. The IO must assume control of the investigation and select a team of qualified personnel if it is not a mishap or security investigation. Mishap investigations are controlled by SLD 45/SE and security investigations are controlled by the 45 SFS. In the case of a mishap or security investigation, the IO must provide assistance to the investigation as directed by the investigating office.

2.3.12. The IO must oversee the return to service activities if directed by the IA.

2.4. Release from Impoundment.

2.4.1. The SLD 45/CV-IS will be responsible for releasing the asset(s) from impoundment.

2.4.2. It is expected that controls and restrictions will gradually be lifted as the investigation proceeds, and the IO must be the authority for reduction or removal of any impoundment controls and restrictions imposed per [paragraph 2.3.7](#) with approval from the IA (and investigating officer or board as applicable).

2.4.3. Once the investigation is complete and the IO, Single Investigating Officer (SIO), Safety Investigation Board (SIB), or other entity in charge of the investigation, determines total release from the impoundment is warranted, the IO will brief the SLD 45/CV-IS and other leadership personnel, as appropriate, on the reasons release from impoundment is warranted.

2.4.4. If the cause of the incident cannot be determined, or a positive corrective action cannot be confirmed, the SLD 45/CV-IS will determine if further actions are required.

2.4.5. When the SLD 45/CV-IS approves the release of the impounded equipment, the TA/AGE CORs must be notified the asset is released from impoundment.

2.4.6. When notified TA/AGE CORs must send out an Impoundment Release notification.

3. Impoundment of transient aircraft.

3.1. Impoundment of transient aircraft will be determined by aircraft commander and communicated to home station organization.

3.2. Home station organization will designate representatives (IA/IO/Impoundment Team) to conduct impoundment procedures.

3.3. The SLD 45 TA/AGE CORs can provide lines of communication and assist with impoundment but will not assume responsibility or control of the return to service activities for impounded transient aircraft.

KRISTIN L. PANZENHAGEN
Brigadier General, USSF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 8 November 2022

DAFI21-101_AFMCSUP_Addendum D, *United States Space Force (USSF) Non Standard Organization (NSO) Aircraft and Equipment Maintenance Management*, 8 November 2022

Prescribed Forms

SLD 45 Form 130, *Impoundment Checklist*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AGE—Aerospace Ground Equipment

CCSFS—Cape Canaveral Space Force Station

COR—Contracting Officer Representative

CV-IS—Vice Commander, Installation Support

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DG09—Diesel Generator 9

FOD—Foreign Object Damage

IA—Impoundment Authority

IO—Impoundment Official

LC07—Light Cart 7

OPR—Office of Primary Responsibility

PSFB—Patrick Space Force Base

SE—Safety Office

SFS—Security Forces Squadron

SIB—Special Investigation Board

SIO—Single Investigating Officer

SLD—Space Launch Delta

TA/AGE—Transient Alert

Terms

Contracting Officer Representative (COR)—A COR is an individual designated in accordance with Department of Defense Federal Acquisition Regulation Supplement subsection 201.602-2 and authorized in writing by the contracting officer to perform specific technical or administrative functions.

Equipment Impoundment—Isolation of an aircraft or equipment due to an unknown malfunction or condition making it unsafe for use or flight.

Impoundment Authority (IA)—The person having the authority to impound and release from impoundment.