

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 21-112**



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Maintenance

IMPOUNDMENT

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This publication implements the impoundment requirements of Air Force Instruction (AFI) 21-101, Air Force Materiel Command Supplement (AFMC), Air Force Materiel Command Addendum A, *Non Standard Organization (NSO) Logistics Maintenance Management*. The purpose of this instruction is to provide standard guidance for initiating and releasing an impoundment on an asset (any or all assets that make up a test cell, test facility, test support plant, utility, etc. including test articles) following an unplanned event. This instruction applies to all Government and contractor personnel assigned to Arnold Air Force Base. This publication does not apply to the 704th Test Group (AEDC/704TG). This publication cannot be supplemented at any level. Refer recommended changes and questions about this publication to the OPR listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include organizational name changes because of restructuring.

1. Overview. During operations, there will be times when activities must stop to investigate an anomaly. In most cases, activities are resumed when investigation and resolution of the anomaly is complete, and activities can proceed. An impoundment is imposed on activities when a severe anomaly 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. It is possible that a stopped activity might progress to an impoundment as the situation is understood.

2. Responsibilities and Process.

2.1. Personnel who are directly involved with and knowledgeable with the activity (e.g. craftsmen, craft supervisors, test engineers, facility engineers, test managers, system engineers, data analysts, etc.) may stop testing, maintenance, or investment operations for any reason they deem necessary to prevent or curtail personnel injury, equipment damage, environmental damage, or inaccurate test data. The intent of allowing this broad group of individuals to stop activities is to ensure the right people recognize they have the responsibility and authority to stop activities when needed. Activities shall be resumed after following the required safety and operational protocols as the situation dictates. Activities may be stopped and restarted without proceeding to impoundment, unless the situation is severe enough to warrant escalation as described in the following section.

2.2. Reasons for Impoundment.

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

2.2.2. Mandatory Impoundments. Test assets shall be impounded:

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

2.2.2.2. Following a known Class A/B/C mishap as defined in DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, and AFI 91-204 AFMCSUP, Safety Investigations and Reports.

2.2.2.3. Following an incident that appears significant enough to ultimately lead to a Class A/B/C mishap as defined in DoDI AEDCSHE-STD-A02, Mishap Investigation and Reporting. The AEDC Safety Office AEDC/SE shall be contacted for mishap class and safety investigation level determination. Any safety mishap investigation shall be IAW DAFI 91-204 AFMCSUP, Safety Investigations and Reports.

2.2.2.4. When test assets are known or suspected to have been a factor in a mishap or may have contributed to damage or injuries.

2.2.2.5. When there is suspicion or evidence of intentional damage, tampering, or sabotage. IO shall report suspicions to AEDC Security Forces Office (AEDC/TSD-SF) or Office of Special Investigations (AFOSI/Det 106).

2.2.3. The IA shall determine if the impoundment of a test asset is warranted:

2.2.3.1. When a test article or test asset sustains damage from an unknown cause or action.

- 2.2.3.2. When a tool or other object that has 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 the situation warrants an impoundment, they shall contact the Impoundment Authority (IA) directly or solicit contact via the Operations Center, and notify AEDC/SE.
- 2.3.2. The IA shall be the 804 TG Chief Engineer or Test Support Division (TSD) Chief Engineer.
- 2.3.3. The 804 TG Chief Engineer should be the IA if the issue involves damage or potential damage to a test article or if the impoundment is for a test cell, test support plant, or test system. The TSD Chief Engineer should be the IA if the impoundment is for a utility or base support asset.
- 2.3.4. The IA may initiate an impoundment regardless of whether a recommendation to impound has been received.
- 2.3.5. If the decision is made by the IA to impound, the IA shall appoint an Impoundment Official (IO), minimum of a first line Government supervisor or asset manager who is not directly related to the asset considered for impoundment.
- 2.3.6. The IA shall notify the Operations Center and provide: their name, the impoundment area (i.e., the specific asset(s) to be impounded (e.g., SL3 test cell fuel system, SL3 test cell and support systems, etc.)), the reason for impoundment, and the IO name and contact information.
- 2.3.7. Once notified by the IA, the Operations Center shall send out an Impoundment Notification.
- 2.3.8. The IO shall determine the restrictions and controls to be put in place for the impoundment and communicate this information to the Operations Center and to the Contractor(s). Consult with AEDC/SE, AEDC/TSD-SF, or other organizations as appropriate to determine the required restrictions and controls. For impoundments that may encompass a test article, the IO shall consult with appropriate personnel in 804 TG.
- 2.3.9. The IO shall limit operations and maintenance actions on impounded assets and control of removed parts until the cause is determined.
- 2.3.10. 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.
- 2.3.11. Contractors shall support the IO by controlling access, providing records, etc. as directed.

2.3.12. If it is deemed necessary to impound a test article to protect personnel and/or AEDC assets, the impoundment only applies to the test article while it is under the control of AEDC. The impoundment does not transfer with the test article. When control is transferred to the test customer, the customer assumes full responsibility for their article (i.e., shipment, repair, etc.).

2.3.13. The IO shall notify the Mission Integration Group (MIG) of the Impoundment and provide specific directions on scheduling of activities in and around the impounded assets as appropriate, such as: designating impoundment on the schedule, cancelling or limiting operations and maintenance activities in the impounded assets, etc. The IO shall communicate with the MIG when limitations on scheduling activities are changed.

2.3.14. The IO shall 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 AEDC/SE and security investigations are controlled by the AEDC/TSD-SF. In the case of a mishap or security investigation, the IO shall assist in the investigation as directed by the investigating office.

2.3.15. The IO shall oversee the return to service activities if directed by the IA.

2.4. Release from Impoundment.

2.4.1. The Impoundment Authority shall be responsible for releasing the asset(s) from the impoundment.

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

2.4.3. Once the investigation is complete to the point where the IO, Single Investigating Officer, or Safety Investigation Board (as appropriate) or other entity in charge of the investigation determines that total release from the impoundment is warranted, the IO briefs the IA (and other leadership personnel as appropriate) on the reasons that release from impoundment is warranted. Impoundment may be released in part or in full as warranted by the investigation. IA may release a portion of the asset(s) under impoundment as warranted by the investigation while maintaining impoundment of the remaining asset or assets.

2.4.4. If the cause of the incident cannot be determined, or a positive corrective action cannot be confirmed, the IA will determine if further actions are required.

2.4.5. When the IA approves release of the impoundment, the IA shall notify the Operations Center that the asset is released from impoundment.

2.4.6. When notified by the IA, the Operations Center shall send out an Impoundment Release notification.

3. Process Flowchart. See [Attachment 2](#).

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

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 19 December 2023

AFI 21-101_AFMCSUP_Addendum_A, *Non Standard Organization (NSO) Logistics Maintenance Management*, 9 December 2020

AEDCI 21-111, *FOD Prevention Program*, 23 January 2019

AEDC-SHE-STD-A2, *Mishap Investigation and Reporting*, 20 February 2023

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

FOD—Foreign Object Damage

GSU—Geographically Separated Units

IA—Impoundment Authority

IO—Impoundment Official

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

MIG—Mission Integration Group

Office Symbols

804TG—804th Test Group

AEDC—Arnold Engineering Development Complex

AEDC/SE—AEDC Safety Office

AEDC/TSD—SF—AEDC Security Forces Office

Terms

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

Impoundment Official—The person appointed by the Impoundment Authority to control the impoundment.

Attachment 2

IMPOUND PROCESS FLOWCHART

Figure A2.1. Impound Process Flowchart.

