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**Maintenance**

**WEIGHT AND BALANCE OF AIRCRAFT**

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This operating instruction outlines the responsibilities and procedures for control of weight and balance activities. It applies to personnel assigned to the 15th Operations Group and 15th Logistics Group who perform weight and balance activities on aircraft assigned to Hickam AFB under PACAF operational control.

**1. REFERENCES.**

- 1.1. AFI 21-101, PACAF Maintenance Organization and Procedures
- 1.2. 1C-135-5-1, 1C-135-5-2, 1C-135-5-3, Weight and Balance Data
- 1.3. 1C-135A-6, Aircraft Scheduled Inspection and Maintenance Requirements.
- 1.4. 1-1B-50, Weight and Balance

**2. GENERAL.** Any weight and balance adjustment will be performed by an authorized technician. An authorized weight and balance technician is defined as one who has attended an in-residence weight and balance school. In addition, the individual must be appointed in writing by the group commander or his designated representative as a weight and balance technician. 15th Operations Group Quality Assurance (OGQ) will maintain the primary weight and balance handbook for each assigned aircraft. Discrepancies found in any assigned aircraft's primary weight and balance handbook, or weight and balance form (DD Form 365), will be entered in the aircraft AFTO Form 781A and brought to the attention of OGQ. Entries to any DD Form 365 series will be made **ONLY** by qualified personnel designated to do so by 15 OG/CC.

**3. RESPONSIBILITIES.**

- 3.1. OGQ will:

- 3.1.1. Maintain the primary weight and balance handbook records for each assigned aircraft to reflect any updated weight and balance computation, other than normal configuration changes, and ensure entries on DD Forms 365 are current and correct.
  - 3.1.2. Determine if changes in the status of equipment, other than normal aircraft configurations, which will remain removed/installed for aircraft flight will have an effect on the aircraft's center of gravity and stability and notify the 65th Airlift Squadron (65 AS).
  - 3.1.3. Supervise assigned aircraft inventories to ensure an accurate and complete inventory is accomplished and documented IAW TO 1-1B-50.
  - 3.1.4. Ensure all newly assigned aircraft are updated from the manual to the automated weight and balance systems.
  - 3.1.5. Perform assigned aircraft weighing procedures.
- 3.2. 65 AS Sortie Generation Flight (MAC) will:
- 3.2.1. Prepare assigned aircraft for weight and balance inspections, inventories, and weighing procedures.
  - 3.2.2. Configure and inventory assigned aircraft as required by applicable technical data under the supervision of a qualified weight and balance authority.
  - 3.2.3. Designate a 7-level technician from each affected shop to be responsible for the monitoring of equipment removal/installation during aircraft transfer preparation and inventories.
  - 3.2.4. Forward an itemized listing to OGQ when removing/installing equipment, other than normal configurations that will remain removed/installed for flight, with the following information:
    - 3.2.4.1. Aircraft tail number
    - 3.2.4.2. Equipment noun and part number or NSN
    - 3.2.4.3. Quantity
    - 3.2.4.4. Item location (by compartment/item number, i.e., B-110)
  - 3.2.5. Coordinate with OGQ to establish an inventory/weighing date.
  - 3.2.6. Notify OGQ of any configuration changes or matters affecting aircraft weight and balance.
  - 3.2.7. Ensure work center removing/installing equipment, other than normal aircraft configurations, that will remain removed/installed for aircraft flight, make appropriate entries on the AFTO Form 781A and inform OGQ regarding the equipment removal/installation.
  - 3.2.8. Turn in weight and balance forms, DD Forms 365-1 and 365-2 (Form B, Aircraft Weighing Record), and 365-3 (Chart C Basic Weight and Balance Record) to OGQ for review three days prior to transfer to Programmed Depot Maintenance (PDM) and within three days after returning from PDM. Include list of equipment removed or installed prior to inventory action.
- 3.3. 65 AS Plans and Scheduling (MAS) will:
- 3.3.1. Notify OGQ upon completion of TCTOs affecting weight and balance.
  - 3.3.2. Coordinate and schedule all assigned aircraft weight and balance inspections, inventories, and weighing requirements with 65 AS/MAC and OGQ.

3.4. 15th Logistics Group LSDMD will:

3.4.1. Prepare and jack the aircraft as requested by the OGQ for weighing.

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